

CLARK COUNTY DEPARTMENT OF BUILDING & FIRE PREVENTION  
BUILDING ENTERPRISE FUND ADVISORY COMMITTEE (BEFAC)

CCDB&FP Conference Room 1116  
February 11, 2019

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MINUTES

MEMBERS/ALTERNATES PRESENT:

Bill Ham, Chair	MGM Resorts
Jessica Colvin	Clark County Finance Department
Shawn Danoski	NAIOP
Nat Hodgson	Southern Nevada Home Builders Association
Sean Stewart	Associated General Contractors (AGC)
Amara Vigil	Clark County Department of Building & Fire Prevention

MEMBERS/ALTERNATIVES NOT PRESENT:

Ron Taylor	Clark County Department of Building
Ed Zagalo	Clark County Finance Department

STAFF PRESENT:

Jerry Stueve	Clark County Department of Building & Fire Prevention
Sam Palmer	Clark County Department of Building & Fire Prevention
Lenora Soil-Ali	Clark County Department of Building & Fire Prevention
Theresa Atimalala	Clark County Department of Building & Fire Prevention
Christina Card	Clark County Finance Department

GUESTS IN ATTENDANCE:

Amanda Moss	Southern Nevada Home Builders Association
Cassidy Wilson	Southern Nevada Home Builders Association

**In Compliance with the Open Meeting Law.** The meeting of the Building Enterprise Fund Advisory Committee was called to order at approximately 1:32 p.m. by Bill Ham of MGM Resorts, and a quorum was confirmed.

I. **Introductions**

**Public Comment Period.** There was no public comment.

- II. **Review of Minutes.** A motion was made to approve the minutes from previous meeting on September 27, 2018 by Bill Ham, seconded by Sean Stewart and passed unanimously.

**III. Financial Update.**

- a. Financial Report. Jerry Stueve presented PowerPoint presentation which provided FY2018 and FY2019 comparisons showing where the department currently stands in terms of revenue, expenses, and net income/loss. Revenues are high comparatively to the last six months, does not include other income. Biggest increase is from Commercial permit fees and Commercial plan review fees, everything else is similar. Less than \$1.5 million is projected to be credited with the revised express process plan review fee structure. Details explaining the increased revenues are still being collected, as the financial reports and performance matrixes do not coincide. Unearned revenues may also be a big component to consider. Statute states if our unrestricted cash is greater than 50% of our annual 2 consecutive years, a fee reduction is required to be implemented. Before fee reductions are to be considered, an Audit of the numbers will be done in December 2019, as funding for vacant positions also need to be considered. The committee asked for a report similar to City of Henderson that breaks down work in progress with the money taken in, Finance is working with City of Henderson to put together a similar model. It is currently done manually with Finance and Building Department.

Fire Prevention FY2018 and FY2019 financial data are running fairly consistent.

- b. Capital Improvement Plan. Jerry presented RPM's Preliminary Cost Estimates and conceptual plans for the following:

	<u>Estimated Capital Cost</u>
• Records\Engineering Reconfiguration	\$65,243
• PAC Counter Modifications	\$34,669
• Plan Intake Office Const.	\$340,403
• Fire Prevention Consolidation	\$289,796
• Exterior Signage Update	\$78,123
• Furniture Replacement	\$250,000
• East Employee Bathroom	\$651,664
• Water Bottle Filling Stations	\$96,147
• Exterior Entry Vestibules	\$582,500
• Vehicles	
○ 4 F150 Trucks	\$128,000
○ 27 Equinox	\$621,000
○ 1 Ford Transit Connect Van	\$32,000
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Total:	\$3,169,545

Vehicle replacements are in compliance to County standards and are determined by the Automotive Department based on maintenance cost per mile. Vehicle Procurement process will be managed by the Purchasing Department. Jessica Colvin of Finance recommends she will present at the next meeting the 5 year Capitol plan to review before it is presented to the Board in July. Bill Ham made a motion to approve the list of capital improvements excluding the East Employee Bathroom and Exterior Entry Vestibules for further review, motion was seconded by Sean Stewart and passed unanimously. Department to provide additional information on the East Employee Restroom and Exterior Entrance Vestibules.

- IV. **Employee Holiday Party Update.** Jerry Stueve presented update on Employee Holiday party being a success and staying under budget.

- V. **2018 Code Implementation.** Jerry Stueve informed new Building Codes took effect 2/4/19, Fire Code effective 2/6/19, and Administrative Code effective 2/6/19. Committee expressed the phasing of the new building code was done extremely well by the County.

Bill Hamm requested to know if there was a one or two page synopsis of the Code changes between 2012 and 2018. Nat Hodskin and Jerry Stueve confirmed that since the 2015 Codes were not adopted, the changes between the 2012 and 2018 Codes are significant enough that such a synopsis is not possible. Jerry Stueve reported that County is not intended to adopt the 2021 Codes and will wait until 2024 Code cycle.

VI. **Department Update.**

- a. Performance Data: Jerry Stueve presented PowerPoint presentation which provided the performance data of 2017 and 2018 of total permits issued, total inspections, fire prevention plan review, fire prevention inspector activity, and staff updates. Rollover inspections are low at roughly 2%. Some 2017 data is unverified due to Naviline and Accella conversion. Committee expressed the quality of inspections and interaction with staff in the field are at the highest it's ever been.
- b. Staffing Update: Jerry Stueve presented PowerPoint presentation which provided the Key vacancies in the Building Department:
- (1) Manager Building Inspections
  - (1) Fire Protection Engineer
  - (2) Building Permit Specialist
  - (2) Combination Building Inspector
  - (1) Supervising Building Inspector
  - (2) Sr. Building Inspector
  - (2) Associate Engineer

Difficulty finding qualified individuals for Fire Protection Engineer position, therefore taking an under-fill Associate Engineer until PE is obtained. 4 out of 6 vacancies of the Building Permit Specialist have been filled, therefore expected to possibly phase out the 3<sup>rd</sup> party plan reviewers by mid-April. One of the Combination Building Inspector vacancies are in Laughlin, no one applying, currently taking steps to use 3<sup>rd</sup> party Inspector in the interim. Staffing update does not include expected vacancies in Sr. Building Inspector positions as many are coming up to retirement. With advance notice, critical positions can be dually filled/double billed, as an exception. Actively engaging existing staff and interns to obtain certs to qualify for promotional opportunities.

The Key vacancies under Fire are:

- (2) Assistant Fire Chief
- (1) Fire Department Fire Protection Engineer
- (1) Fire Plans Checker
- (3) Fire Inspectors

Currently finishing up 1<sup>st</sup> round of interviews for Assistant Fire Chief. Due to no qualified applicants, the Fire Protection Engineer will be reclassified to get an under-fill as a plans checker.

- VII. **Economic Outlook from the BEFAC Members.** Bill Ham asked for an update on how the new program Accella is doing. Jerry explained it is doing okay. There are still reporting issues and validation issues being worked on. I.T. has 3<sup>rd</sup> party consultants that are also helping with this. I.T. is bearing all the cost of Accella's general upgrade expected in September or October 2019, at which time our work processes may need to be revisited. Other issues are data conversion errors from the old system, but these are being handled as they come up and using work-around. Matrix could be better, however 2018 data is pretty good.

Nat Hodgson of Residential Construction will have an update after June 3<sup>rd</sup>. Sean Stewart of Commercial Development said no calls have been received from the field, which is a great thing.

The Committee members reported they have not received any complaints regarding the Department, which they consider as the Department effectively meeting the communities need. Bill Hamm also reported that he inquired on how the Department was doing as all indications are that the Department's level of quality of work and level of communications appear to be very high.

- VIII. **Proposed items for future agendas.** The 5 year Capitol plan update, Financial Reports, including FY2019 end of year projections will be on the future agenda.

- IX. **Set next committee meeting time and location.** The next meeting date is TBD and is expected to take place the 2<sup>nd</sup> week of June 2019.

**Public Comment.** None.

Seeing as there are no public comments, the meeting was adjourned at approximately 2:30 p.m.