

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

CCDB&FP Conference Room 1116
August 21, 2019

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:

Randy Tarr	Clark County Manager's Office
Jerry Stueve	Clark County Department of Building & Fire Prevention
Werner Helmer	Clark County Department of Building & Fire Prevention
Lenora Soil-Ali	Clark County Department of Building & Fire Prevention
Anna Danchik	Clark County Finance Department
Christina Card	Clark County Finance Department
Theresa Atimalala	Clark County Department of Building & Fire Prevention

GUESTS IN ATTENDANCE:

None

In Compliance with the Open Meeting Law. The meeting of the Building Enterprise Fund Advisory Committee was called to order at approximately 2:05 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 February 11, 2019 by Bill Ham, seconded by Nat Hodgson and passed unanimously.

III. Financial Update.

- a. Enterprise funds. Jessica Colvin presented PowerPoint presentation which provided an unaudited financial update of the department's FY2019 ending working capital calculated under statutes. The audit will be done in December, however the numbers provided are to be expected. The department's net position from 2018 to 2019 has significantly increased, the unaudited projection is \$13.8 million excess working capital. FY2019 marks 2 consecutive fiscal years of the Enterprise fund's working capital exceeding 50 percent of annual operating costs and capital expenditures, therefore based on NRS 354.59891 section 4(d) the department must reduce the fees it charges by an amount that is sufficient to ensure to maintain a balance of unreserved working capital that does not exceed 50 percent of the annual operating costs and capital expenditures for the next following 2 consecutive fiscal years.
- b. Financial update: Jerry Stueve presented PowerPoint presentation which provided Fire Prevention Fund FY2018 and FY2019 comparisons showing where the department currently stands in terms of revenue, expenses, and net income/loss. Fire Prevention is still doing well, majority of the additional savings is primarily in salary savings as vacancies are still trying to be filled.
- c. Capital Improvement Plans. Jerry presented RPM's Preliminary Cost Estimates and conceptual plans for committee approval for the following Capital Projects. A motions was made by Bill Ham to approve this proposal, seconded by Nat Hodgson and passed unanimously:

	<u>Estimated Capital Cost</u>
• Cellular Phone Charging Station (in Customer Lobby)	\$11,553
• TV & Cable Installations (Offices 1100, 1207 and 1208)	\$19,016
Total:	\$30,569

The following capital projects were previously approved by BEFAC, have been funded and forwarded to RPM for execution:

• Records/Engineering Reconfiguration	\$65,243
• PAC Intake Office Const.	\$34,669
• Plan Intake Office Const.	\$340,403
• Fire Prevention Consolidation	\$289,796
Total	\$730,111

The following capital purchases were previously approved by BEFAC, have been funded and forwarded to Automotive for execution:

• <u>Vehicles</u>	
4 F150 Trucks	\$128,000
27 Equinox	\$621,000
1 Ford Transit Connect Van	\$32,000
Total	\$781,000

The following capital projects were previously approved by BEFAC, yet no action has been taken yet to execute.

• Exterior Signage Update	\$78,123
• Furniture Replacement	\$250,000
• Water Bottle Filling Stations	\$96,147
Total	\$424,270

The following capital projects were held by BEFAC pending better explanation of the project estimate and benefit to the Department. Schematic designs and revised estimates are being prepared by RPM:

• East Employee Bathroom	\$651,664
• Exterior Entry Vestibules	\$582,500
Total	\$1,234,164

IV. **Department Update.**

a. Performance Data: Jerry Stueve presented PowerPoint presentation which provided the performance data of FY18 and FY19 of total permits issued, total completed inspections, inspector activity, fire prevention plan review, fire prevention inspector activity, and staff updates. Total permits issued are about the same. Rollover inspections are low at roughly 1%.

b. Staffing Update: Jerry Stueve presented PowerPoint presentation which provided the Key vacancies in the Building Department:

- Manager Plans Examination
- Assistant Fire Chief
- Fire Protection Engineer
- Building Plans Exam Specialist (3)
- Supervising Building Inspector (2)
- Senior Building Inspector (2)
- Senior/Architect Engineer (3)
- Assistant Fire Chief
- Fire Plans Checker (2)
- Fire Inspector (2)

Jim Gerren recently promoted to Assistant Director creating Manager Plans Examination vacancy. Applications in hand for the Assistant Fire Chief. Fire Protection Engineer position has been offered, awaiting background check and offer acceptance. Matt Brewer was recently promoted to Manager creating Supervising Building Inspector vacancy. Actively engaging existing staff and interns to obtain certs to qualify for promotional opportunities.

V. **Economic Outlook from the BEFAC Members.** The Committee members expressed based on the reports, the economy is sustainable and we do not foresee a huge change next year.

VI. **Proposed items for future agendas.** Fee and budget reduction proposal, Status of the integration of Building and Fire Prevention, Narrative of steps taken to help with

overlapping roles of ownership of plans exam and inspections and minimizing duplicate plans exam efforts.

- VII. **Set next committee meeting time and location.** The next meeting date is TBD, aiming for November 2019.

Public Comment. None.

Seeing as there are no public comments, the meeting was adjourned at approximately 2:55 p.m.