

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

CCDB&FP Conference Room 1116a
January 31, 2018

MINUTES

MEMBERS/ALTERNATES PRESENT:

Bill Ham, Chair	MGM Resorts
Nat Hodgson	Southern Nevada Home Builders Association
Ron Taylor	Clark County Department of Building
Jessica Colvin	Clark County Finance Department (By phone)

MEMBERS/ALTERNATIVES NOT PRESENT:

Sean Stewart	Associated General Contractors (AGC)
Mike Shohet	NAIOP
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
Girard Page	Clark County Department of Building & Fire Prevention
James Gerren	Clark County Department of Building & Fire Prevention
Carolyn Ideker	Clark County Department of Building & Fire Prevention
Werner Hellmer	Clark County Department of Building & Fire Prevention
Lenora Soil-Ali	Clark County Department of Building & Fire Prevention
Carol Carter	Clark County Department of Building & Fire Prevention

GUESTS IN ATTENDANCE:

Amanda Moss	Southern Nevada Home Builders Association
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In Compliance with the Open Meeting Law. The meeting of the Building Enterprise Fund Advisory Committee was called to order at approximately 1:30 p.m. by Bill Ham of MGM Resorts, and it was confirmed that there was a quorum.

Public Comment Period. There was no public comment.

- **Introductions**
- **Approval of Minutes.** A motion was made and passed unanimously to approve the agenda for the September 27, 2017 meeting as written.
- **Financial Update.** Ron Taylor reviewed cash flow which shows positive through November. He also reviewed the current financial status and fund balance which includes revenue breakdowns, the valuation report, new projects and capital improvements. For active projects, the tenant improvement offices were completed in December and the audio visual repairs are 50% completed. The parking lot crack-seal, slurry, and restriping project was expanded to include the installation of monument signs and a flag pole.

- **Performance Update.** Each Manager reviewed their respective division's queue and timeliness reports including staffing. James Gerren, Manager of Plans Exam advised they are making 90% of their goals. Also, his division's queue has had a significant increase in projects, but due to Accela, they are not being handled as quickly. He noted commercial projects currently being submitted is substantially higher than it was in November. Bill Ham mentioned a concern that the volume will continue to accelerate in the first half of the year and will the Department be able to sustain; he understands there will be challenges. Fire Marshal Gerard Page stated Fire Prevention's most increase is in civil Improvement plans. Jerry Stueve, Director/Building & Fire Official, introduced Werner Hellmer as the new Engineering Manager. Sam Palmer, Assistant Director advised of 1000 – 1500 inspections per day which is an increase. Jerry noted that ACET cases are down and we have closed more than opened. Jerry Stueve introduced Lenora Soil-Ali as the department's new Senior Management Analyst handling Human Resources, Fleet and Records. Lenora noted that open positions are being filled and offers made. Positions under recruitment include the Manager of Building Inspections, with interviews being conducted in the next 3 weeks, and Building Permit and Plans Exams positions which are currently being interviewed.
- **Accela Project Update.** Jerry gave an update on Accela and advised the "go live" date was December 11, 2017. He reviewed the breakdown of the financials with an estimated cost of \$13.6 million. He advised there were originally issues with Accela's reliability, but it's been corrected. There were also issues converting data from the Naviline system. Staff is holding stakeholder meetings to give our customers the ability to communicate their issues directly and let us know how we can do better. Staff is meeting two times per week to report new issues and report on the status of identified issues. Nat Hodgson suggested that customer tickets that are open at the end of each day be carried over to the following day with first priority. Carolyn Ideker, Manager of IT advised that many customer issues are a result of incorrectly setting up their user accounts. They are willing to meet with customers, either one-on-one or as a group to assist with their user accounts. Carolyn also offered to participate in future SNHBA or user group meetings.
- **Department Update.** Jerry gave a Department update which includes a realignment of Inspections and ACET with divided areas and an extra team. Bill advised it's working really well. Jerry also advised there has currently been supervisory/manager training which includes Crucial Conversation, DISC, Performance Management and Supervisors Took Kit. Jerry's concern is staffing and the current staff getting burnt out. Agencies are planning for a September/October 2018 Code Adoption date, and there may be a rewrite for the administrative code to combine building and fire prevention. He has also submitted an item that will be heard at the next BCC meeting on February 6 to reduce the express plan review fee.
- **Economic Outlook from the BEFAC Members.** Bill advised economics, as well as a lack of available resources, will create challenges for the future. In addition, due to the lack of measurable precipitation, everything will come to a halt as there will be a conflict over resources. Nat advised SNHBA retained a new employee as the public outreach manager in development who will be visiting the high schools for construction jobs to fill. Jerry gave an update on third party outside services plan check. They have completed their background check and are currently training them on Accela, in which one company is already trained and services are currently available. An RFP queue ready to go out to handle inspections. We are trying to replace our inspection staff from retirements, etc., so we may need to augment our inspection staff.

- **Propose items for future agendas.** Bill requested progress on Accela and new hires, including dealing with compression and challenges. He also requested our staff meeting with contractors, engineers and architects on large projects regarding plans submittals.
- **Set next committee meeting time and location.** The next meeting will be set for May 2018.
- **Public Comment.** Seeing no public comment, the meeting was adjourned at 2:25 p.m.