

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

CCDB&FP Conference Room 1116a
June 20, 2018

MINUTES

MEMBERS/ALTERNATES PRESENT:

Bill Ham, ChairMGM Resorts
Nat Hodgson Southern Nevada Home Builders Association
Jessica Colvin Clark County Finance Department
Mike Shohet NAIOP

MEMBERS/ALTERNATIVES NOT PRESENT:

Sean Stewart Associated General Contractors (AGC)
Ed Zagalo Clark County Finance Department
Ron Taylor Clark County Department of Building

STAFF PRESENT:

Jerry Stueve Clark County Department of Building & Fire Prevention
Randy Tarr Clark County Assistant County Manager
Sam Palmer Clark County Department of Building & Fire Prevention
Gloria Wells Clark County Department of Building & Fire Prevention
Amanda Danchik Clark County Finance Department

GUESTS IN ATTENDANCE:

Amanda Moss 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 10:05 a.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:** There were no minutes to approve for the March 14, 2018 due to the meeting being cancelled. Jerry Stueve advised the members that minutes from the January 31, 2018 meeting would be ready for the next meeting.
- **Financial Report/Update:** Jessica reviewed the current financial status and fund balance which included revenue breakdowns, the valuation report, new projects and capital improvements. Jessica Colvin reviewed cash flow; which showed positive through the end of the 2017-2018 fiscal year. Jessica also gave an estimate for the 2018-2019 fiscal year, as well as a Capital “needs” forecast.

Employee Recognition Funding Allocation: Jerry presented PowerPoint presentation regarding the department holiday party, an employee recognition/appreciation gift card program, and a request to purchase uniform shirts field inspection staff.

- **Uniform Shirts for Field Staff** – Field inspectors would receive five (5) shirts with a mandatory wear policy. Policy would be generated by Director/Asst. Director and Inspections Manager.
 - ❖ Administrative staff to receive one (1) shirt with a voluntary wear policy. Also administrative staff can purchase additional shirts at cost of \$25 per shirt.
 - ❖ At this time there are approx. sixty-eight (68) field inspectors, and the cost would be around \$8,500.
 - ❖ For administrative staff there are, at this time, ninety-five (95) employees, not excluding 1908 employees. The cost would be \$2,375.
 - ❖ For a sub-total of \$10,875.

- **Annual Holiday Party** – Employees were surveyed in order to get feedback regarding how the committee should move forward.
 - ❖ Most employees preferred catering over having a potluck.
 - ❖ Employees also preferred a variety of different entertainment;
 - ❖ Also the ability to have the party after work hours (if possible) over doing it during the work day. This way everyone who would like to participate would have the opportunity without feeling pressured to hurry and return to their work stations.
 - ❖ Last year's party was not as successful as in previous years due to the startup of Accela.
 - ❖ It's been proposed that the party be a catered event beginning at 4:30 p.m. and ending around 7:30 p.m. with a DJ for entertainment.
 - ❖ Guests would also be welcome with a ticket purchased from the committee.
 - ❖ Jerry is requested on behalf of the committee that funding be made available to cover the catering, entertainment and decorations only.
 - ❖ The committee would collectively decide on other ways to provide additional funding, like ice socials etc.
 - ❖ The estimated cost would be \$30 per person.
 - ❖ The department has around 240 employees and estimating around 175 employees would possibly attend for a total of \$5,250.

- **Team Building & Recognition-** The department has been through a lot of changes within the past year and a half and Jerry would like to expand up the current programs in place to recognize staff for the hard work and contributions to the department.
 - ❖ Currently the department has an annual pancake breakfast that the management staff provides the funding for.
 - ❖ In addition to the pancake breakfast, ideas of having a barbeque luncheon with hamburgers and hotdogs and maybe even a fish fry.
 - ❖ All of the cooking and serving would be done by management.
 - ❖ It's estimated to cost \$250 per event; with having two (2) events per year for a total of \$500 per year.

- **Recognition Gifts & Plaques:**
 - ❖ Examples of different awards would be items such as gift cards and plaques as tokens of appreciation.
 - ❖ Recipients would be determined by management.
 - ❖ Jerry would develop a criteria for the awards prior to the implementation of the program.
 - ❖ With an estimated 200 awards being given out.

- ❖ Gift cards would vary in amounts from \$25-\$100.
- ❖ The estimated cost for this program would be around \$1000.

Jessica noted that it's important to make sure the employee is made aware that the gift cards will be report as income on the employee's W-2 for the calendar year in which the award is issued.

A summary of the requested funding allocation is as follows:

• Uniform Shirts	\$11,000
• Annual Holiday Party	\$ 5,250
• <u>Staff Recognition/Team Building</u>	<u>\$1,500</u>
• Total Funding Request	\$17,750

A motion was made by Nat Hodgson to approve the funding for each of the requests; Bill Ham second the motion and the funding was granted by the remaining committee members.

- **Set next committee meeting time and location.** The next meeting will be TBD for August or September 2018.
- **Public Comment.** Seeing no public comment, the meeting was adjourned at 11:25 a.m.