

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

CCDB&FP Conference Room 1116  
April 12, 2016

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MINUTES

MEMBERS/ALTERNATES PRESENT:

Bill Ham, Chair	MGM Resorts
Mike Shohet	NAIOP
Ron Taylor	Clark County Department of Building
Yolanda King	Clark County Finance Department

MEMBERS NOT PRESENT:

Sean Stewart	Associated General Contractors (AGC)
Nat Hodgson	Southern Nevada Home Builders Association

STAFF PRESENT:

Ron Lynn	Clark County Department of Building
Sam Palmer	Clark County Department of Building
Kevin McOsker	Clark County Department of Building
Werner Hellmer	Clark County Department of Building
Brenda Thompson	Clark County Department of Building
Cathy Altstatt	Clark County Department of Building

**In Compliance with the Open Meeting Law.** The meeting of the Building Enterprise Fund Advisory Committee was called to order at approximately 2:30 p.m. by Bill Ham of MGM Resorts. Ron Lynn made a roll call 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 by Mike Shohet, seconded by Ron Taylor, approving unanimously the Minutes of December 14, 2015 as written.
- **Financial Update.** Ron Taylor presented a financial update report. He also displayed the valuation report and a 5 year summary which is located on the Building and Fire Prevention Website. He then presented a review of the 2015/2016 fiscal year. It was discussed that future financial reports will identify permit and valuation information relating to the Medical Marijuana Industry. Overall, our financials have been helped by managing expenses and maintaining vacant positions. Ron Lynn stated that the Department is currently hiring replacement positions including a Building Permit Specialist I, Building Permit Specialist II, Senior Building Inspector, Administrative Specialist (Customer Support Specialist) and a Building Plans Exam Specialist. Current recruitments include Senior Programmer/Analyst, Systems Programmer II, Senior Engineer/Architect, 2 Building Plans Examiners II, 5 Senior Building Inspector positions and 2 Fire Prevention Plans Checkers.

- **Fault Characterization Study.** Sam Palmer advised that all jurisdictions are in agreement with the concept of the project and are evaluating their contribution commitments. This study will be performed by a team consisting of UNR, NBMG, UNLV and USGS and will cost approximately 1.7 million dollars over a 4.5 year time frame. The expenditures will be amortized over the term of the study. Because of the complexity of this project, all Commissioners will be briefed prior to the Department of Building & Fire Prevention releasing a Management Information Report (MIR) to the Commissioners. Eventually, this will be on the Board of County Commissioners agenda for the purposes of funding.
- **Blitz Project Update.** The BLITZ (Accela) Project is noted as being 50% complete. This represents an approximate 6 month delay in implementation. Of note, the project is still on budget. Exciting elements were discussed including e-plans review and Accela Citizen Access (ACA).

a. Current notable issues/risks include:

1. The project timeline has been adjusted with new target dates for completion based on current project progress (January 2017).
2. Quality – There are no issues in the test quality seen so far
3. County Department Resource Staffing – a notable risk exists within some departments that can impact the overall functionality. Staff commitments have been confirmed by Department heads and of note, The Department of Water Reclamation is now interested in participating. The severity of this risk is being closely monitored. Staff exhaustion is of concern and alleviation remedies are being considered.

b. Budget

Total Budget -	\$12.6M
Total Encumbered/Spent	<u>7.6M</u>
Remaining	5.0M

- **Fund Balance Forecast.** Ron Taylor explained that with the recent announcement of two proposed large projects, the fund balance may go up but otherwise the current balance should remain stable.
- **Economic Forecast.** Leading indicators produced by National Homebuilders Research and the UNLV Center for Business and Economic Research shows homebuilding is slightly stagnant however, car sales are up indicating consumer confidence is up which bodes well to a growing economic market. Other economic considerations with regards to generation X and millennials, shows home buying is not the trend. Locally, housing permits are currently showing an increase. Ron Taylor presented data which indicates the current residential trends are similar to pre-economic boom/bust of the 1990's & 2000's.

The cash flow report was given for the last calendar year showing an overall fund balance increase over \$4M. The cash flow report for the 1<sup>st</sup> quarter (Jan-Mar 2016) showed January had a deficit due to making unscheduled quarterly overhead payments.

- **HR Staffing Issues.** There are currently twenty two (22) positions vacant. Certain services have been contracted out with the ultimate goal of bringing engineers on staff. Inspections staff: consolidation efforts have increased productivity and maximized resources. Current staffing vacancies were discussed as were the anticipated recruitment efforts. Staffing efforts to support the citizens in Overton were discussed and a plan to provide onsite resources once per month has been outlined. The newly created Facilitator position was highlighted to the Board and it was explained that this position will be the point of contact to citizens seeking assistance/direction with our process. The combining of the Building and Fire Prevention Intake process has enhanced customer service. Aggressive cross-training and staffing promotions are taking place to ensure a smooth transition and the process is expected to be completed by the beginning of June.
- **Propose items for future agendas.** Financial reports identifying permit and valuation information relating to the Medical Marijuana Industry.
- **Set next committee meeting time and location.** The next meeting will be set for the next quarter.
- **Public Comment.** Seeing no public comment, the meeting was adjourned at 3:30 p.m.

/cda