

City of Las Vegas

**BUILDING AND SAFETY ENTERPRISE FUND ADVISORY COMMITTEE
CITY HALL, 495 S. MAIN STREET
CITY CLERKS 2ND FLOOR CONFERENCE ROOM
CITY OF LAS VEGAS INTERNET ADDRESS: www.lasvegasnevada.gov**

MINUTES

May 14, 2015

2:00 P.M.

ITEMS LISTED ON THE AGENDA MAY BE TAKEN OUT OF THE ORDER PRESENTED; TWO OR MORE AGENDA ITEMS FOR CONSIDERATION MAY BE COMBINED; AND ANY ITEM ON THE AGENDA MAY BE REMOVED OR RELATED DISCUSSION MAY BE DELAYED AT ANY TIME. BACKUP MATERIAL FOR THIS AGENDA MAY BE OBTAINED FROM LUANN D. HOLMES, CITY CLERK, AT THE CITY CLERKS OFFICE AT 495 SOUTH MAIN STREET, 2ND FLOOR OR ON THE CITY'S WEBPAGE AT www.lasvegasnevada.gov.

1. [CALL TO ORDER](#)

Minutes:

CHAIR QUINN called the meeting to order at 2:03 p.m.

PRESENT: CHAIR QUINN and MEMBERS KNIGHT and POTTER

EXCUSED: MEMBERS HODGSON and APPELYARD

ALSO PRESENT: YOLANDA PALOMO, Senior Management Analyst, BRYAN SCOTT, Assistant City Attorney, and JACQUIE MILLER, Deputy City Clerk

2. [ANNOUNCEMENT RE: COMPLIANCE WITH OPEN MEETING LAW](#)

Minutes:

ANNOUNCEMENT MADE: This meeting has been properly noticed and posted at the following locations: City Hall, 495 South Main Street, 1st Floor; Clark County Government Center, 500 South Grand Central Parkway; Grant Sawyer Building, 555 East Washington Avenue; City of Las Vegas Development Services Center, 333 North Rancho Drive.

3. [PUBLIC COMMENT DURING THIS PORTION OF THE AGENDA MUST BE LIMITED TO MATTERS ON THE AGENDA FOR ACTION. IF YOU WISH TO BE HEARD, GIVE YOUR NAME FOR THE RECORD. THE AMOUNT OF DISCUSSION, AS WELL AS THE AMOUNT OF TIME ANY SINGLE SPEAKER IS ALLOWED, MAY BE LIMITED](#)

Minutes:

None.

4. [For possible action to approve the Final Minutes by reference of the Regular Meeting of October 9, 2014](#)

Motion made by ROBERT W. POTTER to Approve

Passed For: 2; Against: 0; Abstain: 1; Did Not Vote: 0; Excused: 2

CHRISTOPHER KNIGHT, ROBERT W. POTTER; Against-(None); Abstain-STEVE QUINN; Did Not Vote-(None); Excused-VENETTA APPELYARD, NAT HODGSON

City of Las Vegas

NOTE: CHAIR QUINN abstained from voting on this item, as he was not in attendance at the October 9, 2014 meeting.

Minutes:

In response to CHAIR QUINN'S abstention, ASSISTANT CITY ATTORNEY BRYAN SCOTT stated that as long as there was a quorum to keep the meeting going the minutes could be approved.

5. [Report for possible action regarding an update of the Enterprise Fund Budget for Fiscal Year 2015](#)

Motion made by ROBERT W. POTTER to Approve

Passed For: 3; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 2

CHRISTOPHER KNIGHT, ROBERT W. POTTER, STEVE QUINN; Against-(None); Abstain-(None); Did Not Vote-(None); Excused- VENETTA APPEYARD, NAT HODGSON

Minutes:

MEMBER KNIGHT reviewed a Building and Safety Enterprise Fund spreadsheet, which was distributed and submitted for the record, regarding the revenue and expenditures for fiscal year 2015. He reported that the Fund Balance was \$5.594 million, and expenses were just over \$4 million, leaving a little bit of money to spend on upcoming expenditures including software changes, new computers and additional staff. MEMBER KNIGHT named all of the positions that have been filled, noting there will still be a few more additions.

In response to CHAIR QUINN'S inquiry, MEMBER KNIGHT explained that a mistake was discovered in last year's budget where building permit fees for single family homes had been put into the Residential Structure Tax account instead of the Enterprise Fund account for two or three years. Those fees have since been placed in the Enterprise Fund, resulting in a one-time revenue addition.

MEMBER POTTER asked if capital improvements made to the building come out of the Enterprise Fund. MEMBER KNIGHT explained that the Enterprise Fund is charged a prorated share of the capital improvement costs based on the square footage that the Building and Safety Department occupies in the building. YOLANDA PALOMO, Senior Management Analyst, stated that there were expenses to move some of the staff to another floor, and MEMBER KNIGHT added that Code Enforcement personnel were transferred to the Planning Department, and the Enterprise Fund absorbed the cost for moving the cubicles. MEMBER KNIGHT also confirmed for MEMBER POTTER that additional government and administration fees were paid, and MS. PALOMO said that facility charges for occupying the space were paid as well.

MEMBER KNIGHT stated that because of the position vacancies and the number of plans that need to be checked, funding was approved to outsource the plan review. In lieu of hiring additional staff, the City has opted to hire outside consulting firms, Bureau Veritas and Interwest, to assist with the process.

CHAIR QUINN wondered what percentage of the plans is reviewed by the consultants, and MEMBER KNIGHT stated that the number is growing since general plan review functions are going to the consultants as well. When this process started, it took 45 days to turn around a first plan review; that has been decreased to five working days for the consultants and seven working days for City staff. In-house staff has been focused on providing the premier services of express plan reviews and over-the-counter plan reviews.

CHAIR QUINN thought that one of the consultants was changing their business model, and MEMBER KNIGHT stated that was a different firm who is no longer contracted by the City.

MEMBER POTTER wondered what was required to have an over-the-counter plan check, and MEMBER KNIGHT explained that those are for plans that have three or less sheets and three or less disciplines, and the plan cannot include structural. It does not cost more money, and if possible, a permit will be issued at that time.

6. [Report for possible action regarding an update of the tentative Enterprise Fund Budget for Fiscal Year 2016](#)

Motion made by ROBERT W. POTTER to Approve

City of Las Vegas

Passed For: 3; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 2

CHRISTOPHER KNIGHT, ROBERT W. POTTER, STEVE QUINN; Against-(None); Abstain-(None); Did Not Vote-(None); Excused-VENETTA APPELYARD, NAT HODGSON

Minutes:

MEMBER KNIGHT reviewed a Building and Safety Enterprise Fund spreadsheet, which was distributed and submitted for the record, regarding the tentative budget for fiscal year 2016. He stated that several positions will be added to the Building and Safety Department and explained the duties of each: two clerical positions, one Permit Technician, one Senior Permit Technician, two Plans Examiner Trainees and one Fire Protection Engineer. Staff also asked for \$800,000 to fund the external consultants, as the department will be referring the general plan reviews to them.

MEMBER POTTER commented that the amount for external consultants was almost four times as much as this year and wondered if MEMBER KNIGHT anticipated receiving four times as many plans. MEMBER KNIGHT explained that the \$100,000 budget amount for this year was exhausted by the second quarter and additional funding in the amount of \$400,000 was approved through the end of the year. YOLANDA PALOMO confirmed for MEMBER KNIGHT that 7,252 plans have gone up for review so far this year, excluding the counter reviews. In response to MEMBER POTTER'S inquiry, MEMBER KNIGHT stated that it costs 70 percent of the permit fee to have the plan reviewed by the consultant, and reviews are being done within seven working days.

MEMBER POTTER asked about the statutory limit on damages regarding lawsuits and wondered what type of insurance the consultants have. ASSISTANT CITY ATTORNEY BRYAN SCOTT explained that the limit is \$100,000 per claim on a tort claim lawsuit and believed the consultants would have several million dollars of insurance coverage. MEMBER KNIGHT added that the Purchasing Department requires that the consultants have insurance; the consultants contract to the City of Las Vegas and if they make a mistake, the responsibility falls on the consultants.

MEMBER POTTER thought that the Benefit Allocation line item percentage was high. MEMBER KNIGHT confirmed for MEMBER POTTER that the City participates in PERS (Public Employee Retirement System), and added that benefit packages for government employees are typically very good, which traditionally has been the attraction of working for a government entity.

CHAIR QUINN thought it was more equitable to move towards consultants and have a limited staff. MEMBER KNIGHT stated that he does have a limited staff, and the consultants review plans without the interruptions and provide a better turnaround time; any complaints, questions, policy or process issues are directed to the in-house staff. There are currently three single discipline Plans Examiners, but as those positions become vacant, they will be replaced with the Combination Plans Examiner position; this will allow in-house staff numbers to be kept to a minimum.

MEMBER KNIGHT explained for MEMBER POTTER that a combination plan review includes architectural, plumbing, mechanical and electrical; structural will always be a standalone because it requires a licensed engineer while the others require certifications from ICC or a recognized agency.

CHAIR QUINN asked if the majority of the structural plans are sent to the consultant, and MEMBER KNIGHT stated that he tries to have those plans reviewed by in-house staff as that is where they run into most of the problems.

MEMBER KNIGHT announced that the special inspection program has changed, and the City will be using Clark County's system which will remove approximately 25 percent of the workload from the Structure Plans Examiner. If the production does not improve because of the volume of plans to review, he is prepared to request hiring an additional Structure Plans Examiner.

MEMBER POTTER asked how the special inspection process will work. MEMBER KNIGHT reviewed how the old process worked and stated that the automated format will be much faster and efficient. MS. PALOMO added that it will now be web-based, the agreement will be filled out online and only one form with requires a signature, which can be e-mailed.

City of Las Vegas

In response to MEMBER POTTER'S inquiry, MEMBER KNIGHT explained that once the plans are sent to the outside consultant, the consultant reviews the plans and puts together a correction letter. The letter is sent to the customer and a copy goes to the Building and Safety Department. The customer submits the revisions to the Building and Safety Department, who forwards them to the consultant.

CHAIR QUINN questioned the Printing and Reproduction line item that had nearly doubled. MEMBER KNIGHT stated once the process is changed to electronic plan check, that number should substantially decrease.

MS. PALOMO confirmed for MEMBER POTTER that the General Government Cost Allocation amount rose because it is based on salaries.

CHAIR QUINN pointed out that Capital Recovery expense increased quite a lot, and MS. PALOMO explained that it was due to adding new vehicles for the new inspectors.

Subsequent to the vote, CHAIR QUINN asked for clarification of why once a motion was made during a Planning Commission meeting, there was no discussion; with the Contractor's Board, once a motion was made, there was discussion just between the Board members. ASSISTANT CITY ATTORNEY BRYAN SCOTT explained that sometimes Robert's Rules of Order followed pretty strictly, but different Boards do it differently.

7. [Report for possible action regarding the Enterprise Fund staffing updates](#)

Motion made by ROBERT W. POTTER to Approve

Passed For: 3; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 2

CHRISTOPHER KNIGHT, ROBERT W. POTTER, STEVE QUINN; Against-(None); Abstain-(None); Did Not Vote-(None); Excused-VENETTA APPELYARD, NAT HODGSON

Minutes:

See Items 5 and 6 for related discussion.

8. [Discussion for possible action regarding the performance updates on Plan Review and Inspections](#)

Motion made by ROBERT W. POTTER to Approve

Passed For: 3; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 2

CHRISTOPHER KNIGHT, ROBERT W. POTTER, STEVE QUINN; Against-(None); Abstain-(None); Did Not Vote-(None); Excused-VENETTA APPELYARD, NAT HODGSON

Minutes:

MEMBER KNIGHT distributed and submitted spreadsheets for the record regarding the performance measures for plan reviews and inspections. Various categories and how the performance to date compared to the goals set for the Building and Safety Department were reviewed. To date, 4,450 building permits have been issued, and 73,727 inspections have been completed with a staff of 20 inspectors. Due to the large number of inspections and the holdover rate, additional inspectors are being hired; with the additional inspectors, the goal for completing inspections within the next business day should be met. He also mentioned that they have not quite met the goal of putting the inspections online within one hour, as there are connectivity issues when inspectors are going from one site to another. CHAIR QUINN pointed out that the inspectors are performing approximately four inspections per hour.

MEMBER KNIGHT stated that with the addition of the outside consultants, staff is doing well with plan review times. The goals for civil and utility plans being reviewed and plan check reviews being completed within eight business days are both close to being met. CHAIR QUINN pointed out that it is currently taking Clark County 21 business days to complete a plan check.

City of Las Vegas

More than 9,000 homes will be built in the Sky Canyon master planned development, and that has had an impact on reviewing the tract permits within three days. Staff was not informed regarding what was in the Sky Canyon plan prior to permits being requested, so they were not prepared to issue permits, which affects the three-day turnaround time.

MEMBER KNIGHT reported that the goal of waiting 20 minutes to see a permit technician is not being met, so additional permit technicians are being hired. Staff is nearly meeting the goal of plans being reviewed for pricing within two business days, and the wait time goal for a cashier is being met.

MEMBER POTTER asked if there is a provision in the 2015-2016 budget to consider being open for business on Fridays. MEMBER KNIGHT explained that inspections can be completed on Fridays, but staff's union contract states that there will be a four-day work week. Splitting the Building and Safety staff to provide coverage for Fridays would reduce the efficiencies and increase wait times for customers.

9. [Discussion for possible action regarding the Development Services Center automation updates](#)

Motion made by ROBERT W. POTTER to Approve

Passed For: 3; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 2

CHRISTOPHER KNIGHT, ROBERT W. POTTER, STEVE QUINN; Against-(None); Abstain-(None); Did Not Vote-(None); Excused- VENETTA APPEYARD, NAT HODGSON

Minutes:

YOLANDA PALOMO, Senior Management Analyst, stated that automation of the permitting system is in the design phase, and the web-based system will allow flexibility to streamline processes. System testing will begin in June, and it should be rolled out around April, 2016. Online scheduling will change and plan reviews will be done electronically, which will enable customers to submit plans online at any time. MS. PALOMO explained for CHAIR QUINN that Hansen was bought by Infor10 who is designing the system.

In response to CHAIR QUINN'S inquiry, MEMBER KNIGHT explained that staff visited Miami-Dade County, Florida, to look at their electronic planning review system, which they designed themselves. The City of Las Vegas Building and Safety Department was considering using Project Docs as the operating system for the electronic planning review, but it did not have the capabilities that the Miami-Dade County system had, so Infor10 was chosen. MEMBER KNIGHT cited some of the important automated functionalities including notification if an inspection has not been done and the building permit is about to expire, notification when a permit is ready, electronic phone calls, text messaging and e-mail notifications. He believed the new system will be much more efficient and customer friendly.

10. [CITIZENS PARTICIPATION: PUBLIC COMMENT DURING THIS PORTION OF THE AGENDA MUST BE LIMITED TO MATTERS WITHIN THE JURISDICTION OF THE COMMITTEE. NO SUBJECT MAY BE ACTED UPON BY THE COMMITTEE UNLESS THAT SUBJECT IS ON THE AGENDA AND IS SCHEDULED FOR ACTION. IF YOU WISH TO BE HEARD, GIVE YOUR NAME FOR THE RECORD. THE AMOUNT OF DISCUSSION ON ANY SINGLE SUBJECT, AS WELL AS THE AMOUNT OF TIME ANY SINGLE SPEAKER IS ALLOWED, MAY BE LIMITED](#)

Minutes:

City of Las Vegas

MEMBER POTTER commented that MEMBER KNIGHT and his staff do a great job for the Building and Safety Enterprise Fund, and CHAIR QUINN concurred.

11. [ADJOURNMENT](#)

Minutes:

The meeting was adjourned at 3:00 p.m.

Respectfully submitted:

Jacquie Miller, Deputy City Clerk

Christopher Knight, Director of Building & Safety

Facilities are provided throughout City Hall for the convenience of disabled persons. Reasonable efforts will be made to assist and accommodate physically handicapped persons. If you need an accommodation to attend and participate in this meeting, please call the City Clerks office at 229-6311 and advise of your need at least 48 hours in advance of the meeting. Dial 7-1-1 for Relay Nevada.

THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS:

City Hall, 495 South Main Street, 1st Floor
Clark County Government Center, 500 South Grand Central Parkway
Grant Sawyer Building, 555 East Washington Avenue
City of Las Vegas Development Services Center, 333 North Rancho Drive