



Building and Safety Enterprise Fund Advisory Committee Minutes

1. Call to Order and Roll Call

Minutes:

CHAIR POTTER called the meeting to order at 10:00 a.m.

PRESENT: CHAIR POTTER and MEMBERS MOSS, TATUM, HELTSLEY, and CUNNINGHAM

ALSO PRESENT: SETH FLOYD, Community Development Director; RICK ROZIER, Deputy Fire Marshal; JOSANNA ESPEJO, Senior Management Analyst; JIM LEWIS, Deputy City Attorney; and BRIAN CARROLL, Deputy City Clerk

2. Announcement Regarding: Compliance with Open Meeting Law

Minutes:

ANNOUNCEMENT MADE: This meeting has been properly noticed and posted at the following locations in accordance with the noticing standards as outlined in NRS 241.020: City Hall, 495 South Main Street, 1st Floor; the City of Las Vegas website – www.lasvegasnevada.gov; and the Nevada Public Notice website – notice.nv.gov.

3. Public Comment: Comment during this portion of the agenda must be limited to matters on the agenda for action. If you wish to be heard, come forward and 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 August 10, 2022

Motion made by Amanda Moss to Approve

Passed For: 5; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 0

For-Robert W. Potter, Amanda Moss, Vincent Tatum, Susan Heltsley, Michael Cunningham;

5. Report by Michael Cunningham, Deputy Building and Safety Director and Building Official, regarding an update to the Enterprise Fund Budget for Fiscal Year 2023

Minutes:

MEMBER CUNNINGHAM stated that this was his first meeting serving on the Committee as the City's Building Official. He said the Committee was important to the Division, and he appreciated everyone's efforts. The Member referenced the Enterprise Fund Budget, which was included in the backup, to report that the projected revenues were slightly lower than expected. He noted that the projected revenue was over \$16 million while the year to date total was \$10,680,973. He advised that the projected expense total was \$13,312,674 while the year to date total was \$8,875,116. He believed that the slowdown in the residential market had ended and permits were increasing, and he stated that the commercial market had remained steady with many new

upcoming projects. MEMBER CUNNINGHAM reported that the Other Professional Services budget line item was used for plan review consultants and was projected to be around \$800,000, which was lower than the budgeted amount. Further, he explained that staff was trained and able to handle many of the reviews in-house. In conclusion, he noted that advertising funds were used to advertise positions, and he said the unreserved balance was projected to be \$8,072,372.

MEMBER MOSS congratulated MEMBER CUNNINGHAM for his first meeting as the Building Official. She confirmed that residential permits were increasing, and she was happy to see that reflected in the budget.

6. Report by Michael Cunningham, Deputy Building and Safety Director and Building Official, regarding an update on staffing and recruitment challenges, initiatives and alternatives for difficulty in hiring and retaining qualified employees

Minutes:

MEMBER CUNNINGHAM reported that the Human Resources (HR) Department continually participates in job fairs and hiring events to promote City employment, and he noted that they attended 35 events in 2022. He stated that his Division participated in career fairs at Lied STEM (Science, Technology, Engineering, and Mathematics) Academy, CSN (College of Southern Nevada), and Construction vs Cancer, and they set up a booth with handouts to get the younger generation involved with the industry. Further, he explained that City employees speak at events to get the word out. He advised that he was the past president for SN-ICC (Southern Nevada Chapter of the International Code Council) and the organization supported and donated money to the Southern Nevada Trades High School. The Member reported that positions are posted on the City's social media accounts, and a market salary review is completed annually to ensure salaries are competitive. Regarding retention, the City implemented the Individual Career Development Plan that allows employees to meet with HR to establish and achieve career goals, and a provider visits the Municipal Court every Thursday as part of the employee assistance program. A wellness coach and Medicine on the Move visit City facilities to monitor health and provide basic wellness care, and educational workshops are held on financial well-being and pre-retirement planning. An in-person defensive driving class was reintroduced after being held virtually due to COVID, which may help lower insurance costs, and pet insurance is now offered to City staff.

MEMBER TATUM appreciated that the report addressed questions posed at the last meeting, and he commended the City for being one of the top jurisdictions for inspections and plan reviews. He questioned if any recruitment efforts highlighted the City's culture and work environment. MEMBER CUNNINGHAM did not believe job postings focused on culture or team building. He advised that he attended the APWA (American Public Works Association) Conference and saw many companies displaying pictures of their work environment, and he offered to follow up with HR to see if that could be added to job postings. Regarding the private sector, MEMBER TATUM stated that people have many options when choosing where to work due to the labor shortage, and he found success highlighting work culture instead of salary and job requirements. He applauded the City for implementing the Individual Career Development Plan, and he said having direct conversations with employees was the most effective way he retained employees. Noting a question posed by MEMBER MOSS at the last meeting, MEMBER TATUM questioned if prospective employees that did not meet initial requirements could receive training, and MEMBER CUNNINGHAM said he would follow up. JOSANNA ESPEJO, Senior Management Analyst, stated that a workgroup she was involved with provided a report to the City Manager's Office that recommended showcasing the City's culture, providing certification resources to applicants when they subscribe to a job interest card, and using a skills assessment on those applicants to gather skill data for future job openings. In response to MEMBER TATUM, MEMBER CUNNINGHAM clarified that the Department offers summer internships and other internship opportunities were available at the City. Further, he noted that he began working with the City through a paid internship.

MEMBER MOSS stated that the City of North Las Vegas allows prospective employees to start at a lower salary range while they acquire missing certifications, and she asked if there was a similar program in place at the City. MEMBER CUNNINGHAM explained that the Combination Plans Examiner position previously required certifications, and the job description was rewritten to require experience in the construction industry. He stated that those employees begin at a lower salary and progress through the salary range quicker as they acquire certifications. Further, he said licensed engineers begin at a higher salary. The Member advised that the Residential Plans Examiner position does not require full certifications, and the Combination Inspector position only requires one certification to qualify. He conceded that classes and certification exams were expensive, and

they wanted to make it easier for employees to learn and acquire certifications while working at the City. In response to MEMBER MOSS, MEMBER CUNNINGHAM clarified that recruitment for a Combination Plans Examiner recently closed with 11 qualified applicants, and only a couple applications were received for an open Inspector position. MEMBER MOSS noted that other jurisdictions and the private sector experienced employment issues, and she echoed MEMBER TATUM'S comments commending the City for their recruitment and retention efforts.

MEMBER HELTSLEY confirmed with MEMBER CUNNINGHAM that there was one Residential Plans Examiner, two Inspectors, one Inspections Auditor, and one Combination Plans Examiner position open for recruitment. MEMBER HELTSLEY asked if it was normal to have that many vacancies. MEMBER CUNNINGHAM replied that they typically have some vacancies, and he advised that the Inspector positions had been on hold due to slowing in the residential market.

CHAIR POTTER questioned if there was a time limit for new employees to become fully certified. MEMBER CUNNINGHAM said the job description requires employees to acquire their first certification within six months and an additional certification every year until they are fully certified.

7. Report by Robert Nolan, Senior Deputy Fire Chief and Fire Marshal, regarding an update on residential fire sprinkler inspections

Minutes:

RICK ROZIER, Deputy Fire Marshal, advised that SENIOR DEPUTY FIRE CHIEF AND FIRE MARSHAL ROBERT NOLAN asked him to discuss the staffing plan for the Fire Engineering office. DEPUTY CITY ATTORNEY JIM LEWIS stated that this item was advertised to speak about residential fire sprinkler inspections, and he opined that any discussion needed to tie into that in order to comply with Open Meeting Law. MEMBER MOSS said she would love to hear how the department balances time commitments between residential fire sprinkler inspections and other inspection related tasks. MR. LEWIS reiterated that any discussion needed to have something to do with what the public was told would be discussed.

MR. ROZIER reported that a two-hour meeting was held with On Guard Fire (On Guard Residential Fire Protection), a leader in the residential fire sprinkler industry. He said there were issues with ceiling fans and other trades affecting their work, and he believed the issues had been resolved and there would be more passed inspections.

MEMBER MOSS noted there could be a large amount of expedited calls for ceiling fan or similar issues, and she questioned if they had considered creating a FAQ (frequently asked questions) showing common reasons that inspections fail or partially pass. MR. ROZIER confirmed that putting out an industry notice or holding an industry-wide meeting was discussed at the meeting he attended. He stated that 80 to 90 percent of the inspections come from On Guard Fire, and he offered to inform other jurisdictions of issues found during inspections. The Member believed that the Building and Fire Departments for Clark County meet quarterly with fire sprinkler contractors. She opined that proactively addressing issues and providing education was important, as building code changes require fire sprinklers in more homes.

In response to CHAIR POTTER, MR. ROZIER clarified that NFPA (National Fire Protection Association) standards require spacing between fans and sprinkler heads to ensure disbursement of water. He noted an instance in which spacing requirements were imposed for a homeowner that pre-wired a ceiling fan kit without installing the ceiling fan, and he reported that drywall and painting companies were caulking the sprinkler head's concealer plate, which would prevent the sprinkler head from activating. MR. ROZIER stated that a mechanical contractor may cut pre-installed piping in their way, or an electrical contractor may lay electrical wire on a pipe, which is prohibited by code. He said these examples would affect the performance of a sprinkler system or cause failed inspections. MEMBER MOSS advised that painting and drywall companies do not have the same market share as other trades, and she asked if an educational event could be provided for specific trades in specific areas. MR. ROZIER clarified that they plan to provide a presentation at the homebuilders meeting so information could be shared among their members.

8. **Discussion regarding topics for future agenda items.** Comments made during this portion of the agenda by individual members shall refer solely to proposals for future agenda items and any discussion shall be limited to whether or not such proposed items are within the purview of the Committee and/or whether such proposed

items shall be placed on a future agenda. No discussion regarding the substance of any such proposed topic shall occur and no action shall be taken.

Minutes:

MEMBER MOSS asked that Item 7 be updated to not limit it to residential fire sprinklers. DEPUTY CITY ATTORNEY JIM LEWIS said he would work with the Building and Safety Division to update the verbiage. The Member asked that the residential fire sprinkler portion remain on the item, as she appreciated having the update. MEMBER TATUM echoed MEMBER MOSS' comments and stated that it would be beneficial for the Committee to hear about new developments.

MEMBER HELTSLEY noted that they were going through the 2024 budget, and she requested updates on FY23 and FY24. MEMBER MOSS believed that Committee meetings would include discussion on significant commercial projects and building code adoption after the budget had closed.

MEMBER TATUM questioned the timeline for water restrictions imposed by the Southern Nevada Water Authority, and he wondered how that would affect project completion deadlines and issuing building permits. He wanted to know what remedies were available if timelines were not met.

In response to CHAIR POTTER, MR. LEWIS confirmed that this item was to discuss bringing topics forward for the next meeting's agenda.

9. **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, come forward and 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:

None.

10. **Adjournment**

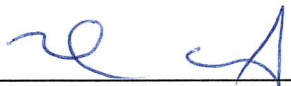
Minutes:

The meeting was adjourned at 10:40 a.m.

Respectfully submitted:



Brian Carroll, Deputy City Clerk



Michael Cunningham, Building Official

THIS MEETING WAS PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS
IN ACCORDANCE WITH THE NOTICING STANDARDS AS OUTLINED IN NRS 241.020:

The City of Las Vegas website – www.lasvegasnevada.gov

The Nevada Public Notice website – notice.nv.gov

City Hall, 495 South Main Street, 1st Floor