



**Washoe County**  
**Department of Building & Safety**  
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**Approved at meeting 9/11/07**

Minutes of the regular meeting of the Building Enterprise Fund Advisory Committee held April 4, 2007 at the Administration Complex, Building A, 1001 E. Ninth Street, Reno, Nevada. Don Jeppson, County Building Official, called the meeting to order at 3:05 p.m. The committee was provided with binders and documents containing the information to be covered in the meeting.

**ROLL CALL**

Committee Members Present: Don Jeppson, Jess Traver, Fred Taeubel, Dave Pearce, Chairman  
Tony Abreu, Vice-Chairman, Steve Hamilton.  
Committee Members Absent: Dennis Johnson, Lisa Gianoli, Ron Steele  
County Staff Present: Melanie Purcell, Joanne Yori  
Also Present: Bill Burney, Marty Scheurman, Michelle Hobbs, City of Reno  
Fire Department.

**Quorum present**

**ADOPTION OF AGENDA**

Jess Traver moved to approve the agenda as posted. Fred Taeubel seconded the motion. The motion carried.

**APPROVAL OF MINUTES FOR MEETING OF JANUARY 11, 2007**

Jess Traver moved to approve the meeting minutes of January 11, 2007. Motion seconded by Fred Taeubel. The motion carried.

**PUBLIC COMMENT**

None

**OLD BUSINESS**

Bill Burney addressed the committee regarding the history of the enterprise fund reimbursement request, and also reviewed the recent financial audit done at the City of Reno. He presented documents related to hours spent on Washoe County plan processing done by the city between January 2006 and March 2007. (Joanne Yori left the meeting to make copies of the documents for the committee from 3:12 pm – 3:17 pm) Michelle Hobbs gave an overview of the city audit conducted by MAXIMUS and advised that the resulting suggested hourly rate is \$81.15. Responding to a question from Jess Traver, Marty Scheurman explained the fee structure within the fire district. Jess Traver also recapped the original process used to determine a beginning budget allowance for reimbursement to Reno Fire when the enterprise fund was

established as well as the request at that time for documentation of services provided. Discussion continued on the department's need for itemized documentation of work and time spent on plan review for county permits. It was requested that all costs for use of copy machines, employee time and any other expense be placed in a report to be presented, substantiating costs. Drafting an inter-local agreement outlining expected services, turn around times and hourly rates for future services, was also discussed. Once an itemized report is received it can be reviewed for reimbursement of services provided. Without substantiating documentation, enterprise funds cannot be transferred. It was agreed that a copy of the report created from the audit concluded by MAXIMUS would be provided along with a preliminary billing. Michelle Hobbs will direct the copies to the Washoe County Department of Building & Safety for distribution to all appropriate parties. Once received, the (Washoe County Department of Building & Safety) Enterprise Fund Advisory Committee will review the documents at the following scheduled meeting. The committee made no decision on reimbursement for prior services, pending the review of the provided documentation.

## **DIRECTOR'S REPORT**

### ANNUAL BUDGET

Don Jeppson reviewed the recommended budget for the 2008 fiscal year. There are currently six vacancies in the department that are unfilled. There is no expectation to fill those positions in the next fiscal year. The expenditures paid are less than those reflected in the budget due to the resulting salary savings and suspended reimbursement for support services to Reno Fire and District Health. Also, the County Manager has requested a reduction in department spending, due to reduced revenue from sales tax being generated in the county.

Department revenues are down due to fewer issued permits and lower fees implemented in the previous fee reductions. In February, the department finally fell beneath the statutory cap on enterprise fund reserves. The committee reviewed the graph provided comparing issued permits in previous years. Chairman, Dave Pearce, asked about revenue comparisons from previous years. *(Joanne Yori left the meeting from 3:40 pm to 3:49 pm to generate and copy the 2-year comparable report for the committee).* The committee recommended a review be conducted of staff time-use and operations efficiency to determine further cost saving opportunities. It was also recommended that fees be increased to at least the same levels as the City of Reno as soon as possible.

### FEES

The department is preparing an agenda item for the Board of County Commissioners requesting a fee increase. Don reviewed the drafted Ordinance changes with the committee. The fees reflected are similar in structure to those of 2004 prior to the two previous fee reductions. A standard base fee of \$45.00 would replace the varying initial fees for permit issuances with no change to the sub-fees. Also, implementation of a fee structure for manometer testing and licensing is included. Currently these services are provided at no charge.

Chairman, Dave Pearce, suggested implementing a fee increase in smaller stages over a period of time rather than doubling fees all at once. Steve Hamilton made some comments regarding what happens in the private sector regarding staff reduction and tightening of existing systems when the economy is in a down turn. The committee suggested consideration of staff reductions and further cuts in the FY 08 proposed budget. Don explained the constraints on IT when requesting fee changes to the tables in the Permits Plus system, government restrictions on staff reductions, and reduced hours according to contract requirements. The committee clarified that they did not recommend eliminating existing positions but

rather to continue leaving any occurring vacancies unfilled. Don also advised that he had brought the proposal of a fee increase to the contractors and BANN who understood that fees had remained low for a long time. In addition, with the adoption of the 2006 code the fee structure would simplify.

Concluding further discussion, motion was made by Jess Traver and seconded by Chairman, Dave Pearce, to implement a 50% fee increase to Table 1 only, at this time. The committee passed the motion, unanimously. Don Jeppson abstained from the vote. Fees will be revisited in four months for additional increases if needed. The committee also requested that Don present a five-year plan for the budget at the next meeting.

Don continued a review of the remaining proposed Chapter 100 ordinance changes.

## **NEW BUSINESS**

**None**

## **ADJOURNMENT**

Tony Abreu motioned to adjourn with second by Steve Hamilton. Motion passed and the meeting adjourned at 5:16 p.m.