



**Washoe County**  
**Department of Building & Safety**  
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**Approved at meeting held April 4, 2007**

Minutes of the regular meeting of the Building Enterprise Fund Advisory Committee held January 01, 2007 at the Department of Building & Safety, 1001 E. Ninth Street, Reno, Nevada. Don Jeppson, County Building Official, called the meeting to order at 3:00 p.m. The committee was provided with binders containing the information to be covered in the meeting.

**ROLL CALL**

Committee Members Present: Don Jeppson, Jess Traver, Fred Taeubel, Dave Pearce, Tony Abreau (arrived at 3:35 p.m.), Steve Hamilton  
**Quorum present.**  
Committee Members Absent: Dennis Johnson, Lisa Gianoli  
County Staff Present: Ron Steele, Joanne Yori

**ADOPTION OF AGENDA**

Fred Taeubel moved to approve the September 12, 2006 agenda as posted. Steve Hamilton seconded the motion. The motion carried.

**SECRETARY'S REPORT**

None

**PUBLIC COMMENT**

None

**OLD BUSINESS**

None

**DIRECTOR'S REPORT**

**BUDGET & PROCEDURES**

Don Jeppson informed the committee that Reno Fire Department had requested an invitation to this meeting. Their department had not been reimbursed for services during the last half of the previous fiscal year and at all during this fiscal year. During a meeting directly with Reno Fire, Bill Burney and Marty Scheuerman had been advised that documentation supporting the payment had not been received and therefore, payment could not be made. Don reviewed an agreement being developed with Engineering and Health addressing turn-around time requirements. The same type of agreement could be pursued with both of the fire departments: Reno Fire, Sierra Fire Protection District. Also, Environmental Health division had not been reimbursed in either

the last or the current fiscal years. Jess Traver made a motion that a Memorandum of Understanding with each entity requiring turn-around timelines with penalties be drafted. Motion seconded by Dave Pearce. Motion passed. Steve Hamilton asked how these memorandums were enforced. Don advised that he was researching an "executive dashboard" concept to show the location of plans at all phases of review. It would also show the length of time plans are in each department. Fred Taebuel commented that the City of Reno has the ability to run a report showing all data on plans and it is a very useful tool.

Don reviewed current department statistics and budget. There is a budget shortfall this year due to the reduction of fees last fiscal year. Are waiting for revenues to fall below the \$2 million mark as required by Nevada Revised Statutes (NRS). The cash reserve is good even though revenue is down.

## MISCELLANEOUS

In the annual letter sent to local Architectural Committees reminding them to register with the Department they were also advised of a policy change. The change was made to align with the NRS requiring a written report rather than having the committee stamp the plans. The customer is still being encouraged to contact the Architectural Committee first for plan approval prior to submitting for the permit. Architectural Committee stamps will be accepted for the next 30 – 60 days.

## IT PROJECTS

The department will be presenting a request to the Board of County Commissioners for the purchase of a software package, Accela Wireless. Several Building Inspectors have been in a pilot program with 4 Toshiba Toughbook Tablets. The program has been largely unsuccessful due to firewalls and connectivity difficulties. The wireless program uploads directly to Permits Plus and will allow inspectors to update permits in the field. Staff had been sent to Hagerstown, MD (Washington County) to review live use of the system and returned very impressed with the opportunity to save man-hours per day. Accela Wireless is compatible with all Accela products currently in use and will not require an upgrade in the short term. Would like to set a goal of May 1, 2007 for being on-line with the product.

Web access has been sitting for several years. Don advised he is considering a third party developer to get the project going. It was suggested that a review of City of Reno's web page be done and similar information be included on the Building & Safety web page.

The County is currently converting reports generated in the IDS report platform to Crystal Reports. Due to the cost of the licenses the process has taken longer than expected. Jess Traver motioned that Crystal Reports be purchased for department use only and move ahead. A developer could then be hired to work on own reports. Dave Pearce seconded the motion. Motion passed.

A fail-over server has been purchased and is in place to back up the IVR server when the primary server goes down. IVR is also being expanded into an enterprise system to allow other departments to use the service.

Acceptance of credit cards for purchase of permits is still underway and being strongly endorsed by the new Assistant County Manager, David Childs. With a potential start date of April 1, 2007 the department would accept credit cards for purchase of permits that did not include RTC or Park fees. Eventually this ability will be expanded to allow Internet purchases. There is a meeting with the vendor, Link2Gov, on January 30, 2007.

## ICC

The local chapter is spearheading a review for implementation of a regional code. ICC also offers opportunity for an electronic codebook that would contain all revisions and code changes. The cost is minimal once the department becomes a member of the service. Currently there is an up-front cost of \$10,000 split between the participating jurisdictions. CD's are provided to customers at no charge. The code adoption is not until the end of 2007.

Don advised the committee that he had been officially appointed the permanent Director of Building & Safety.

The next advisory committee meeting should be scheduled in a month or two so that another review of fees, budget and other questions raised in this meeting can be addressed.

Two applications have been received for the current Branch Manager vacancy in the Incline office. The branch will be moving into the new facility March 1, 2007.

## **NEW BUSINESS**

### FEES

The committee reviewed the fee comparison chart. Don advised that he would like to go to the Board of County Commissioners and request an increase in the valuation used for permit fees rather than increase specific fees. Reno is currently using the August 2005 valuation table. The table would be used during market fluctuations. Concern was expressed about fee fluctuations without representation. It was clarified that all fee changes would continue to be presented to the Board of County Commissioners. It was also suggested that square footage valuation be considered in the future.

## **ADJOURNMENT**

Fred Taeubel motioned to adjourn with second by Dave Pearce. Meeting adjourned at 4:20 p.m.