



**Washoe County**  
**Department of Building & Safety**  
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Minutes of the regular meeting of the Building Enterprise Fund Advisory Committee held April 27, 2010 at the Administration Complex, Building A, 1001 E. Ninth Street, Reno, Nevada. Don Jeppson, Director Building & Safety, called the meeting to order at 3:30 p.m. The committee was provided with documents containing the information to be covered in the meeting.

**ROLL CALL**

Committee Members Present: Don Jeppson, Jess Traver, Fred Taubel, and Dave Pearce, Chairman and Steve Hamilton  
Committee Members Absent: Tony Abreu, Vice -Chairman  
County Staff Present: Pam Fine

**DETERMINATION OF QUORUM:** Quorum present

**APPROVAL OF AGENDA**

On motion by Fred Taubel, and approved with a unanimous vote, the Agenda as posted was approved.

**PUBLIC COMMENT**

None

**OLD BUSINESS**

Building & Safety Director, Don Jeppson discussed the possibility of shared services with other jurisdictions. A committee has been formed made up of elected officials and is currently discussing shared services with other departments and Building & Safety is also now being considered. Don is currently working with Carson City in participating in an MOU and City of Sparks may also be interested in participating. Don suggested that even if there is no consolidation there could be a common building permit application and common fees to make it easier for the public to get a permit. Jess recommended that enterprise fund committees get together and get fee structure and applications the same to make the process easier for the public.

**DIRECTOR'S REPORT**

ANNUAL BUDGET, FEES

Don reviewed the fiscal year figures and showed the building department with about \$300,000 to go into the next fiscal year. The department saved about \$200,000 working a 32 hour work week. The staff is aware of the budget and the majority still wants to work 32 hours.

Don explained the approved budget of 1.4 M and that the year to date spent is \$900,000. Next years budget has a slight increase.

A discussion about strategies to close the gap took place including 1) Reduce work week 2) Raising Fees or Targeting specific Fees 3) Receiving a supplement from general fund.

There was a discussion about three new programs: 1) Educating the public by having placards at Home Depot improvement stores near building materials like water heaters that require a permit. Washoe County is working with Sparks, Carson City and Reno to make a regional information for the public with a small kiosk.

A handout was distributed for the EZ Permit program and the amnesty program.

Don Jeppson reviewed with the committee proposed fee changes and policy changes. The department proposed reducing grading, fences and utility permits to 180 days from 18 months. See attached. There was a general discussion about the policy of renewing permits and when permits become renewable. The board indicated some of the fees may not be appropriate at this time due to the economy. If we go to 180 day permit renewal fee should be 100%. Just issue a new permit if no complete in 180 days. Estimated revenue data is difficult to decipher. The Board wants to meet one more time before taking it to the commissioners.

The Public Works Department is now responsible for inspections of grading and grading complaints.

## **ADJOURNMENT**

On motion by Chairman, Dave Pearce with second by Fred Tauebel, and approved with a unanimous vote, the meeting was adjourned at 5:05 p.m.