

Washoe County Department of Building & Safety



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The regular meeting of the Washoe County Department of Building & Safety held June 14, 2012 at the Washoe County Public Works Conference Room, 2nd Floor, County Administration Complex Building A. 1001 E. Ninth Street, Reno, Nevada.

- 1.* **CALL TO ORDER** – The meeting was called to order at 3:31 p.m. by Don Jeppson, Director, Building & Safety.
- 2.* **MEMBERS PRESENT** – Tony Abreu, KDH Builders, , Anna Heenan, Senior Fiscal Analyst, Fred Taubel, TNT Construction, Inc., and Don Jeppson, A.I.A., Director of Building & Safety and Jess Traver, P.E., BANN
MEMBERS ABSENT - Steve Hamilton, Hamilton Homes and Dave Pearce, Pearce Construction.

Mr. Jeppson introduced Alan Rosen, Washoe County and Ben Hutchins, Finance and Community Services Department.

3. **APPROVAL OF AGENDA FOR THE REGULAR MEETING OF JUNE 14, 2012 – MOTION:** Fred Taubel moved to approve the June 14, 2012 agenda as posted. Tony Abreu seconded the motion. The motion carried unanimously.
4. **APPROVAL OF THE MINUTES FOR THE REGULAR MEETING HELD MAY 17, 2012. – MOTION:** Fred Taubel moved to table approval the minutes for the regular meeting held May 17, 2012 to the next Building & Safety meeting. Tony Abreu seconded the motion. The motion carried unanimously.
- 5* **PUBLIC COMMENT** - (limited to items not on this agenda; 3 minute time limit, however, the Committee reserves the right to reduce this 3- minute time limit, as well as limit the total time for public comment, if more than 10 people request to speak. The same applies to public testimony on each agenda item.)
 - Don Jeppson asked for public comment and hearing none, closed this agenda item.
- 6.* **DIRECTOR'S REPORT**
 - a. **Annual Budget** – Don Jeppson reported that the fund did show a profit of approximately \$11,000.00 in May for the fiscal year. The profit would have been higher, but there were two retirement payouts during the year. There are now nine options instead of the original three options. Mr. Jeppson hired back Bob Flores for three months and his contract may be extended. The department is down about one third of the staff.

7.* **OLD BUSINESS**

- a. **Continued Discussion on Community Services Department (CSD)** – Rosemary Menard, Community Services Department provided a review of the organizational model including: Cross Functional Programs and Projects. The model also included the CSD approach to managing cross-functional projects, programs and initiatives. Ms Menard stated that the plan is to identify a team leader to coordinate the organizational lines and improve the processes. If the Board of County Commissioners approves the structure, the positions and leadership would be filled within the organization. Over time, there would be opportunities to do other projects and improve performance.

Comments and Concerns

- In response to questions raised, Ms. Menard stated that this structure is a modified version of a matrix model which is a cross functional management process.
- Support was stated that the format has worked very well at the private business level.

- Mr. Jeppson stated that there are several types of funds and they are working on a way to track those funds.
- Ms. Menard stated that there are three enterprise funds and several other funds with opportunities to cross train and develop a process of charging their time.

8.* NEW BUSINESS

- a. **Discussion on County Overhead Charges** – Alan Rosen, Budget Manager for Washoe County reported on Building & Safety Enterprise Fund COWCAP allocations. Copies of the report were available for review. Mr. Rosen stated that the Board of County Commissioners has directed the finance department to implement the charges over three years. Mr. Rosen discussed how funds are charged and these charges can vary each year. Ben Hutchins, Finance and Community Services was available to address questions and provide additional information during the discussion.

Comments and Concerns

- In response to questions raised, Mr. Jeppson stated that once the COWCAP is implemented that Building & Safety revenues will show a loss of approximately \$200,000.00 and they should start out the year with approximately half a million dollars in reserve if everything stays the same. Mr. Jeppson stated that the computers were last upgraded in 2005 or 2006.
 - Concerns were raised regarding the amount of IT Support and Services costs. Mr. Rosen stated that they are looking at PC Refresh program.
 - Mr. Jeppson stated that some of the IT costs go toward the \$80,000.00 licensing costs for the permit system. Mr. Jeppson reported that there should be an initial pay out to set up the software package. Working groups will be formed to review the Permits Plus software replacement. Bids requests should go out to venders in September.
 - Mr. Jeppson discussed fund reserves for inspections and other services that may or may not result in issuing a permit. Mr. Jeppson stated that they probably need one or two additional persons to serve the public. Mr. Jeppson stated that they would like additional training in damage assessment.
 - Mr. Traver commented that the federal requirements of AB284 could dump many houses on the market.
 - Mr. Rosen stated that they have internal staff that is trained in the analysis of costs and the formula of how to charge back.
 - Ms. Heenan stated that the review of charges and financial reports go through several levels of review prior to finalization.
- b. **Discussion on 2012 ICC Building Codes** – Don Jeppson reported that they are holding regular meetings on the 2012 building codes. Next meeting is scheduled on June 28, 2012. They will be starting the IRC amendment process. The goal is to have the amendments done by the end of the year as required by state law to take effect on July 1, 2013. They are looking at amendments to sprinkler codes and other another proposal to strike sprinklers out of IRC. Another amendment is to base the sprinklers on fire code. This committee will be copied on the approved codes.
- c. **Discussion on Membership and Schedule of Meetings** – The next Building & Safety meeting to be held on July 12, 2012 and the next meeting is tentatively scheduled on August 9, 2012.
- d. **Future Agenda Items** – Update on building codes, review of the policy basis for setting fees and membership renewal on the August agenda

Comments and Concerns

- Rosemary. Menard stated that they are drafting a policy base for setting fees.
- Jess Traver stated that this group would like to be a part of the discussion for setting the basis for fees.
- Mr. Hutchins stated that they need to discuss priorities and levels of services and fees with customers and incorporate that into the process
- Mr. Jeppson stated that they need to look at the policies, procedures, ordinances and streamlining the process and cut down that turn-around time.
- Mr. Traver encouraged making the process more efficient.
- Ms. Menard brought up the question on what does the public want and what are they willing to pay for those services.

- Mr. Jeppson asked that any suggestions for future agenda items can be e-mailed to him. Mr. Jeppson stated that the committee can schedule membership on the August agenda.

8.* ADJOURNMENT – Fred Taubel moved to adjourn the meeting at 5:02 p.m. Tony Abreu seconded the motion. The motion carried unanimously.

Respectfully Submitted by: Allayne Donnelly-Everett, Specialized Secretarial Services.