

**RENO-WASHOE SHARED SERVICES  
ELECTED OFFICIALS COMMITTEE**

MONDAY

10:30 A.M.

APRIL 25, 2011

PRESENT:

**John Breternitz, Washoe County Chairman**  
**Kitty Jung, Washoe County Commissioner**  
**Pierre Hascheff, Reno City Councilmember**

ABSENT:

**Robert Cashell, City of Reno Mayor**  
**Sharon Zadra, Reno City Councilmember**

The Reno-Washoe Shared Services Elected Officials Committee convened at 10:35 a.m. in regular session in the Caucus Room of the Washoe County Administration Complex, 1001 East Ninth Street, #A205, Reno, Nevada. Following the Pledge of Allegiance to the flag of our Country, the Clerk called the roll and the Board conducted the following business:

**AGENDA ITEM 3 – PUBLIC COMMENT**

**Agenda Subject:** “Public Comment. (three-minute time limit per person). Comments are to be addressed to the members of the Shared Services Elected Officials Committee as a whole.”

Ray Proffitt, Charles Abbott Associates, requested a future agenda item for the Shared Services Elected Officials Committee to conduct a presentation on the benefits of contracting services.

Chairman Breternitz suggested Mr. Proffitt contact Assistant County Manager Dave Childs to facilitate that request.

**AGENDA ITEM 4**

**Agenda Subject:** “Approval of the Agenda – April 25, 2011.”

On motion by Commissioner Jung, seconded by Councilmember Hascheff, which motion duly carried with Mayor Cashell and Councilmember Zadra absent, it was ordered that Agenda Item 4 be approved.

**AGENDA ITEM 6**

**Agenda Subject:** “Update, discussion and potential direction to staff on RFP No. 2711-10 (Human Resources, Information Technology, and Purchasing.)

Dave Childs, Assistant County Manager, said staff from the County and the City of Reno had been directed to review the findings from the Matrix study related to

Human Resources, Information Technology (IT), and Purchasing, and to focus on one of those topic areas. He stated Cory Casazza, IT Manager and Rick Vandenberg, Communication and Technology Director for the City of Reno, were working on a policy paper for a long-term vision regarding IT, in terms of what could be accomplished relative to aligning the two software and hardware systems. He indicated a status report would be presented during the June 2011 Shared Services Committee meeting. Mr. Childs said conversation had taken place regarding the centralization of the County's purchasing system and the decentralization of the City of Reno's system. In order to assist the City for purchases in excess of \$50,000, the capacity would be reviewed to see if there was ability to contract with the County.

Commissioner Jung inquired about Human Resources. Mr. Childs explained the focus had been on Purchasing and IT. He said the Human Resources Department was continuing to work on training issues.

### **AGENDA ITEM 7**

**Agenda Subject: "Update, discussion and potential direction to staff on the status of the Building permits/Inspections and Business Licenses Subcommittee of the Shared Services Elected Official Committee including presentation and possible approval of the final report and recommendations from the Subcommittee regarding Building Permitting and Inspections."**

John Hester, Assistant City Manager, stated that the Subcommittee on Building Permits and Business Licenses was appointed by the Washoe County Commission and the Reno City Council and was comprised of a Reno City Councilmember, two private sector representatives appointed by the Reno City Council, one Washoe County Commissioner, and two private sector members appointed by the Washoe County Commission.

Mr. Hester explained that the Subcommittee adopted the following 12 objectives for enhancing building permit and business license services:

1. Save money
2. Improve service to end user
3. One stop shop
4. Interfaces with others outside this group
5. Mutual benefit
6. Can do together, not separately
7. Life and safety
8. Prepared for future technology
9. "Implementable"
10. Simplify process
11. Accommodate various customer "levels"
12. Certainty

Mr. Hester said that both entities provided a full range of development services and also provided those services through a “one-stop” arrangement. The City of Reno provided those services through their Community Development Department, whereas the County provided them through different departments that were coordinated through the “Permits Plus Program.” He indicated that both entities had the same building plan review process and the same turnaround performance standard. Except for minor differences in plumbing, both utilized the same building codes.

Mr. Hester stated that the following were the Building Permit recommendations approved by the Subcommittee and were being recommended for approval from Committee members from Washoe County and the City of Reno. After the Committee members made their recommendations, those recommendations would be submitted to the Reno City Council and the Washoe County Board of Commissioners for final approval and direction:

**Standard Code, Fees and Applications** – The building code, fee schedule and application form should be standardized between the two entities. This would allow either entity to accept an application for the other entity and maintain the “one stop” planning, engineering, building permit and business license arrangement already in place.

**Technology** – Implement Accela Automation permit tracking software for the County, which the City already has in place, allowing the County to possibly utilize City licenses, also, digital plan submission software for the City and the County. Draft software standards had been developed by staff and should be used by both entities to obtain the same product.

**Human Resources Pooling/Sharing** – Both entities use building staff for three basic functions: permit services, plan checking, and construction inspection. It was recommended that an arrangement similar to a mutual aid agreement in public safety or public works be implemented. The concept was that each entity would be able to call on the other for staff assistance with any of the three functions and at the end of each fiscal year any imbalance between the entities would be reconciled. It was noted that this could be implemented in Fiscal Year 2011/12 and enhanced as the standard code, fee schedule, application and technology were put in place.

**Fire Plan Checking by Building Plan Checkers** – This would require different fire departments/districts to relinquish responsibility and additional certifications for building plan checkers. This could be implemented by Fiscal Year 2012/13 through labor negotiations.

**Education** – This should be a joint public education program explaining when and why permits were needed and how to obtain those permits. Part of the education may include Lowe’s® and Home Depot® stores selling permits.

**Transfer of Responsibilities from State** – This would require a change in NRS to make the City and County, depending on jurisdiction, responsible for permitting and inspecting State Buildings for a fee. Also, a change in NRS would be required to make the City and

County, depending on jurisdiction, responsible for permitting and inspecting mobile homes for a fee. Implementation was dependent on State legislation.

Mr. Hester stated that the business license functions within the City of Reno and the County were housed within and managed by their respective Community Development Departments. Business License functions for both jurisdictions included general business licenses and special licenses such as home-based, pawnbroker, etc. He said the licensing functions also included separate licenses for gaming and liquor operations. Mr. Hester explained that a common license application implemented in 2007 was shared and used by the Cities of Reno and Sparks and Washoe County. He said that the Subcommittee had not yet developed recommendations on business licenses. However, it was anticipated that staff would recommend that either entity accept a business license application for the other entity and that recommendation would be implemented in Fiscal Year 2011/12.

Don Jeppson, Washoe County Building and Safety Director, added that a data base was being implemented to document all the entities' fee structures and that the 2012 codes would be reviewed. He remarked that the State Contractors Board was also considering the use of the Home Depot and Lowe's stores and indicated that a meeting was scheduled with representatives from Home Depot and the State Contractors Board for those discussions. In regard to electronic planning review software, Mr. Jeppson indicated staff from the three entities had met and explained the licensing procedures and cost to the County. He said staff had begun to advertise on Craigslist® to provide awareness that cargo containers and various services on Craigslist® may need a permit, which was also in conjunction with the State Contractors Board.

In regard to fire, Commissioner Jung asked if the contracted labor relation group was aware of the 2012/13 responsibility changes. Dave Childs, Assistant County Manager, indicated that discussion would take place.

Chairman Breternitz felt this discussion should occur during the Board of County Commission meeting so it could not be interpreted as formal actions by the Board. He agreed with the sharing of Code and Building Inspectors as long as there was a common interpretation of the codes that applied across the jurisdictions. Chairman Breternitz asked if the Fire's role in building plan reviews was in the contract or collective bargaining agreement with the entities or was that a policy. Mr. Hester explained during past Reno Fire Department negotiations it was attempted to move that role to the union, but the union did not agree to those terms. He would check to see if that was in the contract or an historical policy.

Sparks Mayor Geno Martini explained within the Sparks Fire Department that was a job title with a management right to abolish.

On motion by Commissioner Jung, seconded by Councilmember Hascheff, which motion duly carried with Mayor Cashell and Councilmember Zadra absent, it was ordered that the Shared Services Subcommittee recommendations for

building permits be approved and that the respective governing bodies approve and direct their respective staffs to implement those recommendations.

In an update regarding business licenses, Mr. Childs reported that staff members from the three entities met and began discussions. He noted that there was a joint application which reflected all the information needed by the entities. He said the discussions ensued around the next steps, making business licenses a “one-stop shop” and how the system could become automated and/or online.

### **AGENDA ITEM 8**

**Agenda Subject: “Update, discussion and potential direction to staff on the progress of the Staff Technical Advisory Committee regarding elements of Consolidation including labor agreements, tax rates and bonded indebtedness.”**

Dave Childs, Assistant County Manager, stated staff had been directed to review issues regarding taxation, bonds, and indebtedness and labor agreements. He said the Staff Technical Advisory Committee (TAC) consisted of five members which had a second meeting scheduled. He explained staff from Reno was reviewing taxation issues and County staff was reviewing bonds and indebtedness and labor agreements. Due to staff constrictions, Mr. Childs stated this may take some time to accomplish and complete, but a status report would be presented during the next scheduled Shared Services Committee meeting.

John Hester, Assistant City Manager, said functional options had been identified and once TAC felt the best model had been established would then return to the governing boards and present the models staff felt should be pursued and work that should be completed by consultants.

John Sherman, Washoe County Finance Director, said the conceptual approach was good, but the critical thresholds were the laws and contracts that needed to be dealt with now. He indicated he would review the legal framework under which those issues had to be addressed.

Commissioner Jung asked if these issues were embedded and needed to be reviewed simultaneously or was direction needed from the Committee to prioritize the three. Mr. Sherman replied the tax structure and debt were interrelated with some separate features. He suggested reviewing those two pieces and the labor agreements concurrently. Commissioner Jung said it was imperative she have an explanation to forward to constituents on what would occur with bonded indebtedness should there be a functional consolidation. Mr. Hester replied he would provide a summary during the next meeting.

Chairman Breternitz requested a staff report stating the questions being asked in the TAC meetings related to the general topic. Mr. Hester stated a memo had been compiled for the Reno City Council and he would forward that memo to Mr. Childs. Chairman Breternitz requested when there were staff reports related to this topic from any entity, those staff reports be shared with the others.

## **AGENDA ITEM 9**

**Agenda Subject: “Update, discussion and potential direction to staff regarding efficiency items related to public safety including an update on the review of options relating to Public Safety Dispatch and possible approval of members for the action team relating to the review of public safety Dispatch and other safety collaborative efforts.”**

Sheriff Mike Haley distributed Draft Three of the Regional Shared Services Committee establishment of Public Safety Working Group. The draft highlighted the purpose, projected outcome and implementation objectives. Sheriff Haley explained that the purpose was to plan and execute the merging of dispatch services currently performed by the City of Reno and the Washoe County Sheriff’s Office (WCSO) into a Regional Dispatch Operations Center. He said the initial estimates for the projected outcome indicated that annual operating cost savings may be achieved through a merging of dispatch services. He added in dealing with regionalization for dispatch, the Emergency Medical Services (EMS) Task Force responsibilities and duties be included, and a template of best practices for the region. Also, how the Regional Emergency Medical Services Authority (REMSA) were viewed in respect to a regional dispatch center as well as guidance in dealing with REMSA and the EMS Task Force. He said increased operational efficiency and effectiveness was anticipated. Sheriff Haley stated that the implementation objective was that the City of Reno and the WCSO would work together to complete the merging of dispatch services by October 12, 2011.

Relative to Co-Chairmanship of the Public Safety Dispatch Subcommittee, Sheriff Haley requested the Reno City Council address that the current Co-Chair was retiring and a new representative from Reno be chosen.

Chairman Breternitz asked if the Subcommittee needed anything from the governing bodies. Sheriff Haley replied recently the press had articles about REMSA and the delivery of Fire and EMS services and whether there should be paramedics on Fire Engines. He said those issues were not critical to whether dispatch services were regionalized, but were critical in how that facility would operate and the functionality of that facility. Chairman Breternitz suggested a report from EMS Task Force representatives to gauge the progress.

Kurt Latipow, Fire Services Coordinator, said the EMS Task Force had finished their mission which had been directed by the County Commission. He stated that product and those recommendations would be presented to the Board during the last meeting in May. Chairman Breternitz requested Mr. Latipow review that report to this Committee during their May 16, 2011 meeting. Sheriff Haley stated the discussion also needed to take place whether REMSA wanted to be a part of the regional dispatch center so that all the entities were working in the same direction.

**AGENDA ITEM 10**

**Agenda Subject:** “Possible updates and potential direction to staff regarding legislation relating to cooperation/consolidation.

In response to a question from Commissioner Jung, Sheriff Mike Haley replied that AB 494 was still within Government Affairs. He said at the Legislature more emphasis had been placed on the discussion for the consolidation of fire services.

**AGENDA ITEM 11**

**Agenda Subject:** “General comments and discussion from Shared Services Elected official Committee members.”

Chairman Breternitz said there had been discussions at the County level concerning regionalizing fire services. He asked if there was any interest from the two Cities to pursue that discussion and, if it were possible to have an agenda item on the City Councils agenda for that topic. Commissioner Jung explained that the Joint Fire Advisory Board (JFAB) representatives were to bring that back to the City of Reno.

It was noted that the Council’s JFAB representatives had that discussion, but no further action had been brought to the Council; however, that could be approached as a future agenda item during the next Council meeting.

**AGENDA ITEM 12**

**Agenda Subject:** “Discussion of possible agenda items for next meeting of the Shared Services Elected Official Committee.”

Councilmember Hascheff requested an update on Fire Regionalization.

**AGENDA ITEM 13**

**Agenda Subject:** “Discussion and selection of next meeting date and time – Monday, May 16, 2011, 10:30 a.m.”

There was no discussion on this item.

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**ADJOURNMENT**

**11:36 p.m.** There being no further business to discuss, on motion by Commissioner Jung, seconded by Councilmember Hascheff, which motion duly carried with Mayor Cashell and Councilmember Zadra absent, the meeting was adjourned.