

Staff Report
Board Meeting Date: December 19, 2024

DATE: November 8, 2024
TO: District Board of Health
FROM: Robert Fyda, Division Director
 775-328-2644, rfyda@nnph.org
SUBJECT: Presentation, discussion, and possible action to affirm the recommendation of the District Health Officer to uphold Fiscal Year 2025 fees for Reno Building Permit - BLD24-00149E.

SUMMARY

On October 23, 2024, NNPH received a formal request to submit an appeal to the DBOH to adjust NNPH fees for permit BLD24-00149E from Fiscal Year 2025 fees to Fiscal Year 2024 fees. The project is logged as a commercial pool and spa in the Reno building department system. The project was submitted July 6, 2023, and the plan review was completed on July 5, 2024, when the City of Reno completed the charge out. The difference in fees is \$1,911 per body of water. A review of the permit and process was completed by the District Health Officer and was provided to the requestor on August 22, 2024, with the determination that the appropriate fees had been charged and in accordance with NNPH practice (see attached Executive Summary).

District Health Strategic Priorities supported by this item:

- 2. **Healthy Environment:** Create a healthier environment that allows people to safely enjoy everything Washoe County has to offer.
- 6. **Financial Stability:** Enable the Health District to make long-term commitments in areas that will positively impact the community’s health by growing reliable sources of income.

PREVIOUS ACTION

On January 25, 2024, the Board approved the Fiscal Year 2025 fees for Environmental Health and Air Quality with an implementation date of July 1, 2024.

Fee Description	FY24 Fee	FY25 Fee
Swimming Pool or Spa Construction Plan Review	\$1,442	\$3,353

BACKGROUND

The project is for a hotel with a pool and spa and consisted of multiple building permit submittals: BLD23-06586E (Hotel & Site Plan) which was submitted January 13, 2023, and BLD24-00149E (Pool & Spa Plan) which was submitted July 5, 2023. Both permits contained the necessary information in order to complete a comprehensive pool plan review in accordance with NACs. BLD23-06586E (Hotel & Site Plan) contained supporting infrastructure (restrooms / access control to pool area / pool equipment rooms / etc).

BLD24-00149E (Pool and Spa) was approved by NNPH on July 5, 2024, after coordinated with BLD23-06586E in order to review the pool and spa to ensure compliance with construction and operational permitting requirements. This resulted in EHS staff reconciling two different building permits with necessary information on each plan and ensuring that there are no discrepancies to ensure all the construction and operational requirements were met.

The timeline of the reviews includes the following:

July 25, 2023 – Submitted to the City of Reno for review. NNPH completed the review on August 25, 2023 (24 business days) with required corrections

Applicant - 60 days to resubmit

November 21, 2023 – Corrections were submitted and NNPH completed the review on December 11, 2023 (13 business days) with required corrections

Applicant – 90 days to resubmit

April 19, 2024 – Corrected plans were submitted and NNPH completed the review on May 23, 2024 (23 business days) with required correction

Applicant – 15 days to resubmit

June 13, 2024 – Corrected plans were submitted and NNPH completed the review on July 5, 2024 (14 business days) with final approval

NNPH fees were assessed in accordance with NNPH and City of Reno practices for processing building permits. The City of Reno, City of Sparks, and Washoe County workflows are managed by jurisdictional partners and since NNPH does not intake plans nor have control of the process. For NNPH the most efficient method for fee collection is upon completion (or charge out) of the building permit (see Figure 1).

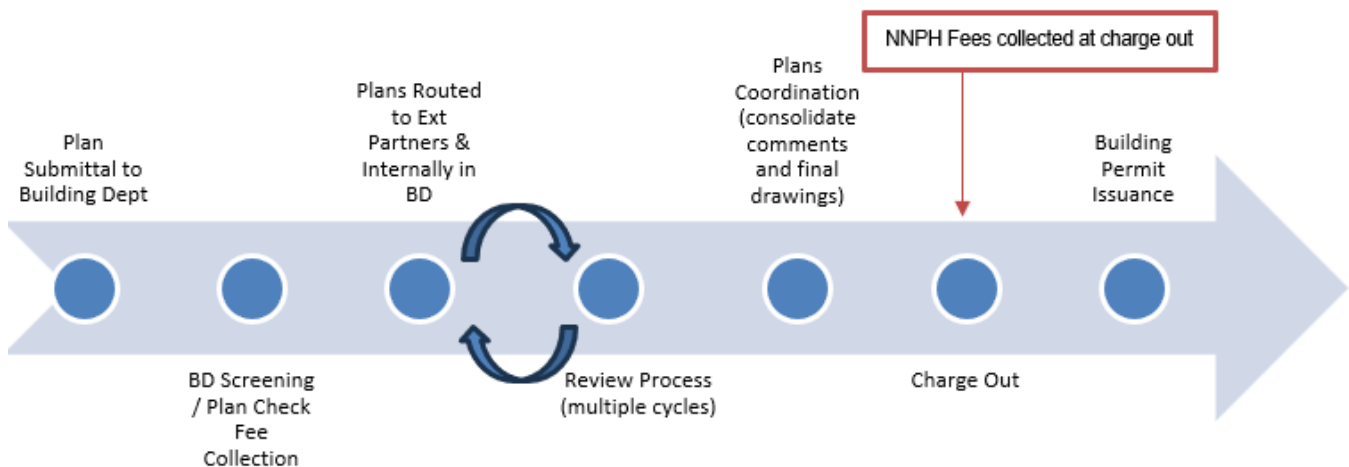


Figure 1: Building Plan Review Process

Additionally, it is not possible to provide a complete review of the necessary fees for Environmental Health prior to reviewing the building plan, as permit elements frequently change during plan review, and the current process limits the number of refunds that would be required due to changes.

Start of the fiscal year, July 1st, has been the standard start of all fee changes for EHS and AQM. All permits that are due starting on July 1 are charged the updated fee schedule regardless of payment date. For example, if a renewal permit is due August 1st and the organization pays in June, they pay the updated fee. If a special event occurs in July, the organizer is charged the updated fee, regardless of payment date. For commercial plans, fees are assessed on the date that charge out occurs in the building permitting system. The choice to assess the fee in effect at charge out was to make the process simple from a logistical and technical standpoint, equitable, and incentivizes quality submittals and work within the building department's system. The current system requires NNPH to conduct the work upfront and requires NNPH to carry the liability as the fee for service is received only when the building permits are completed and paid for.

The applicant requested a review from the District Health Officer regarding staff's process for assessing fees. The District Health Officer reviewed the information provided by staff and found no internal discrepancies, fees were accurately assessed and no extenuating circumstances. The District Health Officer provided his findings to the applicant on August 16, 2024 (see the executive summary attached to this staff report).

In many instances, commercial plans can take months or even years to get approval and often are submitted or re-submitted months after NNPH comments are provided. The re-submittal of any commercial plan is outside of NNPH's purview as identified above with the time between submittals.

Total Fees for this project = \$9792.46 (BLD24-00149E) + \$176.836.38 (BLD23-06586E)

NNPH Fees = \$6,706.00 (BLD24-00149E) + \$9,209 (BLD23-06586E)

NNPH fees comprise 8% of the total fees collected by the building department and consist of reviews of the following items:

- Food Plan Review – New Food Establishment
- Vector Review
- Pool Plan Review – Pool / Spa
- Engineering Review
- Hotel / Motel Plan Review
- AQM Review

FISCAL IMPACT

If the fee reduction is approved, the immediate impact is \$3,822, the difference between the FY25 and FY24 fee.

The long-term impact would be the precedence set and the number of other plan review permit holders that would request the same opportunity for fee reduction. A large percentage of plan reviews cross fiscal year(s) between submittal and approval and the impact is unknown.

RECOMMENDATION

Staff recommends the Board affirm the decision of the District Health Officer to uphold Fiscal Year 2025 fees for Reno Building Permit - BLD24-00149E.

POSSIBLE MOTION

Should the Board agree with Staff's recommendation, the motion would be:

1. "Move to affirm the decision of the District Health Officer to uphold Fiscal Year 2025 fees for Reno Building Permit - BLD24-00149E.

Or, should the Board consider an alternative, the possible motions may be:

2. “Move to modify the decision of the District Health Officer in the following manner:”

Or

3. “Move to reverse the decision of the District Health Officer”