

**CITY COUNCIL  
STAFF REPORT**

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**Date:** October 11, 2023

**To:** Reno City Council

**Subject:** **Staff Report (For Possible Action): Review and approval of the revised by-laws of the Building Enterprise Fund Advisory Committee (BEFAC). Resolution to repeal and replace Resolution No. 8838 by changing membership requirements to remove specific language limiting maximum number of general public members, changing resignation language to apply to three consecutive meeting absences, removing restrictions on the Chair serving more than one consecutive two year term, updating department name to reflect “Development Services” and modifying the capitalization through the resolution so “by-laws” is all lowercase.**

**From:** Chris Pingree, Development Services Director

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**Summary:** The Building Enterprise Fund Advisory Committee (BEFAC) is recommending that its by-laws be amended to make necessary updates. The changes include the following:

- Changing membership requirements to remove specific language limiting the maximum number of general public members
- Changing automatic resignation language to apply to three consecutive meeting absences
- Removing restrictions on the Chair serving more than one consecutive two year term
- Modifying the capitalization through the resolution so “by-laws” is all lowercase
- Updating department name to reflect “Development Services”

These changes will require Council to update the resolution that created BEFAC, as Council provides enabling language through resolutions.

**Previous Council Action:**

August 26, 2020 - Council approved modifications to the by-laws, changing the term limit timeframes to allow a member to serve for four years or until the member’s successor is appointed, changing the number of members appointed from nine members to seven, changing the quorum definition to be a majority of the appointed members, changing the automatic resignation language to apply only for unexcused absences and general cleanup of redundant language.

August 22, 2012 - Council approved modifications to the by-laws, changing the number of members appointed from nine to seven.

May 11, 2011 - the BEFAC discussed and approved the revised by-laws, which, among other things, made all member terms a period of four years. The revisions clarified Council can reappoint Committee members for unlimited terms.

June 22, 2010 - the Planning and Building Enterprise Fund Advisory Committee discussed and approved the by-laws, which renamed the Committee as the Building Enterprise Fund Advisory Committee and narrowed the scope of the advisory committee to that regarding the Building Permit Enterprise Fund. On July 1, 2010, the City of Reno Planning Division was placed back under the City's General Fund.

June 23, 2004 - the Advisory Committee was renamed the Planning and Building Enterprise Fund Advisory Committee by Resolution 6377 and the scope of the Committee was expanded to provide advice and recommendations to Council for the Building and Planning Enterprise Funds.

February 18, 2003 - the Building Permit Enterprise Fund Advisory Committee was established on by Resolution 6140, to provide advice and recommendations to Council on the policies and management of the Building Permit Enterprise Fund.

**Discussion:** At the January 23, 2023 Building Enterprise Fund Advisory Committee meeting, the Committee discussed and recommended changes to the by-laws. The changes included modifications to membership requirements to remove specific language limiting the maximum number of general public members, changes to the resignation language to apply to three consecutive meeting absences, removing restrictions on the Chair serving more than one consecutive two year term, updating department name to reflect “Development Services” and modifying capitalization through the resolution so “by-laws” is all lowercase.

**Financial Implications:** None at this time.

**Legal Implications:** Legal review completed for compliance with City procedures and Nevada Law.

**Recommendation:** Staff recommends Council approve and adopt the revised Building Enterprise Fund by-Laws as recommended by the Building Enterprise Fund Advisory Committee and presented in the staff report.

**Proposed Motion:** I move to approve and adopt the revised by-laws as recommended by the Building Enterprise Fund Advisory Committee and presented in the staff report.

**Attachments:**

BEFAC by-laws – October 2023 – DRAFT (DOC)

BEFAC Resolution – October 2023 – DRAFT (DOC)