

Regional License and Permit Program



MINUTES

Regional License and Permit Program Oversight Group Meeting Tuesday, December 2, 2014 - 1:30 PM

Reno City Hall - 2nd Floor Conference Room, One East First Street, Reno, NV
89501

Oversight Committee

Reno City Manager - Andrew Clinger
Sparks City Manager - Steve Driscoll
Washoe County Manager - John Slaughter
District Health Officer - Kevin Dick

A. Roll Call

Attendee Name	Title	Status	Arrived
Andrew Clinger	Reno City Manager	Present	
Steve Driscoll	Sparks City Manager	Present	
John Slaughter	Washoe County Manager	Present	
Kevin Dick	District Health Officer	Absent	

The meeting was called to order at 1:31 PM

B. Public Comment

NO ACTION WAS TAKEN ON THIS ITEM

C. Approval of the Agenda

RESULT: APPROVED [UNANIMOUS]

MOVER: Steve Driscoll, Sparks City Manager

SECONDER: Kevin Dick, District Health Officer

AYES: Clinger, Driscoll, Slaughter, Dick

D. Approval of the Minutes

- Oversight Committee Meeting - September 2, 2014 1:30 PM

RESULT: APPROVED [UNANIMOUS]

MOVER: John Slaughter, Washoe County Manager

SECONDER: Andrew Clinger, Reno City Manager

AYES: Clinger, Driscoll, Slaughter, Dick

E. Update, discussion and possible direction on the status, timelines, budget and accomplishments of the Regional Business License and Permits Project

Lori Piccinini, Regional Project Manager, presented six PowerPoint slides reviewing the accomplishments, project timelines, and financials of the project to date. The oversight group had no questions.

Proposed Motion: I move to accept the staff presentation.

RESULT: APPROVED [UNANIMOUS]

MOVER: Steve Driscoll, Sparks City Manager

SECONDER: John Slaughter, Washoe County Manager

AYES: Clinger, Driscoll, Slaughter, Dick

F. Update, discussion and possible direction to amend Article 12 Section 12.2 of the Cooperative Interlocal Agreement to proceed with the implementation of the regional technology fee prior to the go-live date of the platform

Bob Webb, Washoe County, presented four PowerPoint slides reviewing the proposed regional technology fee and legalities. There was discussion on each bullet point requesting management direction.

- Do you want us to start collecting the Tech fee sooner than the go live date? (12/21/15, embedded in Interlocal Agreement)

Julie Towler and Susan Ball-Rothe, Reno Deputy City Attorneys, offered an update on a City of Reno memo regarding technology fees based on Nevada Revised Statutes (NRS). NRS does not allow a fee on a tax, but there can be a convenience fee on a fee. The convenience fee cannot be charged ahead of the customer receiving a convenience or without the customer utilizing the convenience available. Additional discussion with attorneys from each agency will be needed to reach a common understanding of the conveniences being created by this project. From public outreach, customers acknowledge convenience from both online ability and regional data access.

Proposed Motion: I move to not modify the language in the Interlocal Agreement as it relates to the Technology Fee at this time.

RESULT: APPROVED [UNANIMOUS]

MOVER: Steve Driscoll, Sparks City Manager

SECONDER: Kevin Dick, District Health Officer

AYES: Clinger, Driscoll, Slaughter, Dick

- Approval to move forward; what can it be used for (capital and/or other such as technology improvements) AND Affirmation that each jurisdiction individually collects fees AND Collection of fees into a special account; how will the County get paid by the agencies

Items E & F were opened together for discussion. The original contemplation in the Interlocal Agreement of fees was reviewed. The Financial report was also reviewed along with how revenue based on potential Technology Fee was calculated (based on conservative estimates). Per Susan Ball-Rothe, Reno Deputy City Attorney, the discussion was out of scope for this group and would need to be determined by the governing bodies. Discussion about the upsides and downsides of jurisdictions collecting and overseeing their own Technology Fees ensued. Steve Driscoll reiterated from previous discussions that, as originally agreed upon, Sparks will determine whether to charge a Technology Fee, collect it themselves and apply it as they see fit while acknowledging that Sparks will pay all fees necessary and agreed upon; additionally, the contingency funds may be distributed by the regional group. It was recommended to return to the language that was written into the original agreement; however, the language states may charge the fee and there is no end date indicated so may need to be

revisited in more depth at a later date. Accela does need to design the Technology Fee to be changeable in the future.

- Sunsetting/When to stop? AND How to address fee overages

Again, these were determined to policy decisions that will need governing body review. No staff direction required at this time, but may need to be contemplated in the future.

G. Update, discussion and possible direction to pursue the implementation of a regional 311 call center utilizing Accela Citizen Access application and, if so directed, integration with existing Customer Relationship Management (CRM) system, such as Reno Direct

Michael Chaump, Reno Project Manager, presented a single PowerPoint slide detailing the CRM option offered by Accela. This is not in the Scope of Work and would need to separate from the current Accela project due to staff needs. Some jurisdictions expressed a CRM need while others may be interested in this becoming more regional. Accela will need to build the compliant form as robustly as possible in case the jurisdictions decide to take on this project in the future. A cost analysis is needed to move forward.

H. Identification of future agenda items

- Continued Project and Financial Status Updates
- E-Payment and Credit Card Discussion
- John Slaughter requested that future agendas cite the page/section when referring to the Interlocal Agreement

I. Adjournment

Proposed Motion: I move to adjourn.

RESULT: APPROVED [UNANIMOUS]

MOVER: John Slaughter, Washoe County Manager

SECONDER: Andrew Clinger, Reno City Manager

AYES: Clinger, Driscoll, Slaughter, Dick

The meeting was adjourned at 2:46 PM.