

# Regional License and Permit Program



## MINUTES

### Regional License and Permit Program Oversight Group Meeting Tuesday, March 3, 2015 - 1:30 PM

Washoe County Caucus Room - 1001 E 9<sup>th</sup> St, Bld A, 2<sup>nd</sup> Floor, Reno, NV

#### 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	
Kevin Dick	District Health Officer	Present	
Steve Driscoll	Sparks City Manager	Present	
John Slaughter	Washoe County Manager	Present	

The meeting was called to order at 1:34 PM

#### B. Public Comment

- John Slaughter, Washoe County Manager - Introduction of New Chief Information Officer for Washoe County, Craig Betts.

#### C. Approval of the Agenda

RESULT: APPROVED [UNANIMOUS]

MOVER: Andrew Clinger, Reno City Manager

SECONDER: Steve Driscoll, Sparks City Manager

AYES: Clinger, Dick, Driscoll, Slaughter

**D. Approval of the Minutes from the December 2, 2014 Meeting**

- Oversight Group Meeting - December 2, 2014 1:30 PM

Michael Chaump, Reno Project Manager, identified an error in the motion of Item I. The word “not” should be removed from the motion.

**Proposed Motion:** I move to approve with that change.

RESULT: APPROVED [UNANIMOUS]

MOVER: Kevin Dick, District Health Officer

SECONDER: Steve Driscoll, Sparks City Manager

AYES: Clinger, Dick, Driscoll, Slaughter

**E. Update, discussion and possible direction on the Project status to include Accomplishments, Project Timelines, Impacts, Budget and Financial Report of the Regional Business License and Permits Project**

Lori Piccinini, Regional Project Manager, presented five PowerPoint slides reviewing the accomplishments, project timelines, impacts, budget and financial report of the Regional Business License and Permits Project to date. She noted that the project is slightly behind schedule due to limited staffing time and an RTC fee requirement on a tight timeline which diverted some staff, but Accela believes the lag should be able to be made up. Scoped phasing could be used with business license going first, but this is not an ideal solution.

Kevin Dick, District Health Officer, inquired about how Health fees are listed as an additional component and if Accela was not aware that these fees are collected by other jurisdictions. Lori Piccinini, Regional Project Manager, indicated that new fees are being added within the current systems which is taking staff time to keep up to date.

Andrew Clinger, Reno City Manager, asked for additional information regarding staffing needs for Reno and what mitigation has been done or needs to be done to continue the project moving forward. Michael Chaump, Reno Project Manager, discussed that a key IT staff member needed for New World conversion has

been out on medical, but they are making due with staff on hand. Additionally, TruePoint is a resource if needed.

Regarding the budget, the 311 System and Asset Management Modules were discussed as not in scope and requiring additional funds with their own timelines.

Steve Driscoll, Sparks City Manager, indicated more information will need to be provided before additional, out of scope modules can be reviewed further or approved. Lori Piccinini, Regional Project Manager, expressed that any change order would provide the requested details. Change orders have not been used to date and Lori asked if the Oversight Group would want to request this. The Oversight Group requested that the detailed information be provided. An action item will be placed on the next Oversight Group agenda to include benefits and costs.

Paul McArthur, Washoe County Comptroller, expressed regarding the financial report that as of 02/20/15, all payments have been made on time and a solid relationship with the vendor has been maintained.

NO ACTION WAS TAKEN ON THIS ITEM

**F. Update and discussion on the Regional Technology fee to include legal questions raised at the last oversight meeting and possible direction to proceed with public outreach**

Bob Webb (Washoe County) presented a PowerPoint slide for discussion on the Regional Technology fee including legal questions raised at the last oversight meeting and possible direction to proceed with public outreach. It was reviewed that clear direction had been received from elected officials for each jurisdiction to collect their own tech fees separately and only after the system has gone live. Business Impact Statement (BIS) will not have to be completed by City of Reno and the fee will be presented through the annual budget process. All other jurisdictions will proceed with BIS and may attempt to do so regionally. Following legal review, the fee is to be referred to as an "Administration Fee" or "Technology Fee" depending on the jurisdiction collecting. Specific to the City of Reno, Building will collect the fee as a part of their current fee schedule and set aside with no anticipated increase to customers. For business licensing within Reno, the fee will be new and will be charged at renewal or potentially with change applications. The District Board of Health anticipates they will collect the fee while Washoe County is reviewing Nevada Revised Statutes. The City of Sparks will seek direction from the Sparks City Council prior to instituting a fee of any type, but have obtained a preliminary okay from legal.

Steve Driscoll, Sparks City Manager, discussed the six-to-eight week timeline associated with the BIS process and whether it could be accomplished regionally. This timeline was confirmed by Bob Webb (Washoe County). Public meetings would have to occur again. Planning for timeline will need to take into account the time to appear in front of each governing board, with District Board of Health presentation occurring last. Steve Driscoll, Sparks City Manager, requested that the possibility of preparing the BIS regionally be further discussed. This will be reviewed by legal as well.

Kevin Dick, District Health Officer, gave direction to touch base with groups that were previously presented the technology fee information. Steve Driscoll, Sparks City Manager, concurred that it is important to update the stakeholders at this time and present any changes that have occurred since the original presentations.

NO ACTION WAS TAKEN ON THIS ITEM

**G. Update, discussion and possible direction to empower the Regional Project Management team, in collaboration with the e-payment and financial teams from each agency, to recommend a single merchant processor within the scope of the Regional Business License and Permits Project**

Lori Piccinini, Regional Project Manager, presented a PowerPoint slide for discussion to empower the Regional Project Management team, in collaboration with the e-payment and financial teams from each agency, to recommend a single merchant processor within the scope of the Regional Business License and Permits Project.

**Proposed Motion:** I move to empower the Project team to recommend a single merchant processor that meets all requirements necessary.

RESULT: APPROVED [UNANIMOUS]

MOVER: Steve Driscoll, Sparks City Manager

SECONDER: Andrew Clinger, Reno City Manager

AYES: Clinger, Dick, Driscoll, Slaughter

## **H. Announcements/Reports/Updates**

Kevin Dick, District Health Officer, requested that future meetings of this group be moved to a 1:00 PM start time due to another meeting conflicting.

## **I. Identification of future agenda items**

- Additional details about 311 and Asset Management Modules
- Ongoing efforts regarding Technology Fee along with timeline for BIS and possibility of regional approach
- Next Meeting: Tuesday, June 2, 2015 at Sparks City Hall beginning at 1:00 PM

## **J. Public Comment**

NO ACTION WAS TAKEN ON THIS ITEM

## **K. Adjournment**

**Proposed Motion:** I move to adjourn.

RESULT: APPROVED [UNANIMOUS]

MOVER: Steve Driscoll, Sparks City Manager

SECONDER: Andrew Clinger, Reno City Manager

AYES: Clinger, Dick, Driscoll, Slaughter

The meeting was adjourned at 2:12 PM.