

Regional Business License and Permits Program



WASHOE COUNTY
HEALTH DISTRICT
ENHANCING QUALITY OF LIFE

AGENDA Regional Business License and Permits Program Oversight Group Quarterly Meeting

CANCELLED

December 6, 2016 – 3:00 PM

City of Sparks Training Room
431 E Prater Way
Sparks, NV 89431

Oversight Group

Reno Acting City Manager - Bill Thomas
Sparks City Manager - Steve Driscoll
Washoe County Manager - John Slaughter
District Health Officer - Kevin Dick

Public Notice: This agenda has been physically posted in compliance with NRS 241.020(3) (notice of meetings) at Reno City Hall, One East 1st Street, Reno, NV; Washoe County Administrative Office, 1001 East 9th Street, Reno, NV; Sparks City Hall, 431 Prater Way, Sparks, NV; Washoe County Health District, 1001 East 9th Street, Reno, NV; Washoe County Downtown Reno Library, 301 South Center Street, Reno, NV; Evelyn Mount Northeast Community Center, 1301 Valley Road, Reno, NV; McKinley Arts and Culture Center, 925 Riverside Drive, Reno, NV; Reno Municipal Court, One South Sierra Street, Reno, NV; and Reno-Sparks Convention and Visitors Authority, 4001 South Virginia Street, Suite G, Reno, NV. In addition, this agenda has been electronically posted in compliance with NRS 241.020(3) at the following websites: www.washoecounty.us/technology; www.reno.gov; www.cityofsparks.us, and NRS 232.2175 at <https://notice.nv.gov/>.

Accommodations: Reasonable efforts will be made to assist and accommodate physically disabled persons attending the meeting. Please contact the City Clerk's Office at (775) 353-2350 in advance so that arrangements can be made.

Supporting Material: Support materials are posted on the respective websites, when they are provided to the governing body or if provided during a meeting, support materials will be posted on the websites within 24 hours after the conclusion of the meeting. Support materials are also available at Sparks Customer Service and at the scheduled meeting location on meeting day. The designated contact to obtain support materials is Jessica Easler, Customer Service Manager, 431 Prater Way, Sparks NV 89431 (775) 353-5555; customerservice@cityofsparks.us. Pursuant to NRS 241.020(6), supporting material is made available to the general public at the same time it is provided to the Oversight Group.

Order of Business: Discussion may be delayed on any item on this agenda, and items on this agenda may be taken out of order, combined with other items and discussed as a block, or removed from the agenda. Items scheduled to be heard at a specific time will be heard no earlier than the stated time, but may be heard later.

Public Comment: A person wishing to address the Oversight Group shall submit a "Request to Speak" form to the presiding officer. Public comment, whether on action items or general public comment, is limited to three (3) minutes per person. Unused time may not be reserved by the speaker, nor allocated to another speaker. No action may be taken on a matter raised under general public comment until the matter is included on an agenda as an item on which action may be taken. The presiding officer may prohibit comment if the content is willfully disruptive of the meeting by being repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers. Any person making willfully disruptive remarks while addressing the Oversight Group or while attending the Oversight Group meeting may be removed from the room by the presiding officer, and the person may be barred from further audience before the Oversight Group during that session of the Oversight Group meeting. See Nevada Attorney General Opinion No. 00-047 (April 27, 2001); Nevada Open Meeting Law Manual, § 8.05.

In addition, any person willfully disrupting the meeting may be removed from the room by the presiding officer. See NRS 241.030(4)(a); RMC §§ 8.12.024, 8.12.027. Examples of disruptive conduct include, without limitation, yelling, stamping of feet, whistles, applause, heckling, name calling, use of profanity, personal attacks, physical intimidation, threatening use of physical force, assault, battery, or any other acts intended to impede the meeting or infringe on the rights of the Oversight Group, staff, or meeting participants.

A. Roll Call

B. Public Comment – Comments heard under this item will be limited to three (3) minutes per person and may pertain to matters both on and off the agenda. Each person addressing the Oversight Group shall give his name and shall limit the time of their presentation to three (3) minutes per NRS 241.020(2)(d)(7).

C. Approval of Agenda – December 6, 2016 **(For Possible Action)**.

D. Approval of Minutes – October 6, 2016 Special Meeting **(For Possible Action)**.

E. Discussion and possible direction to staff regarding regional workflow synchronization and coordination between the Health District and the other three jurisdictions (For Possible Action).

F. Presentation, discussion, and possible direction to staff regarding status on Accela Regional Business License and Permit Platform post October 31, 2016 go live; to include a review of any outstanding contractual obligations regarding functionality and unresolved go-live issues which are Accela's responsibility (For Possible Action).

G. Presentation, discussion, and possible direction to staff regarding transition plan to Accela's Customer Resource Center (CRC) (For Possible Action).

H. Presentation and possible direction to staff of the timeline illustrating the functionality aspects of the Accela project for the remainder of Fiscal Year 16-17 (For Possible Action).

I. Comptroller/Washoe Technology Services

1. Status of Payments to Accela and Accounting Report

J. Presentation, discussion and possible action to accept a change order not to exceed the amount of \$33,500 from Accela to implement the interface between Accela Automation and Accela Citizen Access with the Nevada Secretary of State's business portal (SilverFlume). Funds to support the change order will be drawn from the Accela project's contingency fund (total contingency fund is \$87,369.66) (For Possible Action).

- K. Presentation and Possible Direction to Staff regarding the Accela Regional Business License and Permit Platform FY 17/18 Budget for potential license increases in the not to exceed total amount of \$20,878.20 to be budgeted by each agency based on the rate of revised user subscription counts as agreed upon in the Contract with Accela. (For Possible Action).**
- L. Announcements/Reports/Updates -** Oversight Group member announcements/ reports/updates from members concerning the regional business license and permits project. Requests for information and any ideas and suggestions for the project.
- M. Identification of future agenda items for the quarterly meeting of the Oversight Group on March 7, 2017 (For Possible Action).**
- N. Public Comment** – Comments heard under this item will be limited to three (3) minutes per person and may pertain to matters both on and off the agenda. Each person addressing the Oversight Group shall give his name and shall limit the time of their presentation to three (3) minutes per NRS 241.020(2)(d)(7).
- O. Adjournment (For Possible Action).**