



Regional Business License and Permits Program

AGENDA

Regional Business License and Permits Program Oversight Group Quarterly Meeting December 5, 2017 – 2:30 PM

**Washoe County Administrative Complex
1001 E. Ninth Street, Reno
Caucus Room, Second Floor, Building A
Washoe County, NV**

Oversight Group

**Reno City Manager – Sabra Newby
Sparks City Manager – Steve Driscoll
Washoe County Manager – John Slaughter
District Health Officer – Kevin Dick
Douglas County Community Development Director – Mimi Moss**

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 E. Ninth Street, Reno, NV; Sparks City Hall, 431 Prater Way, Sparks, NV; Washoe County Health District, 1001 E. Ninth 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. Douglas County Administration Building 1616 8th Street, Minden, NV; Douglas County Public Library, Minden, NV; Minden Inn Administration Building, 1594 Esmeralda, Minden, NV; US Post Office-Minden, 1640 U.S. Hwy. 395, Minden, NV; Judicial & Law Enforcement Center, 1038 Buckeye Rd., Minden, 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, www.douglascountynv.gov and <https://notice.nv.gov> per NRS 232.2175.

Accommodations: Reasonable efforts will be made to assist and accommodate physically disabled persons attending the meeting. Please contact the Washoe County Technology Services Dept. at 775-328-2352 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 Washoe County Technology Services and at the scheduled meeting location on meeting day. The designated contact to obtain support materials is Sara DeLozier in Technology Services, 775-328-2352, 1001 E. Ninth St., Reno, NV, Bldg. C, 2nd Floor and on the following websites: www.washoecounty.us/technology; www.reno.gov; www.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 recording secretary. 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 NRS 241.030(4)(a); RMC §§8.12.024, 8.12.027; Nevada Attorney OMLO 2001-22/AG File No. 00-047. (April 27, 2001); Nevada Open Meeting Law Manual, §7.06. 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 5, 2017 (For Possible Action)

D. Approval of Minutes – September 5, 2017 (For Possible Action)

E. Presentation, discussion and possible direction to staff on Accela updates, to include acquisition of Accela by Berkshire Partners, planned future platform improvements as provided by Accela, and Accela representative reassignment. (For Possible Action).

F. Presentation, discussion and possible direction to approve or recommend changes:

1. To the estimated FY18-19 Budget Recommendations for Accela Automation, Mobile and Citizen Access Annual Subscription fees not to exceed: \$421,159.92; apportioned per agency as follows: Douglas \$39,990.68, Health \$65,977.33, Reno \$132,340.02, Sparks \$77,619.31, Washoe \$105,232.58 (For Possible Action), and
2. To the Regional Shopping Cart, to include the potential for seeking a new payment processor (For Possible Action)

G. Presentation, discussion and possible direction to staff based on the Fiscal Manager's financial report regarding:

1. Outstanding Accela contractual item: Administrative Enforcement and final payment of the holdback not to exceed \$129,811.00 (For Possible Action),
2. Payment related to unused mobile licenses in the amount of \$3,763 (For Possible Action), and
3. Potential for an October credit memo. (Informational Only)

H. Update, discussion and possible direction to staff based on the Accela Regional Coordinating team on:

1. Accela online use and payment regional statistics (Update Only);
2. Official Payments ACI/OPAY Payment processor (Update Only);
3. Douglas County implementation, scope and timelines (Update Only), and
4. Recently added, removed or planned modules and licenses for the Accela ONE platform. (For Possible Action)

I. Update and discussion on Oversight Group Members announcements regarding the regional business license and permits project (Update Only).

J. Identification of future agenda items for the next quarterly meeting of the Oversight Group on March 6, 2018, at 2:30 p.m. Suggestion for a May, 2018 meeting for approval of the final subscription invoice. (For Possible Action)

K. 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).

L. Adjournment (For Possible Action)