

# Regional License and Permits Program

Quarterly Meeting of the Oversight Group Meeting  
June 6, 2017



# Oversight Agenda Item E (City of Reno)

- **Oversight Group Authority, Staff and Legal Counsel Involvement per Interlocal Cooperative Agreement**

# Oversight Agenda Item F *(All agencies)*

- **Financial Report (Attachment A)**
  - Presented by the Washoe County Comptroller's Office

# Oversight Agenda Item F (All agencies, cont.,)

- Approval of FY17-18 Annual Subscriptions- year 4 (Attachment B)
- Total \$354,670.32 - Increase of \$72,705.60


*FY1718 Annual Costs per Agency*

	AA	AMO	ACA	TOTAL SUBSCRIPTION COST
				Per Agency
Health	\$49,799.94	\$0.00	\$0.00	\$49,799.94
Reno	\$99,599.87	\$20,697.60	\$6,895.77	\$127,193.24
Sparks	\$58,359.30	\$12,700.80	\$2,706.42	\$73,766.52
Washoe	\$80,924.89	\$15,993.60	\$3,228.93	\$100,147.42
Additional		\$3,763.20		\$3,763.20
<b>TOTAL</b>	<b>\$288,684.00</b>	<b>\$53,155.20</b>	<b>\$12,831.12</b>	<b>\$354,670.32</b>
Accela Credit Memo				<b>\$3,524.56</b>
REVISED TOTAL INVOICE				<b>\$351,145.76</b>

- By contract we are bound to 303 AA and 113 AMO plus any overages
- Oversight direction requested for payment
  - Payment of Additional unused AMO licenses
  - Credit from Accela for Downtime performance

# Oversight Agenda Item F (All agencies, cont.)

## Amendment to the Accela Contract (Attachment C)

- 
- Original Contract required every 30 day user true-up with payment for each additional user
  - Washoe requested the amendment to:
    - Align contract with Fiscal year
    - Allow for additional users as needed throughout the year to be included in the next annual true-up
      - Up to 50 additional users may be added within each fiscal year
    - Accela to invoice on 6/15 with payment terms of net 30 and a 10 day grace period
  - Agencies to reimburse Washoe as described in Section 12.1 of the Interlocal Agreement
  - Washoe’s BCC Chair signed the Amendment

# Oversight Agenda Item G (All agencies, cont.,)

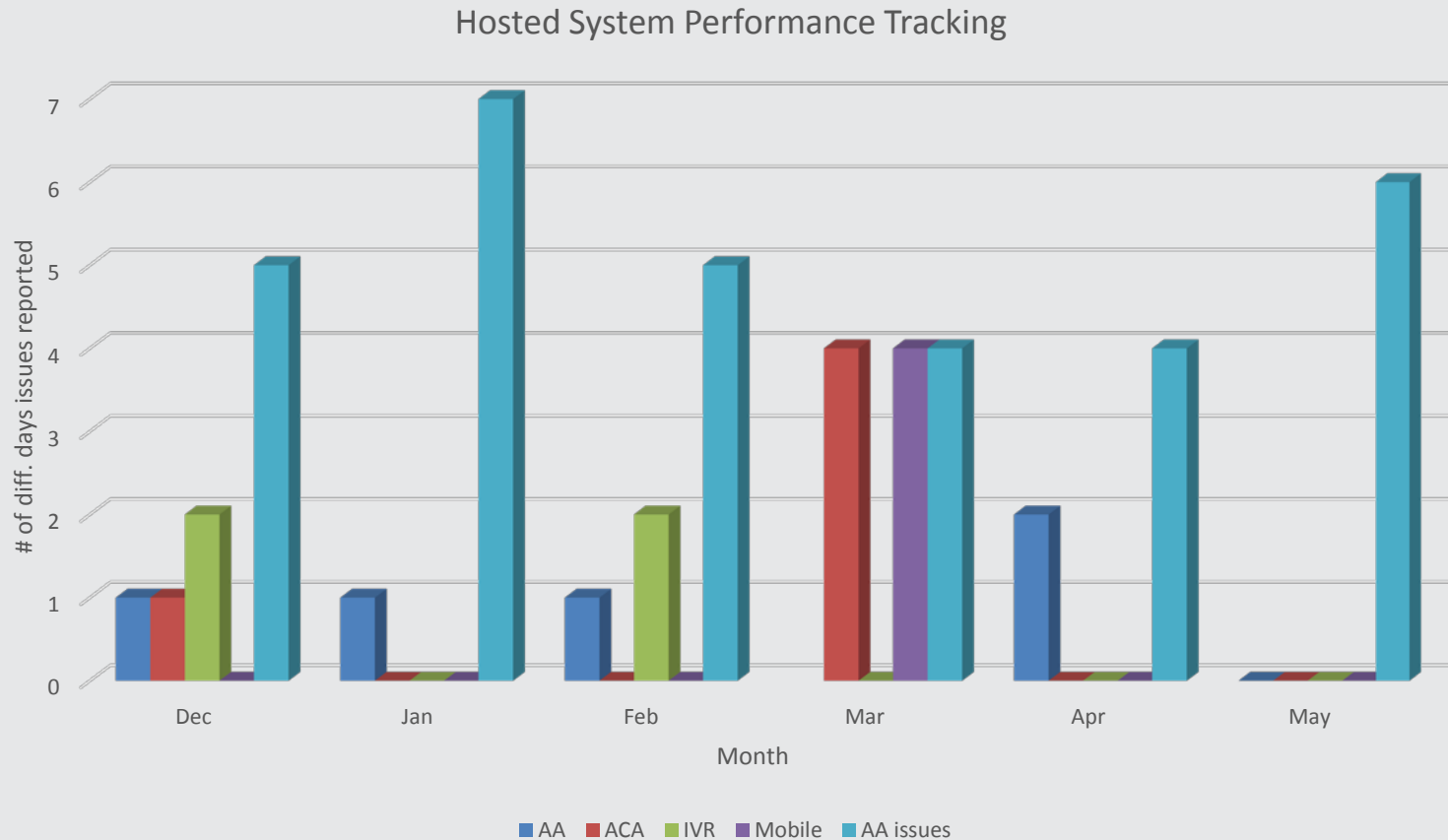


## Douglas County, NV Request to join

- Douglas County, David Lundergreen, Building Official
  - Article 13 of the Interlocal allows for additional participating agencies
  - Initial Users during development: 10 Accela Automation and 2 Mobile Office
    - Sample Costs to Douglas
    - Accela cost to join the ONE: \$10,692.00
    - Accela cost to join the ONE after July 1 costs: \$11,880.00
    - Accela cost outside ONE: \$26,280.00
  - Total users after development: 40 Accela Automation and 6 Mobile Office
  - Impacts and Benefits

# Oversight Agenda Item H (All agencies, cont.,)

## ■ Follow-up of Monthly Performance Report



# Oversight Agenda Item H (cont.,)

- **Contract references to Uptime:**
  - Continued unplanned downtime in March, April and May approx. 1-2 times per month in AA.
  - ACA and Mobile apps had 4 instances of downtime in March
  
- **Actions taken/Pursuit of Resolution**
  - Washoe TS and Accela Regional Administrators have continued working with Accela CRC to review hotfixes and testing with staff
  - Washoe has been testing with Virtual desktops and internet connectivity
  - Reno was asked to send trace logs
  - Challenges: Hosted system, diagnosing the cause
  
- **Credit Memo – Accela Process**
  - December downtime did not meet hosted agency contractual standards = 99.9% uptime
  - Accela issued a credit in the amount of \$3,524.56 that will be applied to our annual subscription



# Oversight Agenda Item I

## Accela Post go live status

- ***62,000 permits and licenses have been created since 10/31; 1400 were through the Citizen Portal***
- ***Implementation Project status with Accela***
  - 3 Remaining go-live Issues, 3 of 32 remaining deliverables
  - Remaining Deliverables
    - Silverflume Interface – Accela basic connectivity tests; then Internal Staff will complete
    - Administrative Enforcement interface
    - Move to CRC; no issues for 2 weeks
- 9.1 release coming June 1, 2017 in TEST, June 16 PROD

# Item J: Announcements/Reports/Updates

## Item K: Future Agenda Items

- **Next Quarterly Meeting date of the Oversight Group**
  - Tues. September 5, 2017 2:30 pm Washoe County
  - Future agenda items and ongoing meeting schedule



L. Public  
Comment

M.  
Adjournment

**Annual Subscription Calc Process per Interlocal page 16**

**FY1718 Annual Costs per Agency**

	AA	AMO	ACA	TOTAL SUBSCRIPTION COST Per Agency
Health	\$49,799.94	\$0.00	\$0.00	\$49,799.94
Reno	\$99,599.87	\$20,697.60	\$6,895.77	\$127,193.24
Sparks	\$58,359.30	\$12,700.80	\$2,706.42	\$73,766.52
Washoe	\$80,924.89	\$15,993.60	\$3,228.93	\$100,147.42
Additional		\$3,763.20		\$3,763.20
<b>TOTAL</b>	<b>\$288,684.00</b>	<b>\$53,155.20</b>	<b>\$12,831.12</b>	<b>\$354,670.32</b>
Accela Credit Memo				<b>\$3,524.56</b>
<b>REVISED TOTAL INVOICE</b>				<b>\$351,145.76</b>

AA Licenses	Per Seat	X 12/Annual
303	\$ 59.40	\$ 215,978.40
68	\$ 89.10	\$ 72,705.60
<b>371</b>		<b>\$ 288,684.00</b>
<b>AMO Mobile</b>		
113	\$ 39.20	\$ 53,155.20
<b>Total: 113</b>		
<b>ACA Subscription</b>		
427704	\$ 0.03	\$ 12,831.12
<b>FY1718 Subscription</b>		<b>\$ 354,670.32</b>

<sup>2</sup>The percentage contribution is the percentage of users that an ENTITY has, multiplied by the overall cost of that PLATFORM component. As an example: For Automation, 150/300 seats translates to 50%. That 50% is then multiplied by \$213,840 (the total cost for Automation seats). This yields an ENTITY cost of .50 x 213,840 = 106,920 for the Automation component.

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AA Calcs	Users	# users/total users	% * Total Cost
Health	64	17%	\$ 49,799.94
Reno	128	35%	\$ 99,599.87
Sparks	75	20%	\$ 58,359.30
Washoe	104	28%	\$ 80,924.89
<b>TOTAL</b>	<b>371</b>	<b>100%</b>	<b>\$ 288,684.00</b>
AMO Calcs	Users	# Users/Total Users	% * Total Cost
Health	0	0	\$ -
Reno	44	39%	\$ 20,697.60
Sparks	27	24%	\$ 12,700.80
Washoe	34	30%	\$ 15,993.60
UNUSED	8	7%	\$ 3,763.20
	113		<b>\$ 53,155.20</b>

ACA Citizen Access	427704	Reno	Sparks	Washoe	TOTAL
Calculation from Interlocal	<b>427614</b>	\$ 6,895.77	\$ 2,706.42	\$ 3,228.93	<b>\$ 12,831.12</b>

<b>Population</b>	229,859	90,214	107,631
<b>Annual Population %</b>	53.7%	21.1%	25.2%
<b>Annual Population Costs *</b>	\$ 6,895.77	\$ 2,706.42	\$ 3,228.93

## Accela Automation Subscription User tier Discount

AA:	% Discount	Total User Rate for Additional User Tiers	Per User per Month Fee (with annual subscription)	Per User per Year Fee (with annual subscription)
		0-49	99	1188
	10%	50-99	89.1	1069.2
	20%	100-199	79.2	950.4
<b>Additional User Rate</b>	30%	200-299	69.3	831.6
<b>Contract Rate</b>	40%	300-399	59.4	712.8
	45%	400-549	54.45	653.4
	48%	550-699	51.98	623.76
	50%	700-849	49.5	594
	53%	850-999	47.03	564.36

## Accela Automation MOBILE Subscription User tier Discount

	% Discount	Total User Rate	Per User per Month Fee	Per User per Year Fee (with
<b>Mobile:</b>		0-49	49.00	588.00
<b>Additional User Rate</b>	10%	50-99	44.10	529.20
<b>Contract Rate</b>	20%	100-199	39.20	470.40
	30%	200-299	34.30	411.60
	40%	300-399	29.40	352.80
	45%	400-549	26.95	323.40
	48%	550-699	25.73	308.76
	50%	700-849	24.50	294.00
	53%	850-999	23.28	279.36
	55%	1000 and above	22.05	264.60

### EXHIBIT C – PRICING EXHIBIT

Number of Annual Terms: 5

Professional Services\*

PART #	DESCRIPTION	QTY	UNIT PRICE	EXTENDED	NET PRICE
SV000000GEN0001	Total Professional Services	1	\$1,298,109.94	\$1,298,109.94	\$1,298,109.94
	Subtotal				\$1,298,109.94

PART #	DESCRIPTION	QTY	UNIT PRICE	EXTENDED	DISCOUNT	NET PRICE
SS10AAASSAS0001	Accela Automation - Subscription User	303	\$1,188.0000	\$359,964.00	40.000	\$215,978.40
SS10AACAPOP0001	Accela Citizen Access - Subscription Population	427,704	\$0.0300	\$12,831.12	0.000	\$12,831.12
SS10AAMOSAS0001	Accela Mobile Add On - Subscription User	113	\$588.0000	\$66,444.00	20.000	\$53,155.20
	Subtotal					\$281,964.72

<b>TOTAL:</b>	<b>\$1,580,074.66</b>
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The information above, and as further provided below, establishes the pricing for the product use and implementation.