



Regional Business License and Permits Program

*****DRAFT MINUTES*****

Regional License and Permit Program Oversight Group Special Meeting December 18, 2017 ~ 3:30 p.m.

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

Oversight Group

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

A. Roll Call: City of Reno, Bill Thomas
City of Sparks, Lisa Hunderman, Customer Services Manager
Douglas County, Mimi Moss, Community Development Director (phone)
Washoe County, Christine Vuletich, Assistant County Manager
Washoe County District Health, Kevin Dick, District Health Officer

Also present:

City of Reno: Amber Drlik, Kim Jolly, Julie Towler

City of Sparks: Shirle Eiting, Russell Elder, Mark Meranda

Washoe County: Charlene Albee, Craig Betts, Paul Burr, Sara DeLozier, Kari Estrada, Steve Fisher, Stephan Hollandsworth, Lori Piccinini, Bob Webb

- 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).

There was no response to the call for public comment.

C. Approval of the Agenda – December 18, 2017 (For Possible Action)

Proposed Motion: Approve agenda as written
Motion: Bill Thomas
Second: Kevin Dick
Ayes: [Unanimous]

D. 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: \$460,000 (current FY17-18 subscription fees total was \$354,670.32); apportioned per participating agency as follows: Douglas County not to exceed \$43,000, Washoe County Health District not to exceed \$71,000, City of Reno not to exceed \$147,000, City of Sparks not to exceed \$84,000, and Washoe County not to exceed \$115,000. (For Possible Action)

Lori Piccinini, Washoe County, reviewed the revised estimates noting the increase in the cost estimates was largely due to the increase in overall licenses and the addition of a 3% contingency to allow for any necessary license increase that may occur before payment is due July 1, 2018. Bill Thomas, City of Reno, requested consideration that future subscriptions amounts be agendized for the gross amount due rather than by entity.

Proposed Motion: Approve as agendized, \$460,000
Motion: Bill Thomas
Second: Kevin Dick
Ayes: [Unanimous]

- E. 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).

There was no response to the call for public comment.

- F. Adjournment.** The meeting adjourned at 3:38 p.m.