



Regional License and Permits Program

Quarterly Meeting of the
Oversight Group Meeting
June 5, 2018



Oversight Agenda Item D & E

- **Congratulations to Douglas County, NV on their go live Monday May 7. 2018!**
 - Next steps are for ACA public searching and ACA use in the Fall.
- **Fiscal Manager's June 5th Financial report**
 - The project implementation has now been fully paid
 - Contingency of \$87,369.66 has not been used
 - Contract withholding was released as all Contractual items were completed

Oversight Agenda Item F

■ Update of the FY 18-19 Accela Annual Subscription Fees

- Oversight Group approved \$460,000 as not to exceed amount for FY 18-19 combined subscription (all agencies); included the following for licenses:
 - 427 Accela Automation
 - 159 Accela Mobile Licenses
- As compared to the Trueup report dated 5/31/18: Final invoice will be under budget and is estimated at \$399,778.32.
Final license count is estimated at:
 - 407 Accela Automation
 - 119 Accela Mobile Licenses
- Payment expected by July 10, 2018 to Accela

Oversight Agenda Item F *(cont.,)*

- **FY 18-19 Subscription Fees details:**
 - Contract (base) payment of \$365,362.32
 - 381 AA licenses & 113 AMO licenses
 - Additional AA license cost = \$30,888.00
 - 26 AA licenses @ 99.00 each per month
 - Additional AMO license cost = \$3,528.00
 - 6 AMO licenses @ 49.00 each per month
- **TOTAL FY1819 Invoice anticipated:**
 - \$399,778.32 (407 AA/119 AMO)
- **Looking ahead to FY1920**
 - 3% increase per contract next fiscal
 - Renegotiations with Accela to a potential Enterprise license
 - Less tedious annual 'Trueup' Subscription count process

Oversight Agenda Item F (cont.,)

- **FY 18-19 Subscription Fees details:**
 - Agency Breakdowns

| FY1819 Annual Costs per Agency | | | | | |
|--------------------------------|--------------|-------------|-------------|-----------------------------------|-----------------------------|
| | AA | AMO | ACA | TOTAL SUBSCRIPTION COST FY1819 | TOTAL SUBSCRIPTION COST |
| | | | | Per Agency | Forecasted per Agency 12/17 |
| Douglas | \$29,212.54 | \$4,763.29 | \$1,248.52 | \$35,224.35 | \$43,000.00 |
| Health | \$44,630.27 | \$3,810.64 | N/A | \$48,440.91 | \$71,000.00 |
| Reno | \$105,489.73 | \$23,340.14 | \$6,256.35 | \$135,086.22 | \$147,000.00 |
| Sparks | \$64,105.30 | \$14,289.88 | \$2,473.16 | \$80,868.34 | \$84,000.00 |
| Washoe | \$86,826.16 | \$10,479.25 | \$2,853.10 | \$100,158.51 | \$115,000.00 |
| | \$330,264.00 | \$56,683.20 | \$11,582.60 | \$399,778.32 | \$460,000.00 |

- **TOTAL: \$399,778.32 (407 AA/119 AMO)**





Oversight Agenda Item G *(cont.,)*

- **Silverflume State Business License update**
 - Accela and Truepoint assisted with final interface
 - ARC and tech team currently testing and working with the State to set a move to Production date
 - Anticipated for July, 2018

Item I: Updates from the Accela Regional Coordinating Team

1. Accela Use and Regional Online Payment Statistics:

- 2nd quarter 2018 stats 3/1/18-5/30/18:

| Agency | Total Permits or Licenses | ACA/Online Intake/\$ Mar-May 2018 | Online use % Increase 2018 | ACA Intake Mar-May 2017 |
|---|--|-----------------------------------|----------------------------|-------------------------|
|  | 12,827 | 838 \$2.23 M | 49% 39% | 561 \$1.6M |
|  WASHOE COUNTY HEALTH DISTRICT | 7,727 | 358 \$47k | 280% 370% | 94 \$10k |
|  | 4,088 | 949 \$1.6 M | 42% 74% | 668 \$916k |
|  SIERRA COUNTY | (Since 5/7/18) 157 Over \$320k collected | Not live yet | | N/A |

Item I: Updates from the Accela Regional Coordinating Team

2. Washoe County Assessor's new system GSA
3. Legal Confidentiality of data as reflected in Accela
 - Request to redact Peace Officer's information in Accela Citizen Site (ACA). Initial request has been met.
 - Washoe has created a policy and is collaborating with the agencies on a business process for confidential information display.
4. E-Payments through ACA; *(May 2019 Contract renewal or expiration)*
5. Regional Coordination efforts for July 1 Fee schedules
 - Washoe District Health
 - Regional Road Impact Fees
 - Involves the Building departments at Washoe, Reno, Sparks

Item J & K: Announcement/Reports/Updates & Future Agenda Items

- **Any Announcements/Reports/Updates?**
- **Next Quarterly Meeting date of the Oversight Group**
 - Tues. September 4, 2018 - 2:30 pm Washoe County
 - Future agenda items and ongoing meeting schedule



L. Public
Comment

M.
Adjournment