



Regional Business License and Permits Program

Regional License and Permit Program Oversight Group Quarterly Meeting December 4, 2018 ~ 2:30 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 – David Lundergreen
Washoe County Manager – John Slaughter
Washoe County District Health Officer – Kevin Dick

A. Roll Call: City of Reno, Jennifer Lances, Chief of Staff
City of Sparks, Neil Krutz, Assistant City Manager
Douglas County, Aubrey Boudreau, Administrative Services Manager (phone)
Washoe County, Christine Vuletich, Assistant County Manager
Washoe County District Health, Kevin Dick, District Health Officer

Also present: Lea Tauchen, Abney Tauchen Group

City of Reno: Dan Holly, Kim Jolly, Rishma Khimji, Michael Telliano, Julie Towler

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

Douglas County: Anne Damian (phone)

Washoe County: Leslie Admirand, Charlene Albee, Craig Betts, Paul Burr, Sara DeLozier, Kari Estrada, Stephan Hollandsworth, Lori Piccinini, Crystal Varnum, 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 4, 2018 (For Possible Action)

Proposed Motion: Approve agenda as written
Motion: Kevin Dick
Second: Neil Krutz
Ayes: [Unanimous]

D. Approval of Minutes – June 5, 2018 (For Possible Action)

Proposed Motion: Approve agenda as written
Motion: Kevin Dick
Second: Neil Krutz
Ayes: [Three in favor; none opposed; Ms. Vuletich and Ms. Lances abstaining]

E. Welcome and Announcement of a new Douglas County Oversight member.

Aubrey Boudreau, Douglas County, introduced herself and shared that David Lundergreen had been appointed Acting Community Development Director but was unable to attend due to a scheduling conflict.

F. Update regarding the interface agreement between the Nevada Secretary of State's Nevada Business Portal (Silverflume) and the participating agencies. (For Possible Action)

Lori Piccinini, Washoe County, reviewed slide three the presentation noting staff would bring forward the proposed agreement for a two-way interface with the State at a future meeting.

G. Presentation, discussion and possible direction to the Fiscal Manager (Washoe County) based on the Fiscal Manager's November 29th financial report (discussion of any Subscription credits from Accela totaling **\$3,524.56** and contingency fund totaling **\$87,369.66** and use of and/or disbursement, based on prior Oversight action items from the June 5, 2018 Quarterly Oversight group meeting. (For Possible Action)

Crystal Varnum, Washoe County, reviewed her financial report dated November 29, 2018 (slide 4 of the presentation). She noted there were only a few changes from the prior report, payment from the City of Sparks was on the way and the City of Reno has continued to pay down their debt. The contingency amounts initially paid as part of the implementation of the project by the entities are as follow: Reno - \$26,055.54; Sparks - \$18,399.70; Washoe County and Health District - \$42,914.42 for a total of \$87,369.66. If the Committee were to direct the contingency fee be refunded, only the Cities would receive a refund (Washoe County's portions are budgeted).

Ms. Lances stated the City of Reno had previously requested their portion be refunded. Mr. Dick stated he'd like to see further investment in the ACA platform and interface and potentially discuss options at the next meeting. Ms. Piccinini, Washoe County, shared that several alternatives for improvement had been investigated, each of which would have an additional maintenance or subscription fee.

Mr. Krutz, City of Sparks, indicated the City of Sparks was happy with the platform and did not see a need for further investment at this time and would prefer to receive a refund.

There was discussion about the downtime credits and how best to use and equitably apply them. Mr. Krutz moved to have current and future credits applied to subscription invoices using the percentage of use split that is used for the subscription payment determination. Mr. Dick provided the second; the motion carried unanimously.

Ms. Lances moved that the contingency funds be refunded to the City of Reno and City of Sparks; Mr. Krutz seconded the motion which passed with three in favor, none opposed; Washoe County Health District and Douglas County abstaining. Ms. Lances clarified Reno did not want the contingency money applied to the debt amount due.

H. Presentation, discussion and possible direction on the Accela Projected Subscription Fees for FY 19-20 based on an increase in user counts and subscription maintenance for all agencies; not to exceed **\$480,000** to include **(\$48,000 for Douglas County, \$72,000 for Health, \$150,000 for City of Reno, \$90,000 for City of Sparks, \$120,000 for Washoe County, Nevada)**. (For Possible Action)

Ms. Piccinini, Washoe County, reviewed presentation slides five and six. Mr. Dick, Washoe County Health District, moved to utilize these figures for budgeting purposes to ensure sufficient funds be allocated to pay the next subscription payment once invoiced. Ms. Lances provided the second; the motion carried unanimously.

I. Presentation discussion and possible direction regarding continuing to absorb the Credit Card Fees for the Citizen Access Portal. (For Possible Action)

Ms. Piccinini, Washoe County, reviewed slides seven through eleven of the presentation, asking for direction as to whether the group would like to continue absorbing the credit card fees or was there interest in moving to a citizen-paid model. She noted the E-Payment Committee will be also be exploring vendor and rate options for e-payments in the coming year.

There is functionality now within Accela to provide for a mixed-model based on each agency's preference. There was discussion about the current model and how each agency may want to move forward. The City of Reno and the Health District would like to continue to absorb the fees for their customers having built them into their permit fee structure; Sparks would like to investigate possibly moving to a citizen-pay model and requested more information be brought back to Oversight at the next meeting.

J. Updates from the Accela Regional Coordinating Team (For Discussion Only)

Ms. Piccinini, Washoe County, reviewed slides twelve and thirteen of the presentation. She noted the Accela Conference was very positive and she was encouraged by the focus on improved performance.

K. 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.

Christine Vuletich, Washoe County, presented ARC Member Bob Webb with a certificate of acknowledgement and appreciation for his work with Washoe County and the Regional One System. Kevin Dick, Health District, echoed his appreciation for Bob's contributions.

L. Identification of future agenda items for the next quarterly meeting of the Oversight Group on March 6*, 2019, at 2:30 p.m.

*It was noted that the correct date for the next meeting is March 5, 2019.

- Overview of the Committee's structure, roles, responsibilities and membership
- Discussion and possible consideration to update the existing interlocal agreement
- Discussion of apps available and being used by the agencies
- Silverflume updated agreement

M. 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).

Rishma Khimji, City of Reno, expressed her gratitude for Bob Webb's contribution to the project and wished him well in his retirement.

N. Adjournment. The meeting adjourned at 3:23 p.m.

Approved in session May 21, 2019.