



## **Regional Business License and Permits Program**

---

*~~Minutes~~*

### **Regional License and Permit Program Oversight Group Special Meeting December 3, 2019 ~ 2:30 p.m.**

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

#### **Oversight Group**

Reno City Manager – Sabra Newby  
Sparks City Manager – Doug Thornley  
Douglas County Community Development – Tom Dallaire  
Washoe County Manager – Christine Vuletich  
Washoe County District Health Officer – Kevin Dick

**A. Roll Call:** City of Reno, Bill Thomas  
City of Sparks, Doug Thornley  
Douglas County, Ann Damian (phone)  
Washoe County, Christine Vuletich  
Washoe County District Health, Kevin Dick

City of Reno: Kim Jolly, Rishma Khimji, Julie Powers (phone), Calli Wilsey

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

Washoe County: Charlene Albee, Craig Betts, Paul Burr, Sara DeLozier, Kari Estrada, Chad Giesinger, Stephan Hollandsworth, Sharmin Kamal (phone), Lori Piccinini

The Accela Regional Coordinating Team was introduced:

Charlene Albee, Washoe County Health District; Kim Jolly, City of Reno; Chad Giesinger, Washoe County Community Services Department; Ann Damian, Douglas County; Backups (not present): Michael Chaump, City of Reno; Michelle Harper, City of Sparks

The Accela Administrator Team was introduced:

Russ Elder, City of Sparks; Rishma Khimji, City of Reno; Sharmin Kamal, Washoe County; Ann Damian, Douglas County

- 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 3, 2019 (For Possible Action)

**Proposed Motion:** Approve agenda as written  
**Motion:** Bill Thomas  
**Second:** Doug Thornley  
**Ayes:** Unanimous

- D. Approval of Minutes** – August 21, 2019 (For Possible Action)

**Proposed Motion:** Approve minutes as written  
**Motion:** Doug Thornley  
**Second:** Bill Thomas  
**Ayes:** Unanimous

- E. Presentation and discussion on the current status of the Epayment project and go live on October 30, 2019 of the NCR Payment Solutions, FL, LLC as our payment processor in the ONE Accela Citizen Access platform** (For Discussion Only) (slide 2 of presentation)

Lori Piccinini, Washoe County, shared that NCR had gone live October 30 and the interim solution was not needed. Rishma Khimji, City of Reno, added that the second phase of the project for reporting was expected to be completed by January.

No action was taken on Item E of this agenda.

- F. Presentation, discussion and possible action to approve the Washoe County Comptrollers Financial Report dated December 3, 2019.** (For Possible Action) (slide 3 of presentation)

Lori Piccinini, Washoe County, provided an overview of the financial report. Doug Thornley moved to accept the report, Bill Thomas provided the second; the motion carried unanimously.

- G. Presentation, discussion, and possible recommendation on the FY20-21 Budget for Accela Automation, Mobile and Citizen Access Annual Subscription fees not to exceed a total of \$530,000 apportioned per participating entity as follows:**

- 1) Douglas County not to exceed amount of \$56,533.33,
- 2) Health District not to exceed the amount of \$69,488.88;
- 3) City of Reno not to exceed amount of \$179,022.22;
- 4) City of Sparks not to exceed amount of \$100,111.11;
- 5) Washoe County not to exceed the amount of \$124,844.44 (For Possible Action).

Lori Piccinini, Washoe County, reviewed her presentation (slide 4) indicating the final budget numbers would be available after the spring true-up. The forecast includes an increase in licensing due to growth, hiring and the 3% annual increase after year six. There was no anticipated cost associated with the hosting platform's scheduled move in June 2020. There were cost options for reporting databases and dashboards but none were being considered at this time. Two instances of downtime had been reported which would likely provide \$12,000-\$24,000 in downtime credits. There was discussion of how the downtime credits are calculated and the need to consider the duration, not just the frequency, of the downtime. Rishma Khimji, City of Reno, indicated Accela had shared while onsite in 2018 enhanced reporting features that had yet to be delivered.

Bill Thomas, City of Reno, moved to accept the budget as presented; Doug Thornley, City of Sparks, provided the second; the motion carried unanimously.

**H. 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.** (For Discussion Only) (slide 5 of presentation)

Bill Thomas, City of Reno, indicated the City of Reno had concerns with the current operational system meeting the needs of the City and would like to begin discussions with managers.

**I. Identification of future agenda items for the next quarterly meeting of the Oversight Group on Tuesday, March 3, 2020, at 2:30 p.m.** (For Possible Action) (slide 5 of presentation)

- Reporting Performance
- FY21 budget after true-up

It was suggested that the next meeting be rescheduled to occur after the true-up numbers had been received.

**J. 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.

**K. Adjournment.** The meeting adjourned at 3:03 p.m.

Approved as written in session June 1, 2020.