



**Regional Business License and Permits Program
Draft Minutes
Regional Business License and Permits Program Oversight Group**

**Virtual Meeting
Monday, June 01, 2020, 11:00 a.m.**

Oversight Group Members

**Reno Acting Asst. City Manager – Arlo Stockham
Sparks Asst. City Manager – Doug Thornley
Washoe County Manager – Eric Brown
District Health Officer – Kevin Dick
Douglas County Community Development Director – Tom Dallaire**

Agenda Items

A. Roll Call and Introductions of Accela Regional Coordinating and Administrator teams

- | | |
|---------------------------------|---------------|
| • City of Reno | Arlo Stockham |
| • City of Sparks | Doug Thornley |
| • Washoe County | Eric Brown |
| • Washoe County District Health | Kevin Dick |
| • Douglas County | Ann Damian |

Also in attendance was Washoe County Deputy District Attorney Lindsey Liddell.

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 Agenda – June 1, 2020 (For Possible Action)

Arlo Stockham, City of Reno, moved to approve the agenda as written; Doug Thornley, City of Sparks seconded the motion. There was no Committee discussion or public comment on this item. Upon a call for a vote, the motion carried unanimously.

D. Approval of the Minutes (For Possible Action)

Kevin Dick, Washoe County District Health, noted a correction of a name for Item C of the March 13, 2018 draft minutes. With that correction made, he moved to approve the minutes of both the March 13, 2018 meeting and the December 3, 2019 meeting. Doug Thornley provided the second. There was no further Committee discussion or response to the call for public comment. Arlo Stockham, City of Reno, indicated he would not vote as he had not been present at either meeting. Upon a call for the vote, the motion carried with four in favor, zero opposed.

E. Presentation, discussion and possible action to approve the Washoe County Comptrollers Financial Report dated June 1, 2020. (For Possible Action)

Crystal Varnum, Washoe County Comptroller's Office, reviewed her report dated June 1, 2020. She indicated there were no major changes to report only the reduction in the balance owed by the City of Reno on the debt due to payments made. The report had been revised to condense the subscription history. The history of the downtime credits was also reviewed.

Kevin Dick, Washoe County District Health, moved to approve the Financial Report; Eric Brown, Washoe County, provided the second. There was no further Committee discussion or response to the call for public comment. Upon a call for the vote, the motion carried unanimously.

F. Presentation, discussion, and possible recommendation on the FY20-21 final Subscription renewal for Accela Automation, Mobile and Citizen Access Annual Subscription fees not to exceed the recommended December approved Oversight budget \$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, slides four and five. Due to the contract changes covered in Item G of this agenda, the group was being asked to approve the full estimated amount rather than the actual subscription amount, as had previously been the practice. Providing for the full amount will allow the agencies to cover the cost of any additional licenses that may be added throughout the next year. The subscription portion for each agency is expected to be less than approved but did factor in the three percent per year contracted increase. The new Health module and the additional licenses added in support of that were being managed under a separate agreement and payment. There would not be any additional cost associated with the move to the Azure platform and licenses could continue to be reused.

Arlo Stockham, City of Reno, expressed concern with agreeing to a five-year agreement in such uncertain times and inquired as to the possibility to decrease the number of licenses. Ms. Piccinini indicated that was not an option unless there was a move to a monthly true-up and true-down process that would also result in losing the grandfathered pricing of \$1,188 per license; entering into a new contract would triple the annual maintenance cost. It was noted that the agreement with Accela did not provide for

cancellation for convenience, but should the Board of County Commissioners not appropriate the funds necessary, there was a funding-out clause.

Eric Brown, Washoe County, moved to approve the FY20-21 final Subscription renewal for Accela Automation, Mobile and Citizen Access Annual Subscription fees not to exceed the recommended December approved Oversight budget \$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.

Kevin Dick, Washoe County District Health, provided the second. There was no further Committee discussion or response to the call for public comment. Upon a call for the vote, the motion carried unanimously.

G. Presentation, discussion, and possible action to approve the Contract Amendment 2 as requested by the Regional Permits and License vendor, Accela. (For Possible Action)

Lori Piccinini, Washoe County, reviewed the draft amendment changes. Under the new agreement, rates will be grandfathered for another five years, licenses can continue to be reused, and the system of annual true-up is ending. This removes the previous practice of “floating” licenses and then going through the annual true-up process to pay for the licenses added in the previous year. With this amendment, it will become necessary to complete an order form for new licenses. The forms will follow an approval process with an expected turnaround time of 48 hours. This will allow for better auditing and control of licensing.

Kevin Dick, Washoe County District Health, moved to approve the Contract Amendment 2 as requested by the Regional Permits and License vendor, Accela. Doug Thornley, City of Sparks, provided the second. There was no further Committee discussion or response to the call for public comment. Upon a call for the vote, 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)

1. Accela Azure Upgrade to move the Regional platform’s hosted servers and timelines

Lori Piccinini, Washoe County, stated that all regional databases were being moved to hosted servers in Azure. Washoe County’s move was scheduled for August 28-30 to allow for the needed testing of all the modules.

2. Announcement of the COVID19 Risk Assessment Module Go live in Accela, May 6, 2020.

Charlene Albee, Washoe County District Health, reviewed her presentation entitled

COVID-19 Assessment reviewing the Health Department's COVID-19 response and implementation of a new Accela module. She expressed great appreciation to the Accela Teams and Washoe County staff that had been instrumental in such a successful endeavor. The automation of several processes has allowed for better use of staff resources and the ability to schedule and process an increased number of tests daily. The total cost was less than \$35,000 which grants had been made available to cover.

Eric Brown, Washoe County, asked if an interface would be necessary to coordinate with the State of Nevada's new system for case tracking. In response, Ms. Albee indicated that although the new platform hadn't yet been reviewed, it was unlikely an interface would be pursued as only the positive cases would need to be entered. Additionally, there is testing being processed through other agencies that would not be in the Accela module and would need to be manually entered regardless. It was noted that there may be the possibility to produce a data dump from Accela to Excel that could help with that process.

I. Identification of future agenda items for the next quarterly meeting of the Oversight Group scheduled for Tuesday, September 1, 2020, at 2:30 p.m. (For Possible Action)

Deputy District Attorney Liddell noted she had a conflict for the September meeting so another member of her office may be the attorney present.

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 (For Possible Action)

The meeting adjourned at 12:00 p.m.