



WASHOE COUNTY TECHNOLOGY SERVICES

1001 E. 9th Street
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November 23, 2020

Re: TMFPD Costs to Enter the Accela ONE Regional Platform
From: Washoe County Technology Services

Washoe County, a political subdivision of the State of Nevada is the contracting, fiscal and managing agent for the ONE Regional platform per the “**Interlocal Cooperative Agreement Establishing the Regional Business License and Permits Program**” (Program) approved by the Washoe County Board of County Commissioners on June 14, 2014 along with the Accela contract, the software vendor for Program (Accela Contract).

Truckee Meadows Fire Protection District (TMFPD) is a political subdivision pursuant to NRS 474.460 and seeks to join the Program in order to expand its access to the Accela platform. At present, TMFPD uses the Accela platform for Building permit review and fire fees inside the Washoe County ‘BUILDING’ Module.

TMFPD seeks to expand its Accela use to add its own ‘FIRE’ Module in the regional Program platform and will have their own fees collectible in the back-office and Citizen Access site.

The participating agency costs for TMFPD are dictated by and the following agreed upon terms:

- 1) Accela Contract Exhibit C (Pricing Exhibit), pages 19-20: The expansion of the FIRE Module shall occur in the existing subscription process through the 2020-2021 fiscal year which has been paid.
- 2) Through the ‘BUILDING’ Module, TMFPD currently has 5 Accela Automation back-office licenses for their staff and 1 for their Admin user as well as 4 Accela Mobile Office for use by their inspectors in the field on field devices.
- 3) **There are no additional costs to TMFPD in this FY2021 term or for prior use to add on the new FIRE module.**
 - a. There are no additional charges for Citizen Access portion per population, because the Accela Contract, second paragraph, page 20 provides unlimited ACA licenses.
 - b. Since TMFPD is part of Washoe County’s population, there is no additional Citizen Access charge to TMFPD.
 - c. TMFPD’s FIRE Module is projected to go live in January 2021 using the existing licenses, and no additional annual contributions will be required until FY 2021.



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- d. No additional licenses are anticipated to be needed by the TMFPD before the next Accela Subscription billing which will be July 2021. If the agency needs to add any additional licenses, they will complete an order form and pay for any remaining portion of that year of the user license needed.
 - e. License costs are approximately \$1188 an Accela Automation Backoffice License and \$588 an Accela Mobile License per user annually. Subscription costs are increased annually by 3% as is typical after year 5 with any software contract.
 - f. Annual subscription costs can sometimes be offset by Maintenance Downtimes if Accela does not meet the hosting contracted uptime by 99.9% monthly. On average we can see a credit the agencies split between \$5-25,000 that can reduce the maintenance costs slightly for an agency.
 - g. Currently Washoe County's technology fees cover the Annual subscription for Accela licenses. TMFPD is contributing to that technology fee and their portion of the licenses will be paid from those technology fees. The permits collected through TMFPD's FIRE Module will contribute additional technology fees to cover TMFPD's portion of licenses.
- 4) Per the ICA Addendum B, the anticipated Annual Contribution for agencies is calculated as follows per the example.

Douglas County Contribution - FY1819

1. Accela Automation Seats = 40

2. Accela Mobile Seats = 5

3. Population: 48,235

4. Total Agency Contribution =

**note - Year 5 estimates are calculated per Interlocal Addendum B- Annual Contribution*

| | Seats or Percentage | Percentage Contribution | Total for FY1819 | |
|--|---------------------|-------------------------|---------------------|--|
| Automation | 40 | 10% | \$ 32,604.96 | |
| Mobile | 5 | 4% | \$2,352.00 | |
| Citizen Access | 48235 | 10% | \$ 1,248.52 | |
| Total FY1819 forecasted Annual Contribution | | | \$ 36,205.48 | |

2 The percentage contribution is the percentage of users that an ENTITY has, multiplied by the overall cost of that PLATFORM component. As an example: For Automation, 150/300 seats translates to 50%. That 50% is then multiplied by \$213,840 (the total cost for Automation seats). This yields an ENTITY cost of .50 x 213,840 = 106,920 for the Automation component.

- 5) Washoe County has not charged for operating expenses per the Interlocal for the platform as the fiscal and managing agency. This is not required for FY2021 and there are no estimations at this time for FY22. The County may review these expenses in the future per the Interlocal but at this time there are no plans of requiring those charges.