



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

### **Notice and Agenda of Meeting Regional Business License and Permits Program Oversight Group**

**Thursday, December 10, 2020, 3:00 p.m.  
Washoe County, NV  
Virtual Teams Meeting – Please Attend via one of  
the teleconference options noted below.**

#### **Oversight Group Members**

##### **Oversight Group**

City of Reno – Doug Thornley  
City of Sparks – Alyson McCormick  
Washoe County – Christine Vuletich  
District Health – Kevin Dick  
Douglas County – Tom Dallaire

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#### **Changes resulting from the COVID-19 emergency and pursuant to the Governor of Nevada's Declaration of Emergency Directive 006:**

Pursuant to Section 3 of the Declaration of Emergency Directive 006 ("Directive 006"), the requirement contained in NRS 241.023(1)(b) that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and further, the requirement that notice agendas be physically posted within the State of Nevada has been suspended.

No members of the public will be allowed to attend this meeting in person due to concerns for public safety resulting from the COVID-19 emergency and pursuant to the Governor of Nevada's Declaration of Emergency Directive 006 Section 1 which suspends the requirement in NRS 241.023(1)(b) that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and participate.

**This meeting will be held by teleconference only via this [Teams Meeting link](#) or by calling 775-325-0620 using Conference ID: 127 090 138#.** Please note, the Teams Meeting link option will require a computer or phone with internet access or the Microsoft Office product "Teams" application and with audio capabilities. As required by the Governor's Declaration of Emergency Directive 006 Section 2, members of the public may provide public comment by participating in the teleconference **via this [Teams Meeting link](#) or by calling 775-325-0620 using Conference ID: 127 090 138#.** Public comment may also be submitted ahead of time by emailing [sdelozier@washoecounty.us](mailto:sdelozier@washoecounty.us). Please try to provide comments by 4 p.m. on December 8, 2020.

This agenda has been electronically posted in compliance with NRS 241.020(3) and NRS 232.2175 at <https://notice.nv.gov> and [www.washoecounty.us/technology](http://www.washoecounty.us/technology); [www.reno.gov](http://www.reno.gov); [www.cityofsparks.us](http://www.cityofsparks.us); [www.douglasnv.us](http://www.douglasnv.us).

**Accommodations:**

Reasonable efforts will be made to assist and accommodate physically disabled persons attending the meeting. Please contact the Washoe County Technology Services Department by emailing [sdelozier@washoecounty.us](mailto:sdelozier@washoecounty.us) or by leaving a message at 775-328-2350 in advance so that arrangements can be made.

**Supporting Material:**

Support materials are posted on the respective websites when they are provided to the governing body; or, if provided during a meeting, support materials will be posted on the websites within 24 hours after the conclusion of the meeting. Support materials are available only on the following websites: [www.washoecounty.us/technology](http://www.washoecounty.us/technology); [www.reno.gov](http://www.reno.gov); [www.cityofsparks.us](http://www.cityofsparks.us); [www.douglasnv.us](http://www.douglasnv.us). Pursuant to NRS 241.020(6), supporting material is made available to the general public at the same time it is provided to the Oversight Group.

**Order of Business:**

Discussion may be delayed on any item on this agenda, and items on this agenda may be taken out of order, combined with other items and discussed as a block, or removed from the agenda. Items scheduled to be heard at a specific time will be heard no earlier than the stated time but may be heard later.

**Public Comment:**

Public comment, whether on action items or general public comment, is limited to three (3) minutes per person. No action may be taken on a matter raised under general public comment until the matter is included on an agenda as an item on which action may be taken. As required by the Governor's Declaration of Emergency Directive 006 Section 2, members of the public may submit public comment by logging into the teams meeting link above. NOTE: This option will require a computer with audio and video capabilities.

The presiding officer may prohibit comment if the content is willfully disruptive of the meeting by being repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers. Any person making willfully disruptive remarks or engaging in disruptive conduct while addressing the Oversight Group or while attending the Oversight Group meeting may be removed from the room by the presiding officer, and the person may be barred from further audience before the Oversight Group during that session of the Oversight Group meeting. See NRS 241.030(4)(a); RMC §§8.12.024, 8.12.027; Nevada Attorney OMLO 2001-22/AG File No. 00-047. (April 27, 2001); Nevada Open Meeting Law Manual, §7.06. Warnings against disruptive conduct may or may not be given before removal. The viewpoint of a speaker will not be restricted, but reasonable restrictions may be imposed upon the time, place and manner of speech. Examples of disruptive conduct include, without limitation, yelling, stamping of feet, whistles, applause, heckling, name calling, use of profanity, personal attacks, physical intimidation, threatening use of physical force, assault, battery, or any other acts intended to impede the meeting or infringe on the rights of the Oversight Group, staff, or meeting participants.

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## Agenda Items

- A. Call to Order, Roll Call and Introductions of Accela Regional Coordinating and Administrator teams** (Non-action item)
  - B. Public Comment** (Non-action item) – 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).
  - C. Approval of December 10, 2020 Agenda** (For Possible Action)
  - D. Approval of the June 1, 2020 Minutes** (For Possible Action) – Committee members may identify any additions or corrections to the draft minutes as transcribed.
  - E. Introduction of New Oversight Members** (For Discussion Only)
  - F. Presentation, discussion and possible action to approve the Washoe County Comptrollers Financial Report dated December 10, 2020.** (For Possible Action)
  - G. Presentation, discussion, and possible recommendation on the FY21-22 Budget for Accela Automation, Mobile and Citizen Access Annual Subscription fees not to exceed a total of \$530,000, that matches the 2019 budget request, apportioned per participating entity as follows:** (For Possible Action)
    - 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 \$124,844.46.
  - H. Presentation, discussion and possible action to approve the legal joinder of Truckee Meadows Fire Protection District (TMFPD) to the Interlocal Cooperative Agreement Establishing the Regional Business License and Permits Program, pursuant to Article 13 of that agreement. Upon its joinder, TMFPD will have all rights, obligations, and liabilities as other entity members, including membership to the Oversight Group. TMFPD may use Accela for its own FIRE permits outside of the existing Washoe County Memorandum of Understanding and Building Permit process, per BCC and Fire board approval of their fee schedules.** (For Possible Action)
  - I. Each agency will discuss their roadmap for the Electronic Document Review process, and any software and/or process that any agency would like to implement.** (For Discussion Only)
    - 1.) Rishma Khimji, Reno
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- 2.) Teresa Parkhurst, Sparks
- 3.) Ann Damian, Douglas County
- 4.) Chad Giesinger, Washoe County
- 5.) Amber English, Health District

**J. Each agency will provide a status update on the Accela move to the new Hosted Azure Platform project September 1, 2020, including any highlights of issues, performance, problems, and successes. (For Discussion Only)**

- 1.) Rishma Khimji, Reno
- 2.) Teresa Parkhurst, Sparks
- 3.) Ann Damian, Douglas County
- 4.) Chad Giesinger, Washoe County
- 5.) Amber English, Health District

**K. Announcements/Reports/Updates (For Discussion Only) - 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.**

**L. Identification of Oversight Group future agenda items (For Possible Action) - No discussion among Committee members will take place on this item. The next regular meeting is scheduled for Tuesday, March 2, 2021, at 2:30 p.m.; meetings may be scheduled as needed.**

**M. Public Comment (Non-action item) – 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).**

**N. Adjournment (Non-action item)**

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