



Regional License and Permits Program

Quarterly meeting of
Oversight Group
December 10, 2020



Oversight Agenda Item E

- Introduction of New Oversight Members

Oversight Agenda Item F

- **Presentation, discussion and possible action to approve the Washoe County Comptrollers Financial Report dated December 10, 2020. (For Possible Action.)**
 - Subscription payments received from all agencies for FY20/21 July payment to Accela
 - Any remaining balances or loan information

Oversight Agenda Item G

- **FY21/22 Budget Recommendations for Accela Automation (AA), Mobile (AMO), and Citizen Access Annual subscription fees not to exceed total of \$530,000, that matches the 2019 budget request, apportioned per participating entity.**
- Last December Oversight budget estimates for FY19/20 Subscription amounts were \$530,000
 - Actual paid to Accela for FY20/21 Subscription \$453k (with credits), Agencies have not seen new growth in licenses
 - FY19/20 413 AA Licenses / 150 AMO licenses
 - FY20/21 Actual 423 AA /151 AMO
 - **FY21/22 Forecasted 450 AA/159 AMO + 3% annual increase**
 - Does not include COVID licenses for Health
 - Move to Azure – no addl costs



Oversight Agenda Item G (cont.,)

- Douglas County not to exceed amount \$56,533.33
- Health District not to exceed the amount of 69,488.88;
- City of Reno not to exceed the amount of 179,022.22;
- City of Sparks not to exceed the amount of was 100,111.11;
- Washoe County not to exceed amount of \$124,844.46(**For Possible Action**).

Oversight Agenda Item 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. (For Possible Action)**
 - *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)*

Oversight Agenda Item H (Cont.,)

- TMFPD has had 5 Accela back office licenses and 4 AMO licenses since go live and has been using Accela primarily for the Building permit review.
- In January 2021, they will be taking Fire permit fees in the Fire module of Accela per their fee schedule previously approved at the Washoe County BCC meeting in the Spring 2020.
- No net impact to fees or costs for any agencies, licenses will continue to be paid out of the Washoe tech fee funds and will remain in the Washoe agency. They plan to add 1-2 licenses over the course of the next few years.

Oversight Agenda Item I

- Each agency will discuss their roadmap for the Electronic Document Review process (EDR), and any software and/or process that any agency would like to implement. (For Discussion)
- 1.) Rishma Khimji, Reno
- 2.) Teresa Parkhurst, Sparks
- 3.) Ann Damian, Douglas County
- 4.) Chad Giesinger, Washoe County
- 5.) Amber English, Health District

Oversight Agenda Item I (cont.,)

- Electronic Document Plan Review processes have escalated in the last year. Agencies need a better solution and tool to handle the online demand
- Each agencies workflows are unique and processes
- ARC has reviewed several vendors and functionality requirements
- The Virtual Accela conference Oct. 2020 - several demonstrations held and some agencies are moving forward with solutions

Oversight Agenda Item 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, 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

Oversight Agenda Item J (Cont.,)

- **Accela moved the ONE project with all of our agencies to a new hosting platform 9/1/20 as requested by Accela.**
 - Initial go live requested by Accela: Spring 2020
 - COVID pushed these timelines: September 1, 2020.
 - The transition was to be seamless, and improved performance and better reporting was coming.
 - The lift to retest all processes was challenging, but the revised timelines were met.
- **Agencies have not seen the improved performance as of yet, and downtime hosting performance credits continue to be applied.**
- **New features with the fall 20.2 release such as dashboard reports were released, will be delayed for our Superagency.**
- **Additional new downtimes for patching have been seen bimonthly and are causing impacts with the agencies. Washoe TS has requested to combine these downtimes and have addressed the performance issues.**
- **An early 2021 Accela meeting with Management was requested.**



Item K & L: Announcement/Reports/Updates & Future Agenda Items

- **Any Announcements/Reports/Updates?**
 - District Health Covid Update and Use of Accela
 - Accela Virtual Conference Held Oct. 2020
- **Next Quarterly Meeting date of the Oversight Group**
 - Tues. March 2, 2021 - 2:30 pm Washoe County
 - Future agenda items and ongoing meeting schedule



M. Public
Comment

N.
Adjournment