



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

**\*\*Minutes\*\***

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

**Tuesday, June 1, 2021, 2:00 p.m.  
Building A - Caucus Room, County Administrative Complex  
1001 E. 9th Street, Reno, Nevada, 89512**

#### **Oversight Group Members**

##### **Oversight Group**

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

### **Agenda Items**

#### **A. Call to Order, Roll Call (Non-action item)**

The meeting was called to order at 2:00 p.m.

##### **Present**

- |                                 |                  |
|---------------------------------|------------------|
| • City of Reno                  | Arlo Stockham    |
| • City of Sparks                | Alyson McCormick |
| • Washoe County                 | Behzad Zamanian  |
| • Douglas County                | Tom Dallaire     |
| • Washoe County District Health | Erin Dixon       |

Washoe County Deputy District Attorney Chaz Lehman was also present.

#### **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(3)(d)(7).**

Charles Robinson, Washoe County Assessor's Office, spoke in support of Item G2 of this agenda, noting the Assessor's Office was prepared to contribute to the product.

**C. Approval of June 1, 2021, Agenda** (For Possible Action)

Arlo Stockham, City of Reno, moved to approve the agenda as written. Alyson McCormick, City of Sparks, provided the second. There was no response to the call for Committee or public comment. Upon a call for the vote, the motion carried unanimously.

**D. Approval of the March 2, 2021, Minutes** (For Possible Action) – Committee members may identify any additions or corrections to the draft minutes as transcribed.

Kevin Dick, Washoe County Health District, noted a correction to the Health representative's name *Dixon* rather than *Dickson* for both sets of minutes.

Alyson McCormick, City of Sparks, moved to approve the March 2, 2021, minutes with the correction noted. Arlo Stockham, City of Reno, provided the second. There was no response to the call for Committee or public comment. Upon a call for the vote, the motion carried unanimously.

**E. Approval of the March 29, 2021, Minutes** (For Possible Action) – Committee members may identify any additions or corrections to the draft minutes as transcribed.

Alyson McCormick, City of Sparks, moved to approve the March 29, 2021, minutes with the correction noted. Arlo Stockham, City of Reno, provided the second. There was no response to the call for Committee or public comment. Upon a call for the vote, the motion carried unanimously.

**F. Approval of the Accela FY21/22 Subscription License count due July 2021 and authorize Washoe County to pay for 427 Accela Automation licenses and 152 Accela Mobile office licenses per the not to exceed December 10, 2020 approved Oversight budget amounts and bill the agencies. Each agency may order additional licenses throughout the year, per Accela Subscription amendment June 5, 2020:** (For Possible Action)

\$530,000 apportioned per participating entity is as follows:

- Douglas County not to exceed amount of \$56,533.33
- Health District not to exceed the amount of \$69,488.88
- City of Reno not to exceed amount of \$179,022.22
- City of Sparks not to exceed amount of \$100,111.11
- Washoe County not to exceed the amount of \$124,844.44

Lori Piccinini, Washoe County Technology Services, reviewed the meeting presentation Slides 2-4 providing the FY22 not to exceed subscription amounts and confirming the expected totals would not exceed those previously approved by the Committee. She reviewed the agency breakouts noting the contracted three percent annual increase and the June 2020 contract amendment removing the ability to "float" licenses. With approval of this item, Washoe County will pay the related Accela invoices and then invoice member agencies for their portion.

Arlo Stockham, City of Reno, moved to approve the FY21/22 Subscription License count

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due July 2021 and authorize Washoe County to pay for 427 Accela Automation licenses and 152 Accela Mobile office licenses per the not to exceed December 10, 2020, approved Oversight budget amounts and bill the agencies. Tom Dallaire, Douglas County, seconded the motion. There was no response to the call for Committee or public comment. Upon a call for a vote, the motion carried unanimously.

## **G. Accela New Features**

1. Accela Insights Dashboarding and Reporting tool covered in subscription costs for FY21/22 (For Discussion Only).

This is a new tool for analytics and dashboarding has been added to allow for more advanced reporting to be done by administrators in “near real-time.”

2. Approval of the Replicated Enhanced Reporting Database for near real time connectivity to add to the annual Subscription; to be divided between those agencies requesting this functionality. (\$8,183.01 per the Agencies of: Washoe, Washoe Assessor, District Health, City of Reno and the City of Sparks) per year for a total of \$40,915.07 annually, with the requirement of the Accela Regional Data Sharing Agreement to be put in place. (For Possible Action)

Lori Piccinini, Washoe County Technology Services, reviewed slides 6-8 of the meeting presentation providing an overview of the request to implement the Enhanced Reporting Database/Replicated Database (ERD). The ERD will allow for cost-effective, near real-time connectivity providing value added for developers, real time reporting and Business Intelligence/analytics options. The total annual cost would be \$40,915.07 to be split between Washoe County, Washoe County District Health, Washoe County Assessor, and the Cities of Reno and Sparks; Douglas County has opted out. Should the Committee desire to move forward with this addition, a Data Sharing Agreement would be required.

The ERD would provide a full copy of the tenant transaction database and there would be a constraint on the number of reports allowed per day (17 queries per agency per hour). The tool could be termed.

Alyson McCormick, City of Sparks, moved to approve the addition of the Replicated Reporting Database for near real time connectivity to be added to the annual subscription and divided between those agencies requesting functionality (\$8,183.01 per the agencies of: Washoe County, Washoe County Assessor, District Health, City of Reno and the City of Sparks) per year for a total of \$40,915.07 annually, with the requirement of the Accela Regional Data Sharing Agreement to be put in place. Arlo Stockham, City of Reno, seconded the motion. There was no response to the call for Committee or public comment. Upon a call for a vote, the motion carried with four in favor, none opposed and Tom Dallaire, Douglas County, abstaining.

**H. Review and discussion of the draft Accela Regional Data Sharing Agreement; between all the agencies and departments utilizing Accela; to guarantee or restrict certain access for proper use of each agencies data. (For Discussion Only)**

Lori Piccinini, Washoe County Technology Services, reviewed a draft agreement that was stylized to follow the Regional Basemap GIS data sharing agreement already in place. The agreement addresses maintenance and access to restricted data such as that related to health records, HIPAA, and compliance records. Kannaiah Vadlakunta, City of Reno IT Manager, asked what if any tools Accela provides or has available to help with controls and redaction which Ms. Piccinini noted she would have to ask Accela about. Administrators are limited to 3-5 per agency, restricted by IP address and login credentials that will mirrored in the new system.

**I. 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 regional business license and permits project.**

1. Use of Accela for Short Term Rentals for Washoe County per BCC approval, beginning 5/1/21 in Accela Citizen Access, the Citizen Portal. (For Discussion Only)

Chad Giesinger, Planning Manager, Community Services Department, shared that a new module in Accela for Short-Term Rental applications went live May 1, 2021. The module had been developed in-house after finding the out of the box components didn't work well for this need to provide an online application largely impacting Lake Tahoe property owners. So far there have been 77 submitted applications of the approximately 800 identified records.

2. Recorder legislative action regarding a new possible project to move to Electronic mapping, review and recording for Final and Tentative Subdivision maps. (For Discussion Only)

Kalie Work, Washoe County Recorder, shared a bill has been passed and enrolled by the Nevada Legislature to allow for electronic review and recording of Final and Tentative Subdivision maps; current law requires a mylar copy be recorded. She expressed interest in piloting the options to evolve the process and leverage technology to meet all recording requirements, and the potential for future releases from Accela that may allow multiple digital signatures.

**Online Usage Update**

Lori Piccinini, Washoe County Technology Services, shared slide 10 of the meeting presentation showing the online usage increases with the Accela system as the citizen portal volume has taken off. Accela was a system that allowed business to continue during COVID-19 with online services when counters were closed. Online Citizen payments and applications have increased for all agencies with all doubling volume and Washoe County/Health increasing volume by more than 10 times.

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- J. Identification of Oversight Group future agenda items** - No discussion among Committee members will take place on this item. The next regular meeting is scheduled for Tuesday, September 7, 2021, at 2:00 p.m.; meetings may be scheduled as needed.

None

- K. 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(3)(d)(7).

There was no response to the call for public comment.

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

The meeting adjourned at 2:38 p.m.

Approved as written in session September 7, 2021.

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