



# Regional License and Permits Program

Quarterly meeting of  
Oversight Group  
June 1, 2021



# Oversight Agenda Item 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)**
- **450 AA and 159 AMO budgeted / Agencies final invoice will be for 427 AA and 152 AMO**
- **\$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
  - **Invoice total/actual \$464,944.03 for FY2021**
  - **Projected new adds +24 City of Reno \***

# Oversight Agenda Item F (cont.,)

**AA = Accela Automation License, AMO = Accela Mobile Office License**

- Licenses have gradually increased since contract inception in 2014 from 365 licenses overall to now 427 AA Licenses / 152 AMO licenses Actual; still utilizing the grandfathered \$1188 AA and \$588 AMO cost from the original contract.
- **Last year's comparison - FY20/21 Actual 423 AA/151 AMO + 3% increase**
  - Plus 10 COVID AA licenses (separate contract) for Health
- **FY21/22 Actual 427 + 60 COVID = 487 total AA/152 AMO**

## **Agency Breakouts for license counts:**

- Douglas 51 AA/11 Mobile
  - Health 62 AA/36 Mobile
  - Reno 144 AA/51 Mobile
  - Sparks 74 AA/32 Mobile
  - Washoe 96 AA/22 Mobile
- = 427 AA and 152 AMO total for all agencies**



# Oversight Agenda Item F (cont.,)

## ■ New Subscription Amendment

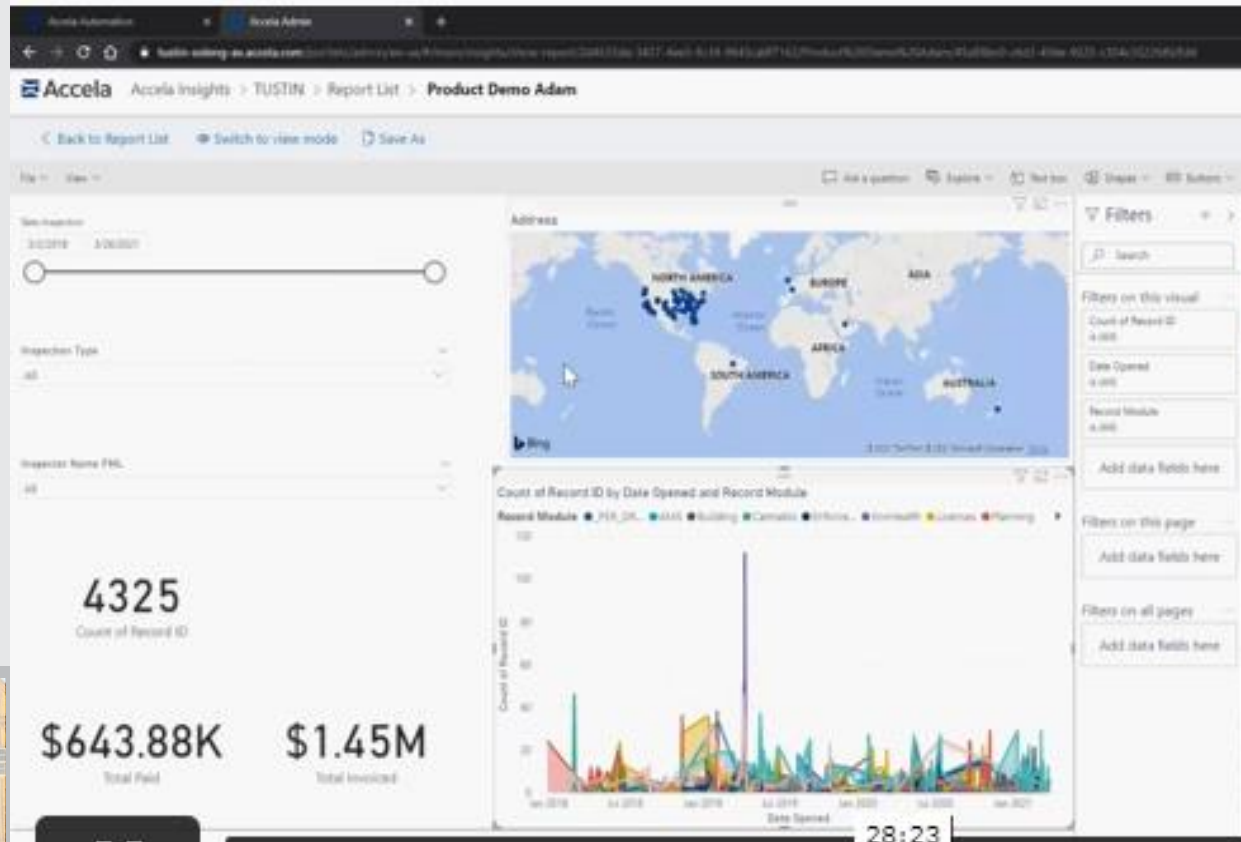
- Approved June 2020 Oversight
- Removing float licenses
- Requires an order form
- Pays from order point forward to activate a new license.

*Beginning July 1, 2020, to add new licenses during any fiscal year, Customer shall place an order with the applicable Accela Account Executive by emailing the requested number of additional licenses to [contractsadmin@accela.com](mailto:contractsadmin@accela.com). Account Executive will send an Order Form to Customer for signature. Upon execution of the Order Form by both Parties, Accela will process the Order and provision the license(s) within 2 business days. The cost for any license added during a fiscal year shall be calculated pro rata based on date delivered and invoiced in arrears according to the schedule below. Licenses added during a fiscal year will then be added to the overall Subscription and included on the applicable Order Form for the following fiscal year.*

# Oversight Agenda Item G

## Accela New Features

- 1) Accela Insights Dashboarding and Reporting tool covered in subscription costs for FY21/22 (For Discussion Only). New product for analytics and dashboarding. 'near real-time', quicker on the fly, graphical reporting. Gives a similar ability to adhoc reporting, without uploading to Accela.



# Oversight Agenda Item G (cont.,)

- **Accela new Features (cont.,)**
  - Accela ERD (Enhanced reporting database/Replicated database)
    - Value added for developers and our agencies to have real time reporting, and Business intelligence/analytics options
    - Cost effective in our superagency to be able to split costs and report across all agencies
    - Assessor and Regional use cases
    - Requires a data sharing agreement
    - Will increase subscription slightly

# Oversight Agenda Item G (cont.,)

- 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)

# Oversight Agenda Item H

- **Data Sharing Agreement Draft – restricts certain record types from being reported on or used in each agency**
- **Follows regional basemap, GIS data sharing agreement already in place with the agencies for data sharing**
- **Requires legal review by all agencies and a final signature by each agency**



# Oversight Agenda Item I

## ■ Announcements/Reports/Updates

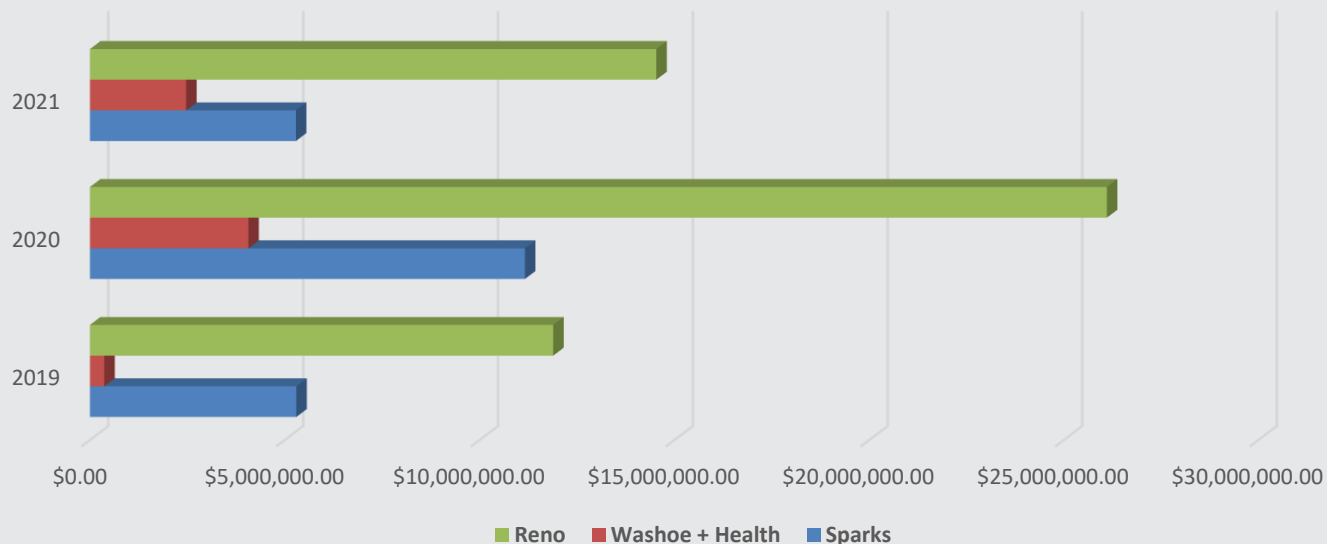
- Washoe County STR (Short Term Rentals) go live 5/1/21 in Accela
  - *77 submitted applications so far out of approx. 800 identified records. August 2021 grace period*
  - *Primarily Incline Village, Lake Tahoe*
- Legislative item – Recorder's Office Electronic mapping and submission, Final and Tentative subdivision maps

# Oversight Agenda Item I (cont.,)

## ■ Online usage increases with the Accela system

- Accela was one of the systems that allowed business to continue during COVID with online services when our counters closed in 2020
- Online Citizen payments and applications have increased for all agencies and in most cases more than doubled the volume, Washoe/Health increased by more than 10 times!

Accela Online Payments Yearly Totals



# Item J: Future Agenda Items, Next Meeting Date

- **Next Quarterly Meeting date of the Oversight Group**
  - Tues. September 7, 2021 - 2:00 pm Washoe County
  - Future agenda items request