



# Regional License and Permits Program

Quarterly meeting of  
Oversight Group  
September 7, 2021



# Oversight Agenda Item E

## ■ Comptroller's Financial Report/Confirmation of FY21/22 Subscription Payments made

Subscription			
Agency	FY21	FY22	FY22 Invoiced
Washoe County	\$99,278.81	\$100,672.61	24-Aug
WC Health	67,757.65	73,971.99	24-Aug
City of Sparks	85,779.15	82,603.72	24-Aug
City of Reno	153,183.30	163,357.75	24-Aug
Douglas County	47,962.70	52,474.48	24-Aug
	\$453,961.61	\$473,080.55	
Original Invoice Amount Before Credits	\$464,944.03	\$478,892.36	3% increase
Credits	-10,982.42	-5,811.81	
	\$453,961.61	\$473,080.55	

# Oversight Agenda Item E (cont.,)

Additional Licenses				
Agency		Accela Automation (AA)	Accela Mobile Add-on (AMO)	Invoiced
Washoe County	\$1,092.38	1		est. Sept. 15
WC Health	588.00		1	est. Sept. 15
City of Sparks	5,844.25	5		est. Sept. 15
City of Reno	30,020.33	26	3	est. Sept. 15
Douglas County	0.00			n/a
	\$37,544.96			

Enhanced Reporting Database -				
Agency	FY22	Invoiced		
Washoe County	\$8,348.73	est. Sept. 15		
WC Health	8,183.01	est. Sept. 15		
City of Sparks	8,183.01	est. Sept. 15		
City of Reno	8,183.01	est. Sept. 15		
WC Assessor's Office	8,183.01	est. Sept. 15		
	\$41,080.77			

# Oversight Agenda Item F

**Review, revise and/or approve the Regional Data Sharing Agreement; between all the agencies and departments utilizing Accela and the Enhanced Reporting Database approved on June 1, 2021 at Oversight meeting; to guarantee or restrict certain access for proper use of each agencies data. (For Possible Action)**

- ERD Access has been granted by Accela
- Data Sharing Agreement Approval – 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
- Legal review by all agencies has been finalized and a final signature by each agency is required



# Oversight Agenda Item G

## **Interlocal Cooperative Agreement Establishing the Regional Business License and Permits Program.**

Review, discussion, and possible action to identify potential changes to the current interlocal agreement and direct legal staff to draft proposed amendments. (For Review, Discussion and Possible Action)

- **Interlocal was formed in 2014 and was geared more for the implementation.**
- **Some former suggestions by management:**
  - New agencies approved as either a voting or non voting agency to protect the grandfathered agencies, similar to the 911 agreements.
  - Simplify the splitting of licenses and trueup process
  - Does Oversight need to be the upper City, County management staff or can ARC approve financial budget annually and attend these meetings now that the implementation is in year 5? Increase ARC responsibilities?
  - Can the meetings be reduced to semi-annually?

\*Accela contract is valid til 2025 for pricing and allows for the grandfathered pricing structure. Contract and interlocal 'trueup' of licenses takes staff resources and is complicated. Accela's pricing for moving away from this structure was triple in cost.



# Oversight Agenda Item H

## Announcements/Reports/Updates

- 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. (For Discussion Only)

**1. Recognition of the Washoe County Health District Crumrine Award Food Safety program**

**2. Update on COVID-19 Testing Module in Accela**

- Over 100,000 Covid tests performed in Accela since went live 6/2020

**3. Annual Accela Virtual Conference and training October 4-6, 2021**

**4. Recorder's Assembly Bill AB3 Electronic Mapping update**

- Project Charter was created
- Reaching out to Las Vegas agencies on their plans to meet AB 3
- Have met with Reno, Washoe and Washoe agencies
- Currently flowing out processes
- What technology can handle electronic seal and functionality?

**5. Quarterly Accela Admin call**

- Reviewed existing issues and CRC Cases

- **Citizen Site Global Search fixed!** Will drastically improve and enhance searching for our citizens



## Item I: Future Agenda Items, Next Meeting Date

- **Next Quarterly Meeting date of the Oversight Group**
  - Tues. December 7, 2021 - 2:00 pm Washoe County/Teams Call
  - Future agenda items request
    - Health Department workflow alignment
    - Financial Budget items
    - Possible Interlocal revisions
    - Walkthrough the structure of Oversight, Interlocal, Lori to coordinate and ARC , change control structure



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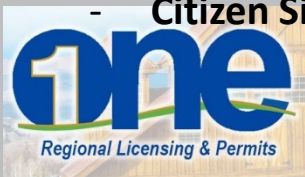
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- **Comptrollers Financial Report/Confirmation of FY2122 Subscription Payments made new Licenses Purchased**
- **Main Subscription invoice: \$XXX,XXX.XX Paid**
- **Enhanced Reporting Database \$XX,XXX.XX**
- **Invoice Add on per Agency request \$XX,XXX.XX**
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