



Regional Business License and Permits Program Oversight Group

*****Draft Meeting Minutes*****

**Monday, March 31, 2025, 1:00 p.m.
Reno, Nevada**

This meeting was held virtually.

Oversight Group Members

City of Reno – Jackie Bryant
City of Sparks – Alyson McCormick
Washoe County – Chad Giesinger
Northern Nevada Public Health – Chad Kingsley
Douglas County – Tom Dallaire

Committee website: [Regional Business License and Permits Program Oversight Group \(Accela\)
\(washoecounty.gov\)](https://www.washoecounty.gov/technology/board_committees/regional_license/index.php)
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AGENDA

1. Call to Order and Determination of a Quorum [Non-Action Item]

The meeting was called to order at 1:00 p.m.

Present

- | | |
|---------------------------------|-------------------|
| • City of Reno | Daniella Monteiro |
| • City of Sparks | Lisa Hunderman |
| • Douglas County | Tom Dallaire |
| • Northern Nevada Public Health | Erin Dixon |
| • Washoe County | Chad Giesinger |

Washoe County Deputy District Attorney Wade Carner was present. Member Dixon volunteered to chair the meeting.



QUALITY
PUBLIC SERVICE



INTEGRITY



EFFECTIVE
COMMUNICATION

2. Instructions for Providing Public Comment via Teams/Telephone [Non-Action Item].
Wade Carner, Deputy District Attorney

Wade Carner, Washoe County Deputy District Attorney, reviewed the instructions for providing public comment. This meeting was being held remotely via this [Teams Meeting link](#) (Meeting ID: 261 782 861 878; Passcode: gE6QM2CP) or by telephone by dialing 775-325-0620 and entering Conference ID: 853 477 006#.

3. 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. However, action may not be taken on any matter raised during this comment period until the matter is specifically listed on an agenda as an action item. Each person addressing the Oversight Group shall give their first and last name. Comments are to be made to the Oversight Group as a whole.

There was no response to the call for public comment; none was submitted prior to the meeting.

4. Approval of March 31, 2025, Agenda [For Possible Action]

Tom Dallaire, Douglas County, moved to approve the agenda with that modification. Chad Giesinger, Washoe County, provided the second. There was no Committee discussion or response to the call for public comment. Upon a call for a vote, the motion carried unanimously.

5. Approval of the December 19, 2024, Minutes [For Possible Action] – Committee members may identify any additions or corrections to the draft minutes as transcribed.

Lisa Hunderman, City of Sparks, moved to approve the December 19, 2024, minutes as written. Tom Dallaire, Douglas County, provided the second. There was no response to the call for Committee discussion or public comment. Upon a call for a vote, the motion carried unanimously.

6. Accela Renewal Contract Term Estimates [For Possible Action] – Presentation, discussion, and possible action to determine which renewal contract term would be best. Renewal terms being offered are 1 year, 3 year, 5 year or 7 year term. License costs per user reduce with longer renewal terms. Washoe County is recommending 5 year Linear. *Sharmin Kamal, Washoe County Technology Services*

- Total Cost per Renewal Term
 - 1 Year Term - \$1,267,770.96
 - 3 Year Ramped Term - \$3,176,573.34
 - 3 Year Linear Term - \$3,131,105.06
 - 3 Year Ramped with Open Counter - \$3,385,543
 - 5 Year Ramped - \$5,293,500

- 5 Year Linear - \$4,988,491
- 5 Year Ramped with Open Counter - \$5,668,556
- 7 Year with Douglas - \$8,409,203
- 7 Year without Douglas - \$8,072,015

Sharmin Kamal, Washoe County Technology Services, reviewed the [presentation](#) for this item reviewing the potential contract options that could be considered for the new term to begin July 1, 2025; and the difference between the Accela original quote, the response and the differences in pricing. Agencies are being offered an opportunity for a one-time license true-down. Washoe County is recommending the five-year linear plan as it offers the most savings compared with the original response and would provide agencies time to consider changing platforms. Additional terms have been requested to help hold accountable Accela for performance and product delivery including regular workshops with Accela and agencies to identify and address pain points. The contract also provides for an additional two to three year future contract extension capped at CPI or five percent; if performance is not achieved; there would be no increase for the next term; agency partners and the Oversight Committee would make the performance determination.

Daniella Monteiro, City of Reno, moved to proceed forward with the five-year linear plan without Open Counter. Chad Giesinger, Washoe County, provided the second. There was no Committee discussion or response to the call for public comment. Upon a call for a vote, the motion carried unanimously.

Oversight Agency Item 6					
Difference between Accela Original Quote & Response					
	1 Year	3 Year Ramped	3 Year Linear	3 Year Ramped with Open Counter	
Original Accela Quote	\$1,267,770.96	\$3,569,080.10	\$3,569,080.10	\$3,569,080.10	
Accela Response	\$1,267,770.96	\$3,176,573.34	\$3,131,105.06	\$3,385,543	
Difference	\$0.00	\$392,506.76	\$437,975.04	\$131,037.20	
	5 Year Ramped	5 Year Linear	5 Year Ramped with Open Counter	7 Year with Douglas	7 Year without Douglas
Original Accela Quote	\$5,811,494.46	\$5,811,494.46	\$5,811,494.46	\$8,409,203	\$8,072,015
Accela Response	\$5,293,500	\$4,988,491	\$5,668,556	\$8,409,203	\$8,072,015
Difference	\$517,994.58	\$823,003.03	\$90,438.80	\$0	\$0

Oversight Agency Item 6

5 Year Linear

	Price	Quantity	Total	%
Year 1				
Cloud MultiApp	\$1,630	547	\$891,610	17.6%
ERD	\$98,077.10	1	\$98,077	
Total			\$989,687	
Year 2				
Cloud MultiApp	\$1,712	484	\$828,366	5%
ERD	\$99,403.92	1	\$99,404	
Total			\$927,770	
Year 3				
Cloud MultiApp	\$1,797.08	484	\$869,784	5%
ERD	\$104,374.12	1	\$104,374	
Total			\$974,158	
Year 4				
Cloud MultiApp	\$1,886.93	484	\$913,274	5%
ERD	\$109,592.82	1	\$109,593	
Total			\$1,022,866	
Year 5				
Cloud MultiApp	\$1,981.28	484	\$958,937	5%
ERD	\$115,072.46	1	\$115,072	
Total			\$1,074,010	
Total			\$4,988,491	

7. Regional Business License and Permits Program Oversight Group Members and/or Staff announcement, requests for information and selection of topics for future agendas [Non-Action Item].

- A special meeting will be called once contract details are available for consideration.

8. 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. However, action may not be taken on any matter raised during this comment period until the matter is specifically listed on an agenda as an action item. Each person addressing the Oversight Group shall give their first and last names. Comments are to be made to the Oversight Group as a whole.

Jamie Bryan, a local business owner, expressed frustration with her experience with the permitting process; she provided her contact information requesting follow-up.

9. Adjournment [Non-Action Item]

The meeting adjourned at 1:22 p.m.