



Regional Business License and Permits Program

AGENDA

Regional Business License and Permits Program Oversight Group Quarterly Meeting September 5, 2017 – 2:30 PM

Washoe County, NV – Caucus Room,
2nd Floor Building A
Washoe County Administrative Complex
1001 E. Ninth St, Reno

Oversight Group

Reno City Manager – Sabra Newby
Sparks City Manager - Steve Driscoll
Washoe County Manager - John Slaughter
District Health Officer - Kevin Dick
Douglas County Community Development Director - Mimi Moss

Public Notice: This agenda has been physically posted in compliance with NRS 241.020(3) (notice of meetings) at Reno City Hall, One East 1st Street, Reno, NV; Washoe County Administrative Office, 1001 East 9th Street, Reno, NV; Sparks City Hall, 431 Prater Way, Sparks, NV; Washoe County Health District, 1001 East 9th Street, Reno, NV; Washoe County Downtown Reno Library, 301 South Center Street, Reno, NV; Evelyn Mount Northeast Community Center, 1301 Valley Road, Reno, NV; McKinley Arts and Culture Center, 925 Riverside Drive, Reno, NV; Reno Municipal Court, One South Sierra Street, Reno, NV; and Reno-Sparks Convention and Visitors Authority, 4001 South Virginia Street, Suite G, Reno, NV. Douglas County Administration Building 1616 8th street, Minden NV; Douglas County Public Library, Minden, NV; Minden Inn Administration Building 1594 Esmeralda, Minden, NV; US Post Office – Minden, 1640 U.S. Hwy 395, Minden, NV 89423; Judicial & Law Enforcement Center 1038 Buckeye Rd, Minden, NV 89423. In addition, this agenda has been electronically posted in compliance with NRS 241.020(3) at the following websites: www.washoecounty.us/technology; www.reno.gov; www.cityofsparks.us, www.douglascountynv.gov and <https://notice.nv.gov/> per NRS 232.2175.

Accommodations: Reasonable efforts will be made to assist and accommodate physically disabled persons attending the meeting. Please contact the Washoe County Technology Services Dept. (775) 328-2352 in advance so that arrangements can be made.

Supporting Material: Support materials are posted on the respective websites, when they are provided to the governing body or if provided during a meeting, support materials will be posted on the websites within 24 hours after the conclusion of the meeting. Support materials are also available at Washoe County Technology Services and at the scheduled meeting location on meeting day. The designated contact to obtain support materials is Sara DeLozier in Technology Services, 775-328-2352, 1001 E 9th St, Reno, NV, Bldg. C, 2nd Floor. and on the following websites: www.washoecounty.us/technology; www.reno.gov; www.cityofsparks.us. Pursuant to NRS 241.020(6), supporting material is made available to the general public at the same time it is provided to the Oversight Group.

Order of Business: Discussion may be delayed on any item on this agenda, and items on this agenda may be taken out of order, combined with other items and discussed as a block, or removed from the agenda. Items scheduled to be heard at a specific time will be heard no earlier than the stated time, but may be heard later.

Public Comment: A person wishing to address the Oversight Group shall submit a “Request to Speak” form to the presiding officer. Public comment, whether on action items or general public comment, is limited to three (3) minutes per person. Unused time may not be reserved by the speaker, nor allocated to another speaker. No action may be taken on a matter raised under general public comment until the matter is included on an agenda as an item on which action may be taken. The presiding officer may prohibit comment if the content is willfully disruptive of the meeting by being repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers. Any person making willfully disruptive remarks while addressing the Oversight Group or while attending the Oversight Group meeting may be removed from the room by the presiding officer, and the person may be barred from further audience before the Oversight Group during that session of the Oversight Group meeting. See Nevada Attorney General Opinion No. 00-047 (April 27, 2001); Nevada Open Meeting Law Manual, § 8.05.

In addition, any person willfully disrupting the meeting may be removed from the room by the presiding officer. See NRS 241.030(4)(a); RMC §§ 8.12.024, 8.12.027. Examples of disruptive conduct include, without limitation, yelling, stamping of feet, whistles, applause, heckling, name calling, use of profanity, personal attacks, physical intimidation, threatening use of physical force, assault, battery, or any other acts intended to impede the meeting or infringe on the rights of the Oversight Group, staff, or meeting participants.

A. Roll Call

B. Public Comment – 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(2)(d)(7).

C. Approval of Agenda – September 5, 2017 **(For Possible Action)**.

D. Approval of Minutes – June 6, 2017 **(For Possible Action)**.

E. Presentation, discussion and possible direction on the Fiscal Manager’s financial report on 1) the outstanding Accela contractual items, 2) the balance of the Contingency Fund account, 3) the number of unused mobile licenses in the amount of \$3,763 with direction to withhold payment of this subscription amount or authorize payment. (For Possible Action)

F. Presentation, discussion, direction and potential acceptance of a proposal and draft contract by Byrne Software Technologies, Inc. for engineering development and implementation of a parcel genealogy and parcel retirement solution for the Regional License and Permits Program utilizing contingency funds in the amount of \$13,230. (For Possible Action)

G. Presentation and possible discussion regarding follow-up from the March 7, 2017 and June 6, 2017 Oversight agenda regarding Monthly Performance Reports per the Accela Regional Permits and License Contract dated June 17, 2014 and the credit memo’s issued by Accela for performance deficiencies. **(Informational Only)**

H. Presentation and possible discussion regarding improvements made to the Accela Citizen Portal customer experience, introduction of the ACA Improvement subcommittee, and an overview of status of troubleshooting recent payment issues with ACI/Official Payments and Accela errors on the payment screen. **(Informational Only)**

I. Announcements/Reports/Updates –

1. Update as requested at June 6, 2017 Oversight meeting for Jurisdictions collecting Development review fees for the Health District; and Regionally aligning of workflows between the agencies.
2. Update on Douglas County Kickoff, August 9-10, 2017
3. Update from Washoe County on recently added modules and licenses from Asset Management and impacts to tiered subscription costs.
4. Any other 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 project.

J. Identification of future agenda items for the quarterly meeting of the Oversight Group on December 5, 2017 at 2:30pm (For Possible Action).

K. Public Comment – 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(2)(d)(7).

L. Adjournment (For Possible Action).