



Regional Business License and Permits Program

Notice and Agenda of Meeting Regional Business License and Permits Program Oversight Group Accela Workshop

Tuesday, June 1, 2021, 2:00 p.m.
Washoe County, NV

Two options to attend this meeting:

- **Virtual Teams Meeting** – via one of the teleconference options noted below.
- **In person** – Caucus Room, Building A, County Administrative Complex, 1001 E. 9th Street, Reno.

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

This meeting will be available remotely via this [Teams Meeting link](#) or by calling 775-325-0620 using Conference ID: 263 950 784#. Please note, the Teams Meeting link option will require a computer or phone with internet access or the Microsoft Office product “Teams” application and with audio capabilities. Members of the public may provide public comment by participating in the teleconference **via this [Teams Meeting link](#) or by calling 775-325-0620 using Conference ID: 263 950 784#.** Public comment may also be submitted ahead of time by emailing sdelozier@washoecounty.us. Please try to provide emailed comments by 4 p.m. on May 28, 2021.

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 E. Ninth Street, Reno, NV; Sparks City Hall, 431 Prater Way, Sparks, NV; Washoe County Health District, 1001 E. Ninth 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; Judicial & Law Enforcement Center, 1038 Buckeye Rd., Minden, NV. In addition, this agenda has been electronically posted in compliance with NRS 241.020(3) and NRS 232.2175 at <https://notice.nv.gov> and www.washoecounty.us/technology; www.reno.gov; www.cityofsparks.us; www.douglasnv.us.

Accommodations:

Reasonable efforts will be made to assist and accommodate physically disabled persons attending the meeting. Please contact the Washoe County Technology Services Department by emailing sdelozier@washoecounty.us or by leaving a message at 775-328-2350 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 available only on the following websites: www.washoecounty.us/technology; www.reno.gov; www.cityofsparks.us; www.douglasnv.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:

Public comment, whether on action items or general public comment, is limited to three (3) minutes per person. 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. As required by the Governor's Declaration of Emergency Directive 006 Section 2, members of the public may submit public comment by logging into the teams meeting link above. NOTE: This option will require a computer with audio and video capabilities.

The presiding officer may order the removal of any person who is willfully disruptive of the meeting by being repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks which antagonize or incite others or interfering with the rights of other speakers. Any person making willfully disruptive remarks or engaging in disruptive conduct 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 NRS 241.030(4)(a); RMC §§8.12.024, 8.12.027; Nevada Attorney OML0 2001-22/AG File No. 00-047. (April 27, 2001); Nevada Open Meeting Law Manual, §7.06. Warnings against disruptive conduct may or may not be given before removal. The viewpoint of a speaker will not be restricted, but reasonable restrictions may be imposed upon the time, place and manner of speech. 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.

Agenda Items

- A. Call to Order, Roll Call** (Non-action item)
- 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).
- C. Approval of June 1, 2021, Agenda** (For Possible Action)
- 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.
- 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.
- 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
- G. Accela New Features**
1. Accela Insights Dashboarding and Reporting tool covered in subscription costs for FY21/22 (For Discussion Only).
 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)
- 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)
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- 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)
 - 2. Recorder legislative action regarding a new possible project to move to Electronic mapping, review and recording for Final and Tentative Subdivison maps. (For Discussion Only)

 - 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.

 - 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).

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