

Regional Business License and Permits Program



WASHOE COUNTY
HEALTH DISTRICT
ENHANCING QUALITY OF LIFE

AGENDA Regional Business License and Permits Program Oversight Group Quarterly Meeting June 6, 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

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. 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, and NRS 232.2175 at <https://notice.nv.gov/>.

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 Annette Van Der Wall 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 – June 6, 2017 (For Possible Action).

D. Approval of Minutes – March 7, 2017 (For Possible Action).

E. Presentation, discussion, and possible direction to staff regarding Oversight Group authority, and staff and legal counsel involvement, as pertaining to actions and decisions of the Fiscal Manager pursuant to the Interlocal Cooperative Agreement dated June 17, 2014 **(For Possible Action).**

F. Presentation, discussion, and possible direction to staff of 1) Financial Report, to include the remaining Accela contractual items; 2) Approval of FY17-18 Accela Automation, Mobile and Citizen Access Annual Subscription fees and jurisdiction costs totaling \$354,670.32 apportioned costs per agency Washoe \$100,147.42, Reno \$127,193.24, Sparks \$73,766.52, Health \$49,799.94 and Mobile license unused accounts \$3,763.20; and, 3) Review the Amendment to the Accela Contract revising the monthly subscription process **(For Possible Action)**

G. Presentation, discussion, and possible approval of the request by Douglas County, NV to join the Regional Project per the Interlocal Cooperative Agreement dated June 17, 2014 including review of financial obligations by Douglas County; impacts and cost savings for the project as a whole; and potential cost savings and impacts to individual participating agencies **(For Possible Action).**

H. Presentation, discussion and possible direction to staff regarding 1) Follow-up from the March 7, 2017 Oversight agenda item of requested Monthly Performance Report per Accela Regional Permits and License Contract dated June 17, 2014 and 2) Presentation of Credit memo process and Credit memo(s) issued by Accela for performance shortcomings **(For Possible Action.)**

I. Presentation, discussion, and possible direction to staff regarding status on Regional Business License and Permit Platform post October 31, 2016 Go-Live; to include outstanding implementation issues which are Accela's responsibility and transition plan **(For Possible Action).**

J. 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 project.

K. Identification of future agenda items for the quarterly meeting of the Oversight Group on September 5, 2017 (For Possible Action).

L. 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).

M. Adjournment (For Possible Action).