



Regional Business License and Permits Program

AGENDA

Regional Business License and Permits Program Oversight Group Caucus Room

**Washoe County- Building A, Second Floor
1001 E 9th. St, Reno, NV. or**

Virtual Meeting

Monday, June 01, 2020, 11:00 a.m.

Oversight Group Members

Reno Acting Asst. City Manager – Arlo Stockham

Sparks Asst. City Manager – Doug Thornley

Washoe County Manager – Eric Brown

District Health Officer – Kevin Dick

Douglas County Community Development Director – Tom Dallaire

Public Notice:

No members of the public will be allowed in the BCC Chambers or Caucus due to concerns for public safety resulting from the COVID-19 emergency and pursuant to the Governor of Nevada's Declaration of Emergency Directive 006 Section 1 which suspends the requirement in NRS 241.023(1)(b) that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and participate See: http://gov.nv.gov/uploadedFiles/govnewnv.gov/Content/News/Emergency_Orders/2020/DeclarationofEmergencyDirective006reOML.3-21-20.pdf. 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.

If the meeting is to be held virtually, by teleconference at this link and call in #:

Join Microsoft Teams Meeting

[+1 775-277-3279](tel:+17752773279) United States, Reno (Toll)

Conference ID: 856 575 315#

If the Governor's Emergency Declaration and associated directives concerning public meetings and gatherings of more than 10 people are not still in effect at the time of this meeting, then the meeting will be held at the above physical location at the above date and time.

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:

If a public location will be available and the governors orders are lifted: A person wishing to address the Oversight Group shall submit a "Request

to Speak” form to the recording secretary. 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 NRS 241.030(4)(a); RMC §§8.12.024, 8.12.027; Nevada Attorney OMLO 2001-22/AG File No. 00-047. (April 27, 2001); Nevada Open Meeting Law Manual, §7.06. 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

If the meeting is virtual only:

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. Additionally, public comment can be submitted via email to sdelozier@washoecounty.us or by leaving a voice message at: (775) 328-2350. Voice messages received will either be broadcast into the Caucus room during the meeting, or transcribed for entry into the record. The County will make reasonable efforts to include all comments received for public comment by email and voice-mail into the record. Please try to provide comments by 4:00 p.m. on May 28, 2020.

Agenda Items

- A. Roll Call and Introductions of Accela Regional Coordinating and Administrator teams**
- 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 1, 2020 (For Possible Action)
- D. Approval of the Minutes** – December 3, 2019 and March 13, 2018 (For Possible Action)
- E. Presentation, discussion and possible action to approve the Washoe County Comptrollers Financial Report dated June 1, 2020.** (For Possible Action)
- F. Presentation, discussion, and possible recommendation on the FY20-21 final Subscription renewal for Accela Automation, Mobile and Citizen Access Annual Subscription fees not to exceed the recommended December approved Oversight budget \$530,000 apportioned per participating entity as follows:**
- 1.) Douglas County not to exceed amount of \$56,533.33
 - 2.) Health District not to exceed the amount of \$69,488.88
 - 3.) City of Reno not to exceed amount of \$179,022.22
 - 4.) City of Sparks not to exceed amount of \$100,111.11
 - 5.) Washoe County not to exceed the amount of \$124,844.44
- (For Possible Action).
- G. Presentation, discussion, and possible action to approve the Contract Amendment 2 as requested by the Regional Permits and License vendor, Accela.** (For Possible Action)
- 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 project.** (For Discussion Only)
1. **Accela Azure Upgrade to move the Regional platform's hosted servers and timelines**
 2. **Announcement of the COVID19 Risk Assessment Module Go live in Accela, May 6, 2020.**
- I. Identification of future agenda items for the next quarterly meeting of the Oversight Group scheduled for Tuesday, September 1, 2020, at 2:30 p.m.** (For Possible Action)
- J. 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).

K. Adjournment (For Possible Action)