



Regional Business License and Permits Program

****Draft Minutes****

Regional Business License and Permits Program Oversight Group Accela Workshop

**Tuesday, March 2, 2021, 2:00 p.m.
Washoe County, NV
Held via teleconference**

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

Agenda Items

- A. Call to Order, Roll Call and Introductions of any new Oversight, Accela Regional Coordinating and Administrator team members (Non-action item)**

The meeting was called to order at 2:02 p.m.

Present

- | | |
|---------------------------------|-------------------------------------|
| • City of Reno | Arlo Stockham (joined at 2:12 p.m.) |
| • City of Sparks | Alyson McCormick |
| • Washoe County | Christine Vuletich |
| • Douglas County | Ann Damian |
| • Washoe County District Health | Erin Dickson |

Washoe County Deputy District Attorney Lindsay Liddell was also present.

- 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(2)(d)(7).

There was no response to the call for public comment.

C. Approval of March 2, 2021 Agenda (For Possible Action)

Alyson McCormick, City of Sparks, moved to approve the agenda as written. Erin Dickson, Washoe County District Health, provided the second. There was no response to the call for Committee or public comment. Upon a call for the vote, the motion carried unanimously.

D. Approval of the December 10, 2020 Minutes (For Possible Action) – Committee members may identify any additions or corrections to the draft minutes as transcribed.

Alyson McCormick, City of Sparks, moved to approve the minutes as written. Erin Dickson, Washoe County District Health, provided the second. There was no response to the call for Committee or public comment. Upon a call for the vote, the motion carried unanimously.

E. Status of the Accela 2020 Hosted Subscription Credits anticipated in the amount of \$30,996.27. (For Discussion Only) Once received, credits will be divided by each agency’s percentage share of licenses in accordance with the Interlocal Cooperative Agreement Establishing the Regional Business License and Permits Program based on the current subscription license count percentages. Estimates are as follows:

	License count	Percentage	Refund Amt
Douglas	47	11%	\$3,444.03
Health	60	14%	\$4,396.63
Reno	141	33%	\$10,332.09
Sparks	77	18%	\$5,642.35
Washoe	98	23%	\$7,181.17
	423	100%	\$30,996.27

Lori Piccinini, Washoe County Technology Services, reviewed the estimated refunds expected due to downtime. The credits listed are for July-December 2020 and the credits will be divided as indicated in the Interlocal.

F. Accela Workshop and Presentation (For Discussion Only) - Presentation on the Accela Regional ONE Project and Recent accomplishments, Accela Hosting of the ONE Regional platform, Move to a new platform Azure including issues encountered and future of Azure, Customer Support, System Maintenance and hours of maintenance, Shared Regional Platform features and continued Support of Shared Regional Platform for the future, Accela roadmap of future product improvements and other matters relating to the City of Reno, City of Sparks, Douglas County, Health District, and Washoe County, NV. There will also be opportunities for Oversight Group member question and answer with Accela during the workshop.

Erin Dickson, Washoe County District Health, shared she had accessed and was in the same lobby with Mr. Stockham and that he may need the meeting information forwarded.

[Arlo Stockham, City of Reno, joined the meeting at 2:12 p.m.]

Lori Piccinini, Washoe County Technology Services, reviewed her presentation slide four to introduce Item F with a brief overview and timeline of the project

March 2, 2021 Regional Business License and Permits Meeting

Oversight Agenda Item F (cont.,)

Accela Regional ONE Project

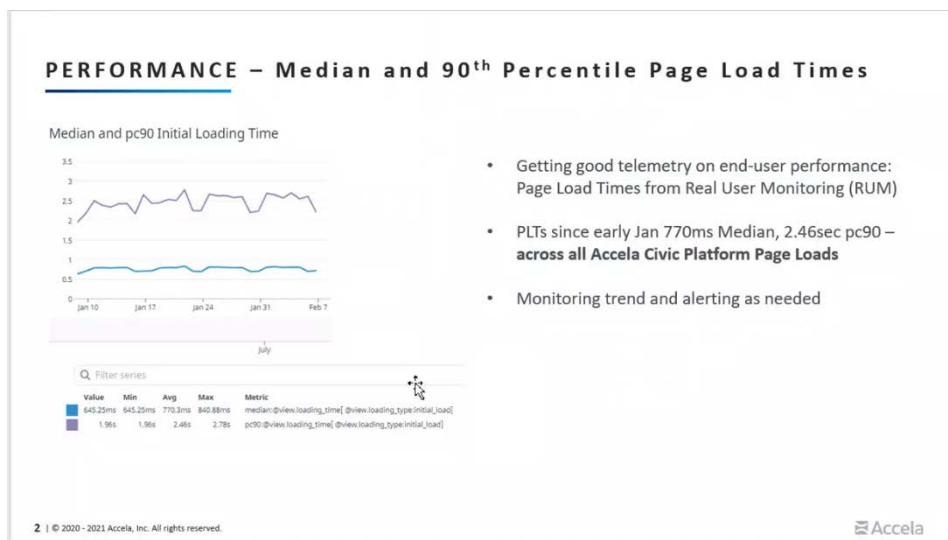
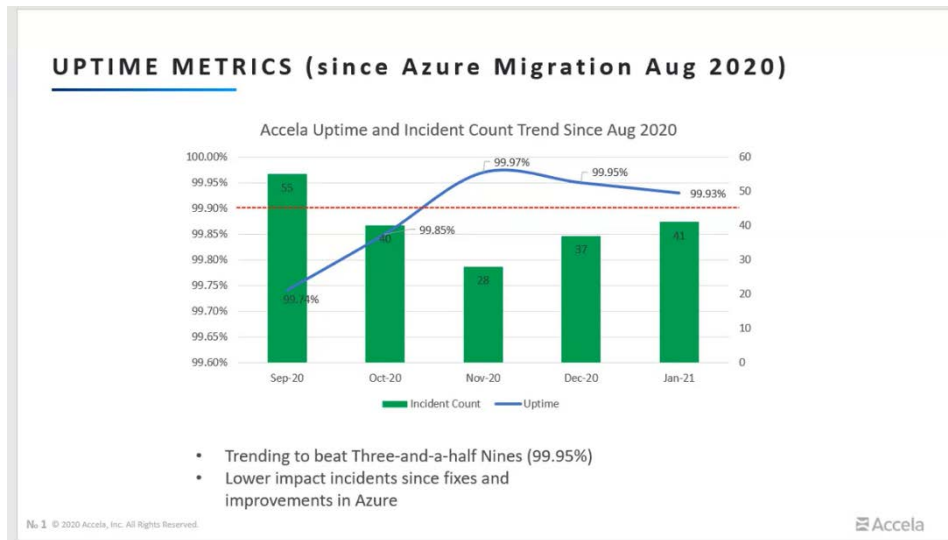
2016	2017-2019	2020	2021
<ul style="list-style-type: none">Go live4 agencies40+ departments303 licenses/100+ MobileConversion from antiquated, unsupported systemsCreation of onenv.usRegional real time GIS interface for address and parcel validation	<ul style="list-style-type: none">Stabilize, Refine, EnhanceReportingExpand functionalityAgency mandatesMobile in field rollouts5th agency - Douglas Co. AddedNCR, Grayquarter Epayment ProviderScanning projects, Health, OnbaseEDR PilotsCitygov inspection and Washoe Eats Restaurant apps	<ul style="list-style-type: none">COVID Risk Assessment Testing module Added Rapid implementationCounters closedRapid move for all processes onlineAccela Hosting: Move to Azure Sept 1Virtual inspectionsElectronic Documents/Plans & Review	<ul style="list-style-type: none">New Fire ModulesShort term rental ordinances and moduleEDR, Eperimithub ImplementationsFutures: SRM/CRM, Replicated databaseApprox. 450 AA licenses & 160 AMO, 60-90 addl COVID licenses

Audrey Zuro, Accela, introduced the members of the Accela Team that would be part of the day's presentation. Dave Rusconi, Senior Vice-President of Cloud Operations, reviewed his presentation slides with the Uptime Metrics (since Azure Migration Aug. 2020) and Performance – Median and 90th Percentile Page Load Times (next page). He shared there had been investments in scale services, security and performance. While there have been more planned downtimes, the intent is to provide long-term stability. He shared there were larger initiatives underway for improvement in scale-ability to reduce response times and biz-tier fully stateless deployments, with a more-long range goal to have zero downtime deployments. Smaller initiatives were to focus on reporting and patches. Ms. Piccinini noted there had been issues with the 7 p.m. start times for downtimes impacting evening access to permitting and COVID-19 functions. Mr. Rusconi shared his team was exploring options that may allow the outage window for ACA to be pushed towards the end of the deploy.

DDA Liddell brought to the attention of the group the need to close the meeting due to issues with the meeting access information (phone number and Teams meeting links). She indicated the meeting would need to be reschedule and the action items redone.

The meeting adjourned at 2:32 p.m.



- G. **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 project.
- H. **Identification of Oversight Group future agenda items** (For Discussion Only) - No discussion among Committee members will take place on this item. The next regular meeting is scheduled for Tuesday, June 1, 2021, at 2:00 p.m.; meetings may be scheduled as needed.
- I. **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(2)(d)(7).
- J. **Adjournment** (Non-action item)