



Regional Business License and Permits Program

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

Tuesday, December 7, 2021, 2:00 p.m.
Washoe County, NV

- **Virtual Teams Meeting – via one of the teleconference options noted below.**

Oversight Group Members

Oversight Group

City of Reno – Jackie Bryant
 City of Sparks – Alyson McCormick
 Washoe County – Behzad Zamanian
 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: 840 630 930#. 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: 840 630 930#.** Public comment may also be submitted ahead of time by emailing sdelozier@washoecounty.gov. Please try to provide emailed comments by 4 p.m. on December 6, 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; Washoe County Health District, 1001 E. Ninth Street, Reno, NV; Sparks City Hall, 431 Prater Way, Sparks, NV; US Post Office-Minden, 1640 U.S. Hwy. 395, 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 [Regional Licensing \(washoecounty.gov\)](#); 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.gov 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.gov/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 OMLO 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 December 7, 2021, Agenda (For Possible Action)**
 - D. **Approval of the September 7, 2021, Minutes (For Possible Action)** – Committee members may identify any additions or corrections to the draft minutes as transcribed.
 - E. **Financial Summary** – Confirmation on subscription payments made, new licenses purchased, and credits received. **(For Discussion Only)**
 - F. **Presentation, discussion, and possible recommendation on the FY22-23 Budget for Accela Automation, Mobile and Citizen Access Annual Subscription fees not to exceed a total of \$600,000, an increase of \$30,000 over the 2019 and 2020 budget requests, due to additional license requests from participating agencies, and to include the Enhanced reporting database costs for certain agencies; apportioned per participating entity as follows: (For Possible Action)**
 - 1.) Douglas County not to exceed amount of \$57,000;
 - 2.) Health District not to exceed the amount of \$90,000;
 - 3.) City of Reno not to exceed amount of \$218,000;
 - 4.) City of Sparks not to exceed amount of \$105,000;
 - 5.) Washoe County not to exceed the amount of \$130,000.
 - G. **Oversight request for feedback on the functionality and usability of the Accela Citizen Access Site and potential improvements. *Give examples of what it would look like, products available, (For Discussion Only)**
 - H. **Interlocal Cooperative Agreement Establishing the Regional Business License and Permits Program. (For Possible Action)**
 - 1. Update on legal review of meeting dates and times.
 - 2. Possible amendments to Article 13 of the interlocal regarding new entities receiving the same “rights, privileges, obligations, and liabilities” as the current agencies based on requests at the September 7, 2021, to evaluate the rights of new additions.
 - I. **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 regional business license and permits project.
(For Discussion Only)

1. **Status of Health Subprocess Workflow Alignment - additions of checkboxes and custom fields in multiple Building permits for Washoe, Reno and Sparks, update requested from September 7, 2021, Oversight meeting**
 2. **Epermithub update for City of Sparks**
 3. **Recorders AB 3 Electronic Mapping update**
 4. **Staff changes, retirement**
- 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, March 8, 2022, at 2:00 p.m.; meetings may be scheduled as needed. (Non-action item)
- 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)
-