Regional License and Permits Program
Quarterly Meeting of the Oversight Group Meeting
June 5, 2018
Congratulations to Douglas County, NV on their go live Monday May 7, 2018!

- Next steps are for ACA public searching and ACA use in the Fall.

Fiscal Manager’s June 5th Financial report

- The project implementation has now been fully paid
  - Contingency of $87,369.66 has not been used
  - Contract withholding was released as all Contractual items were completed
Oversight Agenda Item F

- Update of the FY 18-19 Accela Annual Subscription Fees
  - Oversight Group approved $460,000 as not to exceed amount for FY 18-19 combined subscription (all agencies); included the following for licenses:
    - 427 Accela Automation
    - 159 Accela Mobile Licenses
  - As compared to the Trueup report dated 5/31/18: Final invoice will be under budget and is estimated at $399,778.32. Final license count is estimated at:
    - 407 Accela Automation
    - 119 Accela Mobile Licenses
  - Payment expected by July 10, 2018 to Accela
Oversight Agenda Item F (cont.,)

- **FY 18-19 Subscription Fees details:**
  - Contract (base) payment of $365,362.32
    - 381 AA licenses & 113 AMO licenses
  - Additional AA license cost = $30,888.00
    - 26 AA licenses @ $99.00 each per month
  - Additional AMO license cost = $3,528.00
    - 6 AMO licenses @ $49.00 each per month

- **TOTAL FY18-19 Invoice anticipated:**
  - $399,778.32 (407 AA/119 AMO)

- **Looking ahead to FY19-20**
  - 3% increase per contract next fiscal
  - Renegotiations with Accela to a potential Enterprise license
  - Less tedious annual ‘Trueup’ Subscription count process
Oversight Agenda Item F (cont.,)

- FY 18-19 Subscription Fees details:
  - Agency Breakdowns

<table>
<thead>
<tr>
<th>Agency</th>
<th>AA</th>
<th>AMO</th>
<th>ACA</th>
<th>TOTAL SUBSCRIPTION COST FY1819 Per Agency</th>
<th>TOTAL SUBSCRIPTION COST Forecasted per Agency 12/17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Douglas</td>
<td>$29,212.54</td>
<td>$4,763.29</td>
<td>$1,248.52</td>
<td>$35,224.35</td>
<td>$43,000.00</td>
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<tr>
<td>Health</td>
<td>$44,630.27</td>
<td>$3,810.64</td>
<td>N/A</td>
<td>$48,440.91</td>
<td>$71,000.00</td>
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<tr>
<td>Reno</td>
<td>$105,489.73</td>
<td>$23,340.14</td>
<td>$6,256.35</td>
<td>$135,086.22</td>
<td>$147,000.00</td>
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<tr>
<td>Sparks</td>
<td>$64,105.30</td>
<td>$14,289.88</td>
<td>$2,473.16</td>
<td>$80,868.34</td>
<td>$84,000.00</td>
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<tr>
<td>Washoe</td>
<td>$86,826.16</td>
<td>$10,479.25</td>
<td>$2,853.10</td>
<td>$100,158.51</td>
<td>$115,000.00</td>
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<tr>
<td></td>
<td>$330,264.00</td>
<td>$56,683.20</td>
<td>$11,582.60</td>
<td>$399,778.32</td>
<td>$460,000.00</td>
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</table>

- TOTAL: $399,778.32 (407 AA/119 AMO)
Silverflume State Business License update

- Accela and Truepoint assisted with final interface
- ARC and tech team currently testing and working with the State to set a move to Production date
- Anticipated for July, 2018
**Item I: Updates from the Accela Regional Coordinating Team**

1. **Accela Use and Regional Online Payment Statistics:**
   - 2\(^{nd}\) quarter 2018 stats 3/1/18-5/30/18:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Total Permits or Licenses</th>
<th>ACA/Online Intake/$ Mar-May 2018</th>
<th>Online use % increase 2018</th>
<th>ACA Intake Mar-May 2017</th>
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</thead>
<tbody>
<tr>
<td>RENO</td>
<td>12,827</td>
<td>838</td>
<td>49%</td>
<td>561</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$2.23 M</td>
<td>39%</td>
<td>$1.6M</td>
</tr>
<tr>
<td>Washoe County Health District</td>
<td>7,727</td>
<td>358</td>
<td>280%</td>
<td>94</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$47k</td>
<td>370%</td>
<td>$10k</td>
</tr>
<tr>
<td>City of Sparks</td>
<td>4,088</td>
<td>949</td>
<td>42%</td>
<td>668</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$1.6 M</td>
<td>74%</td>
<td>$916k</td>
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<tr>
<td>(Since 5/7/18)</td>
<td>157</td>
<td>Not live yet</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td></td>
<td></td>
<td>Over $320k collected</td>
<td></td>
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*Regional Licensing & Permits*
Item I: Updates from the Accela Regional Coordinating Team

2. Washoe County Assessor’s new system GSA
3. Legal Confidentiality of data as reflected in Accela
   – Request to redact Peace Officer’s information in Accela Citizen Site (ACA). Initial request has been met.
   – Washoe has created a policy and is collaborating with the agencies on a business process for confidential information display.
4. E-Payments through ACA; *(May 2019 Contract renewal or expiration)*
5. Regional Coordination efforts for July 1 Fee schedules
   - Washoe District Health
   - Regional Road Impact Fees
     - Involves the Building departments at Washoe, Reno, Sparks
## Item J & K: Announcement/Reports/Updates & Future Agenda Items

- **Any Announcements/Reports/Updates?**
- **Next Quarterly Meeting date of the Oversight Group**
  - Tues. September 4, 2018 - 2:30 pm Washoe County
  - Future agenda items and ongoing meeting schedule
L. Public Comment

M. Adjournment