



May 2015

## **REGIONAL TECHNOLOGY FEE** **Potential Impacts to a Business**

### **GREETINGS BUSINESS OWNER, LICENSE/PERMIT CUSTOMER, OR TRADE ASSOCIATION MEMBER:**

The City of Reno, the City of Sparks, the Washoe County Health District, and Washoe County partnered to purchase a regional license and permit platform known as the Accela Civic Platform. The platform replaces several outdated license/permit platforms in the four jurisdictions with one single regional platform. The new Accela Civic Platform includes a robust and improved permit and license software application, regional data sharing, and customer focused applications. The regional license and permit platform will provide on-line citizen access for:

- Applying for a license or permit;
- Tracking the status of a license or permit application;
- Paying for a license or permit; and,
- Renewing licenses or permits.

Customers will still be able to apply in person for a license or permit at a City, District or County office. The new regional license and permit platform will enable all four Regional Partners to share common customer information to facilitate the processing of a license or permit application, and to minimize repetitive entering of the same information by our customers.

The Reno City Council, Sparks City Council, District Board of Health, and Board of County Commissioners may consider a regional technology fee to help recover the capital outlay costs of the new Accela Civic Platform. One or more of the elected bodies may also consider using the regional technology fee to offset on-going technology costs associated with the platform. This document explains the potential impacts of any regional technology fee to businesses in our region.

In accordance with State Law, the Regional Partners must notify business owners, license/permit customers, and/or trade association members likely to be affected by the adoption of the proposed regional technology fee. You are encouraged to provide any comments, arguments or data to the Regional Partners if you believe the adoption of the proposed regional technology fee will:

1. Impose a direct and significant economic burden upon a business; or,
2. Directly restrict the formation, operation, or expansion of a business.

Any comments, arguments or data should focus on the potential impacts of the proposed regional technology fee on a business. This information will be included within the business impact statement to be considered by the elected officials prior to any action to approve a regional technology fee.

# Regional License & Permit Platform



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**Written comments, arguments or data must be submitted no later than June 30, 2015, to:**

**Postal mail:**

Washoe County Department of Community Services  
Planning & Development Division  
Attn: Business License  
P.O. Box 11130  
Reno, Nevada 89520-0027

**e-mail:** [BusinessLicense@washoecounty.us](mailto:BusinessLicense@washoecounty.us)

**Physical address:** Washoe County Administrative Complex, Building A Second floor (west end), 1001 East Ninth Street, Reno

**Fax:** (775) 328-6133

The Regional Partners will host two public workshops to discuss the potential impacts of the proposed regional technology fee on a business. You are invited to attend these workshops to ask questions of staff, and/or to provide your comments, arguments or data on the potential impacts of the proposed regional technology fee on a business.

**Date of public workshops:** June 30, 2015

**Time of public workshops:** Noon until 1:00 p.m.  
5:30 p.m. until 6:30 p.m.

**Location of public workshops:** Mt Rose Conference Room  
Washoe County Administrative Complex  
Building A Second floor (west end)  
1001 East Ninth Street, Reno



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## PROPOSED REGIONAL TECHNOLOGY FEE

Any technology fees considered by the Regional Partners would be based on three types of fee structures:

1. For all business licenses at time of license application and for each license renewal:
  - a. \$ 4 for annual licenses; and,
  - b. \$ 2 for quarterly licenses (collected each calendar quarter).
2. 4% of the total permit cost for all other permits, to include permit renewal. **(City of Reno and Washoe County only)**
  - a. Includes air quality, building, engineering, environmental health, planning, and utility permits.
  - b. Certain agency fees will not be totaled as part of the total permit cost.
  - c. Minimum regional technology fee is \$ 1, and the fee will be rounded to the nearest dollar.
3. No fee for exempted licenses or permits. Exempted licenses or permits include:
  - a. New (first year of operation) business licenses **(City of Reno only)**.
  - b. Changes to existing business licenses **(City of Reno only)**.
  - c. Gaming licenses.
  - d. Electric energy service and telecommunication service licenses.
  - e. Federal Title V/PSD permits **(Washoe County Air Quality Management)**.

The proposed regional technology fee would commence once the new regional license and permit platform is available for the public to use (i.e., the platform's "go live" date). It is anticipated that the "go live" date will occur between December 2015 and February 2016.

The regional technology fee is non-refundable in the event that a license or permit, or portion thereof, is refunded, cancelled, or voided.

The regional technology fee is calculated to recover the capital outlay implementation costs, future technology needs, and the annual subscription fees of the new regional license and permit platform over a five year period. The fee calculations were based on the number of issued and renewed business licenses, and the revenue from all other permits based on a seven year average. The Regional Partners (City of Reno, City of Sparks, Washoe County Health District, and Washoe County) have agreed, in concept, to consider collecting the regional technology fee for at least one year, though one or more of the Partners could collect the fee for the full five years. Revenue collected from the regional technology fee will not exceed the total capital outlay costs and the annual subscription fees for the first five years for each Regional Partner. It is possible that a Regional Partner may recover its capital outlay costs prior to the end of the five year period.

Additionally, one or more of the Regional Partners may decide to continue to collect a regional technology fee, potentially at a reduced rate, after the capital outlay costs and the annual subscription fees for the first five years are recovered to help offset on-going technology costs

# Regional License & Permit Platform



associated with the platform. These on-going technology costs include the annual subscription fees to the platform’s vendor to maintain the platform’s database in a cloud environment, and funds to provide for future upgrades and technology improvements associated with the platform.

The total first year’s costs for the new regional license and permit platform is \$ 1,667,444 (\$ 1,385,479 for capital outlay costs and \$ 281,965 for the annual subscription fees). It is important to note that each Regional Partner will incur the subscription fees on an annual basis. Each Regional Partner’s share of the first year’s cost is:

Regional Partner	Capital Outlay Costs	Annual Subscription Fees	Total First Year’s Cost
City of Reno	\$ 359,780	\$ 115,441	\$ 475,221
City of Sparks	\$ 411,512	\$ 37,031	\$ 448,543
Washoe County Health District	\$ 275,463	\$ 58,081	\$ 333,544
Washoe County	\$ 338,724	\$ 71,412	\$ 410,136

The total estimated annual amount of revenue from the proposed regional technology fee is as follows for each of the four Regional Partners:

- City of Reno: \$ 385,249
- City of Sparks: \$ 34,420
- Health District: \$ 76,952
- Washoe County: \$ 160,794

As indicated above, the costs and revenues will be monitored on a regular basis to determine the term of collecting the regional technology fee.

This document is available through the Washoe County website at [www.washoecounty.us/techfee](http://www.washoecounty.us/techfee). Questions on the proposed regional technology fee may be directed to:

- City of Sparks                      Jessica Easler, Customer Service Manager  
jeasler@cityofsparks.us  
(775) 353-5555
- City of Reno                         Michael Chaump, Business Relations Manager  
chaumpm@reno.gov  
(775) 334-2090
- Health District                      Bob Sack, Environmental Health Division Director  
bsack@washoecounty.us  
(775) 382-2644
- Washoe County                      Bob Webb, Planning Manager  
bwebb@washoecounty.us  
(775) 328-3623