

**Staff Report**  
**Board Meeting Date: June 26, 2025**

**DATE:** June 17, 2025  
**TO:** District Board of Health  
**FROM:** Erin Dixon, Deputy District Health Officer  
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**SUBJECT:** Acknowledge the 5-year renewal for the Fiscal Years 2026-2030 (July 2025 - June 2030) of Accela, in the amount of \$644,566.80, for the regional permitting software maintenance and support, with Washoe County.

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**SUMMARY**

Staff is requesting that the District Board of Health acknowledge the Accela renewal. This renewal is critical to maintaining the functionality and continuity of the Regional License and Permit Platform, which serves as a centralized system for licensing and permitting across multiple jurisdictions, including Washoe County, the City of Reno, the City of Sparks, Douglas County (through June 30, 2026) and Northern Nevada Public Health. The platform supports streamlined processes for applying, tracking, and renewing licenses and permits, as well as enabling online citizen access to these services.

The renewal addresses ongoing system enhancements and operational needs, including updates to licensing modules, user access configurations, and technical support. These improvements are necessary to meet current best practices and to address challenges identified during prior implementations, such as manual workarounds and limited customer access to data. The renewal will further support the restructuring of permits and invoicing processes to enhance efficiency and accuracy.

**District Health Strategic Priorities supported by this item:**

- 2. Healthy Environment:** Create a healthier environment that allows people to safely enjoy everything Washoe County has to offer.
- 4. Impactful Partnerships:** Extend our impact by leveraging partnerships to make meaningful progress on health issues.

**PREVIOUS ACTION**

On June 24, 2025 the Board of County Commissioners is anticipated to approve the 5-year renewal of the Accela contract, for the regional permitting software maintenance and support, with Washoe County.

**BACKGROUND**

The Accela renewal process is a component of Washoe County's Regional License and Permit Program, which was established to streamline licensing and permitting operations across multiple jurisdictions. This

initiative, governed by an Interlocal Cooperative Agreement approved on June 17, 2014, involves Washoe County, the City of Reno, the City of Sparks, and the Washoe County Health District. Washoe County serves as the contracting, fiscal, and managing agent for the program, holding the primary contract with Accela, Inc.

The Accela Civic Platform was originally selected to replace outdated systems with an integrated solution that supports online citizen access for applying, tracking, paying, and renewing licenses and permits. This platform also facilitates regional data sharing and minimizes redundant data entry for customers. The platform has opportunities for improvement, some of which has been built into the new contract. This includes regular meetings with the Accela team to fix issues within an agreed upon time frame, and the opportunity to withhold an increase in costs for year two if issues are not being resolved.

The legal and regulatory framework underpinning the program includes provisions from Nevada Revised Statutes (NRS) and Washoe County Code. For instance, NRS 354.790 authorizes the imposition of a regional technology fee to recover implementation and subscription costs associated with the platform. NNPH includes the 4% Regional Technology Fee within the existing fee schedule. Additionally, the Interlocal Cooperative Agreement outlines the governance structure, cost-sharing mechanisms, and operational responsibilities of each participating entity.

### **FISCAL IMPACT**

The fiscal impact of the Accela renewal for Fiscal Years 2026-2030 is \$644,566.80. The breakdown for the subscription costs for Fiscal Years 2026 – 2030 is as follows:

	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Northern Nevada Public Health	\$115,795.20	\$122,684.22	\$128,814.40	\$135,255.08	\$142,017.90

These fees will be paid from Environmental Health RTF 172402 and Air Quality Management RTF 172309 / 812230 to Reg Permits.

### **RECOMMENDATION**

It is recommended that the District Board of Health acknowledge the 5-year renewal for the Fiscal Years 2026-2030 (July 2025 - June 2030) of Accela, in the amount of \$644,566.80, for the regional permitting software maintenance and support, with Washoe County.

### **POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be "Move to acknowledge the 5-year renewal for the Fiscal Years 2026-2030 (July 2025 - June 2030) of Accela, in the amount of \$644,566.80, for the regional permitting software maintenance and support, with Washoe County."