eCityGov.net
e-powered Government Services

eCityGov Alliance Executive Board Meeting
Friday, February 17, 2023; 10:00am - Noon
Hybrid Meeting – Both In-Person and Virtual

<u>In-Person Location</u>
Bellevue City Hall, **Room 1E-110**
450 110th Avenue NE
Bellevue, WA 98004
(425) 452-6800

<u>Virtual Information</u>
https://cityofbellevue.zoom.us/j/87006164791
Meeting ID: 870 0616 4791
Passcode: 549537
(253) 215 8782 US (Tacoma)

MINUTES

1. Introductions and Roll Call (5 min)
   The chairperson, Nathan McCommon, called the meeting to order at 10:04 am.
   Member attendees:
   City of Bellevue – Nathan McCommon
   City of Issaquah – Autumn Monahan
   City of Kenmore – Rob Karlinsey
   City of Kirkland – Beth Goldberg
   City of Sammamish – Jim Hominiuk

   Members absent:
   City of Snoqualmie – Mike Sauerwein

   Non-voting members:
   Warren Cheney, King County

   Non-voting members absent:
   Tom Phillips, Town of Woodway

Other attendees:
Tyler Running Deer, Executive Director of eCityGov Alliance
PJ Rodriguez, City of Bellevue, IT Chief Operating Officer
Don Khuong, City of Bellevue, IT Product Manager
Amanda O'Connor, City of Bellevue, Project Manager
Michele Miller, City of Bellevue, IT Technology Business Analyst
Julie David, City of Bellevue, IT Business Operations manager
Charmagne Shirley, City of Bellevue, IT Contract Administrator
Molly Bandel, City of Bellevue, Secretary eCityGov Alliance
Todd Parker, City of Bellevue, DS Business Systems Manager

2. Approve Agenda – VOTE (2 min)
   Motion – City of Kenmore made a motion to accept the eCityGov Alliance Executive Board agenda for February 2023.
   Second – City of Sammamish
   Discussion – no discussion
   Approval – motion carried unanimously

3. Approve Prior Meeting Minutes – VOTE (5 min)
   Motion – City of Sammamish made a motion to approve the December 2022 eCityGov Alliance Executive Board minutes.
   Second – City of Kenmore
   Discussion – no discussion
   Approval – motion carried unanimously

4. eCityGov Administration (10 min)
   i. 2022 year end finances
      eGov is under budget and within the revised budget that the board approved for 2022. The City of Bellevue closes its books for 2022 in early March 2023. The Executive Director will bring back the final numbers for 2022.

   ii. 2023 service level agreement

There will be a new version of the SLA for 2023 with significant changes to be discussed at the April meeting. The City of Bellevue is updating and redefining the service categories.

   iii.   Staff changes
          Don Khuong introduced himself as the new Product Manager for eGov and there will be an expanded developer position.

5. eCityGov Executive Board (15 minutes)
       i.   Officer transition May 1, 2023
            ➢ Sammamish to become Chair
            ➢ Snoqualmie to become Vice Chair
            ➢ Issaquah to become Treasurer
       ii. Board retreat/workshop for 2023
            The Executive Director requested direction from the Board for hosting a workshop or retreat in May 2023. Board members discussed and put this on pause until more information is available from the service delivery team about the MBP Permit System development. The Board might just expand one regular meeting time to accommodate some workshop discussion on this topic instead of a separate meeting or a retreat.

6. MBP Service (25 min)
       i.   2023 work status - API functionality
            a. The API functionality requires additional coding development. The Executive Director will discuss with the Product Manager the delivery schedule and report back.
       ii. Bellevue modification request – VOTE
            Motion – City of Kirkland made a motion to approve Bellevue's modification request
            Second – City of Sammamish
            Discussion – discussion

The SLA policy will be reviewed so that future conversations like this one do not need to go to the board for approval and would remain with the Executive Director's authority to decide and manage.

Approval – motion carried unanimously, Bellevue abstained.

iii. MBP Permit System project
   a. The MBP Permit System project will procure a backend permit system that jurisdictions can use as a system of record. MBP is currently a frontend only portal where each jurisdiction system receives information from MBP. Many jurisdictions have requested an end-to-end solution.
   b. There are four options under consideration for this project.
   Option 1: Design and build from scratch.
   Option 2: Create a joint RFP with a software developer, negotiating who owns the code.
   Option 3a: Create a joint RFP by selecting a vendor that already has a system and negotiating a customized version.
   Option 3b: Creating a joint tendency approach where jurisdictions can utilize the same server or shared environment as opposed to separate installations.
   Option 4a: Selecting an existing vendor and an existing product with no modifications.
   Option 4b: Creating a joint tendency approach where jurisdictions can utilize the same server or shared environment as opposed to separate installations.

iv. Potential subscribers
   The Executive Director reported that there are currently 20-30 people meeting twice per month to discuss this project and there is a strong desire to own any code created. The group recommendation is not final yet. There are 9 jurisdictions interested in joining a steering committee that will investigate the change further. The recommended path will be presented and discussed in depth with the Board at future meetings.

v. Onboarding jurisdictions

Staff reported that Federal Way and Woodway continue to have technical challenges, but the eGov service delivery team has been meeting with them regularly to assist.

7. Aerial Mapping Service (15 min)
    i. 2022 project
        The Executive Director explained that part of the 2022 project was completed, and the remainder will be completed in 2023. The Executive Director will amend the agreements from 2022 for the 2023 project, which will again follow City of Bellevue Procurement guidelines.

    ii. 2023 project
        a. There are 11 participating jurisdictions for 2023 - Bellevue, Bothell, Issaquah, Kenmore, Kirkland, Mercer Island, Newcastle, Northshore Utility Dist., Redmond, Sammamish, Shoreline.
        b. Redmond has joined the project, and Sammamish will participate in more options in 2023. Costs will go down for everyone due to costs being shared by everyone. The new version of the budget will be shared soon with participating jurisdictions.
    iii. Future project opportunities
        There will not be a flight in 2024, and future cadence for this service will be reviewed with the Board later this year.

8. Adjourn 11:13am – Next meeting April 21st, 2023