

DRAFT

RECAP

Operations Board Meeting

Friday, September 5, 2008 • 9:30 am – 11:00 am
Bellevue City Hall, 1E-120

Board Attendees: Toni Cramer, Bellevue; Joe Meneghini, Issaquah; Lyman Howard, Sammamish; Brenda Cooper, Kirkland; Lisa Rossiter, Bothell; PJ Rodriguez, Snoqualmie; Zack Smith, Woodinville

Project Committee Attendees: Angela Ferguson, Bellevue; Emily Arteche, Sammamish; Jamie Robinson, Bellevue; Mayvis Schwab, Bellevue; Barry Scott, Kirkland; Shana Crick, Mercer Island

eCityGov Attendees: John Backman, Kimberly Kallinger, Lorna Derro

Introductions

The meeting started with a roundtable introduction.

Meeting Notes

June 6, 2008 - Meeting notes were approved.

Strategic Issues, Planning and/or Action Items

1. **Shared Procurement Portal** - The rate at which we have been adding new subscribers has been much lower than initially projected. Jamie Robinson and Barry Scott will be providing an overview of issues and making a proposal for a retooled subscriber fee schedule and marketing plan in an effort to jump start the project.

<u>2008 Budget Summary</u>

Beginning Bal. \$298k

Est. Year End \$119k

Issues/Challenges:

- Marketing; MRSC has a representative that travels around the state to market its product. The Alliance does not now have a similar level of marketing resource.
- Rate Transparency; MRSC's rate structure is less expensive for agencies, but imposes fees on contractors and vendors to be listed for more than one agency.

Proposal: The SPP committee has proposed a reduction in rates to be competitive and attractive to cities.

Recommendation: The Board has recommended that the committee develop a comprehensive marketing plan that would include fees, functionalities and options. It should bring a business case that would demonstrate how the program can attract cities to participate and generate revenues to break even (e.g., options for sale, staffing issues, etc...). The Board will review the proposed marketing plan and will then be escalated to the Executive Board for approval.

2. **2009 Budget and Fees;** Discussion and Alternatives and Recommendation for the Executive Board
 - a. Summary 2008 budget forecast (Handout).
 - b. 2009 budget and fee alternatives (Handout):
 - i. **Option 1** - Fee increase based on June Puget Sound 5.8% CPI
 - B. No increases for SPP or HR Comp/Class
 - C. Partner and subscriber fees also adjusted for changes in population
 - D. \$100k encumbered for Parks system study
 - E. No changes to project development schedules
 - ii. **Option 2** – No inflation based fee increase
 - B. No increases for SPP or HR Comp/Class
 - C. Partner and subscriber fees are adjusted for changes in population
 - D. Reduce Parks system study budget to \$50,000 (this was the budget target set by the Boards).
 - E. Project development work hours reduced by approximately 5% or 120 total hours. Project plans will either be slightly scaled back and/or schedules slipped due to the reduction in available hours.
 - c. Potential mitigating factors
 - i. The potential addition of KC would more than off-set the shortfall of Option 2, however an agreement has yet to be signed. Should KC join web development resources will be in short supply and will require more use of contract services.
 - ii. No timeline or work plan as been established for the Parks study. We may be able to begin the planning work this fall.
 - iii. SPP' is forecast continue running a negative cash flow in 2009 (separate discussion item)
 - d. **Recommendation:** The Board has recommended that the Alliance would present three scenarios with their respective trade offs so as to give the Executive Board a better understanding of what the trade offs might be if done one or the other. The three (3) scenarios would be:
 - (1) revenues with the current member cities without inflation adjustments;
 - (2) revenues with the current member cities with inflation adjustments; and,
 - (3) with King County on board.
 - e. **Next Step:** John to create the three budget scenarios proposed by the Board and email to the members next week for review. The Board has also recommended John to meet with Lyman Howard to review the Alliance's current financials.

- f. **Permit system replacement project** - Brenda Cooper will be on hand to provide an update. The policy issue to ponder is whether or not Phase II will be an Alliance project or a collaboration of the interested cities.
- g. **Background:** PTI is done with the draft of final report for Phase 1. The group needs feedback in a couple of days especially for out of scope issues that need to be addressed. PTI will have one more meeting to wrap up Phase 1. This will include the costing and scoping phase for Phase 2. Specific issues that need to be addressed are:
 - Are we moving forward with Phase 2?
 - Will the project be an Alliance or the (individual) cities' project?
 - Who will participate in Phase 2?
 - Does Phase 2 need a Project Manager?
 - What is the strategic plan for MBP? What system do individual cities require?

Recommendation: The Board has recommended that MBP needs to plan for a half day retreat with the Operations Board and the Building Officials (BO) sometime in November. A shared vision needs to be created between the groups which include the aligning of business practices for long-term planning. The committee needs to provide the Executive Board a better understanding of the organizational structure of developing a strategy of “where we are today” and “where we are 3-5 years from now”. The Building Officials need to take a good lead planning and facilitating the retreat and are welcome to bring in other people.

Performance Reporting

3. Project Report (Handout)
4. Alliance Services Roadmap, Kimberly Kallinger will provide an update
 - MBP Redesign is done but found a bug on the newsletter screen. Due to the vulnerability of the site, they are moving the current database to a more secure place and need to add more functionality that would meet PCI compliance.
 - NW Maps- The committee is working on roadmaps. Some of the plans they have would include:
 - how to build a linkage with MBP.com especially with permitting
 - how to standardize the ortho data (maybe sometime this fall)
 - make a formal marketing strategy by launching a formal focus groups, probably, real state agents, to get information.

The committee also plans to draft and present a fairly detailed budget to the Board next meeting.

5. Contracts and Agreements
 - a. Subscriptions (verbal commitments)

- i. Renton, HR Comp & Class
- b. Subscriptions (signed)
 - i. None
- c. Other
 - i. GIS Project Manager for regional ortho flight has been selected and the agreement will be finalized this coming week.

Communication/Discussion

- 6. WRPA Spotlight Award for MPR.com – second time winner!
- 7. Alliance Technology User Policy (attached)

Recommendation: The Board has recommended that this will be discussed in our next Ops Board meeting.

Information & Upcoming Agenda Items

- 8. Seattle Security Project

This project is still alive but we are gathering more information with regard to the benefit(s) to Alliance members to participate. We have been told that there would not be any out of pocket expense associated with the project, but it would require a modest amount of staff time. However, it appears that the benefits to the cities is somewhat limited.

- 9. NWMaps.net
 - a. Business Committee is compiling an internal usage survey
 - b. Work is underway to compile a prioritized list of enhancements for the site update (2009 work)
 - c. Ortho Flight RFP Project
 - i. Updated project cost estimates (attached)
 - ii. No decision on King County participation and contribution

- 10. HR Portal

GovJobsToday.com: Development work has been completed. The project has entered the final testing and training phase. Implementation of Bellevue, Mercer Island, Issaquah and Kenmore is scheduled for September 15th.

Comp & Class Portal: Several cities have joined recently and there have been inquiries from another half dozen cities.

11. NWProperty.net

NWProperty.net site redesign work is 90% complete. Awaiting a proposal from ESRI for the demographics package.

Kent has provided notification that they will not be participating in 2009.

12. HSConnect.net

Successfully launched in May. Please see the August 2008 eCityGov Newsletter for a full report.

13. MBP.com

Web site redesign launched September 4th.

Work is underway to add Renton and SeaTac

Regional Permit System Replacement Project, Phase I team has provided feedback to the consultant to finalize the high level functionality and budget report. The critical issue that will be address in the final report is the inclusion of individual city cost breakdowns for budget purposes. Expected completion is early September.

King County has verbally committed to joining MBP.com in 2009. Stephanie Warden, the Director of DDES has begun attending MBP.com Management Committee meetings.

14. MPR.com

No updates to report

15. General Alliance and Administrative

16. The Senior Project Manager (LTE) position closed last week. The screening and selection process is underway

The meeting adjourned at about 11:05 am.