

**eCityGov Alliance Executive Board Meeting**  
**Friday, December 2, 2022; 10:00am - Noon**  
Hybrid Meeting – Both In-Person and Virtual

In-Person Location

Bellevue City Hall, **Room 1E-110**  
450 110th Avenue NE  
Bellevue, WA 98004  
(425) 452-6800

Virtual Information

<https://cityofbellevue.zoom.us/j/81534749697>

Meeting ID: 815 3474 9697

Passcode: 546899

(253) 215 8782 US (Tacoma)

MINUTES

1. Introductions and Roll Call (5 min)

Chairperson called meeting to order at 10:15

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

King County – Warren Cheney (non-voting member)

Town of Woodway – Tom Phillips (non-voting member)

Other attendees:

Executive Director of the eCityGov Alliance – Tyler Running Deer

City of Bellevue IT Business Analyst – Michele Miller

City of Bellevue IT Chief Operating Officer – PJ Rodriguez

City of Bellevue IT BusOps Manager – Julie David

City of Bellevue IT Contract Administrator – Charmagne Shirley  
City of Bellevue IT Senior Administrative Assistant – Molly Albert  
City of Bellevue IT Business Analyst – Sarah Asher  
City of Bellevue IT Senior Budget Analyst – JoAnn Wykpisz

2. Approve Agenda – VOTE (2 min)  
Motion – City of Bellevue moved to accept the eCityGov Alliance Executive Board agenda for December 2, 2022.  
Second – City of Kirkland  
Discussion – No discussion  
Approval – Motion carried unanimously
  
3. Approve Prior Meeting Minutes – VOTE (2 min)  
Motion – City of Sammamish moved to accept the eCityGov Alliance Executive Board agenda for September 24, 2022.  
Second – City of Kirkland.  
Discussion – No discussion  
Approval – Passed unanimously
  
4. Finances (15 min)
  - a. Bellevue final COLA rates  
Executive Director introduced City of Bellevue newly adopted COLA rates for 2023-2024.
  
  - b. 2023 – 2024 Adopted Budget – VOTE  
Executive Director introduced budget breakdown. Resolution 2022-04 introduced.  
Motion – City of Kirkland moved to accept Resolution 2022-04.  
Second – City of Sammamish  
Discussion – No discussion  
Approval – Passed unanimously

5. Executive Board (15 min)

a. Board officer schedule

Executive Director introduced Board officer scheduled passed on April 5, 2019, Resolution 2019-03. The board considered if changes were needed, no action taken.

b. 2023 meeting schedule – VOTE

Executive Director recommended amending the meeting schedule to correct and edit year.

Motion – City of Kirkland moved to pass the 2023 meeting schedule with the year amended from 2022 to 2023

Second – City of Kenmore

Discussion – No discussion

Approval – Passed unanimously

6. MBP Business Development (2 min)

a. Onboarding jurisdictions

Staff shared the status of onboarding jurisdictions to MBP, which continue to have delays.

b. Potential subscribers

Executive Director indicated that multiple jurisdictions are interested in subscribing, but that none has expressed an immediate interest in joining.

7. MBP Service (20 min)

a. 2022 MBP Annual Meeting Survey

Executive Director discussed survey revealed positive feedback on nearly all aspects. Sixty five people attended and 45 responded to the survey, which is a strong 70% response rate.

b. 2022B MBP product release

Executive Director explained that the Board accepted the change from a project based schedule to fixed release schedule of twice a year. Jurisdictions are happy with this new functionality shown in recent releases.

c. Adjusting workplan approval process

Executive Director indicated that the new annual work plan is less focused on a project as a whole and now focuses on various MBP functions and features as a body of work prioritized each year by the MBP committees.

d. 2023A project requirements— VOTE

Michele reviewed requirements document. This fixed schedule work plan has been approved by the MBP Program Committee and MBP Management Committee, and is now before the Board for approval.

Motion – Town of Woodway moved to approve the 2023A project requirements document.

Second – City of Issaquah

Discussion – No discussion

Approval – Passed unanimously

Executive Director will follow-up with PJ Rodriguez regarding project management schedule/Dashboard. Woodway would like to have that format for an oversight perspective.

e. MBP backend system project.

Executive Director shared project materials and summary discussions of the backend system development, and indicated that many potential users want a backend system in addition to the current MBP portal.

Board Chair asked about a previously understood direction for a simple RFP approach. Executive Director indicated that was one possible approach, but the project group is considering other options as well, and the Executive Director will update this at future Board meetings. Executive Director will forward the MBP Backend Q&A Meeting Packet to Board Members.

8. Aerial Mapping Service (15 min)

a. 2022 project closedown.

Executive Director shared the summary results of the successful 2022 project, which will continue into 2023 with amendments to the 2022 agreement. The contracted Project Manager (PM) has ended its contract early, so a new PM will be contracted for 2023

b. 2023 project planning.

Per Board's decision to allow Executive Director to continue project, he outlined the 2023 project planning. 2024 and beyond. Executive Director indicated that he spent about twice the amount of time originally planned for project timeline, and that the additional time was not charged to the participating jurisdictions. He asked the Board to consider that this will require a significant amount of effort in 2023.

c. 2024 and beyond

Board Chair indicated that this subject can be discussed in future agendas.

9. Executive Session – Personnel Discussion (30 min)

Board convened at 11:20 am. All non-Board attendees vacated the room and Zoom channel for Executive Session discussion. Board and remaining attendees reconvened at 12:05 pm. No action was taken during Executive Session.

The Executive Board recommends compensation to the eCityGov Alliance Executive Director in accordance with the policy of Alliance and the City of Bellevue.

Motion – Town of Woodway moved to offer a one-time bonus the Executive Director of 3% of the Executive Director's salary.

Second – City of Sammamish

Discussion – No discussion

Approval – Passed unanimously

10. Adjourned at 12:09 pm.