

eCityGov Alliance Executive Board Meeting

Friday, February 18, 2022; 10:00am - Noon

Virtual Meeting ONLY

Meeting ID: 914 9958 6403

Passcode: 322108

Phone: 253 215 8782 US (Tacoma)

<https://cityofbellevue.zoom.us/j/91499586403>

AGENDA

1. Introductions and Roll Call (5 min)
 - a. Chairperson called meeting to order at 8:05
 - b. Member attendees:
 - i. City of Bellevue – Nathan McCommon
 - ii. City of Issaquah – Autumn Monahan
 - iii. City of Kenmore – Nancy Ousley
 - iv. City of Kirkland – Beth Goldberg
 - v. City of Sammamish – Jim Hominiuk
 - c. Members Absent:
 - i. City of Snoqualmie – Mike Sauerwein
 - ii. Snohomish County – Warren Cheney
 - d. Non-voting members:
 - i. Town of Woodway – Tom Phillips
 - e. Other attendees
 - i. Executive Director of the eCityGov Alliance – Tyler Running Deer
 - ii. Secretary eCityGov Alliance – M’Lisa Marks
 - iii. City of Bellevue Technology Business Analyst – Michele Miller
 - iv. City of Bellevue Senior Project Manager – Amanda O’Connor
 - v. Cit of Bellevue IT Business Operations manager – Julie David
 - vi. City of Bellevue IT Chief Operating Officer – PJ Rodriguez
2. Approve Agenda – VOTE (2 min)
 - a. Motion – City of Kenmore made a motion to accept the eCityGov Alliance Executive Board agenda for February 18, 2022.
 - b. Second – City of Kirkland

- c. Discussion – no discussion
 - d. Approval – motion carried unanimously
3. Approve Prior Meeting Minutes – VOTE (2 min)
- a. Motion – City of Sammamish made a motion to approve the November 2021 eCityGov Alliance Executive Board minutes.
 - b. Second – City of Kirkland
 - c. Discussion – no discussion
 - d. Approval – motion carried unanimously
4. eCityGov Alliance Finances (30 min)
5. 2021 Year End & 2022 Year Beginning
- a. The Executive Director reviewed the revenue and expenditures from 2021.
 - b. There were clarification questions from the board. The board suggested that the Executive Director create a revised 2021-year end and 2022 year beginning spreadsheet that is a condensed version of the budget monitoring sheet.
 - c. The Executive Board requested updates if the Executive Director is seeing an overage of development time from the development team.
6. 2022 eCityGov Position Changes
- a. The Executive Director reviewed current positions and projects.
 - b. The Executive Director supports a new, dedicated product manager (PM) to manage both the fiscal team and the development team.
 - c. The Executive Director reviewed the cost associated with the new PM position.
7. **Resolution 2022-01** 2022 City of Bellevue SLA – VOTE
- a. The Executive Director presented a change in Cost of Living Adjustment (COLA) that would increase the Service Level Agreement (SLA) with the City of Bellevue.
 - b. The City of Bellevue has asked Alliance to pay all COLA increases in 2022.
 - c. The Executive Board discussed the COLA adjustment.

- d. Motion – City of Sammamish made a motion to approve the City of Bellevue SLA.
- e. Second – City of Kenmore
- f. Discussion – The City of Sammamish noted that the presentation was reflective of economic conditions we’re currently seeing. The Alliance should be looking later this year for a complete review of the SLA with Bellevue.
- g. Approval – motion carried unanimously

** City of Sammamish left the meeting at 11:00am

8. Resolution 2022-02: 2021 – 2022 Adopted Budget – VOTE

- a. The Executive Board requested that the Executive Director bring this resolution back to the board at the next meeting presenting clarifications requested by the board.
- b. No vote.

9. 2023 – 2024 Budget Schedule

- a. The Executive Director reviewed the eCityGov Alliance budget schedule.

10. 2021 Work Plan Updates (15 min)

- a. The Executive Director reviewed the development team’s new fixed schedule release.
- b. 2022 Q2 release – VOTE
 - i. Motion – City of Kenmore made a motion to approve the 2022 Q2 release and the change to the prior eCityGov work plan.
 - ii. Second – City of Kirkland
 - iii. Discussion – no discussion
 - iv. Approval – motion carried unanimously

11. Business Development Updates (15 min)

- a. The Business Analyst reviewed jurisdictions that are currently onboarding and potential subscribers.
- b. The Executive Director spoke with a UW student group who is analyzing and completing an assessment review of the permit systems available in the Puget Sound.

- c. The Executive Director reviewed his discussions with Washington State Department of Transportation (WSDOT), including possible customizations WSDOT is requesting and the impact of those customizations.

12. 2022 Aerial Mapping Project & Future (15 min)

- a. The Executive Director reviewed the 2022 Aerial Mapping Project and the participants' interest in more regular, future mapping projects.
- b. The Executive Board request the Executive Director provide future aerial mapping project options and add this as a topic for the Board retreat.

13. eCityGov Strategic Work (20 min)

- a. MBP Product – New Service – VOTE
 - i. The Alliance has received requests for a back-end system. The Executive Director presented his research so far and requested approval to delve deeper into the cost and time associated with creating a back-end system.
 - ii. The Executive Board requested that a business case be presented by the Executive Director at the next board meeting and this also be a topic for the Board retreat.
 - iii. No vote.
- b. The Executive Director suggested a 20th anniversary of MBP celebration.
- c. MBP Committees
 - i. The Executive Director clarified that his responsibility regarding MBP Committees is to guide the committees rather than manage them.

14. Executive Board

- a. The Executive Board will meet in person for a retreat in the Spring of 2022. The Executive Director will send an invite out to the Executive Board.
- b. City of Kenmore representative to the Board, Nancy Ousley, announced that this is her final meeting representing Kenmore Nancy is moving on to retirement in early April. Kenmore will have a new representative in April.

15. Adjourn 12:01 by City of Bellevue.