

Executive Board Meeting
Friday, August 7, 2020; 10:00am - Noon

Telephone Conference Call ONLY

Join Zoom Meeting

<https://cityofbellevue.zoom.us/j/96983289935>

Meeting ID: 969 8328 9935

Password: 919632

+1 253 215 8782 US (Tacoma)

AGENDA

1. Introductions and Roll Call
2. Approve Agenda – VOTE
3. Approve June Minutes – VOTE
4. GoJobsToday Update
5. GovJobsToday Service Closure – RESOLUTION VOTE
6. Job Application Service Agreement – RESOLUTION VOTE
7. MBP Business Development Updates
 - a. Onboarding Jurisdictions
 - b. Competitors and Partners
8. MBP Subscription Agreement, City of Auburn – RESOLUTION VOTE
9. MBP Subscription Agreement, City of Federal Way – RESOLUTION VOTE
10. eCityGov Alliance Finances
 - a. 2021-2022 Budget Development Schedule
 - b. 2021-2022 City of Bellevue COLA

- c. 2021-2022 Proposed Budget – RESOLUTION VOTE
- d. 2019 Finances Annual Compilation
- e. Biennial State Audit
- f. CPA Services Competitive Process

11. Miscellaneous Items

- a. MBP eCheck Version Release
- b. Orthophotography Project
- c. MBP Annual Meeting
- d. Possible UW Internships and/or Capstone Projects

12. Adjourn

Executive Board Meeting

Friday, August 7, 2020; 10:00am - Noon

Telephone Conference Call ONLY

Join Zoom Meeting

<https://cityofbellevue.zoom.us/j/96983289935>

1 253 215 8782 US (Tacoma)

Meeting ID: 969 8328 9935

Password: 919632

1. Introductions and Roll Call

The chairperson, Rick Rudometkin, called the meeting to order at 10:02am.

Member attendees: City of Bellevue – Nathan McCommon, City of Issaquah – John Traeger, City of Kirkland – Tracey Dunlap, City of Snoqualmie – Rick Rudometkin, City of Sammamish – Aaron Antin, City of Kenmore – Nancy Ousley

Members absent: (Kenmore arrived to the meeting late)

Non-voting members: Snohomish County – Barb Mock, Mercer Island – Don Cole

Other attendees: Tyler Running Deer Executive Director of eCityGov Alliance, Phillips City of Bellevue Fiscal Manager, JoAnn Wykpisz City of Bellevue fiscal team, Michele Miller City of Bellevue eCityGov team, Amanda O'Connor City of Bellevue eCityGov team, Warren Cheney of King County

2. Approve Agenda

Motion: Bellevue moved to approve the agenda

Seconded: Kirkland

Discussion: no discussion

Approval: Motion carried unanimously

3. Approve June Minutes

Motion: Sammamish moved to approve the June 2020 minutes

Seconded: Bellevue

Discussion: no discussion

Approval: Motion carried unanimously

4. GovJobsToday Update

The Executive Director provided a GovJobsToday update. Discussion revolved around the value of keeping the GovJobsToday brand.

5. GovJobsToday Service Closure

Motion: Sammamish moved to approve Resolution 2020-03: A resolution of the Executive Board of the eCityGov Alliance discontinuing the GovJobsToday.com portal service; and approving other matters related thereto.

Second: Kirkland

Discussion: no discussion

Approval: Motion carried unanimously.

6. Job Application Service Agreement

The executive director outlined the process for instituting procurement as a joint venture for an intergovernmental job application portal.

Motion: Kirkland moved to approve Resolution 2020-04; A resolution of the Executive Board of the eCityGov Alliance authorizing the Alliance to serve as a procurement and contracting agent for an intergovernmental job application portal procurement project.

Seconded: Issaquah

Discussion: The Executive Director clarified that partner jurisdictions will not be required to seek approval from their governing bodies for the Alliance to serve as a procurement agent, however, each local jurisdiction will have to approve the contract or the selected service provider.

Approval: Motion carried unanimously

7. MBP Business Development Updates

Onboarding Jurisdictions (Sea-Tac and Woodway)

Competitors and Partners – The Board discussed the timing to discuss a possible pilot partnership with an outside vendor.

8. MBP Subscription Agreement, City of Auburn

Motion: Sammamish moved to approve Resolution 2020-05: A resolution of the Executive Board of the eCityGov Alliance authorizing the Executive Director to execute a subscriber agreement for MyBuildingPermit with the City of Auburn, Washington.

Second: Bellevue

Discussion: no discussion

Approval: Motion carried unanimously.

9. MBP Subscription Agreement, City of Federal Way

Motion: Sammamish moved to approve Resolution 2020-06: A resolution of the Executive Board of the eCityGov Alliance authorizing the Executive Director to execute a subscriber agreement for MyBuildingPermit with the City of Federal Way, Washington.

Second: Kirkland

Discussion: no discussion

Approval: Motion carried unanimously.

10. eCityGov Alliance Finances

The Executive Director outlined the 2021-2022 budget development schedule, the final 2021-2022 City of Bellevue COLA and two options for MyBuildingPermit.com fees to be used for the 2021-2022 budget. The Executive Director further suggested that the Board vote on a fee schedule before it voted on the actual budget resolution.

Motion: Sammamish moved to approve a fee schedule that used the same fee percentage for both of the budget years, which would also avoid resulting in a negative amount after the policy reserve was set aside for each year.

Second: Issaquah

Discussion: The Board discussed the two percentage options presented by the Executive Director, and Snohomish County suggested the option with lower rates in the second year due to COVID economic impacts carrying beyond 2021. Kirkland suggested an alternative option that used a fee percentage between the Executive Director's two percentage options. The exact percentage would be determined by the Executive Director and shared with the Board to become part of Attachment A to Resolution 2020-01.

Approval: Motion carried unanimously.

Following the decision on a fee schedule that would become "Attachment A" to the budget resolution, the Board then discussed Resolution 2020-01.

Motion: Sammamish moved to approve Resolution 2020-01: A resolution of the Executive Board of the eCityGov Alliance approving the proposed budget for 2021 and 2022.

Second: Issaquah

Discussion: no discussion

Approval: Motion carried unanimously

2019 Finance Annual Compilation – The Executive Director reviewed the 2019 Finance Compilation completed by Clark Nuber, CPA in May of 2020.

Biennial State Audit – The audit is reviewing 2018 and 2019 financial policies and practices. It is currently in process and auditors have met with the Executive Board Chair.

CPA Services for Competitive Process – The Executive Director reviewed the competitive bidding process for CPA services that the Executive Board voted for in June 2020.

11. Miscellaneous Items

The Executive Director gave a summary of the current work plan for MBP which are all on schedule:

MBP eCheck Version Release August 1, 2020 (ahead of schedule)

Orthophotography project

MBP Annual Meeting

Possible UW Internships and/or Capstone Projects

12. Adjourn

Motion: Kirkland moved to adjourn the meeting

Second: Kenmore

Discussion: No discussion

Approval: Motion carried unanimously