

# Agenda

## Executive Board Meeting

*Monday, April 20 2015 • 11:00am - 1:00 pm*  
*1E-121, Bellevue City Hall, WA*

*Audio - Please call 1-877-848-7030 and then NEW Access Code 8765293.*

*Visual –GoToMeetings by clicking on this link:  
<https://global.gotomeeting.com/join/526687277>*

### Consent Items

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Approval of January 29th, 2015 Executive Board Meeting Minutes (attached)

### Strategic Issues, Planning and/or Action Items

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1. Driving Program Success (20 minutes) – Tracy
  - a. Update on GJT and NWM
  - b. Update on MBP Registered Basics
2. Update on eCityGov Priorities (10 minutes) – Tracy
  - a. MBP on-boarding/implementation cost calculator
  - b. MPR request to close Mid-2016
    - i. **Action:** Request Partner decisions
  - c. Marketing highlights
  - d. Program updates

# Minutes

## Executive Board Meeting

*Thursday, January 29<sup>th</sup>, 2015 • 10:00-12:00 pm*  
*1E-121, Bellevue City Hall, WA*

**Executive Board Attendees:** Bob Harrison, Chair Issaquah; Toni Cramer for Brad Miyake, Bellevue (By Phone); Mike Kaser for Noel Treat, Mercer Island (By Phone); Brenda Cooper for Kurt Triplett, Kirkland; Peter Troedsson for Bob Stowe, Bothell; Bob Larson, Snoqualmie; Nancy Ousley, Kenmore, Lyman Howard, Sammamish.

**Operations Board Attendees:** Sabra Schneider (Co-Chair), Bellevue; PJ Rodriguez (Co-Chair), Snoqualmie; Joe Guinasso, Sammamish (By Phone).

**Other Staff:** Tracy Jones (Executive Director, eCityGov); Neelam Sharma, eCityGov; Sheri Galloway, eCityGov; Doug Dossett, Bellevue; Tom Phillips (MBP Chair), Kirkland.

### Call to Order

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The meeting was called to order at 10:02am by Bob Harrison, Chair.

### Consent Items

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Approval of September 19<sup>th</sup>, 2014 Executive Board Meeting Minutes

**Motion** was moved by Lyman to approve the September 19th, 2014 minutes; it was seconded by Nancy and was approved by all.

### Strategic Issues, Planning and/or Action Items

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#### 3. SPP Path Forward Decision

a. Discuss SPP Recommendation

Tracy presented a couple of options to the Board to terminate the SPP program. Her recommendation was to move forward with Option A1: Go out of Business Dec 2015 and Pro-rate Vendor Payments. She provided details of her recommendation in the SPP Path Forward handout. Board discussed the options presented to them and considered Tracy's recommendation.

b. Partner rates in 2015

Tracy said she took a conservative approach in estimating the impacts to the Partner fees 2015-16 with SPP going out of business. The approach is based on the revenue and cost assumptions listed in detail in the handout. She recommended leaving the smoothed rates for all applications except SPP.

**Motion:** A motion was moved for by Lyman to approve Executive Director's recommendation to go out of Business in December 2015 and pro-rate Vendor

Payments (Option A1) and not smooth SPP rates. Moved to keep the smoothed rates for the rest of the applications (refer item a and b above), Brenda seconded and all were in favor.

#### 4. Update on eGov Priorities

- a. Update on MBP business development, project change, and key tasks  
Tom Phillips, MBP Committee Chair joined this discussion. Tracy shared that she is collaborating with MBP Management and Program Teams on marketing plan for MBP application and project schedule changes.

King County has shown interest in joining MBP and is attending the MBP Management and Program Team meetings. They are working to obtain Council approval in June and hope to begin the on-boarding process after the June Council meeting.

Tracy presented a MBP project schedule change to enable development efficiencies and reduce the jurisdiction level of effort in testing. The schedule changes does not impact the budget. The project schedule change would result in three projects being implemented together in 2015 (Fee Calculation, ePermit, and ePermit Admin) with testing in Q4 2015 and Q1 2016. The schedule changes were worked on and agreed to at the MBP Management Team, Program Team, and MBP developers.

Bob Harrison asked if the Basic Plan enhancements needed by Snohomish County were part of the 2015 project. Tracy explained that a Basic Plan Committee is working on requirements. The exact timing of the Basic Plan work is not determined yet, but would fall in either 2015 or 2016, and would in-part be driven by Jurisdiction ability to support the enhancements. The Board requested that Tracy bring more info about Basics Plan enhancements to the next Executive Board meeting.

Bob Harrison asked if the Board presenting eCityGov at ICMA conference by purchasing a booth for \$10,000. The general consensus was to hold off on any out of state marketing and stay local. Some members suggested that a light exposure of our unique governance model and sharing might be an alternative. Tracy mentioned that online demos can be an option and she can put together some postcards as well.

**Motion:** A motion was moved by Brenda to support Management Team's proposal for Project Schedule Change as long as there is no budget impact, Lyman seconded and all were in favor.

- b. GovJobsToday.com (GJT) and NWProperty.net (NWP) Demos  
Tracy showed a quick demo of both GovJobsToday.com and NWProperty websites. The sites have a new look and feel and are good candidates for heavy marketing.

## 5. New Resolutions for Partner Signature

- a. Request approval of 2015 meeting times  
Presented 'Resolution 2015 – 08' to confirm Executive Board Meeting Schedule for 2015. Members agreed to meet at least once each quarter and decided to keep all meetings on their calendars as place holders and modify or cancel them as necessary.

**Motion:** Above motion was moved by Peter, seconded by Bob Larson and favored by all. Bob Harrison then signed the Resolution.

- b. Request approval of Executive Director position  
Presented 'Resolution 2015 – 03' to confirm Tracy Lynn Jones as the new Executive Director of eCityGov Alliance.

**Motion:** Above motion was moved by Brenda, seconded by Lyman and favored by all. Bob Harrison then signed the Resolution.

## 6. Financial Policy (5 minutes) - Tracy

- a. Tracy requested update the financial policies and add a section regarding 'Membership Fees Paid by Credit Card' which would limit the amount of membership fees via credit card to \$2,000.

**Motion:** Above motion was moved by Lyman, seconded by Peter and favored by all.

## 7. Partner Rates for 2015

Tracy was asked to revise Partner fees based on the approved Motion above (1.a. Partner rates in 2015) and present them at the next Operations Board meeting.

## 8. Withdrawal from Partnership (10 minutes) – Bothell

Bothell requested to convert from a Principal to a Subscriber as of January 1, 2016. Peter explained that it was a business decision Bothell had to make and that Bothell would continue as a Subscriber.

## 9. ED request for Guidance (15 minutes) - Tracy

- a. Analysis of eCityGov cost structure  
The Board showed interest in reviewing the financial structure and asked to schedule a retreat. The may extend the April meeting.
- b. Subscription termination without proper notice  
Tracy asked for guidance on how to handle Cities that did not give appropriate (90 Day) termination notice. The City of Shoreline did not provide appropriate notice to cancel subscriptions for SPP, NWM, and NWP. The Board discussed whether to accept Shoreline's notice as it is or to request payment. The consensus was that Alliance has

been forgiving in the past about cancellation terms but Board members agreed that going forward they need to stay firm to terms and conditions Alliance has set for Interlocal Agreements. Bob Harrison will make a phone call and speak with Debbie Tarry, the City Manager at City of Shoreline to remind them of the termination language in the subscription agreement and request payment.

**10. Review of ED performance (15 minutes)- Board**

Bob adjourned the meeting to go to an Executive Session to review Executive Director's performance.

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**Adjournment**

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**Motion:** A motion was moved by Peter at 12:12 to adjourn the meeting back to open session, seconded by Brenda and approved by all.

**Motion:** A motion was moved by Bob L. to adjourn the meeting at 12:15, seconded by Lyman and approved by all.