

Agenda

Executive Board Meeting

Friday, November 16, 2018 • 10:00 am to 12:00 pm

Kirkland City Hall, Peter Kirk Room

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

Call to Order

Consent Items

Approval of October 26, 2018 and November 5, 2018 Executive Board Meeting Minutes

Strategic Issues, Planning and/or Action Items

1. Update from Interim Executive Director
 - Agenda Overview
 - Northwest Property Closure Update
 - Potential subscriber activity
 - i. Board Action: Approval of Resolution Res. 2018-07 Authorizing the Executive Director to Executive a Subscriber Agreement for MyBuildingPermit with the City of Edmonds, Washington
 - Invitation to MBP holiday party December 7 in Kenmore
2. Setting meeting dates and locations for 2019 Executive Board Meeting
 - Board Action: Approval of Resolution Res. 2018-08 Setting the eCityGov Alliance Executive Board Meeting Dates for 2019
3. Budget and Finance Updates
 - Board Action: Approval of Resolution Res. 2018-08 Adopting the 2019 -2020 Budget
 - Board Action: Approval of Resolution Res. 2018-10 Authorizing the Executive Director to Notify the State Auditor's Office that the eCitygov Alliance Requests to Change to a Biennial Audit Cycle

4. Executive Director Appointment

- Board Action: Approval of Resolution Res. 2018-09 Appointing and Confirming the Executive Director of the Agency

Adjourn

TO: eCityGov Alliance Executive Board
FROM: Marilynne Beard, Interim Executive Director
DATE: November 9, 2018
SUBJECT: NOVEMBER 16, 2018 EXECUTIVE BOARD MEETING

The next Executive Board meeting will be held on Friday, November 16 at 10:00 am at Kirkland City Hall, Peter Kirk Room. Following are a few updates and introductory comments to the proposed agenda items.

The November 16 meeting agenda incorporates a series of resolutions to finalize certain business items such as adoption of the budget, setting 2019 meeting dates and appointing an Executive Director.

Subscriber Activity

The City of Edmonds requested a draft subscriber agreement for MBP which was transmitted on November 5. The packet includes a resolution authorizing the Executive Director to execute a subscriber agreement with Edmonds. They would like to begin offering permits through MBP in early 2019.

Alliance team members are continuing to receive inquiries and providing demonstrations of MBP to several of jurisdictions:

- On Saturday, November 3, staff presented an MBP demonstration to the Medina City Council as part of their Fall retreat.
- The Town of Woodway has requested a demonstration at their November 27 Town Council meeting.
- Thurston County received a demonstration early in 2018 and is now conducting their due diligence with the help of Snohomish County that has the same back-end permit system.
- A demonstration for the City of Wenatchee is schedule for January 24, 2019 and they may be joined by East Wenatchee and Chelan County.
- King County Public Health is on hold pending the implementation of a new back-end permit system in 2019 or 2020. They will consider MBP once that process is complete.
- The City of Bellingham is still considering MBP and is currently testing permit types in MBP with the help of the City of Issaquah that has the same back-end system.
- Alliance staff and City of Kirkland staff met with the City of Bothell to develop a path forward to resolve integration issues with their back-end permit system and MBP.
- The City of Monroe had a demonstration several months ago and are now inquiring about next steps.

We want to thank all of the current partners and subscribers that assist new subscribers in understanding how MBP can work for them. The mutual support of MBP members is one of the key success factors to retaining and attracting MBP subscribers.

Adoption of 2019-2020 Budget

A resolution adopting the 2019-2020 Budget is provided with the meeting agenda including a narrative overview of major changes and assumptions used to develop the budget and spreadsheets presenting the budget and rate details. As noted at the previous meeting, the budget adoption will require a super-majority vote as it incorporates a change to the rate distribution methodology for GovJobsToday.

Executive Director Recruitment Update

Following the October 26 Executive Director interviews, a preliminary job offer was made which was later declined. A phone conference meeting of the Executive Board was held on November 5 to get approval to present an offer to another preferred candidate and, potentially, to a third candidate. Tracey Dunlap was asked to follow-up with the candidates. If the candidate accepts, the Board will have a resolution to consider appointing an Executive Director. If a job offer is not accepted by the November 16 meeting, the Board may need to hold another special meeting to make the appointment. The next regularly scheduled meeting would be in February.

NWProperty Update

More consultation is needed with the Alliance attorney regarding the process for discontinuing a product. A resolution declaring intent to discontinue NWP will not be available for the November 16 meeting.

MBP Project Update

The new Customer Dashboard is scheduled for release on December 1, 2018. Two projects scheduled for 2018 – eChecks and Submittal Fees – have been delayed until requirements can be better defined. The City of Bellevue is assisting the Alliance in resolving issues with these two projects. Staff will begin working on the Jurisdiction Dashboard update and Phase 2 of Registered basics. In order to reflect the delays on 2018 scheduled projects and to move other projects forward, the Status Report was adjusted to reflect the reprioritization. The October Status Report is attached to this memo.

eCity Gov Alliance SLA Status Report

Period: October-2018
Prepared by: Amy Rodriguez & Linh Kang
**Reviewed and
Approved by:** Enzhou Wang



Overview:

The purpose of this report is to provide a monthly overview of services delivered by the City of Bellevue's IT Department to the eCity Gov Regional Alliance. The services include:

1. Maintenance and Operations (M&O) of existing applications.
2. General IT Support Services such as Help Desk services, accounting, administration, budgeting and other fiscal services, and auditing support.
3. Project-related work on the applications owned by eCityGov. This includes the delivery of new feature and functionality on these applications.

**2018 MBP
Project Overview**

Project Name	Planned Start	Actual Start	Planned End	Actual End	Status	Notes
King County Onboarding Phase II	TBD	TBD	TBD	TBD	On Hold	Phase 2 dependent upon Accela API fix and KC reorganization. Meeting on 4/3/18 to determine P2 plan.
MBP Status Site	5/1/2017	5/24/2017	3/14/2018	3/30/2018	COMPLETE	Went live on 3/14/18. Lessons learned completed 3/27/18.
Payment Processor (eCheck)	2/15/2018	2/21/2018	TBD	TBD	On Hold	Project on hold pending RCW interpretation.
Customer Dashboard	5/1/2018	4/11/2018	12/1/2018	TBD	ON TRACK	Customer Dashboard is feature complete. Currently in UAT, with planned Go Live in early December.
Registered Basics Phase II	7/1/2018	6/11/2018	TBD	TBD	INITIATION	Requirements finalized/approved. Waiting for available dev hours to proceed.
Intake/Submittal Fees	TBD	TBD	TBD	TBD	POSTPONED	Bellevue to make decision on how to proceed after MBP service delivery team determines technical feasibility of available options.
Jurisdiction Dashboard/Admin	TBD	TBD	TBD	TBD	INITIATION	Gathering and prioritizing initial requirements with program team and permit staff.
SeaTac Onboarding	7/1/2018	8/21/2018	12/31/2018	TBD	ON TRACK	Phase 1: Onboard SeaTac for OTC permits by the end of the year (tentative).

Resource Overview (includes all Projects, M&O, Program Admin, Billable and General Support)

Resource Type	Budgeted Hours for Month	Actual Hours for Month	Budgeted Hours for Year	Planned Hours for Year	Actual Hours YTD	% Budgeted YTD	% Expended YTD
Admin Support	35	59	415	415	382	83.0%	91.9%
Developers	334	403	4003	3620	3366	83.0%	84.1%
PM/BA	382	408	4580	4980	3798	83.0%	82.9%

Significant Notes & Changes for Period

Date	Details
1/30/2018	Updated SLA Status Report with new format and added 2018 Project Pages
5/15/2018	Added Month Actual columns to both Overview Pages
7/6/2018	Added Registered Basics 2 and Intake/Submittal Fee projects
10/4/2018	Added Jurisdiction Dashboard/Admin and SeaTac Onboarding projects
10/16/2018	Based on approved change request, updated the budgeted hours for customer dashboard project, Payment Processor project, and Intake/Submittal Fee project. M & O and Program Administration hours are adjusted accordingly.
11/6/2018	Based on approved change request, converted 400 PM/BA budgeted hours to 383 DEV hours. The Budgeted Hours are updated accordingly.

2018 Resources Overview

	<i>Month Actual Hours</i>			<i>Annual Budgeted Hours</i>			<i>YTD Actual Hours</i>		
Project Hours	Dev	PM/BA	Admin	Dev	PM/BA	Admin	DEV	PM/BA	Admin
King County Onboarding Phase II	0	0		15	60		1	13	
MBP Status Site	0	0		275	138		757	305	
Customer Dashboard	334	33		1294	345		1160	228	
Payment Processor (eCheck)	0	0		59	350		59	165	
Intake/Submittal Fees	0	1		1	100		1	10	
Registered Basics Phase II	3	3		200	100		3	12	
Jurisdiction Dashboard/Admin	0	58		100	0		0	74	
SeaTac Onboarding	0	0		50	0		1	10	
<i>Project Hours Subtotal</i>	337	95		1994	1093	0	1982	817	
Other Hours	DEV	PM/BA	Admin	DEV	PM/BA	Admin	DEV	PM/BA	Admin
M & O	42	1		1559	132		1188	456	
On-Boarding				150	150				
Program Administration		313		0	3005		0	2523	
Other Billable	0	0		0	200		0	3	
Admin Support			59			415			382
Service Delivery Mgt	24			300			197		
<i>Other Hours Subtotal</i>	66	314	59	2009	3487	415	1385	2982	382
Totals	403	408	59	4003	4580	415	3366	3798	382

General IT Support Services					
Resource Type	Total Hours Planned for Year	Total Actual Expended to Date	Hours Planned for Month	Actual Hours for Month	% Expended
Admin/Fiscal					
Admin Support	415.0	381.6	34.6	59.0	92%
Total	415.0	381.6	34.6	59.0	92%

Operations and Maintenance (Non-Project Support)					
Resource Type	Total Hours Planned for Year	Total Hours Actual Expended to Date	Hours Planned for Month	Hours Actual for Month	% Expended
M&O					
Developers (incl Onboarding)	1130.0	1188.3	94.2	41.5	105%
PM/BA	282.0	456.3	23.5	1.0	162%
Total M&O	1412.0	1644.5	117.7	42.5	116%

Program Administration					
Resource Type	Total Hours Planned for Year	Actual Expended to Date	Hours Planned for Month	Hours Actual for Month	% Expended
MBP Program Admin					
PM/BA	3100.0	2522.5	258.3	312.5	81%
Total	3100.0	2522.5	258.3	312.5	81%

Project Detail - King County Onboarding

Project Name:	King County Onboarding Phase II			
Project Manager:	Sheri Galloway			
Project Planned Start:	1/1/18	Project Actual Start:	TBD	
Planned Start Date:	TBD	Actual Start Date:	TBD	Notes below (rolls up to Overview page)
Planned End:	TBD	Actual End Date:	TBD	Phase 2 dependent upon Accela API fix and KC reorganization. Meeting on 4/3/18 to determine P2 plan.

Project Status

Status Indicators	Current	Prior	Comments
Schedule:	ON HOLD	ON HOLD	Went live with Phase 1 on 12/27/17
Scope:	ON HOLD	ON HOLD	
Risk:	ON HOLD	ON HOLD	

Resources

Resource	Planned for Year	Actual for Month	Actual YTD Expended	% Expended to Date
Developers	20	0.0	1	5.0%
Project Manager	20	0.0	10.0	50.0%
Business Analysts	40	0.0	3.0	7.5%
Totals	80	0.0	14.0	17.5%

Project Detail - SeaTac Onboarding

Project Name:	SeaTac Onboarding			
Project Manager:	Linh Kang			
Project Planned Start:	7/1/18	Project Actual Start:	8/21/18	
Planned Start Date:	7/1/18	Actual Start Date:	8/21/18	Notes below (rolls up to Overview page)
Planned End:	12/31/18	Actual End Date:	TBD	Phase 1: Onboard SeaTac for OTC permits by the end of the year (tentative).

Project Status

Status Indicators	Current	Prior	Comments
Schedule:	ON TRACK	ON TRACK	Admin training in process
Scope:	ON TRACK	ON TRACK	
Risk:	ON TRACK	ON TRACK	

Resources

Resource	Planned for Year	Actual for Month	Actual YTD Expended	% Expended to Date
Developers	64	0.0	1	1.6%
Project Manager	0	0.0	0	0.0%
Business Analysts	40	0.0	10	25.0%
Totals	104	0.0	11.0	10.6%

Project Detail - Payment Processor (eCheck)

Project Name:	Payment Processor (eCheck)			
Project Manager:	Linh Kang			
Project Planned Start:	2/15/18	Project Actual Start:		
Planned Start Date:	2/15/18	Actual Start Date:	2/21/18	Notes below (rolls up to Overview page)
Planned End:	TBD	Actual End Date:	TBD	Project on hold pending RCW interpretation.

Project Status

Status Indicators	Current	Prior	Comments
Schedule:	On HOLD	On HOLD	On-hold pending RCW interpretation.
Scope:	ON TRACK	ON TRACK	
Risk:	ON TRACK	ON TRACK	

Resources

Resource	Planned for Year	Actual for Month	Actual YTD Expended	% Expended to Date
Developers	700.0	0.0	59.0	8.4%
Project Manager	150.0	0.0	70.0	46.7%
Business Analysts	200.0	0.0	95.0	47.5%
Totals	1050.0	0.0	224.0	21.3%

Project Detail - Customer Dashboard				
Project Name:	Customer Dashboard			
Project Manager:	Linh Kang			
Project Planned Start:	5/1/18	Project Actual Start:	4/11/18	
Planned Start Date:	5/1/18	Actual Start Date:	4/11/18	Notes below (rolls up to Overview page)
Planned End:	12/1/18	Actual End Date:	TBD	Customer Dashboard is feature complete. Currently in UAT, with planned Go Live in early December.
Project Status				
Status Indicators	Current	Prior	Comments	
Schedule:	ON TRACK	ON TRACK	Customer Dashboard is feature complete. Currently in UAT, with planned Go Live in early December.	
Scope:	ON TRACK	ON TRACK		
Risk:	ON TRACK	ON TRACK		
Resources				
Resource	Planned for Year	Actual for Month	Actual YTD Expended	% Expended to Date
Developers	1294	334.0	1159.5	89.6%
Project Manager	195	6.0	67	34.4%
Business Analysts	150	27.0	161	107.3%
Totals	1639	367.0	1387.5	84.7%

Project Detail - Intake/Submittal Fees				
Project Name:	Intake/Submittal Fees			
Project Manager:	Linh Kang			
Project Planned Start:	1/1/17	Project Actual Start:		
Planned Start Date:	TBD	Actual Start Date:	TBD	Notes below (rolls up to Overview page)
Planned End:	TBD	Actual End Date:	TBD	Bellevue to make decision on how to proceed after MBP service delivery team determines technical feasibility of available options.
Project Status				
Status Indicators	Current	Prior	Comments	
Schedule:	POSTPONED	POSTPONED	Bellevue to make decision on how to proceed after technical feasibility assessment by MBP service delivery team.	
Scope:	POSTPONED	POSTPONED		
Risk:	POSTPONED	POSTPONED		
Resources				
Resource	Planned for Year	Actual for Month	Actual YTD Expended	% Expended to Date
Developers	800	0.0	1.0	0.1%
Project Manager	350	0.0	0.0	0.0%
Business Analysts	150	1.0	10.0	6.7%
Totals	1300	1.0	11.0	0.8%

Project Detail - Registered Basics - Phase II

Project Name:	Registered Basics Phase II			
Project Manager:	Linh Kang			
Project Planned Start:	7/1/18	Project Actual Start:		
Planned Start Date:	7/1/18	Actual Start Date:	6/11/18	Notes below (rolls up to Overview page)
Planned End:	TBD	Actual End Date:	TBD	Requirements finalized/approved. Waiting for available dev hours to proceed.

Project Status

Status Indicators	Current	Prior	Comments
Schedule:	INITIATION	INITIATION	Final requirements have been approved. Waiting for available dev hours to start project.
Scope:	INITIATION	INITIATION	
Risk:	INITIATION	INITIATION	

Resources

Resource	Planned for Year	Actual for Month	Actual YTD Expended	% Expended to Date
Developers	200	3.0	3.0	1.5%
Project Manager	50	1.0	4.0	8.0%
Business Analysts	50	2.0	8.0	16.0%
Totals	300	6.0	15.0	5.0%

Project Detail - Jurisdiction Dashboard/Admin 2019

Project Name:	Jurisdiction Dashboard/Admin 2019			
Project Manager:	Linh Kang			
Project Planned Start:	TBD	Project Actual Start:	TBD	
Planned Start Date:	TBD	Actual Start Date:	TBD	Notes below (rolls up to Overview page)
Planned End:	TBD	Actual End Date:	TBD	Gathering and prioritizing initial requirements with program team and permit staff.

Project Status

Status Indicators	Current	Prior	Comments
Schedule:	INITIATION	INITIATION	Gathering and prioritizing initial requirements.
Scope:	INITIATION	INITIATION	
Risk:	INITIATION	INITIATION	

Resources

Resource	Planned for Year	Actual for Month	Actual YTD Expended	% Expended to Date
Developers	1000	0.0	0.0	0.0%
Project Manager	250	14.5	14.5	5.8%
Business Analysts	250	43.0	59.0	23.6%
Totals	1500	57.5	73.5	4.9%

Minutes Executive Board Meeting

*Friday, October 26, 2018 • 12:00am - 1:30pm
Peter Kirk Room, Kirkland City Hall*

Call in only: Audio - 1-877-848-7030 and then Access Code 8765293.

Executive Board Attendees: Tracey Dunlap, Kirkland; Nathan McCommon, Bellevue; John Traeger, Issaquah; Aaron Antin, Sammamish; PJ Rodriguez, Snoqualmie;

Subscriber Board Attendees: Don Cole, Mercer Island; Warren Cheney, King County;

Other

Marilynne Beard, eCityGov Alliance Interim Executive Director; M’Lisa Marks, Secretary eCityGov; Sabra Schneider, City of Bellevue

Call to Order

The meeting was called to order by Aaron Antin at 10:05am.

Consent Calendar

The consent calendar was moved to the end of the meeting when a quorum could be obtained.

eCityGov Executive Director Interview Candidates

Marilynne Beard conducted reference checks for three finalist candidates. All the candidates have worked in large organizations that required them to bring independent departments together. Marilynne Beard presented the board with a list of possible final interview questions. The board decided on 3 questions to ask each candidate, allowing ample time for follow-up questions. Each candidate was asked to make a 5-minute presentation as to why they would make the ideal eCityGov Executive Director.

The Executive Board interviewed three final candidates:

1. Tyler Running Deer
2. Lisa Yeager
3. Charlene Moran

Executive Director Interviews were held from 10:15am to 12:00pm. The Executive Board recessed for lunch.

Regular Session

Aaron Antin reconvened the Regular Session of the eCityGov Alliance Executive Board at 12:18pm.

Executive Session

The Board immediately moved to Executive Session at 12:19pm to discuss the qualifications of the candidates.

Regular Session: Executive Director Position

The Board reconvened in Regular Session at 12:55pm.

John Traeger nominated Charlene Moran for eCityGov Alliance Executive Director. PJ Rodriguez seconded the motion. The motion passed unanimously.

Consent Calendar

John Traeger made a motion to accept the minutes of the June 2018 eCityGov Alliance Executive Board. PJ Rodriguez seconded the motion. The motion passed unanimously.

Audit Schedule

The audits for 2016 and 2017 are almost complete. There are a few items still being research, but the State Auditor expects to complete the audit next week.

According to the State Auditor's Office, the Board can decide to move to a 2-year (biennial) audit cycle. The cost of the audit for 2016 and 2017 is estimated at \$13,000 plus expenses. The estimated cost of the audit for 2018 and 2019 is \$13,650 plus expenses. Marilynne Beard recommended moving to a biennial audit

Tracey Dunlap made a motion to move to a biennial audit schedule. Nathan McCommon seconded the motion. Motion passed unanimously.

GovJobsToday and NW Properties Update

GovJobsToday (GJT)

Marilynne Beard presented options to the Board regarding the future of GovJobsToday. The market for GJT is in smaller cities and special districts. Many smaller jurisdictions have said that off-the-shelf software such as Neogov is more than they need. Having Bellevue re-write GJT is cost prohibitive. GJT was developed and maintained by City of Bellevue staff and it would be costly to hire an outside vendor to re-write GJT.

Another option is to partner with Crelate, a software company in Kirkland that has developed an applicant management system. PJ Rodriguez, Marilynne Beard and Michele Miller met with Crelate owner Aaron Elder.

Crelate currently has 700 customers and is growing. They are adding functionality and are eager to team up with government. The structure would be similar to MBP with the Alliance serving as the portal and Crelate serving as the back-end applicant management system. Marilynne's suggestion is to maintain GJT until at least 2021, market to and on-board new subscribers to GJT and continue to explore a partnership with Crelate.

Tracey Dunlap suggested that we connect with the Alliance attorneys to see if they have any concerns regarding a partnership between the Alliance and Crelate and any process we would need to follow to do so.

NW Properties (NWP)

Currently there are 6 partner agencies and 6 subscribers to NWP. Three of those subscribers have terminated their subscriptions beginning in 2019. NWP has a budget of approximately \$22,000. There appears to be low-level usage of NWP and viable alternatives are available.

Marilynne presented options and recommendations for NWP including discontinuing NWP at year-end 2018 or year-end 2019 or continuing to offer NWP provided it remains a low-maintenance product.

Marilynne recommended that the Board discontinue NWP by end of year 2019. This will allow enough time to contact all Subscribers and Partners with notice of the NWP termination. If the program is discontinued in mid-2019, the Board may want to consider providing pro-rated refunds of 2019 payments.

Marilynne will contact the Alliance attorney and present a resolution to the Executive Board at a future meeting to discontinue NWP no later than end of year 2019.

2018 Budget Update, 2019/20 Final Budget Adjustments

Marilynne Beard presented final recommended adjustments to the 2019 and 2020 Budgets including

- Adjusting GJT rates to reflect direction provided by the by the Executive Board at their June 15, 2018 meeting.
- Updating revenues to reflect onboarding SeaTac to MBP and the withdrawal of several jurisdictions from GJT and NWP.

The eCityGov Alliance bylaws state that the Alliance can adopt an annual or biennial budget. A supermajority vote will be required to approve the 2019-2020 budget because the Alliance is approving a revision to the rate distribution formula for GJT (see attached PowerPoint presentation for more details).

Marilynne Beard will present a resolution at the November eCityGov Alliance Executive Board meeting to approve the 2019-2020 Budget.

November 16 Executive Board Meeting draft agenda items

- Resolution adopting 2019 and 2020 budget and rates.
- Resolution establishing Executive Board meeting dates for 2019.
- Resolution authorizing Executive Director to execute a subscriber agreement with the City of Edmonds.
- Resolution authorizing the change to a biennial audit cycle.
- Resolution appointing Executive Director (tentative).
- Resolution declaring intent to discontinue NWProperty (may be presented at a future meeting).

Next Board Meeting will be November 16, 2018 at Kirkland City Hall

Adjournment

Motion to adjourn was made by Nathan McCommon and seconded by John Traeger. The meeting adjourned at 1:50pm.

Minutes Executive Board Meeting

*Friday, November 5, 2018 • 3:00 pm - 3:30pm
Conference Call*

Call in only: Audio - 1-877-848-7030 and then Access Code 8765293.

Executive Board Attendees: Tracey Dunlap, Kirkland; Nathan McCommon, Bellevue; John Traeger, Sammamish; PJ Rodriguez, Snoqualmie; Nancy Ousley, Kenmore.

Subscriber Board Attendees: Warren Cheney, King County; Barb Mock, Snohomish County;

Other

Marilynne Beard, eCityGov Alliance Interim Executive Director; Sabra Schneider, City of Bellevue

Call to Order

The meeting was called to order by PJ Rodriguez at 3:03 pm.

eCityGov Executive Director Candidates

The Executive Board was advised that the candidate chosen by the Board, had declined the job offer following negotiations with the Chair. Chair Antin has also requested that further negotiations be conducted by another Board member as his jurisdiction's budget schedule leaves him little time. The Board was asked to provide authority to offer the job to other candidates that interviewed with the Board on October 26.

John Traeger made a motion to present a job offer to a second candidate and if they decline to proceed to the third candidate. Nathan McCommon seconded the motion. The motion was passed unanimously.

A discussion of the parameters for the offer were discussed. Tracey Dunlap made a motion, seconded by Nathan McCommon, to proceed with negotiating the offer within the same parameters set for the previous candidate. The motion passed unanimously.

Tracey Dunlap agreed to conduct the negotiations. Sabra Schneider suggested that the candidate be invited to tour Bellevue City Hall and meet with a Human Resources representative.

Adjournment

Motion to adjourn was made by John Traeger and seconded by Nathan McCommon. The meeting adjourned at 3:24 pm.

**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 EDMONDS,
WASHINGTON**

WHEREAS, Section 9.d of that certain Amended and Restated Interlocal Agreement Establishing eCityGov Alliance, as amended and restated on February 16, 2018 (the “Interlocal Agreement”), provides that “The determination of whether to accept Subscribers shall be made by the Executive Board in a manner similar, and subject to such terms and conditions, as that for accepting new Principals, it being the intention that the addition of new Subscribers shall not cause then-existing Principals or Subscribers to incur additional costs”; and

WHEREAS, eCityGov Alliance Financial Policies Section 6.a.1 provides that “Negotiated revenue and Subscriber Agreements with an annual value of up to and including \$50,000 may be approved by the Executive Director on behalf of the Alliance”; and

WHEREAS, the City of Edmonds, Washington (“Edmonds”) has requested a subscription to MyBuildingPermit in 2018; and

WHEREAS, the Executive Board wishes to authorize the Executive Director to execute a subscriber agreement with Edmonds as provided herein;

NOW, THEREFORE, BE IT RESOLVED by the Executive Board as follows:

- A. The Executive Board hereby authorizes the Executive Director to execute to a subscriber agreement with Edmonds substantially in the form attached hereto as Exhibit A and incorporated herein by this reference (the “Agreement”). The Executive Director may agree to any revisions to the attached Agreement that the Executive Director and legal counsel to the Alliance determine to be necessary and in the best interest of the Alliance.
- B. This resolution shall take effect immediately upon its passage and adoption.

Passed by an affirmative vote of the Executive Board of the Alliance at a regular open public meeting held on November 16, 2018.

Signed in authentication thereof on this _____ day of _____, 20____.

Aaron Antin, Chair
eCityGov Alliance Executive Board

Attest

M’Lisa Marks, Secretary
Alliance Executive Board

EXHIBIT A



SUBSCRIPTION AGREEMENT

Between
City of Edmonds, Washington
and
eCityGov Alliance

SUBSCRIPTION AGREEMENT

This Agreement is entered into between the eCityGov Alliance, hereinafter referred to as the "Alliance", and the City of Edmonds, Washington, hereinafter referred to as the "Subscriber".

WITNESSETH:

WHEREAS, the Alliance was created and duly authorized by the legislative body of each jurisdiction in accordance with the Interlocal Cooperation Act, Chapter 39.34 RCW; and

WHEREAS, the purpose of the Alliance is to provide a regionally coordinated portal for the delivery of municipal services via the Internet and to provide a forum for the sharing of resources in the development and deployment of such services; and

WHEREAS, in keeping with its purpose, the Alliance has created several shared software applications and related products to deliver public sector services via the Internet; and

WHEREAS the Alliance provides said software applications as a hosted service; and

WHEREAS, the Subscriber wishes to use certain shared software application(s) and related product(s) to deliver public sector services via the Internet; and

WHEREAS, the Alliance pledges to work cooperatively in maintaining the highest level of standards for maintenance and operation of the Software Application(s) and related product(s) on behalf of Partners, Subscribers and users;

WHEREAS, the Alliance is duly authorized to enter into agreements as an independent entity; and

WHEREAS, it is the desire of the Parties to enter into an agreement for Software and related product(s) to deliver public sector services via the internet;

NOW THEREFORE, the Parties agree as follows:

I IDENTITY OF PARTIES

1. Alliance. The Alliance is an agency formed under Chapter 39.34 RCW, the Interlocal Cooperation Act, to deliver public sector services.
2. Subscriber. The Subscriber is an agency that desires to subscribe to an Alliance hosted service(s) and/or application(s), and to participate as a non-voting but active member in the committees supporting that service(s) and/or application(s).

II PURPOSE

1. The purpose of this Agreement is to provide the terms and conditions under which the Subscriber will receive hosted services from the Alliance. To accomplish this purpose, and in consideration of the benefits to be received by each of the Parties hereto, the Parties agree as follows:

III DEFINITIONS

1. "Agreement", "this Agreement", "the Agreement", "hereof", "herein", "hereto", "hereby", "hereunder" and similar expressions mean this Subscription Agreement, including all instruments supplementing, amending or confirming this Agreement. All references to "Articles" or "Sections" mean and refer to the specified Article or Section of this Agreement.
2. "Application Software", "Application" and/or "Software" means computer application and related computer code, presented in object code form operating on Hosting Service hardware. Application Software includes, but is not limited to computer

code, databases, programs and interfaces in executable code form which have been created or licensed by the Alliance.

3. "Application Team", "Management Committee" and/or "Project Team", means a team made up of a representative(s) from each Alliance partner and subscriber agency for a particular Software Application. The purpose of the Application Team is to guide development and management of the Application.
4. "Backend Integration" means that a software application owned and/or licensed by the Subscriber is linked to the Application Software for the purpose of passing data between the two systems.
5. "Board" means the Alliance Executive Board, a joint board established pursuant to the eCityGov Interlocal Agreement executed by the Cities of Bellevue, Bothell, Issaquah, Kenmore, Kirkland, Mercer Island, Sammamish, Snoqualmie, and any subsequent agencies that are formally accepted by the Alliance Executive Board as party to the eCityGov Interlocal Agreement.
6. "Data and Content Management Tool(s)" means the Internet restricted accessible software application used by the Subscriber to update, change and manage application content and data.
7. "Effective Date" means the date this Agreement commences.
8. "Hardware" means the computers, application servers, magnetic storage devices and other related computer hardware owned by the Alliance for the purposes of providing services and software applications to Alliance partners, subscribers and the general public.
9. "Hosting Service" means the city and/or business at which Alliance Application(s), related software and hardware is physically located. The Hosting Service is also responsible for maintaining the shared portion of the service(s) and application(s) affected by this Agreement.
10. "Partner(s)" means the governmental jurisdictions that are parties to the eCityGov Alliance Interlocal Agreement.
11. "Subscriber" means the governmental jurisdiction or other organization that elects to enter into an agreement with the Alliance to purchase specific hosted Internet software application service(s) on an annual basis. Subscriber status is further defined by the Alliance Administrative Policies and the Alliance Interlocal Agreement.
12. "Subscription(s)" means the Internet accessible computer application(s) identified in Appendix A.
13. "Subscription Liaison(s)" means the Subscriber assigned staff member(s) for each subscription application.
14. "User" means members of the general public and city staff who use the services defined herein.

IV APPLICATION SOFTWARE SUBSCRIPTION

1. Subscription. During the term of this Agreement, the Alliance grants the Subscriber a non-transferable, nonexclusive subscription to use the Application Software in accordance with the terms and conditions state herein.
2. Application Software License(s). Application Software license(s) are and shall remain the property of the Alliance or its third-party service providers. The Subscriber shall have a non-exclusive right to use the Application Software specified in Appendix A. The Subscriber shall not have taken, or attempt to take, any right, title or interest therein or permit any third party to take any interest therein. The Subscriber will not transfer, sell, assign, sublicense, pledge, or otherwise dispose of, encumber or suffer a lien or encumbrance upon or against the Application Software or any interest in the Application Software.
3. Application Software and Data. The Subscriber may not move any Application Software or data from any installed location at the Hosting Service place of business without the prior written notification and subsequent technical approval of the Alliance.
4. Hardware and Provision of System and Application Software.
 - (a) The Alliance shall obtain, install and maintain the necessary hardware, systems software, and Application Software at the location of the Hosting Service to provide the appropriate computing platform to deliver the application services defined in Appendix A.
 - (b) The Hardware, Systems Software licenses, and Application Software code and licenses are and shall remain the property of the Alliance or its third-party service providers. The Subscriber shall not have taken, or attempt to take, any right, title or interest therein or permit any third party to take any interest therein. The Subscriber will not transfer, sell, assign, sublicense, pledge, or otherwise dispose of, encumber or suffer a lien or encumbrance upon or against the Hardware or Systems Software or any interest in the Hardware or Systems Software.

V SUBSCRIBER DATA AND DATABASES

1. The Subscriber shall provide applicable data for each Software Application Subscription to the Alliance in accordance with data specifications in Appendix A.
2. The Subscriber is responsible for updating, changing and maintaining said data as specified in Appendix A.
3. Each Party shall treat all data and information to which it has access by its performance under this Agreement as confidential. Unless required to do so by law, a Party shall not disclose such data or information to a third Party without specific written consent of the other Party. In the event that one Party receives notice that a third-Party requests divulgence of confidential or otherwise protected information and/or has served upon it a subpoena or other validly issued administrative or judicial process ordering divulgence of such information, the receiving Party shall promptly inform the other Party. This section shall survive the termination or completion of this Agreement and shall continue in full force and effect and shall be binding upon all Parties and their agents, employees, successors, assigns, subcontractors or any Party or entity claiming an interest in this Agreement.

4. The Alliance will not transfer, sell, assign, sublicense, pledge, or otherwise dispose of, encumber, or suffer a lien or encumbrance upon or against the Subscriber data or database or any interest in the Subscriber data or database. The Alliance will maintain the Subscriber data or database at the Hosted Service and shall notify Subscriber in writing if the data or database is to be moved from the Hosted Service. The Alliance shall not be responsible for any damage to, or loss of, the data, except in cases of gross negligence or wilful misconduct.

VI ACCESS AND USE OF DATA AND CONTENT MANAGEMENT TOOL(S)

1. The Subscriber shall name and authorize certain employees as content managers for the Software Application(s) specified in Appendix A.
2. It is the responsibility of the Subscriber to authorize and manage opening and closing user accounts for third party vendors and/or contract employees.
3. The Alliance will manage password protected user accounts for said employees and vendors. The Alliance will manage only named user accounts. The Subscription Liaison is responsible for authorizing new user accounts and ensuring unneeded user accounts are closed in a timely manner.
4. Access to Alliance web-based products is not restricted in anyway, however: Software Application functionality may be restricted or limited for certain Software Applications or portions of a Software Application to the citizens of Alliance partner and subscriber cities. Such restrictions or limitations is depended on the level of service(s) purchased by the Subscriber and shall be described in Appendix A.
5. An unlimited number of citizens, staff and other customers of the Alliance product(s) may access and utilize the product(s) via the Internet, except as noted in the previous section.

VII WARRANTIES

1. Alliance represents and warrants that (a) Alliance has the legal right and authority to provide the services that are the subject of this Agreement; and (b) Application Software does not infringe upon any copyright, patent, trademark, trade secret, or any other intellectual property right of any third Party.
2. No Other Warranty. Other than the express warranties contained above, any software Subscription provided, and all services performed pursuant to this Agreement are provided and performed on an "as is" basis, and Subscriber's use of the Application Software and services is at its own risk. Alliance does not make, and hereby disclaims, all other warranties, whether express or implied. Alliance does not warrant that the Application Software and services provided hereunder will be uninterrupted, error-free, or completely secure.
3. Limitation of Liability; Damages. Alliance's sole liability to Subscriber for any loss, liability or damage, including attorney's fees, for any claim arising out of or related to this Agreement, regardless of the form of action, shall be limited to Subscriber's actual direct out-of-pocket expenses which are reasonably incurred by Subscriber and shall not exceed the amount of the fees paid to Alliance by Subscriber under this Agreement for the calendar year in which such claim accrued. In no event shall Alliance be liable to Subscriber or any third party for lost profits, revenue, lost data, consequential, special, incidental, or punitive damages arising out of or related to this Agreement regardless of the basis of the claim.

VIII SUPPORT

1. Backend Integration
 - (a) Alliance is responsible for Alliance product(s) on the eCityGov.net web sites, including the transmittal of data to and from the Subscriber in the formats(s) identified in Appendix A, to meet the needs of Subscriber's back-end process. Interface and data transmittal standards are subject to approval by the Board.
 - (b) The Subscriber is responsible for any and all direct integration with their own business processes and systems, including the entire cost and overhead associated with integration of Alliance products to Subscriber-owned systems.
 - (c) For the purpose of Backend System Integration, the Alliance may assign, on a temporary basis, a reasonable number of Internet Protocol Addresses ("IP Addresses") from the address space assigned to Subscriber by the Hosting Service. The Subscriber acknowledges that the IP Addresses are the sole property of the Alliance and/or of its contracted Service providers and are assigned for the term of this Agreement to Subscriber as part of the Software Application Subscription(s), and are not "portable".
 - (d) The Alliance reserves the right to change IP Address assignments at any time; however, the Alliance shall use all reasonable efforts to avoid any disruption to the Subscriber resulting from such renumbering requirement. The Alliance will give the Subscriber reasonable notice of any such renumbering. The Subscriber agrees that it will have no right to IP Addresses upon termination of this Agreement and that any renumbering required of the Subscriber after termination shall be the sole responsibility of Subscriber.
2. Training. The Alliance shall provide such training and consultation to the Subscriber regarding the use of a Software Application(s) and services as is determined to be appropriate by the Board and/or the Application Team(s) associated with specific Alliance Software Application(s).

IX SOFTWARE SUPPORT

1. For Application Software residing on Alliance Server(s): The Hosting Service for each product is responsible for ensuring that the Application Software functions correctly, and for responding to Subscribers who submit requests for Application Software corrections in a timely manner. Application Software malfunctions that result in a non-responsive system or incorrect results for customers will be given high priority. Other Application Software malfunctions will be prioritized based on resources and overall project priorities. The actual response escalation levels are specified in Section V. 3. (c).
2. For other software residing on Subscriber Servers: The Subscriber is fully responsible for the functioning of any software residing on Subscriber Servers, including software designed to handle the interface between Alliance service(s) and Software Application(s) and all software licensed directly through third parties to the Subscriber.
3. Technical Support – Requests for technical support will be classified into three priority levels:

- High – system is down or is returning incorrect results and customer is unable to fulfill critical business functions such as those pertaining to core business functions
 - Urgent – serious issue significantly impacting use of system although customer is still able to perform core business functions
 - Normal – all other issues.
4. Regular Hosting Service business hours are Monday through Friday 7:00 a.m. – 5:00 p.m., excluding holidays. During regular business hours, there is a guaranteed response time of 1 hour for High and Urgent calls. All other calls will be responded to within 8 business hours. Off-hours support (5:00 p.m. – 7:00 a.m., weekends and holidays) is offered only for network and server support. Only high priority calls will be responded to within 2 hours. The contact phone number is 425.452.2886.

X BENEFITS/RELATIONSHIP

1. This Agreement is entered into for the benefit of the Parties to this Agreement only and shall confer no benefits, direct or implied, on any third persons. No joint venture or partnership is formed as a result of this Agreement.
2. The Subscriber is considered a non-voting member of the Application Team(s) supporting Alliance service(s) and Software Application(s) identified in Appendix A: Description of Application Service(s).
3. The Subscriber is entitled to attend Board meetings but is not a voting member of the Board.
4. The Subscriber is entitled to use the regional portal for delivery of Software Application(s) subscribed to and defined in Appendix A.
5. The Subscriber may participate in and receive the benefits of all Alliance functions, projects, programs, and partnerships including but not limited to:
 - Training programs
 - Information sharing events
 - Projects/programs with other public entities, including, but not limited to; state, county, utility districts, libraries, and other cities

XI FEES AND PAYMENT TERMS

1. The invoice shall encompass Subscription fee(s) for one full calendar year or for the applicable pro-rata Subscription fee(s).
2. Annual payment is due within 30 days of invoice.
3. The invoice for the current year will be sent upon signing of this Agreement. Payment is due within 30 days of invoice.
4. Payments which are 30 days past due shall be considered in arrears. The Alliance may elect to discontinue service to the Subscriber until said account is paid in full.

The Board, at its sole discretion, may elect to not disconnect a Subscriber that is in arrears if suitable arrangements have been made for future payment.

5. The City of Bellevue, acting as the fiscal agent for the Alliance, will issue all invoices. Payment(s) shall be made to the City of Bellevue. The City of Bellevue Tax Identifier Number (TIN) is 91-6007020.
6. Establishment of Fees – Each year the Board shall set Subscriber Fees for the next calendar year, no later than September 30th. At such time the Board may increase, decrease or leave fees unchanged depending need.

XII GENERAL PROVISIONS

1. **Liability/Hold Harmless.** If a claim, demand or cause of action arises from the negligent act or failure to act or intentional wrongful act of one of the Parties hereto, or its officers, agents or employees, then that Party shall indemnify, defend and save the other Party and its officers, agents and employees harmless there from; provided, however, that such provision shall not apply to the extent that damage or injury arises from the fault of the other Party, its officers, agents or employees. In the case of negligence of both the Subscriber and the Alliance, any damages allowed shall be levied in proportion to the percentage of negligence attributable to each Party, and each Party shall have the right to seek contribution from the other Party in proportion to the percentage of negligence attributable to the other Party.
2. **Assignment.** The Subscriber shall not assign, transfer, convey or otherwise dispose of its rights or obligations under this Agreement or permit use of applications and/or services by another entity or person who is not an Alliance Principal, Subscriber, or employee, officer or agent thereof, except to the extent as may be authorized by Alliance rules and procedures.
3. **Notices.** All notices, requests, demands and other communications required by this Agreement shall be in writing and, except as expressly provided elsewhere in this Agreement, shall be deemed to have been given at the time of delivery if personally delivered or three business days after mailing if mailed by first class mail, postage prepaid and addressed to the Party at its address as stated in this Agreement or at such address as any Party may designate at any time in writing with notice pursuant to this paragraph. At the time of execution, the addresses of the Parties are:

eCityGov Alliance	City of Edmonds, Washington
P.O. Box 90012	8011 228 th Avenue SE
Bellevue, WA 98009-9012	Edmonds, Washington 98020
Attn: Marilynne Beard	Attn: Leif Bjorback
(425) 452-7821	(425) 771-0220
mbeard@bellevuewa.gov	leif.bjorback@edmondswa.gov

4. **Dispute Resolution.** This section governs any dispute, or controversy between the Parties arising out of or relating to this Agreement or its breach (the "Disputed Matter"). It is agreed that King County shall be the venue for any arbitration. All Disputed Matters shall be submitted to the following dispute resolution process:

- (a) **Internal Mediation**

First the Disputed Matter shall be referred jointly to the Alliance's Executive Director and the Subscriber's representative. If they do not agree within ten (10) days, the Disputed Matter shall be referred jointly to the Chair of the Executive Board and the Subscriber's chief executive or designee. If such persons do not agree upon a decision within ten (10) days after referral of the matter to them, or within such other period as may be mutually agreed upon, the Parties shall proceed to the next stage of the dispute resolution procedure.

- (b) **Arbitration Procedures**

The Subscriber or the Alliance may, within ten (10) days following completion of internal mediation, submit a written demand for arbitration to the American Arbitration Association. The decision of the other Party to invoke the arbitration process below shall constitute an election of remedies barring the Party from further recourse to the dispute resolution or arbitration process not invoked by it.

Any Disputed Matter referred to arbitration shall be conducted under the Commercial Rules of the American Arbitration Association. The arbitrator may be selected by agreement of the Parties or through the American Arbitration Association. Any such arbitration will be held in the Seattle Metropolitan Area. The Parties will share the costs of the arbitration equally, subject to final apportionment by the arbitrator. However each Party shall bear the expenses of its own counsel, experts, witnesses and preparation of evidence. The decision of the arbitrator shall be final and shall not be subject to appeal by the Parties. Judgment upon any award rendered by the arbitrator may be entered in any court of competent jurisdiction.

- (c) **Performance to Continue**

Pending the resolution of any Disputed Matter, both Parties shall continue their performance under this Agreement to the extent that such performance is feasible, including but not limited to the payment of all sums which are due, or which become due during the dispute resolution process. Neither Party will institute any action or proceeding against the other Party in any court concerning any Disputed Matter that is or could be subject to resolution under this section.

5. **Effective Date and Duration.** This Agreement shall be effective on upon execution of both Parties and shall continue until termination or withdrawal.

XIII TERMINATION

1. **Termination by annual notice and/or default.** The Subscriber may terminate this Agreement by giving ninety (90) days written notice to Alliance in any year of its intention to terminate effective January 1 of the following year provided notice is given in writing and Subscriber is not in default of its obligations under this Agreement. There will be no refunds of monies collected for the current year. If the Subscriber is in default of a material obligation under this Agreement, and such default remains uncorrected more than thirty (30) days after receipt of written notice of default, the Alliance, in addition to any other rights available to it under

law or equity, may terminate this Agreement by giving thirty (30) days written notice to the Subscriber. The Alliance shall be deemed in default if, as a result of the Software Application(s) or Alliance's failure to perform its obligations hereunder, the Software Application(s) continues to exhibit defects causing serious disruption of use and/or repeated periods of downtime, notwithstanding the Alliance's remedial or maintenance efforts, over a continuous period of ninety (90) days, and the Subscriber may terminate the Agreement by giving thirty (30) days written notice to the Alliance, after which the Alliance shall reimburse the Subscriber for a pro-rated share of the Subscription Fee.

2. Mid-year termination request by Subscriber. The Subscriber may terminate this Agreement by giving written notice to the Alliance at any time during the calendar year. The Alliance will terminate the Subscriber's service at the earliest practical date in which the necessary Application reprogramming can be completed. There will be no refunds of monies collected for the current year.
3. Termination as a result of changes to the Application(s). In the event that the Alliance initiates changes to the Application(s) and/or Subscription fee(s) for which the Subscriber chooses not to continue with the Application Subscription, the Alliance will provide a pro-rata refund of the balance of current year Subscription fee. The refund will be calculated from the date in which the Application changes and/or Subscription fee changes take effect.
4. Modification. This Agreement represents the entire Agreement between the Parties. No change, termination or attempted waiver of any of the provisions of this Agreement shall be binding on either of the Parties unless executed in writing by authorized representatives of each of the Parties. The Agreement shall not be modified, supplemented or otherwise affected by the course of dealing between the Parties.
5. Severability. In the event any term or condition of this Agreement or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other terms, conditions or applications of this Agreement which can be given effect without the invalid term, condition or application. To this end the terms and conditions of this Agreement are declared severable.

In witness whereof, the Parties have executed this Agreement as of the Effective Date.

eCityGov Alliance

City of Edmonds

Accepted By (Signature)

Accepted By (Signature)

Marilynne Beard
Executive Director

Dave Earling
Mayor

Date:

Date:

Approved as to Form (Signature):

Attorney
Date:

APPENDIX A
Description of Application Service(s)
City of Edmonds

I PRODUCT SUBSCRIPTION(S):

1. MyBuildingPermit.com – development service applications, inspection scheduling, permit status information and other related services

II FEE(S)

1. Onboarding Fee – A one-time on-boarding fee of \$13,000 will be assessed upon execution of the subscriber agreement that is based estimated hours needed to provide technical support and training for implementing MyBuildingPermit.com.
2. Annual Fee – The 2019 subscription fee is estimated at \$20,828 which may be prorated in 2019 based on the date the first permits are issued from MBP. The subscription fee is based on a 5-year rolling average of the historical permit revenue actuals to determine a jurisdiction's percentage share of the total MBP expenses. Below is a description of the MBP Fee methodology unless modified as provided in Section II, Annual Fees, paragraph 2, Establishment of Fees:
 - Step 1: Each jurisdiction submits the last five years of permit revenue from which a rolling five-year average can be computed. This softens the impacts of peaks and valleys in permit activity.
 - Step 2: Each jurisdiction's percentage of the total Alliance permit revenue is calculated.
 - Step 3: The percentage is then applied to the expenses (which may include investments) for the biennium budget period to determine each jurisdiction's obligation.
 - Step 4: Each jurisdiction will be billed on a quarterly billing cycle.
3. Establishment of Fees – The 5-year rolling average will be used to set both years of the biennial budget. At the direction of the Executive Board, a mid-biennial adjustment may occur. The Board shall set Subscriber Fees for the next calendar year, no later than September 30th. At such time the Board may communicate an increase, decrease or leave fees unchanged depending need.
4. The Annual Fee will be invoiced to each Jurisdiction in Quarterly payments.

III DESCRIPTION OF PRODUCT SERVICE – MYBUILDINGPERMIT.COM

5. MyBuildingPermit.com (MBP) is managed and operated by the Partner cities of the eCityGov Alliance and the MBP Management Committee. The Management Committee is made up of building officials or other designated representatives of the Partner and Subscriber agencies.
6. MBP is a web-based transaction portal designed to provide citizens and development professionals the ability to submit development service applications and obtain certain permits from member jurisdictions and agencies. Specifically, applicants may easily apply for, pay for, and receive multiple permits, from multiple member jurisdictions through a single web portal. The portal also provides the capability to schedule inspections and query and search for permit status and history for properties in member jurisdictions and agencies.

7. In order that MBP provide online application and permitting services for multiple jurisdictions and agencies, the Alliance and MBP Management Committee has adopted and requires certain business standards and operating procedures. These standards and procedures are documented in the MBP Administrative Policies (Attachment B). The MBP Administrative Policies are intended to create a quality experience for customers help ensure a certain level of business consistency, and to keep operating costs to a minimum.

The MBP site also provides a broad range of sources for building and construction related reference materials.

8. On-line Services:

MyBuildingPermit.com home page explains the purpose of the site and provides navigational elements. The application functionality and content includes, but is not limited to:

(a) Information

- Permit Status
- Code References
- Public Information
- News and Events

(b) Application and Registration

- How to Apply
- Contractor Registration (requires approval)
- Homeowner Registration (does not require prior approval)

(c) *Transaction Services*: MBP offers jurisdictions and agencies two types of online permitting and application submittals.

Type 1 - No-review, over-the-counter (OTC) permits. These permit types are not reviewed by staff, are paid for online and issue immediately upon payment. The scope, number, fees and configuration of OTC permits is the responsibility of the MBP member jurisdiction or agency.

Requests for modifications to either existing OTC permit requirements and/or types will be handled on a case by case basis. Minor, individual modifications to each agency's permit form are possible.

Example: The City of Sammamish is the only city in the Alliance that legislatively requires an earthquake shutoff valve. The Sammamish plumbing permit form has been modified to accommodate this requirement.

Example: The Alliance added re-roof permits to MBP. Bellevue did not require re-roof permits. In order to create consistency for regional contractors, Bellevue added re-roof permits.

Type 2 – Permits and applications in this category require some level of staff review. The scope, number and configuration of online application types is fully configurable and is the responsibility of the MBP member jurisdiction or agency.

Type 2 Business requirements:

No payment is made until the application is accepted by the jurisdiction or agency. The jurisdiction or agency can use the MBP customer portal to

securely send the applicant an invoice(s) as needed. Customers may pay invoices through the portal or directly with the jurisdiction or agency. The initial application review for acceptance should be completed within 36 hours of receipt of the application.

The permit and application review process, timeline, progress payments, other review criteria and issuance is entirely the responsibility of the MBP member jurisdiction or agency.

Example: Some jurisdictions issue and inspect electrical permits; some utilize the Department of Labor and Industries for this service. Agencies that do issue electrical permits have those choices on their on-line permit forms; those agencies that do not issue electrical permits do not have these choices on their permit application forms.

Requests for modifications to either existing permit application requirements and/or types will be handled on a case by case basis. Minor, individual modifications to each agency's permit form are possible.

- (d) *Transaction Service:* As part of the customer on-line OTC and application submittal interview process, the site uses an easy to use search function to give the customer the opportunity to find the correct property address for each permit. The site will not issue a permit without an address match.

Incorrect or missing addresses present the single largest issue for customers and staff. Agencies are highly encouraged to develop and maintain accurate address data to ensure the highest level of accuracy. See Section V. Technical Specifications and Requirements for additional information.

- (e) *Transaction Services:* On-line contractor registration for verification of state and local business licenses. Contractors must be registered and approved by MBP and/or participating jurisdictions or agencies before they can submit or obtain on-line permits. Also homeowners using a contractor but obtaining their own permits must have the contractor registered with MBP. There are no pre-registration requirements for homeowners doing their own work.
- (f) *Information Retrieval Service:* On-line permit status and history for all permits issued by each participating jurisdiction. Each jurisdiction may specify certain criteria for data included in the on-line reporting system.

9. Other Features and Services

- (a) MBP provides authorized staff access to reports for the number of permits issued by type and city. Web statistics are also available upon request.
- (b) Staff training in the use and management of MBP site administrative tools will be provided throughout the implementation process and on an on-going basis.

10. Future On-line Services:

The MBP work plan is updated annually. The work plan identifies work including, but not limited to, content development, system enhancements and new system functionality.

As features and services of the MyBuildingPermit.com site grow, it is the intention of the Alliance to create a consistent user experience for customers using the site. Alliance policy is to implement new services for all member departments that perform the function in each jurisdiction.

The Alliance recognizes that there are wide variations between agencies in terms of permit system use, information technology capability and/or business practices. However, it is the expectation of the Alliance that member agencies will make necessary adjustments to their respective business processes and permit systems to accommodate features and functionality agreed to by the MBP Management Committee.

Every effort will be made to phase this kind of work providing sufficient lead time for individual jurisdictions and departments to make necessary organization and system adjustments.

IV SUBSCRIBER BUSINESS RESPONSIBILITIES

As a part of the implementation process, the Alliance will provide the Subscriber with a detailed implementation roadmap document and checklist. The following outline major tasks and responsibilities associated with the implementation of MBP. The timeline and phasing for implementing a new Subscriber to MBP will be negotiated at the time of the execution of this Agreement.

1. Set up, enter and test user configurable OTC permit types and fees in the MBP test environment. Coordinate any additional fee and technical configuration with the program manager.
2. Complete the permit configuration for plan review permit types. Set up and enter user configurable plan review permit information and fees. Coordinate any additional technical configuration with the program manager.
3. Acquire the following online services for online payments (additional information will be provided as needed);
 - (a) A banking internet merchant account for receipting credit card payments. Most, but not all, merchant credit card systems work with MBP. Before securing a merchant account, confirm that the credit card processing system will work with PayPal PayFlowPro.
 - (b) A PayPal PayFlowPro account for online credit card transactions.
4. MBP site content maintenance and contractor registration maintenance process is the joint responsibility of member jurisdictions and agencies. This work is coordinated through the MBP Management Committee.
5. Provide permit status checking and inspection scheduling directions and contact information.
6. Provide hyperlinks to agency code(s) and home web page.
7. Jurisdictions and agencies are responsible for the maintenance of member specific data and information and/or linked content.
8. Subscriber agency staff that desire user account(s), must be authorized by their agency and agree to the most current version of the Alliance Technology Resource Usage Policy (Attachment C).

V TECHNICAL SPECIFICATIONS & REQUIREMENTS

11. Interfaces

It is possible to implement MBP with all, some or without interfaces between MBP and the agency backend permit system. In the absence of interfaces, some functionality such as permit status may not be available for applicants and visitors to the MBP web site. In general the MBP interfaces replace existing manual data entry by creating a new permit record and inserting the permit data directly into backend permit systems.

MBP uses several separate interfaces with individual backend permit systems to be able to provide the full range of services provided by MBP. The current list of functionality and interface requirements will be provided to the Subscriber.

Establishing and implementing interfaces between MBP and the Subscriber's back-end permit tracking system is the responsibility of the Subscriber, including, but not limited to interface and/or web license and implementing to the back-end system.

The Alliance will provide the necessary technical specifications, test and production environments and provide assistance for the implementation of said interface(s).

The Alliance standard practice is to use Web Services to exchange XML formatted data and/or serialized objects as well as MS SQL linked servers with MBP specific views for the interface topology.

12. Generic email boxes

Each Subscriber agency must create and supply generic email boxes addresses and contact phone numbers for user inquiries and comments in the following areas; Permits, Fees, Building, Technical, Inspection, Suggestion, Missing Address and Other. The format for the three general service email addresses is:

- BuildingOfficial@xxxx
- PermitTech@xxxxx
- MyBuildingPermit@xxxx

13. The Subscriber must provide parcel and address data for their entire jurisdiction in a format specified (available upon request) by the Alliance for use in MBP or in the absence of this data, the Alliance will use the best available property data. Typically these are commercially available data and/or county data sets.

14. Credit card and other banking transactions are accomplished using industry standard data encryption technologies. MBP does not retain credit card numbers, this data is passed directly through to the Subscriber's bank merchant account. Both the credit card processing service(s) and the host agency network are PCI compliant at the time this Agreement was executed. Security measures and information is available upon request.

15. The cost to make annual changes to fees and other maintenance services are included in the annual subscription fee.

MyBuildingPermit.com Readiness Checklist

Prepared for City Edmonds

Business Requirements:

- Obtain Council or appropriate funding approval for joining MBP and sign Subscriber Agreement
- Allocate Staff Resources–
 - Stakeholder/Project Champion
 - Project Manager during Implementation
 - IT/Technical Resources – internal/contract developers, database admin, system analyst
 - Permit tech expert with permit system/technical understanding
- Map Permit/Application Process flow to MBP including: configuration of types and naming conventions, inspections required for each, fees
- Map Electronic Plan Review process to MBP (software for review/markup, document storage, monitors for viewing not provided by MBP), documents required for each application, supplemental questions needed
- Document all OTC permit application fee structures/logic charged to customers
- Accept and adhere to the MBP Administrative Policies
- Accept and encourage jurisdictional staff to use the MBP Tip Sheets, Code Interpretations, and Standards
- Participate in MBP Committee/Team meetings
- Plan for Jurisdiction's costs including: Credit card transaction fees (MBP policy does provide for charging convenience fees) , quarterly MBP Fees, On-Boarding Costs, Webservice Development Costs (if outside resources required)

Technical Requirements:

- Web Services - .NET 4.x consume XML data sent from MBP in your backend permitting system and return XML response with permit number, etc.
- IP Address Connectivity with your permit processing system
- Create and Expose Database Views in you permit processing database
- Create and Expose a Database View containing your jurisdiction Address information
- Accept Credit Card payments via VeriSign or Pay Pal with a PayPal PayFlowPro Merchant Account
- Accept File Web Services (provided by eCityGov) and determine location on jurisdiction's network for file storage.

On-boarding Milestones

Timeline estimates based on TrakIT backend system and availability of resources.

- Execute Subscriber Agreement

- New Jurisdiction Configured in MBP Test site – *Complete in Month 1 of Project*
 - Jurisdiction provides details to MBP
 - MBP Staff creates new organization and logins
- Determine Modules to Implement – *Complete in Month 1 of Project*
 - Permit Applications – Over-the-Counter and/or Plan Review
 - Status Site
 - Inspection Scheduling
- Align Current Application process to MBP – *Complete in Months 2-3 of Project*
 - Process Flow
 - Mapping from MBP into backend system
 - Permit fees documented and created in MBP
 - Determine Required, Additional, and Supplemental information for each application
- Develop and Test Interfaces – *Complete in Months 2-4 of Project*
 - Between MBP and Juris Backend via webservice and database view
 - Status site and Juris Backend via database views
 - Inspection Scheduling via webservice
- Administrator and Permit Staff Training – *Complete in Month 5 of Project*
- Go-Live in Production – *Complete in Month 6 of Project*

Resolution Res. 2018-06

**A RESOLUTION OF THE EXECUTIVE BOARD OF THE ECITYGOV ALLIANCE
SETTING AND CONFIRMING THE EXECUTIVE BOARD MEETING DATES FOR
2019**

WHEREAS, the Amended and Restated Interlocal Agreement Establishing eCityGov Alliance, as amended and restated on February 16, 2018 (the “Interlocal Agreement”) provides that the Executive Board shall “meet as often as it deems necessary and not less than once a year, at a time and place designated by the Chair of the Executive Board or by a majority of its Board Members”;

WHEREAS, the Executive Board now desires to set and confirm the dates and times of regular Executive Board meetings in 2019, subject to cancellation and modification as determined by the Executive Board.

NOW, THEREFORE, BE IT RESOLVED by the Executive Board as follows:

- A. The Executive Board sets and confirms the dates and time of regular board meetings in 2019 as follows (note that end times are approximate, preliminary, and subject to change):

February 15, 2019

10 am - 12 pm
Kirkland City Hall, Peter Kirk Room
123 5th Avenue
Kirkland, WA 98033

April 19, 2019

10 am - 12 pm
Kirkland City Hall, Peter Kirk Room
123 5th Avenue
Kirkland, WA 98033

June 21, 2019

10 am - 12 pm
Kirkland City Hall, Peter Kirk Room
123 5th Avenue
Kirkland, WA 98033

September 20, 2019

10 am - 12 pm
Kirkland City Hall, Peter Kirk Room
123 5th Avenue
Kirkland, WA 98033

November 15, 2019

10 am - 12 pm

Kirkland City Hall, Peter Kirk Room

123 5th Avenue

Kirkland, WA 98033

- B. The regular meetings of the Executive Board shall be posted to the eCityGov Alliance website for public notice.

Passed by an affirmative vote of the Executive Board of the Alliance at a regular open public meeting held on November 16, 2018.

Aaron Antin, Chair
eCityGov Alliance Executive Board

Attest

M'Lisa Marks, Secretary
eCityGov Alliance Executive Board

eCityGov Alliance 2019-2020 Budget

**Executive Board
November 16, 2018**

**Prepared by Marilynne Beard
Interim Executive Director**

Introduction

The 2019-2020 Budget is presented for Executive Board Review and Adoption. The Alliance budget process timeline is contained in the Interlocal Agreement Section 12.a.

- a. *Budget Approval. The Executive Director shall develop the proposed operating budget. The Executive Director and Executive Board shall use best efforts to meet the scheduled budget dates set forth in this Section but failure to meet such dates shall not constitute a breach of this Agreement.*
 - i. *The Executive Director shall present a proposed budget to the Executive Board by no later than **June 30** prior to the commencement of the budget period, together with any Program Committee recommendations with respect to the proposed budget.*
 - ii. *By no later than **August 31**, the Executive Board shall (1) review and revise the draft budget as it deems appropriate; (2) approve the draft budget (including proposed charges to Participants and any user fees); and (3) forward the same to Principals. The approved draft budget, and all proposed fees and charges shall be forwarded to Subscribers no later than **September 15**.*
 - iii. *The final budget shall be adopted by vote of the Executive Board effective no later than **December 31** prior to commencement of the budget period, after receiving information as to:*
 1. *which Subscribers will be continuing to contract with the Alliance; and*
 2. *which Principals have or will approve their shares of the Alliance budget, based on action or information from such Principals received by the Alliance no later than **December 1**.*
 - iv. *Vote Required to Approve Budget. A Simple Majority Vote of the Executive Board is required to approve the draft and final budget.*

A preliminary budget was initially presented to the Executive Board on April 20, 2018 with subsequent Board review at the June 15 and October 26 meetings. At the October 26 meeting, the Board agreed to consider a two-year budget for 2019 and 2020.

This Budget implements two policy changes to reflect current conditions and practices, including:

- Redistribution of costs between restricted and unrestricted programs to more fairly represent the relative level of effort needed to maintain the products.
- Modification of the rate calculation for GovJobsToday to reflect changes in Principals' use of the program.

The overall budget does not reflect any changes in programs for the biennium. Budget amendments may be approved by the Board to reflect changes that occur

during the budget year. The Board will also conduct a mid-biennial budget review to make any adjustments needed for the 2020 Budget.

Base Budget Overview

The base budget reflects no change in service levels but does acknowledge inflationary changes, changes in subscriber memberships and a shift from unrestricted programs to restricted programs to more accurately reflect actual costs and hours. Base budget assumptions include:

Expenditures Assumptions

- **Continues the full time Executive Director at 2018 salary plus an adjustment for known cost of living and benefit costs.** There is a cost of living adjustment of 2.45% assumed for the Executive Director position in the 2019 Budget and 2.41% in the 2020 base budget. Benefits are inflated by 2.5% each year. The same assumptions were used to calculate the Bellevue SLA employee costs.
- **Increases Bellevue Service Level Agreement hours** in the Application Development category to reflect actual time for the Service Delivery Manager and application tester (increase from 2.18 FTE to 2.25 FTE) and acknowledges the addition of Business Analyst hours approved in 2017.
- **Continues all programs in 2019-2020** including MyBuildingPermit (MBP), GovJobsToday (GJT) and NWProperty (NWP). The Board has discussed discontinuing NWProperty by the end of 2019. Further consultation is needed with the Alliance attorney regarding the steps needed to do so. It is anticipated that the Board will consider a formal action at the February 15, 2019 meeting.
- **Segregates ending fund balances into "Policy Reserve" and "Unobligated Balance."** Policy reserves are established in the adopted Financial Policies and are established for MyBuildingPermit at 50% of budgeted expenditures and for Unrestricted Programs at 10% of budgeted expenditures (NWProperty and GovJobsToday). Policy reserves are fully funded and there is no proposed use of reserves in base budget. In 2018, the Executive Board approved a transfer of the residual fund balance in the Shared Procurement Portal (a restricted program) to unrestricted fund balances. The transfer of \$66,430 was split evenly between GJT and NWP. The 2020 total ending Unobligated Fund Balance is slightly reduced due to the shift to Policy Reserves that increases based on the inflationary increases in the expenditure budget.
- **Shifts from costs from unrestricted programs (GJT and NWP) to restricted programs (MBP).** Aside from costs strictly associated with a program, all other Alliance expenses had been distributed at a rate of 75% to MyBuildingPermit and 25%, split evenly, to GovJobsToday and NWProperty (i.e. 12.5% to each). Actual hours for the Service Delivery Team developers and business analysts are almost entirely devoted

to MBP as is most of the Executive Director’s time. The base budget reallocates costs from the unrestricted programs to MBP to acknowledge the relative level of effort dedicated to each program. The base budget changes the relative allocation to 90% MBP, 7.5% GJT and 2.5% NWP as shown in the table below.

	MBP	GJT	NWP
Current	75%	12.5%	12.5%
Proposed	90%	7.5%	2.5%

This change results in a shift in partner and subscriber fees to MBP beginning in 2019 and a corresponding reduction in partner fees for GJT and NWP (GJT and NWP subscriber fees are established by policy as a flat rate based on ranges of population). Even with the shift from unrestricted to restricted (MBP), overall MBP rates are generally lower than 2018 due to the application of King County and SeaTac subscriber fees.

- **Reflects a change from an annual audit to a two-year audit cycle.** The State Auditor’s Office was unable to conduct the 2016 audit for the Alliance during 2017 due to a lack of staff resources at the SAO. Instead, they conducted audits for 2016 and 2017 in 2018. The Alliance Interim Executive Director and the Bellevue IT Finance Manager attended an entrance conference with the SAO and discussed the audit process. At that meeting the Audit Program Manager indicated that the Alliance could remain on a two-year (biennial) audit cycle given the lack of complexity of the Alliance’s transactions and low potential for risk. At their October 26 meeting, the Executive Board directed staff to present a resolution at the November 16, 2018 meeting authorizing the Executive Director to notify the State Auditor’s Office of the change. The budget is modified from a yearly audit budget of \$7,500 in 2019 and 2020 to a biennial audit amount of \$14,150 in 2020.
- **Reflects the final installment of the MBP Accelerated Funding payback in 2018.** This reduced the total expenditures by \$34,400 beginning in 2019.

Revenue Assumptions

- **Reflects fees based on formulas provided in the Alliance Interlocal Agreement and Financial Policies.** The base budget assumes that King County and SeaTac subscriber fees offset all other MBP members resulting in lower MBP fees for most agencies.

The ILA and Financial Policies provide that total expenditures less subscriber fees equal partner fees which are distributed to principals proportionally based on development fees (MBP) or population (GJT and NWP). In 2018, the Executive Board adopted an updated Interlocal Agreement that eliminated the requirement that partners use all of the Alliance products:

6.f. Requirement of Principals Use of Alliance Programs and Services. No Principal is required to use or deploy all Programs and Services offered by the Alliance. Nothing in this Agreement shall be interpreted to preclude a Participant from using or deploying competing services or programs similar in functionality to Programs and Services offered by the Alliance.”

There is also a general statement in the ILA that fees could be adjusted:

Cost Allocation. The costs of funding the approved Alliance budget, net of all estimated revenue chargeable to Subscribers and all other revenues, shall be generally allocated between all Principals based on their relative Population. The Board can establish other cost allocation methods by Supermajority Vote that are considered equitable to all other Principals and appropriate for the applicable Programs and Services. Nothing in this Agreement shall be construed to prohibit the Executive Board from including factors in addition to Principal Population or making other equitable adjustments in the cost allocation formulas, including but not limited to adjustments for Principals who do not use or deploy certain Programs and Services offered by the Alliance pursuant to Section 6.g.

The Board gave preliminary approval for a change in the methodology for calculating GJT rates that recognizes that two principal agencies (Bellevue and Issaquah) only use the portal function which connects to their back-end application management system (NEOGOV). To recognize the limited use, Bellevue and Issaquah’s population was reduced by 65%. This resulted in a rate increase for the remaining principals.

At the June 15, 2018 Executive Board meeting the methodology was further amended on a one-time basis to mitigate the impact of reduced fees for the two jurisdictions on smaller jurisdictions. The City of Kirkland offered to absorb the marginal increases in smaller jurisdictions’ rates thereby leaving Sammamish, Snoqualmie and Kenmore’s rates at what they would have been prior to the population adjustment for Bellevue and Issaquah. A summary of the final fees for 2019 compared to 2018 fees and 2019 preliminary fees is provided below.

	2018 Fee	Preliminary 2019 Fee	One-time Adjustment	2019 Final Fee	Change 2018 to 2019 Final
Partner					
Bellevue	24,618	9,491		9,491	(15,127)
Issaquah	6,078	2,430		2,430	(3,648)
Kenmore	3,920	4,351	(431)	3,920	-
Kirkland	15,220	16,590	3,515	20,105	4,885
Sammamish	9,114	9,317	(203)	9,114	-
Snoqualmie	2,343	5,224	(2,881)	2,343	-
Total Partner	61,293	47,403	-	47,403	(13,890)
Subscriber					
Dupont	1,600	1,600		1,800	200
Gig Harbor	1,600	1,600		1,800	200
Mill Creek	3,600	3,700		3,900	300
Newcastle	2,600	2,700		2,900	300
NORCOM	5,100	5,200		5,500	400
Woodinville	2,600	2,700		2,900	300
Total Subscriber	17,100	17,500	-	18,800	1,700

- **Acknowledges subscribers that have withdrawn from Alliance programs or joined as new subscribers:**
 - Lake Stevens withdraws from GovJobsToday effective 2018
 - Woodinville withdraws from MBP effective 2019
 - SeaTac, Everett and DesMoines withdraw from NWProperty effective 2019
 - Newcastle withdraws from GJT effective 2020.
 - SeaTac joins MBP effective 2019

- A small inflationary increase is incorporated into flat fee subscriber rates for GJT and NWP.

A summary of the change in partner and subscriber fees that results from the base budget assumptions is attached to this memo (Attachment A).

The net effect of the policy changes recommended in the base budget, subscriber changes, GJT rate methodology and the application of an updated 5-year average for permit fees (2013-2017) produces varied results by jurisdiction.

After applying the King County and SeaTac subscriber fees and the cost shift from unrestricted to restricted, most MBP principals see a decrease in MBP fees except those jurisdictions whose 5-year average permit fees increased disproportionately compared to other jurisdictions.

	5-Year Avg 2011-2015	5-Year Avg 2013-2017	% Change
Bellevue	13,125,597	19,072,189	45.3
Issaquah	2,694,355	3,852,753	43.0
Kenmore	740,508	895,521	20.9
Kirkland	5,837,289	9,349,586	60.2
Sammamish	2,858,521	3,318,951	16.1
Snoqualmie	696,523	1,144,294	64.3

Budget Summary

The following table summarizes the changes from 2018 to 2019-2020:

	2018 Budget	2019 Budget	2020 Budget
Beginning Fund Balance	927,970	1,112,588	1,145,604
Partner Fees	719,135	644,617	647,517
Subscriber Fees	799,777	695,090	692,190
Other	14,671	20,478	20,696
Total Revenue	1,533,583	1,360,185	1,360,403
Executive Director	240,756	241,000	248,057
Bellevue SLA	1,002,669	1,024,601	1,069,642
Supplies/Services	27,490	19,270	19,270
Professional Services	78,050	42,299	56,450
Total Expenses	1,348,965	1,327,170	1,393,419
Ending Fund Balance	1,112,588	1,145,603	1,112,588

Summary

The 2019-2020 Budget reflects a stable, and slightly growing, MBP program. The unrestricted programs continue to see changes in subscribers, particularly in NWP. Going forward, the Alliance should consider how these trends should inform future rate structures in terms of the allocation between partners and subscribers and how new subscriber onboarding and subscription fees should be applied.

One of the projects identified for the Executive Director was a simplification of the budget development process and tools. The Executive Director and Bellevue IT Finance support staff created a new budget and rate model that removes extraneous data, simplifies use, provides "what-if" capabilities and improves the presentation. The hope is that the budget process and tools will be more accessible and useful for Alliance staff in the future.

2019/2020 eCity Gov Alliance Budget

Wednesday, November 7, 2018

	2018 Current Year Budget						2019 Budget					2020 Budget				
	MBP	SPP	NWP	GJT	Total	Unrestricted GJT+NWP	MBP	NWP	GJT	Total	Unrestricted GJT+NWP	MBP	NWP	GJT	Total	Unrestricted GJT+NWP
Beginning Fund Balance	750,324	66,430	59,109	52,107	927,970	111,216	939,942	88,324	84,322	1,112,588	172,646	970,380	88,968	86,255	1,145,604	175,224
Revenue																
Partners	588,548	-	69,294	61,294	719,136	130,588	582,796	14,418	47,403	644,617	61,821	582,796	14,418	50,303	647,517	64,721
Subscribers	758,177	-	19,300	22,300	799,777	41,600	668,090	8,200	18,800	695,090	27,000	668,090	8,200	15,900	692,190	24,100
Onboarding Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MBP Training	13,421	-	-	-	13,421	-	11,500	-	-	11,500	-	11,500	-	-	11,500	-
Investment Interest	938	-	156	156	1,250	312	8,080	224	673	8,978	898	8,276	230	690	9,196	920
Other: SPP Closure Transfer	-	(66,430)	33,215	33,215	-	66,430	-	-	-	-	-	-	-	-	-	-
Total Revenue	1,361,084	(66,430)	121,965	116,965	1,533,584	238,930	1,270,467	22,842	66,877	1,360,186	89,719	1,270,663	22,848	66,893	1,360,404	89,741
Expenditures																
Wages and Benefits - Executive Director	180,567	-	30,095	30,095	240,757	60,190	216,900	6,025	18,075	241,000	24,100	223,251	6,201	18,604	248,057	24,806
Bellevue Service Level Agreement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Application Services	325,625	-	15,182	15,182	355,989	30,364	373,279	10,369	31,107	414,755	41,475	384,570	10,682	32,047	427,300	42,730
Infrastructure/Replacement	-	-	-	-	-	-	42,347	1,176	3,529	47,053	4,705	43,588	1,211	3,632	48,431	4,843
Network M&O	11,276	-	11,061	11,061	33,398	22,122	-	-	-	-	-	-	-	-	-	-
Administrative Support	13,068	-	6,534	6,534	26,136	13,068	23,869	663	1,989	26,521	2,652	24,742	687	2,062	27,491	2,749
Project Management and Business Analyst Support	466,677	-	-	-	466,677	-	449,208	-	-	449,208	-	463,682	-	-	463,682	-
Accounting/Audit Services	45,626	-	7,604	7,604	60,834	15,208	23,488	652	1,957	26,098	2,610	35,695	992	2,975	39,661	3,966
Help Desk	44,727	-	7,454	7,454	59,635	14,908	54,869	1,524	4,572	60,966	6,097	56,769	1,577	4,731	63,077	6,308
Other M&O	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Office Supplies	50	-	10	10	70	20	90	3	8	100	10	90	3	8	100	10
Books Maps & Periodicals	50	-	10	10	70	20	63	2	5	70	7	63	2	5	70	7
Other Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cell & Oper Supp Cmpt Mant Svcs	550	-	110	110	770	220	693	19	58	770	77	693	19	58	770	77
Minor DP Software	200	-	40	40	280	80	252	7	21	280	28	252	7	21	280	28
Association Dues	2,000	-	400	400	2,800	800	3,150	88	263	3,500	350	3,150	88	263	3,500	350
Staff Travel/Training	8,000	-	1,250	1,250	10,500	2,500	8,100	225	675	9,000	900	8,100	225	675	9,000	900
ESRI BAO API license	-	-	8,000	8,000	8,000	8,000	-	550	-	550	550	-	550	-	550	550
Liability Insurance	4,000	-	500	500	5,000	1,000	4,500	125	375	5,000	500	4,500	125	375	5,000	500
Professional Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
WA State Auditors Office	-	-	-	-	-	-	-	-	-	-	-	12,735	354	1,061	14,150	1,415
Legal	7,000	-	1,400	1,400	9,800	2,800	8,820	245	735	9,800	980	8,820	245	735	9,800	980
Clark Nuber	-	-	-	-	-	-	4,500	125	375	5,000	500	4,500	125	375	5,000	500
City Sponsored Meals and Events	-	-	-	-	-	-	3,600	100	300	4,000	400	3,600	100	300	4,000	400
MBP Training	11,000	-	-	-	11,000	-	11,500	-	-	11,500	-	11,500	-	-	11,500	-
Misc. Professional Service	14,750	-	1,400	1,400	17,550	2,800	10,800	300	900	12,000	1,200	10,800	300	900	12,000	1,200
Other:	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Professional Services - Special Projects	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MBP Acceleration Funding payback	34,400	-	-	-	34,400	-	-	-	-	-	-	-	-	-	-	-
Other:	1,900	-	1,700	1,700	5,300	3,400	-	-	-	-	-	-	-	-	-	-
Total Expenditures	1,171,466	-	92,750	84,750	1,348,966	177,500	1,240,029	22,198	64,943	1,327,170	87,141	1,301,101	23,492	68,827	1,393,419	92,319
Ending Fund Balance	939,942	-	88,324	84,322	1,112,588	172,646	970,380	88,968	86,255	1,145,604	175,224	939,942	88,324	84,322	1,112,588	175,224
Policy Reserve	585,733	-	9,275	8,475	603,483	17,750	620,015	2,220	6,494	628,729	8,714	650,550	2,349	6,883	659,782	9,232
Unobligated Balance	354,209	-	79,049	75,847	509,105	154,896	350,365	86,749	79,761	516,875	166,510	289,392	85,975	77,439	452,806	163,414

GJT Expenditure Budget Net of Other Revenue \$ 64,270 \$ 68,137
 Smoothed \$ 66,203 \$ 66,203

	Population	Population Adjustment	Adjusted Population	As % of Total	2019 Rate	2020 Rate
Partners						
Bellevue	140,700	35%	49,245	20.0%	\$ 9,491	\$ 10,071
Issaquah	36,030	35%	12,611	5.1%	\$ 2,430	\$ 2,579
Kenmore	22,580		22,580	9.2%	\$ 3,921	\$ 4,187
Kirkland	86,080		86,080	35.0%	\$ 20,105	\$ 20,696
Sammamish	62,240		62,240	25.3%	\$ 9,114	\$ 10,272
Snoqualmie	13,210		13,210	5.4%	\$ 2,343	\$ 2,499
Subtotal Partners	360,840		245,966	100%	47,403	50,303
Subscribers						
Dupont					\$ 1,800	\$ 1,800
Gig Harbor					\$ 1,800	\$ 1,800
Mercer Island					\$ 3,900	\$ 3,900
Newcastle					\$ 2,900	
NORCOM					\$ 5,500	\$ 5,500
Woodinville					\$ 2,900	\$ 2,900
New Subscriber						
New Subscriber						
New Subscriber						
New Subscriber						
New Subscriber						
New Subscriber						
New Subscriber						
New Subscriber						
New Subscriber						
New Subscriber						
Subtotal Subscribers					\$ 18,800	\$ 15,900
Total All					\$ 66,203	\$ 66,203

One Time Adjustment to GJT Partner Rates -.

	Kenmore	Sammamish	Snoqualmie	Total	Kirkland
Rate After New Distribution Formula	4,352	11,995	2,546		16,590
Current Fee	<u>3,921</u>	<u>9,114</u>	<u>2,343</u>		
Amount to Eliminate rate increase	431	2,881	203	3,515	3,515
Add Increment to Kirkland					20,105

One Time Adjustment to GJT Partner Rates - Kirkland will absorb the incremental increase to Sammamish, Snoqualmie and Kenmore due to the change in rate method for 2019 and 2020. Calculated the final rates that reflected all other budget adjustment for final and then maintained Kenmore, Sammamish and Snoqualmie at where their 2019/2020 rates would have been without the one time adjustment and then applied the adjustment. Subtracted increase from those three jurisdictions and add that total to Kirkland for 2019 and 2020.

MBP Rate Calculation

11/7/2018

MBP Expenditure Budget Net of Other Revenue

2019 2020

1,220,449 1,281,324

MBP Expenditure Budget Net of Other Revenue Smoothed

1,250,887 1,250,887

Five Year Rolling Average Permit Revenue	Five Year Rolling Average Permit Revenue					5 Yr Average	As % of Total	Actual 2017 Rate	Budgeted 2018 Rate	Projected 2019 Rate	Projected 2020 Rate	Rate as % of 5 year avg.
	Year 1	Year 2	Year 3	Year 4	Year 5							
Partners												
Bellevue	\$ 15,800,692	\$ 10,756,666	\$ 20,017,364	\$ 22,560,053	\$ 22,786,890	\$ 18,384,333	23.90%			\$ 298,923	\$ 298,923	1.63%
Issaquah	\$ 3,315,674	\$ 2,079,915	\$ 4,224,226	\$ 3,184,833	\$ 5,674,789	\$ 3,695,887	4.80%			\$ 60,094	\$ 60,094	1.63%
Kenmore	\$ 751,654	\$ 645,034	\$ 1,136,318	\$ 1,184,325	\$ 755,963	\$ 894,659	1.16%			\$ 14,547	\$ 14,547	1.63%
Kirkland	\$ 6,859,362	\$ 5,204,053	\$ 8,313,397	\$ 10,817,550	\$ 11,206,466	\$ 8,480,166	11.02%			\$ 137,884	\$ 137,884	1.63%
Sammamish	\$ 3,985,970	\$ 2,431,662	\$ 3,378,065	\$ 3,885,428	\$ 3,449,800	\$ 3,426,185	4.45%			\$ 55,709	\$ 55,709	1.63%
Snoqualmie	\$ 992,346	\$ 675,061	\$ 431,143	\$ 806,416	\$ 1,904,426	\$ 961,878	1.25%			\$ 15,640	\$ 15,640	1.63%
Subtotal Partners	\$ 31,705,699	\$ 21,792,391	\$ 37,500,514	\$ 42,438,605	\$ 45,778,334	\$ 35,843,108	46.59%	\$ -	\$ -	\$ 582,796	\$ 582,796	
Subscribers												
Bothell	\$ 2,790,741	\$ 2,485,385	\$ 3,197,686	\$ 3,551,477	\$ 3,946,192	\$ 3,194,296	4.15%			\$ 51,938	\$ 51,938	1.63%
Burien	\$ 1,068,363	\$ 903,763	\$ 1,672,301	\$ 1,778,888	\$ 1,578,378	\$ 1,400,339	1.82%			\$ 22,769	\$ 22,769	1.63%
King County	\$ 11,848,980	\$ 11,829,290	\$ 11,766,870	\$ 12,426,770	\$ 14,084,195	\$ 12,391,221	16.11%			\$ 201,477	\$ 201,477	1.63%
Mercer Island	\$ 2,016,990	\$ 1,330,089	\$ 2,870,577	\$ 3,037,350	\$ 3,019,474	\$ 2,454,896	3.19%			\$ 39,916	\$ 39,916	1.63%
Mill Creek	\$ 448,001	\$ 331,863	\$ 454,841	\$ 829,325	\$ 566,983	\$ 526,202	0.68%			\$ 8,556	\$ 8,556	1.63%
Newcastle	\$ 440,875	\$ 237,501	\$ 1,885,812	\$ 879,721	\$ 949,750	\$ 878,732	1.14%			\$ 14,288	\$ 14,288	1.63%
Renton	\$ 4,291,746	\$ 3,768,802	\$ 6,860,013	\$ 6,343,269	\$ 6,080,344	\$ 5,468,835	7.11%			\$ 88,921	\$ 88,921	1.63%
Snohomish County	\$ 11,853,367	\$ 9,064,696	\$ 15,136,996	\$ 14,819,851	\$ 15,353,163	\$ 13,245,615	17.22%			\$ 215,369	\$ 215,369	1.63%
Seatac	\$ 1,122,625	\$ 1,222,160	\$ 1,550,038	\$ 1,984,316	\$ 1,764,577	\$ 1,528,743	1.99%			\$ 24,857	\$ 24,857	1.63%
New Subscriber	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
New Subscriber	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Subtotal Subscribers	\$ 35,881,687	\$ 31,173,549	\$ 45,395,133	\$ 45,650,967	\$ 47,343,055	\$ 41,088,878	53.41%	\$ -	\$ -	\$ 668,090	\$ 668,090	
Total All	\$ 67,587,386	\$ 52,965,940	\$ 82,895,647	\$ 88,089,572	\$ 93,121,389	\$ 76,931,987				\$ 1,250,887	\$ 1,250,887	

11/7/2018

2019 Partner Fee Summary

Partner Count	6	6	6		
Partner	MBP	NWP	GJT	Unrestricted	Total
Bellevue	\$ 298,923	\$ 5,622	\$ 9,491	\$ 15,113	\$ 314,035
Issaquah	\$ 60,094	\$ 1,440	\$ 2,430	\$ 3,870	\$ 63,964
Kenmore	\$ 14,547	\$ 902	\$ 3,490	\$ 4,392	\$ 18,939
Kirkland	\$ 137,884	\$ 3,439	\$ 20,739	\$ 24,178	\$ 162,063
Sammamish	\$ 55,709	\$ 2,487	\$ 9,114	\$ 11,601	\$ 67,310
Snoqualmie	\$ 15,640	\$ 528	\$ 2,343	\$ 2,871	\$ 18,511
Total Partner Fees	\$ 582,796	\$ 14,418	\$ 47,606	\$ 62,024	\$ 644,820

2019 Subscriber Fee Summary

Subscriber Count	9	3	6		
Subscriber	MBP	NWP	GJT	Unrestricted	Total
Bothell	\$ 51,938	\$ 3,700		\$ 3,700	\$ 55,638
Burien	\$ 22,769			\$ -	\$ 22,769
Des Moines		\$ 3,700		\$ 3,700	\$ 3,700
Dupont		\$ -	\$ 1,800	\$ 1,800	\$ 1,800
Everett		\$ -		\$ -	
Gig Harbor			\$ 1,800	\$ 1,800	\$ 1,800
King County	\$ 201,477			\$ -	\$ 201,477
Mercer Island	\$ 39,916		\$ 3,900	\$ 3,900	\$ 43,816
Mill Creek	\$ 8,556			\$ -	\$ 8,556
Newcastle	\$ 14,288		\$ 2,900	\$ 2,900	\$ 17,188
NORCOM			\$ 5,500	\$ 5,500	\$ 5,500
North Bend		\$ 800		\$ 800	\$ 800
Oak Harbor				\$ -	\$ -
Renton	\$ 88,921			\$ -	\$ 88,921
SeaTac	\$ 24,857	\$ -		\$ -	\$ 24,857
Snohomish County	\$ 215,369			\$ -	\$ 215,369
Woodinville			\$ 2,900	\$ 2,900	\$ 2,900
Total Subscriber Fees	\$ 668,090	\$ 8,200	\$ 18,800	\$ 27,000	\$ 695,090

Grand Total	\$ 1,250,887	\$ 22,618	\$ 66,406	\$ 89,024	\$ 713,601
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2020 Partner Fee Summary

Partner Count	6	6	6		
Partner	MBP	NWP	GJT	Unrestricted	Total
Bellevue	\$ 298,923	\$ 5,622	\$ 10,071	\$ 15,693	\$ 314,616
Issaquah	\$ 60,094	\$ 1,440	\$ 2,579	\$ 4,019	\$ 64,112
Kenmore	\$ 14,547	\$ 902	\$ 4,187	\$ 5,089	\$ 19,636
Kirkland	\$ 137,884	\$ 3,439	\$ 20,696	\$ 24,135	\$ 162,019
Sammamish	\$ 55,709	\$ 2,487	\$ 10,272	\$ 12,759	\$ 68,467
Snoqualmie	\$ 15,640	\$ 528	\$ 2,499	\$ 3,026	\$ 18,666
Total Partner Fees	\$ 582,796	\$ 14,418	\$ 50,303	\$ 64,721	\$ 647,517

2020 Subscriber Fee Summary

Subscriber Count	9	3	5		
Subscriber	MBP	NWP	GJT	Unrestricted	Total
Bothell	\$ 51,938	\$ 3,700		\$ 3,700	\$ 55,638
Burien	\$ 22,769			\$ -	\$ 22,769
Des Moines		\$ 3,700		\$ 3,700	\$ 3,700
Dupont			\$ 1,800	\$ 1,800	\$ 1,800
Everett		\$ -		\$ -	
Gig Harbor			\$ 1,800	\$ 1,800	\$ 1,800
King County	\$ 201,477			\$ -	\$ 201,477
Mercer Island	\$ 39,916		\$ 3,900	\$ 3,900	\$ 43,816
Mill Creek	\$ 8,556			\$ -	\$ 8,556
Newcastle	\$ 14,288		\$ -	\$ -	\$ 14,288
NORCOM			\$ 5,500	\$ 5,500	\$ 5,500
North Bend		\$ 800		\$ 800	\$ 800
Oak Harbor				\$ -	\$ -
Renton	\$ 88,921			\$ -	\$ 88,921
SeaTac	\$ 24,857	\$ -		\$ -	\$ 24,857
Snohomish County	\$ 215,369			\$ -	\$ 215,369
Woodinville			\$ 2,900	\$ 2,900	\$ 2,900
Total Subscriber Fees	\$ 668,090	\$ 8,200	\$ 15,900	\$ 24,100	\$ 692,190

Grand Total	\$ 683,730	\$ 8,728	\$ 18,399	\$ 27,126	\$ 710,857
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11/7/2018

eCityGov Alliance Fees

	2018				2019				Change							
	MBP	NWProp	GovJobs	Total	MBP	NWProp	GovJobs	Total	MBP		NWProp		GovJobs		Total	
Partner Member																
Bellevue	297,658	27,831	24,618	350,107	298,923	5,622	9,491	314,035	1,265	0.4%	(22,209)	-80%	(15,127)	-61.4%	(36,072)	-10.3%
Issaquah	61,102	6,871	6,078	74,051	60,094	1,440	2,579	64,112	(1,008)	-1.6%	(5,431)	-79%	(3,499)	-57.6%	(9,938)	-13.4%
Kenmore	16,793	4,432	3,921	25,146	14,547	902	4,187	19,636	(2,246)	-13.4%	(3,530)	-80%	266	6.8%	(5,510)	-21.9%
Kirkland	132,376	17,206	15,220	164,802	137,884	3,439	20,696	162,019	5,508	4.2%	(13,767)	-80%	5,476	36.0%	(2,783)	-1.7%
Sammamish	64,825	10,304	9,114	84,243	55,709	2,487	10,272	68,467	(9,116)	-14.1%	(7,817)	-76%	1,158	12.7%	(15,775)	-18.7%
Snoqualmie	15,795	2,648	2,343	20,786	15,640	528	2,499	18,666	(156)	-1.0%	(2,120)	-80%	156	6.6%	(2,120)	-10.2%
Total Partner Fees	588,548	69,292	61,294	719,134	582,796	14,418	49,723	646,937	(5,752)	-1.0%	(54,874)	-79%	(11,571)		(72,198)	-10.0%
Subscriber Member																
Bothell	58,201	3,600	-	61,801	51,938	3,700	-	55,638	(6,263)	-10.8%	100	3%	-		(2,563)	-4.1%
Burien	24,973	-	-	24,973	22,769	-	-	22,769	(2,204)	-8.8%	-		-		(2,204)	-8.8%
Des Moines	-	3,600	-	3,600	-	3,700	-	3,700	-		100	3%	-		100	2.8%
Dupont	-	-	1,600	1,600	-	-	1,800	1,800	-		-		200		200	0.125%
Everett	-	7,700	-	7,700	-	-	-	-	-		(7,700)		-		(7,700)	-100.0%
Gig Harbor	-	-	1,600	1,600	-	-	1,800	1,800	-		-		200		200	12.5%
King County	251,837	-	-	251,837	201,477	-	-	201,477	(50,360)	-20.0%	-		-		(50,360)	-20.0%
Mercer Island	40,081	-	3,600	43,681	39,916	-	3,900	43,816	(165)	-0.4%	-		300	8.3%	135	0.3%
Mill Creek	8,373	-	-	8,373	8,556	-	-	8,556	183	2.2%	-		-		183	2.2%
Newcastle	13,427	-	2,600	16,027	14,288	-	2,900	17,188	861	6.4%	-		300	11.5%	1,161	7.2%
NORCOM	-	-	5,100	5,100	-	-	5,500	5,500	-		-		400	7.8%	400	7.8%
North Bend	-	800	-	800	-	800	-	800	-		-	0%	-		-	0.0%
Renton	99,103	-	-	99,103	88,921	-	-	88,921	(10,182)	-10.3%	-		-		(10,182)	-10.3%
SeaTac	-	3,600	-	3,600	24,857	-	-	24,857	24,857		(3,600)	-100%	-		21,257	590.5%
Snohomish County	247,352	-	-	247,352	215,369	-	-	215,369	(31,983)	-12.9%	-		-		(31,983)	-12.9%
Tukwila	-	2,500	-	2,500	-	-	-	-	-		(2,500)	-100%	-		(2,500)	-100.0%
Woodinville	14,831	-	2,600	17,431	-	-	2,900	2,900	(14,831)	-100.0%	-		300	11.5%	(14,531)	-83.4%
Total Subscriber Fees	758,177	21,800	17,100	797,077	668,090	8,200	18,800	695,090	(90,087)	-11.9%	(13,600)	-62%	1,700	9.0%	(101,987)	-12.8%
Total Fees	1,346,726	91,092	78,394	1,516,212	1,250,887	22,618	68,523	1,342,027	(95,839)		(68,474)	-75%	(9,871)		(174,184)	-11.5%

Non-SLA Revenue and Expenditure Details (feeds up to Proposed Budget Details)

		2017 Actual	2018 Budget	2019 Budget	2020 Budget	
Non-Fee Revenue						
	Onboarding Fees		11,660			Seatac
	MBP Training	10,424	11,000	11,500	11,500	100% MBP
	Investment Interest	5,958	1,250	8,978	9,196	Enter number in 2019 and 2020 and multiply by scenario percentage where appropriate
	Other: SPP Closure Transfer		66,430			Split 50/50 between GJT and NWP
Other M&O						
Supplies						
	Office Supplies	498	70	100	100	Enter number in 2019 and 2020 and multiply by scenario percentage where appropriate
	Books Maps & Periodicals		70	70	70	Enter number in 2019 and 2020 and multiply by scenario percentage where appropriate
Other Services						
	Cell & Oper Supp Cmpt Mant Svcs		770	770	770	Enter number in 2019 and 2020 and multiply by scenario percentage where appropriate
	Minor DP Software		280	280	280	Enter number in 2019 and 2020 and multiply by scenario percentage where appropriate
	Association Dues	3,384	2,800	3,500	3,500	Allocate Master Builders and WABO to MBP and all other per scenario percentages
	Staff Travel/Training	11,211	10,500	9,000	9,000	Enter number in 2019 and 2020 and multiply by scenario percentage where appropriate
	ESRI BAO API license			550	550	100% NW Property
	Liability Insurance	5,000	5,000	5,000	5,000	Enter number in 2019 and 2020 and multiply by scenario percentage where appropriate
Professional Services						
	WA State Auditors Office	2,400	10,000		14,150	Enter number in 2019 and 2020 and multiply by scenario percentage where appropriate
	Legal	12,319	9,800	9,800	9,800	Enter number in 2019 and 2020 and multiply by scenario percentage where appropriate
	Clark Nuber	4,533		5,000	5,000	Enter number in 2019 and 2020 and multiply by scenario percentage where appropriate
	City Sponsored Meals and Events	9,844		4,000	4,000	Enter number in 2019 and 2020 and multiply by scenario percentage where appropriate
	Hdwr/Sfwr Mnt	3,079		-	-	Enter number in 2019 and 2020 and multiply by scenario percentage where appropriate
	MBP Training	2,400	6,000	11,500	11,500	100% MBP
	GovDelivery		400			
	Misc. Professional Service	7,894	9,550	12,000	12,000	Enter number in 2019 and 2020 and multiply by scenario percentage where appropriate
	Other: non-profit status	10				
Professional Services - Special Projects						
	Rick Berman Consulting	7,373				100% unrestricted (split between NWP and GJT)
	Interim Executive Director Services	15,228				Enter number in 2019 and 2020 and multiply by scenario percentage where appropriate
	Tracy Jones Transition Contract	10,000				100% unrestricted (split between NWP and GJT)
	MBP Acceleration Funding payback	34,400	34,400			100% MBP
	Refund to Subscribers	6,255				
	2017 eCityGov Expenditure Refund	(30,842)				Enter number in 2019 and 2020 and multiply by scenario percentage where appropriate
	Other: Transfer SPP Balance to Unrestricted					
	Other: Temp Help		3,400			Enter number in 2019 and 2020 and multiply by scenario percentage where appropriate
	Other:		1,500			Enter number in 2019 and 2020 and multiply by scenario percentage where appropriate
	Other:					
	Other:					
	Other:					
Total		104,986	94,540	61,570	75,720	

Budget Variables

Direct Costs

Position	Staff	2018 Adopted Sal	FTE/LTE Scenario	2019 Sal & Ben	2020 Sal & Ben	2019 Hourly Rate	2020 Hourly Rate	2019 Hourly Rate with Overhead	2020 Hourly Rate with Overhead	2019 Hours	2019 Amount	2020 Hours	2020 Amount
EXEC DIR, eCITY GOV ALLIANCE		141,790	1.00	192,800	198,446	\$ 92.69	\$ 95.41	\$ 115.87	\$ 119.26	2,080.0	\$241,000	2,080.0	\$248,057
Administrative Support													
Admin Assistant		65,138	0.25	98,464	102,063	\$ 47.34	\$ 49.07	\$ 63.91	\$ 66.24	415.0	\$26,521	415.0	\$27,491
Application and Program Services													
Application Developer		124,152	2.25	171,092	176,267	\$ 82.26	\$ 84.74	\$ 111.05	\$ 114.40	3,735.0	\$414,755	3,735.0	\$427,300
Project Manger/Business Analyst		98,058	3.00	138,978	143,457	\$ 66.82	\$ 68.97	\$ 90.20	\$ 93.11	4,980.0	\$449,208	4,980.0	\$463,682
Total										8,715.0	\$863,963	8,715.0	\$890,982
Help Desk Support													
End User Support 2		77,089	0.50	113,172	117,090	\$ 54.41	\$ 56.29	\$ 73.45	\$ 76.00	830.0	\$60,966	830.0	\$63,077
								\$ -					

Indirect Costs

Financial Support													
Finance Manager		124,152	N/A	171,092	176,267	\$ 82.26	\$ 84.74	\$ 111.05	\$ 114.40	118.5	\$13,159	164.5	\$18,820
Sr. Finance Analyst		84,143	N/A	121,854	125,961	\$ 58.58	\$ 60.56	\$ 79.09	\$ 81.75	139.0	\$10,993	222.0	\$18,149
Sr. Accounting Associate		66,870	N/A	100,596	104,241	\$ 48.36	\$ 50.12	\$ 65.29	\$ 67.66	29.8	\$1,946	39.8	\$2,693
Total								\$ -		287.3	\$26,098	426.3	\$39,661
Infrastructure													
Infrastructure Engineer		109,598	N/A	153,181	157,968	\$ 73.64	\$ 75.95	\$ 99.42	\$ 102.53	343.6	\$34,163	343.6	\$35,230
Acquia Cloud Hosting								\$ -			\$3,800		\$3,892
SQL Server boxes Production											\$3,519		\$3,604
Virtual and Production Servers											\$5,571		\$5,705
Total											\$47,053		\$48,431

TOTAL											1,265,600		1,317,699
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Overhead Component	Rate
Central Service	3%
Direct Citywide	21%
Non-Productive	11%
OH Rate	35%

Billable Hours	1660
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Inflation	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
	102.70%	101.20%	102.20%	102.30%	102.23%	102.29%	102.45%	102.41%	102.41%	102.23%
CPI-W	2.43%	1.08%	1.98%	0.99%	2.01%	2.06%	2.45%	2.41%	2.41%	2.41%
COLA/Benefits	1.98%	2.01%	3.30%	3.30%	2.66%	2.70%	2.70%	2.70%	2.70%	2.70%
CPI-U	2.70%	1.20%	2.20%	2.30%	2.23%	2.29%	2.45%	2.41%	2.41%	2.23%

Fixed Benefits	2013	2014	2015	2016	2017	2018	2019	2020
MedAid1	96	95	95	95	95	95	95	95
Workers Comper	1,292	1,206	1,233	1,222	1,190	1,154	1,229	1,233
Unemployment I	331	254	118	118	123	127	129	132
Medical/Dental	14,416	15,569	16,737	17,992	19,431	20,986	16,846	18,699
Total	16,135	17,124	18,183	19,427	20,839	22,362	18,299	20,159

Variable Benefits	2013	2014	2015	2016	2017	2018	2019	2020
MEBT	6.20%	6.20%	6.20%	6.20%	6.20%	6.20%	6.20%	6.20%
Medicare	1.45%	1.45%	1.45%	1.45%	1.45%	1.45%	1.45%	1.45%
Pension	8.31%	9.10%	9.73%	11.18%	11.83%	12.47%	12.97%	13.23%
Total	15.96%	16.75%	17.38%	18.83%	19.48%	20.12%	20.62%	20.88%

23488

43587.76

10/24/2018

Assumptions

MBP Allocation %	90.0%
NWP Allocation %	2.5%
GJT Allocation %	7.5%
Bellevue Population	140,700
Bellevue Population Allocation %	35%
Issaquah Population	36,030
Issaquah Population Allocation %	35%

Resolution Res. 2018-10

**A RESOLUTION OF THE EXECUTIVE BOARD OF THE ECITYGOV ALLIANCE
AUTHORIZING THE EXECUTIVE DIRECTOR TO NOTIFY THE STATE AUDITORS
OFFICE THAT THE ECITYGOV ALLIANCE REQUESTS TO CHANGE TO A BIENNIAL
AUDIT CYCLE**

WHEREAS, the eCityGov Alliance (the “Alliance”) is established under the provisions of chapters 39.34 and 24.06 of the Revised Code of Washington (the “RCW”) as a public non-profit entity; and

WHEREAS, any entity created pursuant to chapters 39.34 or 24.06 RCW shall be subject to audit in the manner provided by law for the auditing of public funds; and

WHEREAS, the eCityGov Alliance Executive Board may request to change from an annual audit cycle to a biennial audit cycle beginning in 2020 for the 2019 and 2020 compliance audit subject to approval by the State Auditor’s Office; and

WHEREAS, the Executive Board wishes to authorize the Executive Director to notify the State Auditor’s Office of its request to change to a biennial audit cycle;

NOW, THEREFORE, BE IT RESOLVED by the Executive Board as follows:

- A. The Executive Board hereby authorizes the Executive Director to formally notify the State Auditor’s Office that the Alliance wishes to change to a biennial audit cycle.
- B. This resolution shall take effect immediately upon its passage and adoption.

Passed by an affirmative vote of the Executive Board of the Alliance at a regular open public meeting held on November 16, 2018.

Signed in authentication thereof on this _____ day of _____, 20____.

Aaron Antin, Chair
eCityGov Alliance Executive
Board

Attest

M’Lisa Marks, Secretary
Alliance Executive Board

Resolution Res. 2018-09

**A RESOLUTION OF THE EXECUTIVE BOARD OF THE ECITYGOV ALLIANCE
APPOINTING AND CONFIRMING THE EXECUTIVE DIRECTOR OF THE
AGENCY.**

WHEREAS, Section 7 of that certain Amended and Restated Interlocal Agreement Establishing eCityGov Alliance, as amended and restated on February 16, 2018 (the "Interlocal Agreement") provides that "Through the Executive Board, the Alliance shall have all powers allowed by the law for interlocal agencies created under RCW 39.34.030 and Chapter 34.06 RCW, ...and including but not limited to the following:....Retain and terminate and Executive Director"; and

WHEREAS, the Executive Board now desires to confirm the appointment of an Executive Director as provided herein; and

NOW, THEREFORE, BE IT RESOLVED by the Executive Board as follows:

- A. The Executive Board Appoints and Confirms _____ as the Executive Director of the eCityGov Alliance.
- B. This resolution shall take effect immediately upon its passage and adoption.

Passed by an affirmative Supermajority Vote (as defined in the Interlocal Agreement) of the Executive Board of the Alliance at a regular open public meeting held on November 16, 2018.

Signed in authentication thereof on this _____ day of _____, 20____.

Aaron Antin.Chair
eCityGov Alliance Executive Board

Attest

M'Lisa Marks, Secretary
eCityGov Alliance Executive Board