

# Agenda Executive Board Meeting

*Friday, April 29th • 9:30 – 10:00am*

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

## **Consent Items**

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Approval of March 25th, 2015 Executive Board Meeting Minutes (attached)

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

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1. Review of Tasks from March Board Meeting (15 minutes)
  - a. NWProperty.net phone survey
  - b. Restructure meeting
  - c. Open/Big data research
  
2. Plan for May Board Meeting (15 minutes)

# Minutes

## Executive Board Meeting

*Friday, March 25, 2016 • 10:00am to 12:00pm*  
*Mercer Island Council Chambers*

**Executive Board Attendees:** Tracey Dunlap, Kirkland; Toni Cramer, Bellevue; PJ Rodriguez for Bob Larsen, Snoqualmie; Bob Harrison (Chair), Issaquah; Mike Kaser, Mercer Island; Lyman Howard, Sammamish (phone),

**Operations Board Attendees:** Brenda Cooper, Kirkland (phone).

**Other:** Sabra Schneider, Bellevue; Tom Phillips for MBP Management Team, Kirkland; Gregg Schrader for MBP Management Team, Bellevue; Alan Husby for MBP Management Team, Snohomish; Sheri Galloway, eCityGov; and Tracy Jones, eCityGov

### Call to Order

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The meeting was called to order at 10:00am by Bob Harrison.

### Consent Items

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Motion to approve minutes of the December 7 meeting by Mike Kaser with correction of Bob's name. Seconded by Toni Cramer and approved by all.

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

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#### 1. Draft Budget

Tracy presented the draft budget. The \$100 prioritization exercise at the December 2015 meeting was used to help guide the draft budget and the budget was shared with the MBP Management Team and Operations Board for feedback/changes. The draft budget primarily invests in MBP which has its own funding stream from users. Additionally the draft budget provides minimal funding to keep GJT and NWP running and small investment in open data and big data to begin a new program.

Toni said that when she completed the prioritization exercise she had Bellevue priorities in mind, not eCityGov Alliance priorities. Bob mentioned Smart Cities and Open Data will be very different for Issaquah than Bellevue. It was stated that we should "take care of what we have".

#### a. MyBuildingPermit.com Budget:

The MBP Management Team voted for a 2.2% fee based on the 5-year rolling fee methodology. The fee enables continued development of the MBP tool and better aligns with Program Team's vision of permitting functionality to customers. It also takes into

account the work needed to move from WebForms to MVC and re-architecting the database. Both the move to MVC and re-architecture of database were not included in Bellevue's 2014 re-architecture estimate.

Tracy also discussed the huge disconnect when she came on board between the development work taking place and what the MBP Team expected. The Program and Management Team's priorities are now reflected in the workplan.

Bob asked if the fee satisfied Snohomish and King County needs (registered basics and on-boarding respectively). Tracy responded that the registered basics enhancement is being implemented in 2016 and that the 2.2% fee for 2017/2018 covers two business analyst and so would be sufficient to support onboarding of King County.

It was discussed that overhead for MBP could go up if other programs are not funded. Bellevue and Mercer Island felt 2.2% would be supported but concerned if cost are higher it would not be supported. Tracey (Kirkland) stated she doesn't want this rate to be the "new normal" because eventually there will be a down-turn in the economy and revenues will decrease. It was discussed that software requires regular updates and will have on-going costs. Sabra said that Microsoft changes technology every 5+ years so we must plan for regular re-architecture.

Gregg Schrader stated on behalf of the MBP Management Committee that he is impressed with the Program Team and how they truly care about the customer experience. The Program Team is very engaged with MBP, close to the customers, and the Management Committee relies on their direction.

**Action Item:** Review MBP budget with MBA.

**b. NWProperty.net Budget:**

NWP was included in the draft budget with minimum hours for maintenance and help desk. Tracy explained the one city has recommended taking it out of commission but the tool works, was recently updated, and some cities are using it. If NWP is taken out of commission, then eCityGov would lose \$25,000 in subscriber funds and have to reallocate overhead (based on current cost model) to other programs.

Toni supported the idea of discontinuing NWP due to low usage and said it was originally created at the request of Commercial Brokers during the economic downturn and is no longer needed. Tracey and Bob H said Kirkland and Issaquah use NWP. Lyman said he recommended marketing it at Chambers and Economic Development Council instead of killing it. Bob H said he will add it to the agenda when meeting with the Economic Development group.

**Action Item:** Tracey Dunlap will convene a meeting with economic development staff to better understand tool and look at options for a small survey. Tracy Jones to send out statistics on usage.

**c. GovJobsToday.com Budget:**

GJT draft budget included 400 hours for on-going maintenance and 0.25 of business analyst time to help support and market tool. There is a significant project scheduled for 2016 and additional hours may be needed in 2017 to finish out work and bug fixes. Mercer Island and Kirkland support GJT investment. Mike said he would like to see GJT posting to other sites so that government jobs are more publicized. Bob H stated that it is important to make sure GJT aligns to city processes during the re-architecture and that an updated look would be nice when doing the architecture.

Discussion about the cost of GJT to Bellevue, who is not using the tool. Bellevue requested to look at an alternative funding model for GJT.

**Action Item:** Research partner versus subscriber fees and look at pricing of competing applications. Investigate the option of charging by recruitment for smaller cities.

**d. Open/Big Data Budget:**

The draft budget included a new program for Open Data/Big Data. The draft budget included 10% of SLA cost to support billing and help desk and also included 0.50 of Business Analyst to help cities with data efforts.

Tracey Dunlap said the question that Kirkland and other need to know is what would be a deliverable and how else could the money be used for the city. The Operations Board requested more research on what the investment in Open/Big data would buy.

**Action Item:** Complete additional research on Open/Big data opportunities and identify what the deliverable would be for investment.

**e. Restructuring of eCityGov Alliance:**

The Partners discussed that there is value in regional relationships and keeping some existing programs running, but the existing structure is not flexible, because all partners must agree to an investment. It is not easy to define the “common” problem that all eCityGov cities are trying to solve, as there was when it first started. There are also a lot of other tools/options on the market at competitive prices.

Additionally it was agreed that the two board structure is time consuming and does not empower the organization to be agile and move quickly. There is also concern about the on-going disparity between Partner and Subscriber rates. Since Subscriber rates are lower, it is an incentive for cities to move from Partner to Subscriber.

It was agreed that eCityGov needs a more streamlined governance process and the cost model needs to be re-worked. Four cities agreed to meet and discuss eCityGov structure and governance (Kirkland, Bellevue, Issaquah, and Snoqualmie).

**Action Item:** Toni Cramer, PJ Rodriguez, Tracey Dunlap and Bob Harrison to meet and look at eCityGov structure and governance.

## Adjournment

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**Motion:** A motion was made by Tracey at 12:08pm to adjourn the meeting, seconded by Toni, and all approved.