

# Agenda

## Executive Board Meeting

*Wednesday, August 26, 2015 • 1:00 – 1:30pm*

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

*Visual –GoToMeetings by clicking on this link:*

<https://global.gotomeeting.com/join/526687277>

### Consent Items

---

Approval of July 30, 2015 Executive Board Meeting Minutes (attached)

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

---

1. Financial Policy update (15 minutes) – Tracy

Request Partner approval for:

- a. Added to Section 7.B, Practice (Reserves for Unrestricted Programs)
- b. New Investment policy in Section 7.E, Reserves

2. Update on eCityGov Priorities – Tracy

- a. Invitation to learning/sharing opportunities:

**Open Data**

Friday, September 18, 10:00-11:00am, Council Chambers at Mercer Island

**Smart City Overview**

Friday, October 2, 10:00-11:00am, location TBD

- b. Update on NWMap Strategy
- c. Marketing and business development

# Minutes

## Executive Board Meeting

*Thursday, July 30, 2015 • 12:00-2:00pm*  
*1E-112, Bellevue City Hall, WA*

**Executive Board Attendees:** Autumn Monahan for Bob Harrison (Chair), Issaquah; Toni Cramer for Brad Miyake, Bellevue; Mike Kaser for Noel Treat (on the phone), Mercer Island; Tracey Dunlap for Kurt Triplett, Kirkland; Peter Troedsson for Bob Stowe, Bothell; Lyman Howard for Ben Yazici (on by phone), Sammamish; Nany Ousley for Rob Karlinsey (on the phone), Kenmore.

**Operations Board Attendees:** Brenda Cooper (Co-Chair), Kirkland.

**Other Staff:** Tracy Jones (Executive Director, eCityGov); Neelam Sharma, eCityGov; Sheri Galloway, eCityGov.

### Call to Order

---

The meeting was called to order at 12:05pm by Toni Cramer.

### Consent Items

---

Approval of May 18, 2015 Executive Board Meeting Minutes

With the corrected spelling of Tracey Dunlap's name, a Motion was moved by Peter to approve the May 18, 2015 minutes; it was seconded by Nancy and approved by all.

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

---

#### 3. Financial Policy update

##### a. Additional language in Section 3, Biennial Budget

Tracy requested the Board approve added language in Section 3, Biennial Budget about a mid-biennium review with a due date of August 15 of the 1<sup>st</sup> year.

Motion: Peter moved a motion to approve the additional language in Section 3, Nancy seconded and all were in favor.

##### b. New Investment policy in Section 7.C and 7.D, Reserves

Tracy requested the Board approve added language to Section 7, Reserves, subsections C & D pertaining to investments.

- The Board agreed that the new language misapplied the word "investment" and replicated the reserve policy in Section 7, Reserves, Subsection B. Therefore the board requested to delete the revised

language to Subsections C & D and instead to update Section 7, Reserves, Subsection B with more details.

- The Board agreed to add a short section on “Investments” to explain that Bellevue manages investments for eCityGov Alliance and that no other investments will be made without the approval of the Board.

c. Additional language in Section 9.A, Accounts Receivable

Tracy requested the Board’s approve language added in Section 9, Accounts Receivable of Financial Policy about a write off for a bad debt or uncollectable accounts.

Motion: Autumn moved a motion to approve the additional language in Section 9, Peter seconded and all were in favor.

4. NWMaps Strategy Alignment

a. Overview of NWMaps Strategy Alignment

Background: Tracy shared that she had a conversation with Slalom Consulting about the need for customer feedback before determining the strategy for NWMaps. Slalom recommended an approach for gathering customer feedback and Tracy provided the approach to the Operations Board. Based on interest from the Operations Board, Slalom met with the Board and discussed and fine-tuned the approach. Slalom provided an estimate for the work and the partner cities (not including Bothell) were able to find the additional funding needed for Slalom to conduct internal and customer feedback sessions. This work may be contracted under the existing Bellevue ITD contract with Slalom per the Alliance’s Interlocal Local Agreement.

Recommendation: Tracy provided a recommended approach for aligning the strategy NWMs. Phase 1 would use Slalom services to conduct internal and customer insight. Phase 2 would require the Executive Director, NWM members, and Operations Board to identify a vision and develop a strategic roadmap. Once there is alignment on vision and roadmap, the Team would begin gathering requirements for the 2016 project, with the intention of starting development work in January 2016 (if applicable).

Slalom’s fee for Phase 1 is \$32,000 and Tracy is able to repurpose \$15,000 from the existing budget (\$5K from NWP marketing, \$5K from NWM marketing, and \$5K from travel/training). She requested the Board’s approval for the additional \$17,000. All Cities (except Bothell) had researched and found additional funding prior to the Executive Board meeting.

Motion: A motion was moved to use Slalom Consulting Services for NWM and to approve additional funding for NWM strategy by Lyman, seconded by Tracey and favored by all except Bothell as they will be withdrawing as a Partner at the end of December 2015.

5. Update on eCityGov Priorities

- a. Matrix for cities and technology needs/interests
- b. Marketing and business development
- c. Programs: MBP, GJT, NWM  
Tracy handed out the Executive Status Summary and provided status of current project updates.

### **Adjournment**

---

A Motion was moved by Peter to adjourn the meeting at 1:15; seconded by Autumn and approved by all.