

**eCityGov Alliance Executive Board Meeting**  
**Friday, June 16, 2023; 10:00am - Noon**  
Hybrid Meeting – Both In-Person and Virtual

In-Person Location

Bellevue City Hall, **Room 1E-110**  
450 110th Avenue NE  
Bellevue, WA 98004  
(425) 452-6800

Virtual Information

<https://cityofbellevue.zoom.us/j/86753260419>

Meeting ID: 867 5326 0419

Passcode: 196873

(253) 215 8782 US (Tacoma)

MINUTES

1. Introductions and Roll Call (5 min)  
The chairperson, Jim Hominiuk, called the meeting to order at 11:03am.

**Member attendees:**

City of Issaquah – Autumn Monahan

City of Kenmore – Robert G. Karlinsey

City of Kirkland – Beth Goldberg

City of Sammamish – Jim Hominiuk

**Members absent:**

City of Bellevue – Nathan McCommon

City of Snoqualmie – Michael Chambless

**Non-voting members:**

Julie Mass, Snohomish County

**Non-voting members absent:**

Jason Krum, City of Auburn

**Other attendees:**

Tyler Running Deer, Executive Director of eCityGov Alliance

Molly Bandel, Secretary eCityGov Alliance

Michele Miller, City of Bellevue Technology Business Analyst

Julie David, City of Bellevue IT Business Operations manager

Charmagne Shirley, City of Bellevue IT Contract Administrator

Warren Cheney, King County

Don Khuong, City of Bellevue IT Product Manager

2. Approve Agenda – VOTE (2 min)

**Motion** – City of Kirkland made a motion to accept the eCityGov Alliance Executive Board agenda for June 16, 2023.

**Second** – City of Issaquah

**Discussion** – no discussion

**Approval** – motion carried unanimously

3. Approve April 2023 Minutes – VOTE (2 min)

**Motion** – City of Kenmore made a motion to approve the April 21, 2023 eCityGov Alliance Executive Board minutes.

**Second** – City of Issaquah

**Discussion** – no discussion

**Approval** – motion carried unanimously

4. MBP Service (20 min)

a. MBP 2023-2024 rates

i. The Executive Director presented to the board and review the following.

1. SeaTac un-subscribed, effective May 31, 2023 with a current annual fee of \$52,786
  - The Executive Director reported that SeaTac chose to unsubscribe from the MBP service, because it replaced its backend system with a system that offers both a frontend and backend system.
  - The Executive Director confirmed that SeaTac gave advanced written notice and referenced the current policy that allows eCityGov to select an offboarding time that works best for the eCityGov team.
  - Recommendation by the Board for the Executive Director administratively act on updating the written notice required by jurisdictions for future planning purposes and look at industry standards to bring back to the board for review.
2. 2023-2024 revenue forecast lowered by \$83,577.83
3. 2023 unobligated beginning fund balance of \$300,429, which is on top of required 50% operating reserve of \$717,086
  - The Executive Director confirmed that the eCityGov Executive Board Bylaws and financial policies require rate confirmation in the middle of a biennium.
  - The Board confirmed no rate changes for 2024, and would like to review the budget status after the MBP permit system project has a recommended pathway with cost estimates.

b. MBP Permit System project

- The Executive Director presented an update to the Board, and the Board asked about budget impact and implications for the project.
  - The Board recommended the work group focus on useability and reliability when deciding how to proceed with the MBP Permit System project.
  - Board members asked about the upfront investment requirements for the MBP Permit System project. The Executive Director confirmed that eCityGov will look for investment from the jurisdiction members on the steering committee who want to try out the backend system first.
  - The Board requested information on seeing potential net savings over time. The Executive Director confirmed that there is not currently a comparable system to the MBP Permit System project to assist with forecasting net savings but noted that MBP provides one version to all customers and updates features and functionality without additional customer fees.
  - The Executive Director confirmed that the service will have a new rate structure and will build additional resources for knowledge coverage.
  - The Executive Director confirmed that the state passed legislation requiring the Department of Commerce to consider and develop an electronic permitting system that would be offered statewide. The Executive Director was invited to an advisory group and is hoping that MBP can be seen as a viable option.
- i. The Executive Director reviewed the following.
1. Current options
    - Build the system ourselves
    - Contract a software company to build
    - Purchase/acquire a current permit system's code base and modify
    - Purchase/acquire a database platform (e.g., Salesforce, etc.) and modify

