eCityGov Alliance Executive Board Meeting
Friday, July 15, 2022; 1pm – 2pm
Hybrid Meeting – Both In-Person and Virtual

<u>In-Person Location</u>
Bellevue City Hall, **Room 1E-110**
450 110th Avenue NE
Bellevue, WA 98004
(425) 452-6800

<u>Virtual Information</u>
https://cityofbellevue.zoom.us/j/83912773988
Meeting ID: 839 1277 3988
Passcode: 722649
(253) 215 8782 US (Tacoma)

MINUTES

1. Introductions and Roll Call (5 min)
    a. Chairperson called meeting to order at 1:05pm
    b. Member attendees:
        i.   City of Bellevue – Nathan McCommon
        ii. City of Issaquah – Autumn Monahan
        iii. City of Kenmore – Rob Karlinsey
        iv. City of Kirkland – Beth Goldberg
        v.   City of Sammamish– Jim Hominiuk
        vi. City of Snoqualmie – Mike Sauerwein
    c. Members Absent:
                none
    d. Non-voting members:
        i.   Town of Woodway – Tom Phillips
        ii. King County - Warren Cheney
    e. Other attendees
        i.   Executive Director of the eCityGov Alliance – Tyler Running Deer
        ii. Secretary eCityGov Alliance (interim) – Julie David
        iii. City of Bellevue Technology Business Analyst – Michele Miller

    iv.   City of Bellevue r – Sara Asher
    v.   City of Bellevue IT Chief Operating Officer – PJ Rodriguez
    vi.   City of Bellevue – Sr. Budget Analyst – JoAnn Wykpisz

2.   Approve Agenda – VOTE (2 min)
    a. Motion – City of Kenmore made a motion to accept the eCityGov Alliance Special Session Board agenda for July 15, 2022
    b. Second – City of Sammamish
    c. Approved

3.   eCityGov Alliance Finances (45 min)

    a. 2022 Revised Budget
       Executive Director reviewed the approved revised budget from April 2022 that included the new 2022 COLA for Staff, from 2.21% to 5.67%. Utilized unobligated balance to cover increase and not to increase rates.
    b. 2023 – 2024 cost increases
       New files sent over prior to the meeting with adjustments due to the increase of the COLA in 2023 to 8.55%. No changes to COLA percentages have been made to 2024 at this time.

       Executive Director highlighted the changes in the cost increases:
       a. Staff and Support Increase
          i.   Network and servers
          ii.   Business Support (fiscal support) increase is based on historical hours utilized for this resource
          iii.   Product Manager is a classification change from the Project Manager role
          iv.   Application Services Development QA hourly change to reflect historical hours utilized for this resource
       b. New 5-year average revenues per eCityGov Alliance financial policies
       c. 2023 – 2024 Draft Biennial Budget assumptions

       Executive Director reviewed assumptions
       a. Budget will be biennial

    b. Revenues include all income

    c. Rate on the last 5 years

    d. Will remain the same % for partners and subscribers

    e. Expenses include all costs

    f. Expenses assume a Service Level Agreement with Bellevue

    g. Expenses include inflationary factors

c. 2023 – 2024 Draft Biennial Budget options
Executive Director reviewed the Budget options presented at previous meetings.

    a. Option 1 = Base

    b. Option 2 = Catch Up

    c. Option 3 = Keep Up

    d. Option 4 = Step Up

    e. Option 5 = Other/modified

d. 2023 – 2024 Draft Biennial Budget – VOTE
Resolution 2022 - 03
Vote tabled pending additional review and discussion.

4. Recommended change of date from 9/16/2022 for next meeting to meet rate distribution letters on 9/15/2022, or add special meeting.

5. eCityGov Strategic Planning (10 min)

    a. not addressed due to time constraints

6. Adjourn   2:16pm by City of Bellevue