

Agenda

Executive Board Meeting

Monday, May 18, 2015 • 11:00am - 1:00 pm
1E-112, Bellevue City Hall, WA

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 April 20, 2015 Executive Board Meeting Minutes (attached)

Strategic Issues, Planning and/or Action Items

1. Looking Forward (45 minutes) – Toni
 - a. Urban trends and supporting technologies
 - b. Opportunities for collaboration on policy level business strategies
2. Lunch Break (15 minutes)
3. Cost Structure Discussion (45 minutes) – Executive Board
4. Program Updates (10 minutes) – Tracy

Minutes Executive Board Meeting

*Monday, April 20, 2015 • 11:00-11:30pm, Conference Call
1E-121, Bellevue City Hall, WA*

Executive Board Attendees (By Phone): Bob Harrison (Chair), Issaquah; Toni Cramer for Brad Miyake, Bellevue; Mike Kaser for Noel Treat, Mercer Island; Tracy Dunlap for Kurt Triplett, Kirkland; Peter Troedsson for Bob Stowe, Bothell; Bob Larson, Snoqualmie; Joanne Gregory for Nancy Ousley, Kenmore, Lyman Howard, Sammamish.

Operations Board Attendees: Sabra Schneider (Co-Chair), Bellevue; PJ Rodriguez (Co-Chair), Snoqualmie; Joe Guinasso, Sammamish; Joe Sherman, Bothell; Autumn Monahan, Issaquah.

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

Call to Order

The meeting was called to order at 11:01am by Toni Cramer.

Consent Items

Approval of January 29th, 2015 Executive Board Meeting Minutes

Motion was moved by Peter to approve the January 29th, 2015 minutes; it was seconded by Lyman and approved by all.

Strategic Issues, Planning and/or Action Items

5. Driving Program Success

a. Update on GJT and NWM

Tracy gave an update on eCityGov priorities and work plans. She shared that GJT and NWM had projects scheduled for 2015 and 2016. GJT is all set with its enhancements to move forward, however NWM is still working on gathering requirements and defining its vision for the future. To enable program success, she is moving all NWM work to 2016, allowing more time for discovery and requirement gathering. This enables focus on GJT in 2015. The NWM program team understands the need to move NWM project to 2016 and the change in focus has been confirmed with Bellevue SLA. Toni agreed and said that as long as the teams are on board with this, she is okay with moving forward with this recommendation.

b. Update on MBP Registered Basics

Tracy gave an update on the Registered Basics enhancement project and explained the need and the importance for these enhancements. She mentioned that it will be a great

benefit for MBP subscribers especially for one of our biggest customers Snohomish County. 75-80% of Snohomish County's residential permits are Registered Basics but currently MBP is not able to accommodate these permits. MBP implemented Registered Basics as part of the ePlan project in 2013, but required functionality was not possible due to project scope limitations. She said the MBP Program Team and Management Team approved the recommendation to implement Registered Basics in 2016 and move Permit Status project to 2017.

Tracy also said that our potential MBP customer, King County, is interested in Registered Basics and this enhancement may be beneficial for bringing new agencies onto MBP in the future.

6. Update on eGov Priorities

a. MBP on-boarding/implementation cost calculator

Tracy gave an update on the MBP onboarding/Implementation cost calculator and explained how the fee is calculated to bring a small, medium and large jurisdiction on board. The fee is driven by functionality, size/complexity of organization, and jurisdiction's IT support. Any additional hours required by jurisdiction will be charged to the jurisdiction and will be calculated at \$106/hour.

b. MPR request to close Mid-2016

Tracy shared that according to the feedback she got from Partner cities, 5 out of 8 cities are ready to close the recreation site but others have asked to keep it until mid-2016. The Board felt that sufficient time has been given to cities in the past who still have their content on the recreation site, and asked Tracy to set a deadline to close the recreation site sooner than mid-2016 and provide cities notification to move their content from MPR site.

c. Marketing highlights

Tracy shared the marketing highlights with the Board and said that given her schedule, she is mainly focusing on the foundation of marketing and fine-tuning the branding at this point.

Peter suggested that Tracy focus on specific marketing. General consensus of the Board members was to focus on target specific opportunities rather than fully focusing on marketing for now. Also, the Board agreed to discuss the allocation of the Executive Director's time on different activities, such as Marketing, at the next Board meeting.

d. Program updates

MBP

- Attended the Washington Association of Building Officials (WABO) and did short presentation on MBP. Bellingham approached and is interested in learning more about MBP.

- On-going conversation with King County, they are going to present a roadmap to their Council in June.
- Also, conducted demos at Lake Forest Park and Milton. Both cities are interested and in early research/analysis phase.

NWP

- Improved data feed is now up and running. Data is coming directly from Commercial Brokers Association (CBA). \$18K savings a year, because no longer buying from secondary source.

GJT

- Preparing to attend the May 7th Labor Relations Institute to promote GJT. We will have a booth, marketing video, and marketing collateral.

SPP

- The estimated cost for going out of business appears to be on-track. All agencies have paid except Eastside Fire. We will send a formal letter to Eastside Fire requesting payment. The vendor payments are currently \$10K less than at the same time last year.

Adjournment

Motion: A motion was moved by Bob Larson to adjourn the meeting at 11:40, seconded by Peter Troedsson and was approved by all.