

February 2020 Executive Board Meeting

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Executive Board Meeting
Friday, February 21, 2020; 10:00am - Noon
 City of Bellevue, City Hall – Room 1E-118
 450 110th Avenue NE, Bellevue, WA 98004

Parking: Parking lot at the City Hall main entrance from 110th Avenue NE
Call in option: For audio only, dial 1-877-848-7030, with access code 8765293

AGENDA

1. Introductions and Roll Call
2. Approve Today’s Agenda – VOTE
3. Approve November and December Minutes – Two VOTES
4. Executive Board Status

a. Following Officers through April 2021

Chair	Vice-Chair	Treasurer	Secretary
Snoqualmie	Issaquah	Sammamish	M’Lisa Marks

- b. Sammamish Representative Update
- c. Treasurer Position

5. Service Delivery Team Staffing Updates
 - a. Business Analyst
 - b. Part-time Developer
6. MBP Work Plan Updates
 - a. Jurisdiction Dashboard Phase 1 Live
 - b. 2020 MBP Work Prioritization Update

7. MBP Organizational Updates
 - a. Management Committee Chair
 - b. Subcommittee Charters Review

8. Business Development Updates
 - a. Onboarding Jurisdictions (Edmonds and SeaTac)
 - b. Agreements in Process (Federal Way, Auburn, Monroe)
 - c. WSDOT Opportunity – POSSIBLE VOTE
 - d. Backend Vendor Challenges

9. Finance Status and Actions
 - a. 2019 End of Year Summary
 - b. 2021-2022 Budget Development
 - c. Budget Authorization Matrix – POSSIBLE VOTE
 - d. Certified Public Accountant – POSSIBLE VOTE

10. WCIA Delegate and Alternate – POSSIBLE VOTE

11. Data Policy

12. Orthophotography Flight Project Status and Decisions
 - a. Multi-jurisdiction Agreement
 - b. Vendor Contracts
 - c. Flight Schedule
 - d. Project Budget

13. Jurisdiction Technical Assistance Updates
 - a. Sammamish

b. Bothell

14. NWProperty.net Closure (January 31, 2020)
15. GovJobsToday.com Update – POSSIBLE VOTE
16. eCityGov Alliance Website Update
17. Adjourn

Minutes Executive Board Meeting

*Friday, November 15, 2019 • 10am – 12pm
Bellevue City Hall, room 1E-121*

Executive Board Attendees: Tyler Running Deer, eCityGov Executive Director; Tracey Dunlap, Kirkland; Nathan McCommon, Bellevue; John Traeger, Issaquah; Nancy Ousley, Kenmore
Note: John Traeger was acting chairperson.

Executive board members not in attendance: Bob Larson, Snoqualmie; Rick Rudometkin, Sammamish

Subscriber Board Attendees: Barbara Mock, Snohomish County; Warren Cheney, King County

Other

M’Lisa Marks, Secretary eCityGov; Michele Miller, MBP/Bellevue; Evan Phillips Bellevue Fiscal Team; JoAnn Wykpisz, Bellevue fiscal team; Amanda O’Connor, Bellevue Project Manager

Call to Order

Beginning at 10:07am, Tyler Running Deer discussed the Director’s update and answered questions from the board.

Point of Order Quorum was not reached until 10:12, when Kenmore joined the meeting by phone.

Approval of Agenda

Nathan McCommon made a motion to approve the agenda, seconded by Tracey Dunlap. Motion passed unanimously.

Meeting Minutes

Nathan McCommon made a motion to approve the September 2019 meeting minutes. Tracey Dunlap seconded the motion. Discussion: Change the format of the minutes to be a record of the actions taken, not a transcript of the meeting. Motion passed unanimously.

Executive Director October 2019 update

- The Board would like the Executive Director to continue sending the update via email and to include the update in the board packet.

MBP Work Plan Updates

- 2019 MBP Work Plan Updates were discussed
 - The Board requested a report back on the e-check flat rate fee and percentage fee.
 - Kenmore will report back to the board in February 2020 how their jurisdiction came to the decision regarding fees.
 - A motion was made by Tracey Dunlap to accept the staff recommendation for the development team to work on one fee functionality not defined as a credit card fee but a convenience or service payment fee to be added to e-checks. Each jurisdiction has the authority to opt in or opt out.
 - Motion was seconded by Nathan McCommon
 - Discussion: Use generic language for the fee
 - Motion passed unanimously
- 2020 MBP Work Prioritization
 - The 2020 MBP Workplan prioritization complete by the program team, will be presented to the Executive Board in February 2020.

MBP Organizational Update

- Snohomish County would like to see the MBP Management and Program committee's joint meeting conducted several times a year.
- Management Committee directed the Publications Committee to update the building code revisions by January 2020.
- MBP holiday party has been cancelled.

Business Development Update

- An update on current potential MBP members as well as current onboarding jurisdictions was presented by Tyler Running Deer and Michele Miller.

Budget & Finance Updates

- An end of the year financial report will be presented to the Board in February 2020.
- Financial Policy update will be presented to the board in February 2020.

Resolution 2019-10 A resolution of the executive board of the eCityGov Alliance amending the budget for 2019 and 2020.

- Motion made by Tracey Dunlap to accept the amendment of the eCityGov Alliance budget for 2019 and 2020.
- Motion seconded by Nathan McCommon, motion passed unanimously without discussion.

Resolution 2019-12 A resolution of the executive board of the eCityGov Alliance authorizing an amendment to the service level agreement (SLA) with the City of Bellevue.

- Motion made by Nathan McCommon to accept the amendment to the SLA with the City of Bellevue.
- Motion seconded by Tracey Dunlap.
- Discussion: John Traeger clarified that the amendment is only for \$300,000.00.

- Motion passed unanimously.

Resolution 2019-07 A resolution of the executive board of the eCityGov Alliance authorizing the Alliance to serve as contracting, fiscal and administrative agent of an inter-governmental orthophotography survey project.

- This resolution was approved at the September 20th, 2019 meeting.
- No additional resolutions are required per the Alliance attorney, but Tyler will update the Board in future meetings.
- Tracey Dunlap requested a report back to the Board after the ortho project is complete. Will the Alliance offer a multi-jurisdiction purchase again?

Resolution 2019-11 A resolution of the executive board of the eCityGov Alliance setting and confirming the executive board meeting dates for 2020.

- Motion was made by Tracey Dunlap to accept the Executive Board meeting dates for 2020.
- Motion was seconded by Nathan McCommon. Motion passed unanimously without discussion.

Jurisdiction Technical Assistance

- The Board discussed challenges technical challenges that several jurisdictions are facing.

GJT and NWP

- Tyler presented an update regarding GovJobsToday and NorthwestProperties to the Board.

Executive Session

- The Board went into Executive Session at 11:55am.

Regular Session resumed at 12:15pm

- Nathan McCommon made a motion to provide Tyler Running Deer a one-time bonus of \$2,000.00 to be added to the next payroll, and to apply the City of Bellevue 2020 Cost of Living Adjustment (COLA) to the Executive Director's salary for 2020.
- Tracey Dunlap seconded the motion, motion passed unanimously without discussion.

Adjournment

John Traeger adjourned the meeting at 12:17 pm

Minutes

Executive Board Special Meeting

*Monday, December 2, 2019 • 3:30pm – 4:15pm
Conference Call/Bellevue City Hall, room 1E-110*

Closed session attendees: Robert Larson, Snoqualmie; Tracey Dunlap, Kirkland; Nathan McCommon, Bellevue; John Traeger, Issaquah; Nancy Ousley, Kenmore

Open session attendees: Robert Larson, Snoqualmie; Tracey Dunlap, Kirkland; Nathan McCommon, Bellevue; John Traeger, Issaquah; Nancy Ousley, Kenmore; Tyler Running Deer, eCityGov Alliance Executive Director; M’Lisa Marks, Secretary eCityGov Alliance

Executive board members not in attendance: Sammamish

Closed Session pursuant to RCW 42.30.110 (1) (g)

The executive board moved to a closed session meeting at 3:45pm

Open Session

The meeting moved to open session at 3:58pm

Tracey Dunlap made a motion to adjust the executive Director’s salary to the top of the position’s pay range, and to provide a one-time bonus of \$4,668.00. This was in addition to the action previously taken by the Board in November on the same subject. Nathan McCommon seconded the motion and it passed unanimously without discussion.

Adjournment

Nathan McCommon made a motion to adjourn the meeting. Tracey Dunlap seconded the motion and it passed unanimously without discussion. Robert Larson adjourned the meeting at 4:01pm

BYLAWS
OF
eCITYGOV Alliance (“ALLIANCE”)

ARTICLE I. PURPOSES

As set forth in the Amended and Restated Interlocal Agreement Establishing eCityGov Alliance dated as of October 27, 2018, by and between the Cities of Bellevue, Issaquah, Kenmore, Kirkland, Sammamish, and Snoqualmie (the “Agreement”), the ALLIANCE is organized in accordance with the Interlocal Cooperation Act (chapter 39.34 RCW) and the Nonprofit Miscellaneous and Mutual Corporations Act (chapter 24.06 RCW) as a public body and instrumentality of its members to jointly exercise essential governmental functions of its members.

ARTICLE II. DEFINITIONS; CONFLICTING PROVISIONS

All capitalized terms used and not otherwise defined in the Bylaws shall have the meaning set forth in the Agreement. In the event of a conflict between a provision of the Bylaws and a provision of the Agreement, the provision of the Agreement shall prevail.

ARTICLE III. OFFICES

The principal office and place of business of the ALLIANCE in the state of Washington shall be located at Bellevue City Hall, 450 110th Avenue N.E., Bellevue, WA 98004. The name and address of its registered agent is the eCityGov Alliance Executive Director, Bellevue City Hall, 450 110th Avenue N.E., Bellevue, WA 98004, or his/her designee.

ARTICLE IV. BOARD

Section 4.1. General Powers. The business and affairs of the ALLIANCE shall be managed by its Executive Board (referred to in these Bylaws as either the “Executive Board” or “Board”), which shall be deemed a “Board of Directors” as that term is used in RCW 24.06.125. In addition to its other powers and authority set forth in the Agreement and subject to applicable law, the terms of the Agreement or the terms of any gift, devise, bequest or other transfer, the Board shall have the full power, in its sole discretion, to change the form of any investment and, for that or other purpose of the ALLIANCE, to dispose of any property held by the ALLIANCE. The Board shall have the right to employ or retain persons or entities to carry out the purposes of the ALLIANCE, including but not limited to attorneys, consultants, engineers, contractors, and accountants.

Section 4.2 Composition of Board. For guidance on Board composition, refer to Section 8 of the Agreement.

These Bylaws also define the non-voting *ex officio* Subscriber Board Member selection process, tenure of Board membership, and replacement in Section 4.5. If the Board determines by Supermajority Vote to add or remove one or more non-voting Board Members to represent a Subscriber or Subscribers, then the Board shall amend these Bylaws to reflect the process for selection and replacement of such Subscriber representatives.

Section 4.3 Designation and Qualifications of Alternates. Each Executive Board Member shall designate in writing an Alternate who shall serve as an Executive Board Member during his or her absence or unavailability to serve and in such case the Alternate shall have the full rights and privileges of the absent Board Member. Alternates must be in a senior management position within their Agency. All written designations shall become effective upon delivery to the Chair of the Executive Board and shall remain in effect until revoked in writing by the designating Board Member. In the event of any question of authority to act as an Alternate, the determination of the Chair based upon the records on file with the Chair shall be determinative.

Section 4.4 Tenure. Unless the Board Member resigns or is removed in accordance with these Bylaws, each Board Member shall hold office until replaced by the appointing Principal pursuant to Section 8 of the Agreement. Notwithstanding the foregoing, no Board Member shall continue in that capacity if he or she no longer holds a position that qualifies him or her for the seat.

Section 4.5 MyBuildingPermit Non-Voting ex officio Subscriber Board Members and Alternates. The Executive Board hereby authorizes two (2) non-voting seats on the Executive Board to represent Subscribers as provided in this Section.

The MyBuildingPermit Committee, referred to as the MyBuildingPermit Management Team, shall select two (2) jurisdictions to appoint non-voting *ex officio* Board Members, comprised of one (1) representative of *small* jurisdictions and one (1) representative of *large* jurisdictions. A jurisdiction with a population of 100,000 or more constituents is considered a large jurisdiction.

Subscriber representatives on the MyBuildingPermit Management Team initially selected Subscriber jurisdictions to appoint non-voting Subscriber representative Board Members by small and large Subscriber jurisdictions, respectively, on March 2, 2017. Such Subscriber jurisdictions appointed a Subscriber Board Member and an Alternate to serve on the Board from April 28, 2017 through May 1, 2018. Biennially new non-voting Board Members representing Subscribers shall be selected using simple majority vote by *small* and *large* Subscriber jurisdictions, respectively, on the MyBuildingPermit Management Team and shall serve a two (2) year term commencing on May 1. A Subscriber jurisdiction can serve two (2) consecutive terms if selected by the MyBuildingPermit Management Team. Board Members selected pursuant to this Section to represent Subscribers shall not have voting rights, cannot serve as an officer of the Executive Board, and shall not participate in Executive Board meetings not otherwise open to the public (e.g. executive sessions).

If a dispute arises, the Chair of the Executive Board shall address the issue with the Chair of the MyBuildingPermit Management Team. Board Members representing Subscribers appointed pursuant to this Section may be removed by Supermajority Vote of the Executive Board, with or without cause, in which event the Executive Board shall request the MyBuildingPermit Management Team to elect a new Subscriber Board Member using the process outlined above.

Section 4.6 Annual, Regular Meetings, and Special Meetings. The annual meeting of the Executive Board of the ALLIANCE shall be held in April of each year, at such time and place as may be determined by the Executive Board, for the transaction of such business as may come before the meeting. Regular and special meetings of the Executive Board shall be provided for as set forth in the Agreement.

Section 4.7 Matters Requiring Notice. Prior written notice meeting the requirements of notice for special meetings shall be required in the case of action on any of the following matters:

- A. All elections of the Chair or the recall of the Chair;
- B. Budget approval and amendments;
- C. Dues and assessments;
- D. All final action on any commitment to an expenditure not authorized by an approved budget;
- E. Contractual commitments requiring expenditures not previously authorized;
- F. Changes in these Bylaws;
- G. Changes in membership; and
- H. Reversal or modification of Executive Board decisions or modification of Executive Board authority or duties.

Section 4.8 Waiver of Notice of Special Meeting. Whenever any notice is required to be given to any Board Member pursuant to applicable law, a waiver in writing signed by the Board Member, entitled to notice, shall be deemed equivalent to the giving of notice. Any Board Member may waive notice of any meeting at any time. The attendance of a Board Member at a meeting shall constitute a waiver of notice of the meeting except where a Board Member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully convened. Unless otherwise required by law, neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board need to be specified in the notice or waiver of notice of such meeting.

Section 4.9 Quorum. For guidance on a Quorum, refer to Section 8.g of the Agreement. Members may attend meetings by telephone conference or equivalent means of voice communication for all purposes, including but not limited to establishing a quorum, as set forth in the Agreement.

Section 4.10 Manner of Acting; Simple Majority Vote; Rules of Order. The Board shall strive to operate by consensus. All Board decisions on items not listed in Section 8.i of the Agreement or as otherwise specified in Sections 15, 17 and 18 of the Agreement, require a Simple Majority Vote for approval. A Board Member may not split his or her vote on an issue. No voting by proxies or mail-in ballots is allowed.

Robert's Revised Rules of Order shall govern any proceeding of the Executive Board to the extent not inconsistent with these Bylaws or the Agreement. The Board may act by voice votes called for by the Chair but any Board Member may require a recorded tabulation of votes by making a request either immediately before the vote is taken or immediately after a voice vote is taken.

Section 4.11 Supermajority Voting. Supermajority Voting shall be required on those items listed in Section 8.i of the Agreement.

Section 4.12 Advisory and Board Committees. The Executive Board may create special advisory committees to the Board or the Executive Director, as it deems appropriate. Members of such advisory committees to the Board shall be appointed by the Executive Board, while members of such advisory committees to the Executive Director shall be appointed by the Executive Director and Chair. Persons who serve as members of any advisory committee are not required to be Board Members or elected officials. The Board also may create standing or special committees of the Executive Board. Chairpersons

and other members of standing committees or special committees shall be Board Members or Alternate Board Members and shall be designated by the Board, except that the Treasurer selected pursuant to these Bylaws shall chair any Finance Committee. The Board shall attempt to appoint committee members in a manner that encourages diversity of representation on committees that reflects the diversity among Members. Committees shall be governed by the same rules regarding meetings, action without meetings, notice, waiver of notice, and quorum (but not voting requirements) as apply to the Board. The designation of any standing or special committee and the delegation to them of any authority shall not relieve the Board, or any Board Members of any responsibility imposed by law. No committee shall have the authority to take any action inconsistent with the Agreement, the Bylaws, or RCW 24.06.145.

Section 4.13 Agendas. Prior to each Executive Board meeting the Chair shall establish an agenda for the meeting. At the beginning of the meeting, any Board member may request that an item be added to the agenda, provided that, items requiring prior notice (See Section 4.7) shall not be so added unless all Board Members are present and waive the requirement of notice and agree to entertain the action.

Section 4.14 Open Public Meetings. All meetings of the Board shall be open to the public as and to the extent required by the Agreement, the Open Public Meetings Act (chapter 42.30 RCW) and other applicable law.

Section 4.15 Resignation; Removal. A Board Member may be removed by the Principal which he or she represents, and an individual Board Member may personally resign at any time. Resignation shall be effective upon the Board Member or the Principal delivering written notice to the Chair or, if the Chair is resigning, to the Vice-Chair.

Section 4.16 Vacancies. Any vacancy occurring in the Board shall be filled by the appropriate Principal.

Section 4.17 Compensation. For guidance on Board compensation, refer to Section 8.d of the Agreement.

ARTICLE V. OFFICERS

Section 5.1 Number. The Executive Board shall have a Chair and a Vice-Chair each of whom shall be elected by the Board and serve a two-year term. The Board shall also elect a Secretary and Treasurer, or shall appoint persons other than Board Members to fill these positions. Such other officers and assistant officers, as set forth in this Section 5.1 or as may be deemed necessary or appropriate may be appointed by the Board. The Chair shall preside at all meetings of the Executive Board and shall have the additional responsibilities described in Section 5.4.

The Vice-Chair shall serve as the Treasurer and Secretary of the ALLIANCE during any times that a separate Treasurer or Secretary (neither of whom are required to be Members of the Executive Board) have not been appointed by the Board as allowed by Section 8.j of the Agreement. In the case where the Vice-Chair represents a Principal that is also acting as the Fiscal Agent, then the Vice-Chair shall not act as the Treasurer in order to prevent a conflict of interest, as one of the responsibilities of Treasurer is to oversee the Fiscal Agent.

Any two or more offices may be held by the same person with the exception that the Chair and Vice-Chair, the Chair and Treasurer, or the Chair and Secretary may not be held by the same person. In the event of a vacancy, refer to Section 8 of the Agreement.

Section 5.2 Election and Term of Office. On February 24, 2017, the Board determined by Simple Majority Vote to rotate officers among the Principals to ensure responsibilities of the Board are shared by all representatives and to reduce the likelihood that some Principal fills two (2) offices at one time. The rotation of officers may be determined from time to time by resolution of the Board.

Per the Agreement, officers shall be formally elected at the April mandatory meeting and serve two (2) year terms, which commence May 1.

Section 5.3 Resignation. Any officer may resign at any time by delivering written notice to the Chair or by giving oral notice at any meeting of the Board. Any such resignation shall take effect at the time specified in the notice or, if the time is not specified, upon delivery of the resignation. Unless otherwise specified in the notice, the acceptance of a resignation shall not be necessary to make it effective.

Section 5.4 Chair (President). The Chair of the Executive Board (who shall be “President” under RCW 24.06.144 and for any required purposes) shall preside at all meetings of the Board and shall exercise and perform such other powers and duties enumerated below, and as may be determined from time to time by resolution of the Board.

The Chair shall:

- A. Preside at regular and special meetings and may call regular and special meetings of the Executive Board;
- B. Select the site and agenda for all meetings;
- C. Arrange for preparation and mailing or delivery of all meeting notices to Board Members;
- D. Arrange the maintenance and circulation of minutes of the meetings of the Board;
- E. Act as the spokesperson for the ALLIANCE;
- F. Execute documents on behalf of the Executive Board; and
- G. Such other duties as identified in the Agreement and as may be delegated from time to time by the Executive Board.

The Chair may sign deeds, leases, bonds, agreements, or other instruments which the Board has authorized to be executed, except in cases where the signing or execution thereof shall be expressly delegated by the Board or by these Bylaws to some other officer or agent of the ALLIANCE or shall be required by law to be otherwise signed or executed. In general, the Chair shall perform all duties incident to office of Chair and such other duties as may be prescribed by resolution of the Board.

Section 5.6 Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence of the Chair. When so acting, the Vice-Chair shall have all the powers of and be subject to all the restrictions upon such officers and shall perform such other duties as from time to time may be assigned by the Chair or by resolution of the Board.

Section 5.7 Secretary. The Vice-Chair, serving as Secretary, or a separately appointed Secretary, shall:

- A. Keep or cause to be kept, the minutes of the proceedings of the Board;
- B. Give notices in accordance with the provisions of these Bylaws and as required by law;
- C. Act as custodian of the corporate records of the ALLIANCE;
- D. Charge and custody of and be responsible for maintaining or overseeing maintenance of correct and complete nonfinancial books and records of the ALLIANCE; and
- E. Perform such other duties as from time to time may be assigned by resolution of the Board.

If a person who is not a Board Member is appointed as Secretary, he/she shall not be considered an *ex officio* member of the Board.

Section 5.8 Treasurer. The Vice-Chair serving as Treasurer, or a separately appointed Treasurer, shall:

- A. Be responsible for overseeing maintenance by the Fiscal Agent, of all financial records of the ALLIANCE, assuring the appropriate handling of all revenues and expenditures, and shall assist the Board in review of the annual budget.
- B. Oversee maintenance by the Fiscal Agent of complete books and records of account, for all funds and securities of the ALLIANCE, the transfer of receipts for money due and payable to the ALLIANCE from any source whatsoever, and the deposit of all such money in the name of the ALLIANCE in the banks, trust companies or other depositories as shall be selected in accordance with law.
- C. Oversee the performance all duties incident to the office of Treasurer and such other duties as from time to time may be assigned to the Treasurer by resolution of the Board.
- D. If required by the Board, the Treasurer shall give a bond for the faithful discharge if his or her duties, in such sum and with such surety or sureties as the Board shall determine.

If a person who is not a Board Member is appointed as Treasurer, he/she shall not be considered an *ex officio* member of the Board.

Section 5.9 Assistant Officers. The assistant officers, if any are appointed by the Board, shall in general perform such duties as are customary or as shall be assigned to them by resolution of the Board. If required by the Board, the assistant Treasurers shall respectively give bonds for the faithful discharge of their duties in such sums and with such sureties as the Board shall determine.

Section 5.10 Delegation. In the case of absence or inability to act of any officer and of any person authorized to act in his/her place, the Board, by resolution, may, from time to time, delegate the powers or duties of such officer to any other officer or any Board Member or other person whom it may select. The Chair, by written notice to the Board, may delegate duties or powers, in addition to those listed, to officers of the ALLIANCE as necessary or appropriate to the conduct of the affairs of the ALLIANCE.

Section 5.11 Vacancies. Vacancies in any office arising from any cause may be filled by the Board at any regular or special meeting of the Board subject to the notice provisions set forth in Section 4.4 through 4.16 of these Bylaws.

Section 5.12 Indemnification. The ALLIANCE shall indemnify officers and Board Members as set forth in the Articles of Incorporation and the Agreement.

ARTICLE VI. STAFF AND CONSULTANTS

Section 6.1 Executive Director. The staff of the ALLIANCE shall consist of the Executive Director and such other staff positions established by the Board. The Board shall appoint the Executive Director, pursuant to the provisions of the Agreement. Other staff support to the ALLIANCE shall be provided by the City of Bellevue under the terms of the Service Level Agreement (SLA) between the ALLIANCE and the City of Bellevue dated as of April 28, 2017, as it may be amended from time to time. Only the Executive Board shall be authorized to hire or retain legal counsel and independent accountants and auditors. Other consultants may be designated in such manner as the Board may determine, subject to Sections 7 and 8 of the Agreement.

Section 6.2 Executive Director Duties. The Executive Director shall have the following duties:

- A. Develop the budget for approval by the Executive Board.
- B. Execute board approved operating policies and financial policies on behalf of the ALLIANCE.
- C. Manage Program Committees in the development of proposed Program Work Plans.
- D. Oversee and direct implementation of approved Program Work Plans and provide direction to Program Committees.
- E. Undertake outreach to Participants on the effectiveness of the ALLIANCE Programs and Services.
- F. Prepare and provide to the Executive Board a periodic Program Work Plan, budget and other monitoring reports in such form as the Executive Board may direct. Program Work Plan monitoring reports shall be prepared with input from the Program Committee staff and shall include, but not be limited to, information regarding the status of implementation and expenditures on each Work Plan.

ARTICLE VII. EXECUTION OF AGREEMENTS AND OTHER INSTRUMENTS

Except as otherwise provided by the Financial Policies or resolution of the Board authorizing the execution thereof, all agreements, deeds, leases, transfers, and other written instruments binding upon ALLIANCE for amounts involving the expenditure of greater than \$50,000 shall be executed on behalf of the ALLIANCE by the Chair or the Executive Director after approved by the Board. All such agreements binding upon ALLIANCE for amounts of less than or equal to \$50,000 may be signed by the ALLIANCE Executive Director on behalf of the ALLIANCE without prior Board approval. The Executive Director will provide a report of all contracts in the monthly update and at the next scheduled Board meeting.

ARTICLE VIII. FINANCES

Section 8.1 Loans. The ALLIANCE is not authorized to issue debt. No loans shall be made by the ALLIANCE to any officer, Board Member or private entity, nor shall loans be made in violation of the Washington State Constitution or applicable law.

Section 8.2 Checks, Drafts, Warrants, and Orders. All checks, drafts, warrants, or other orders for the payment of money issued on behalf of the ALLIANCE shall be signed by officials of the duly appointed and acting as Fiscal Agent for the ALLIANCE, consistent with the terms of the SLA, subject to such additional limits and in the manner as may from time to time be prescribed by resolution of the Board and

consistent with law applicable to Washington State local government entities. No credit cards or debit cards may be issued in the name of the ALLIANCE.

Section 8.3 Contributions and Disbursements. All contributions and other funds received by the ALLIANCE shall be deposited by the Fiscal Agent in a special account or accounts in such banks, trust companies or other depositories as required by law. All disbursements shall be made under proper authority of the Board. All contributions, income to and disbursements of the ALLIANCE shall be recorded by the Fiscal Agent in appropriate books and records and such records shall be subject to examination at any reasonable time, upon request by any director.

Section 8.4 Budget/Financial Management. An annual budget of proposed receipts, operating income and expenditures shall be prepared by the Executive Director (with assistance from the Fiscal Agent) and submitted to the Board for its approval by June 30 prior to the beginning of the fiscal year in which that budget will take effect, and if not so timely submitted, the Vice-Chair (or Treasurer) shall submit a budget to the Board for its approval as soon as practicable after such date. The budget shall identify the level of rates and charges upon which revenue projects are based. When finally approved by the Board after action by Principals per the Agreement, such budget shall be the authorization for expenditures and operating expenses of the ALLIANCE, subject to subsequent changes in such budget made by the Board.

Section 8.5 Expenditures for Qualifying Purposes Only. Subject to applicable law, the funds of the corporation may be expended or distributed only for the purposes of the ALLIANCE as described in the Agreement and in the Articles of Incorporation.

ARTICLE IX. ETHICS

The ALLIANCE, its Board Members, committee members and employees (including loaned staff) shall be subject to and comply with the requirements of chapter 42.23 RCW (“Code of Ethics for Municipal Officers – Contract Interests”) as the same may be amended or replaced from time to time.

ARTICLE X. SEAL

The ALLIANCE need not have a corporate seal. If the Board adopts a corporate seal, the seal of the ALLIANCE shall be circular in form and consist of the name of the eCityGov Alliance, the state and year of incorporation, and the words “Corporate Seal.”

ARTICLE XI. BOOKS AND RECORDS

The ALLIANCE shall keep correct and complete books and records of account, minutes of the proceedings of the Board, and any committees designated by the Board, and such other records as may be necessary or advisable. All public records are subject to potential disclosure under the Public Records Act, chapter 42.56 RCW.

ARTICLE XII. COPIES OF RESOLUTIONS

Any person dealing with the ALLIANCE may rely upon a copy of any of the records of the proceedings, resolutions or votes of the Board when such records are certified by the Vice- Chair or Secretary, if a separate Secretary is appointed.

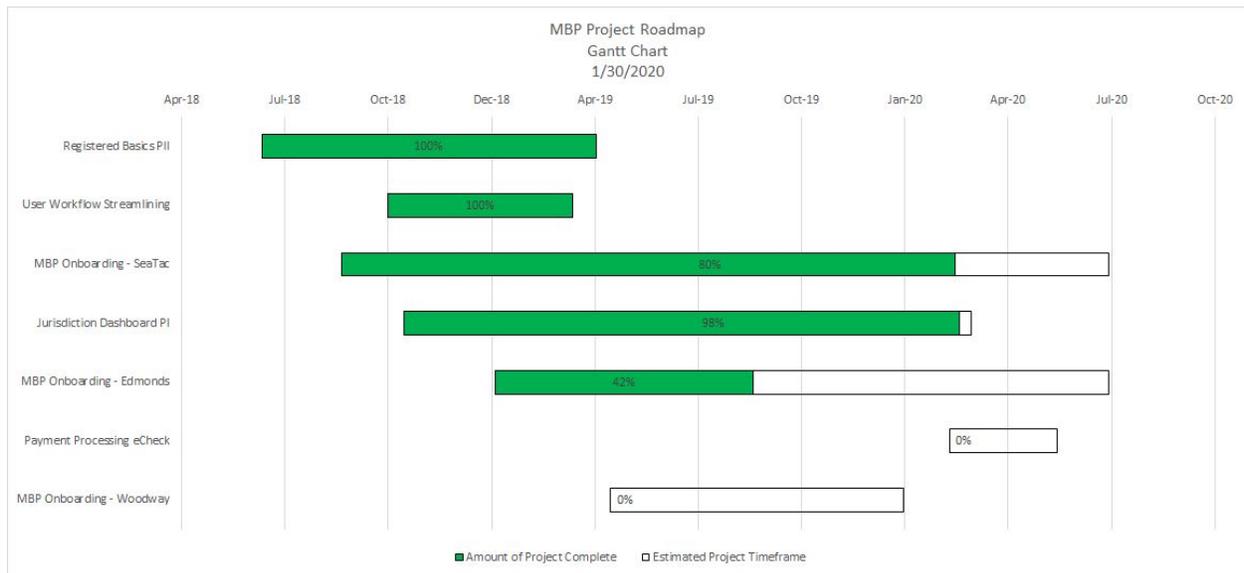
eCityGov Board Meeting Handout | Project Status Update

2018 Projects

Project Name	Project Status
Status Site	COMPLETE
Customer Dashboard	COMPLETE
SeaTac Onboarding	DELAYED
Payment Processing eCheck	POSTPONED - 2020
Intake/Submittal Fees	POSTPONED - 2021
*MBP Onboarding - King County PII	POSTPONED - TBD

2019 In Flight Projects

Project Name	Project Status
Registered Basics PII	COMPLETE
User Workflow Streamlining	COMPLETE
MBP Onboarding - SeaTac	DELAYED
Jurisdiction Dashboard PI	ON TRACK
MBP Onboarding - Edmonds	ON TRACK
Payment Processing eCheck	POSTPONED - 2020
MBP Onboarding - Woodway	LAUNCH DELAYED



Assumptions:

- Schedules are preliminary estimates based on past effort spent on similar initiatives and are subject to further refinement/change with more detailed planning as project progresses
- Tasks to be completed with or by external stakeholders are subject to change based on their schedule and availability
- Project Status 'Launch Delayed' indicates the project is dependent on the Jurisdiction to take an action

Notes:

- MBP Onboarding projects timelines have increased from 12/31/2019 to 06/30/2020 to allow Jurisdictions additional time to coordinate with backend Vendor (TRAKiT)

Summary

The eCityGov Alliance Service Delivery Team (SDT) requested that the Program Team complete a detailed survey to prioritize the 2020 work plan based on the following projects:

- **Jurisdiction Dashboard Phase 2** - The scope of this project is to continue remaining feature enhancements to the Jurisdiction Dashboard and Admin pages. The goal will be to deliver the high priority feature enhancements requested to date, as well as re-architecture the remaining Admin pages that require upgrading the web framework from Web Forms to MVC. We also hope to fit in as many Medium priority requests as budget and schedule allow. At this time, the Service Delivery Team estimates this as a **large** project.
- **Mapping – ePermit** -The goal of this project is to add an interactive map within the application process that will allow users to search for a parcel, address, or right of way location. At this time, the Service Delivery Team estimates this as a **large** project.
- **Re-architecture & Enhance ePermit**- The goal of this project is to make the application process more intuitive for customers. This includes moving the address selection to earlier in the application process, adding if/then questions, allowing Jurisdiction Admins to configure the order of Work Types/Categories, adding checks to route an application based on code or business process rules, and increasing the amount of Help prompts on the page to assist the customer through the application process. At this time, the Service Delivery Team estimates this as an **X-Large** project.
- **Mapping – Status Site** - The goal of this project is to provide an interactive map (similar to City of Bellevue Development Services map: <https://buildingbellevue.bellevuewa.gov/>) that will allow users to view active permits in any given area. Additional permit information would be provided on the map and users would be able to search to zoom to specific areas. At this time, the Service Delivery Team estimates this as a **large** project.

The survey included details as to length of time each project was projected to take based on the following key:

Project Size Key

Small	1 Quarter (up to 3 months)
Medium	2 Quarter (3 - 6 months)
Large	3 Quarter (6 - 9 months)
X-Large	4 Quarter (9+ months)

(All X-Large projects will be broken into phases)

The Team was asked to consider the following criteria when evaluating whether each project provided increased business value for the MyBuildingPermit portals:

1. Supports consistent, standardized business practices across jurisdictions
2. Provides a positive and consistent user experience for jurisdictions and end-users
3. Allows greater flexibility and self-sufficiency for end-users and jurisdictions (reduce eGov Service Delivery Team M&O time)
4. Improves efficiency in business processes (please consider value within your jurisdiction when answering)
5. Supports a sustainable system
6. Provides innovative functionality for current market
7. Reflects end-user survey feedback and requests for new features
8. Required to maintain compliance with current laws and regulations

Criteria Review

Following completion of the survey process, the Program Team provided the following feedback on the questions and their ability to accurately and fully complete the survey:

- Need option to comment on each question
- Allow certain jurisdictions to opt-out based on level of participation or integration
- Question 1 - Difficult to answer without knowing what other jurisdictions business practices are, especially for those who have only worked in permitting for one jurisdiction.
- Question 2- Based on the project, clarify internal or external customer.
- Question 3 - Consider whether your jurisdiction submits a lot of tickets – that affects M&O
- Question 4 - Good question, makes sense.
- Question 5 - Good question, makes sense.
- Question 6 - Similar to response for question 1, several team members only have experience with one system permitting system. In future, team should consider the online experiences they have with any system (e.g. Amazon).
- Question 7 - Remove “survey” from the question. Answers were affected by this word and may not have been an accurate reflection of end-user feedback or requests.
- Question 8 - Eliminate this question. SDT should make this determination, unless State laws or ICC Codes dictate as such, which is unlikely.

Survey Results

Fourteen jurisdictions started the survey, ten completed it. Renton, SeaTac and Snoqualmie did not provide responses. Edmonds was unable to complete the survey based on lack of experience with the system. Kirkland started the survey, but only completed the first round of questions (Jurisdiction Dashboard Phase 2).

o **Jurisdiction Dashboard Phase 2**

1. Supports consistent, standardized business practices across jurisdictions
 - Yes – 10
 - No - 2
2. Provides a positive and consistent user experience for jurisdictions and end-users
 - Yes – 11
 - No - 1
3. Allows greater flexibility and self-sufficiency for end-users and jurisdictions (reduce eGov Service Delivery Team M&O time)
 - Yes – 11
 - No - 1
4. Improves efficiency in business processes (please consider value within your jurisdiction when answering)
 - Yes – 10
 - No - 2
5. Supports a sustainable system
 - Yes – 12
 - No - 0
6. Provides innovative functionality for current market
 - Yes – 11
 - No - 1
7. Reflects end-user survey feedback and requests for new features
 - Yes – 6
 - No – 1
 - N/A - 5
8. Required to maintain compliance with current laws and regulations Mapping – ePermit
 - Yes – 2
 - No – 10

- **Mapping - ePermit**
 - 1. Supports consistent, standardized business practices across jurisdictions
 - Yes – 10
 - No - 1
 - 2. Provides a positive and consistent user experience for jurisdictions and end-users
 - Yes – 8
 - No - 3
 - 3. Allows greater flexibility and self-sufficiency for end-users and jurisdictions (reduce eGov Service Delivery Team M&O time)
 - Yes – 7
 - No - 4
 - 4. Improves efficiency in business processes (please consider value within your jurisdiction when answering)
 - Yes – 6
 - No - 5
 - 5. Supports a sustainable system
 - Yes – 8
 - No - 3
 - 6. Provides innovative functionality for current market
 - Yes – 9
 - No - 2
 - 7. Reflects end-user survey feedback and requests for new features
 - Yes – 5
 - No – 2
 - N/A - 4
 - 8. Required to maintain compliance with current laws and regulations Mapping – ePermit
 - Yes – 3
 - No – 8

- **Re-architecture & Enhance ePermit**
 1. Supports consistent, standardized business practices across jurisdictions
 - Yes – 8
 - No - 2
 2. Provides a positive and consistent user experience for jurisdictions and end-users
 - Yes – 10
 - No - 0
 3. Allows greater flexibility and self-sufficiency for end-users and jurisdictions (reduce eGov Service Delivery Team M&O time)
 - Yes – 10
 - No - 0
 4. Improves efficiency in business processes (please consider value within your jurisdiction when answering)
 - Yes – 10
 - No - 0
 5. Supports a sustainable system
 - Yes – 10
 - No - 0
 6. Provides innovative functionality for current market
 - Yes – 10
 - No - 0
 7. Reflects end-user survey feedback and requests for new features
 - Yes – 5
 - No – 1
 - N/A - 4
 8. Required to maintain compliance with current laws and regulations Mapping – ePermit
 - Yes – 2
 - No – 8

- **Mapping – Status Site**
 1. Supports consistent, standardized business practices across jurisdictions
 - Yes – 5
 - No - 5
 2. Provides a positive and consistent user experience for jurisdictions and end-users
 - Yes – 7
 - No - 3
 3. Allows greater flexibility and self-sufficiency for end-users and jurisdictions (reduce eGov Service Delivery Team M&O time)
 - Yes – 5
 - No - 5
 4. Improves efficiency in business processes (please consider value within your jurisdiction when answering)
 - Yes – 4
 - No - 6
 5. Supports a sustainable system
 - Yes – 5
 - No - 5
 6. Provides innovative functionality for current market
 - Yes – 8
 - No - 2
 7. Reflects end-user survey feedback and requests for new features
 - Yes – 5
 - No – 5
 8. Required to maintain compliance with current laws and regulations Mapping – ePermit
 - Yes – 1
 - No – 9

Program Team Prioritization Recommendation:

Based on the survey results presented above, the Program Team recommends the Executive Director, Executive Board, and Management Committee adopt the following prioritization of work start in 2020:

- 1. Jurisdiction Dashboard Phase 2**
- 2. Re-architecture & Enhance ePermit**
- 3. Mapping – ePermit**
- 4. Mapping – Status Site**

eCityGov Alliance Business Development Update

Updated February 17, 2020

Product	Jurisdiction/Agency	Demonstration - Discussion	Primary Contact(s)	Status	Follow-up
MBP	City of Seattle	Various Meetings	Andy Higgins		
MBP	WSDOT	2 Demonstrations	Ramin Pazooki	Meeting January 29, 2020	On-going discussions
MBP	Federal Way	1 Demonstration	Thomas Fichtner	Draft Subscriber Agreement provided	Active discussions occurring regularly
MBP	City of Monroe	1 Demonstration	Stacy Criswell	Conference call January 28, 2020	Active discussions occurring regularly
MBP	City of Auburn	3 Demonstrations	Jason Krum/Jeff Tate	Provided draft subscription agreement	Active discussions occurring regularly
Product	New Subscribers	Onboarding Status			
MBP	City of SeaTac	SeaTac has continued discussions with Central Square. Onboarding is delayed due to vendor not providing a usable webservice. Progress noted on February 18, 2020.			
MBP	City of Edmonds	Webservice connection complete, awaiting PayPal account completion to continue final onboarding tasks			
MBP	Town of Woodway	Exploring launching as a non-integrated jurisdiction. Permit volume is very low so this approach seems to be the best solution.			

TO: eCityGov Alliance Executive Board
FROM: MBP Management Committee
DATE: February 13, 2019
SUBJECT: MyBuildingPermit.com (MBP) Onboarding Criteria

Executive Summary

A jurisdiction is very interested in using MBP, although it is not a traditional building-permit reviewing organization. It has seen MBP through its collaborative and required work with current MBP-using jurisdictions. The interested jurisdiction plans to implement MBP in phases as it tests out the functionality, learns the portal tool, and modifies its business processes. The MBP Management Committee raised questions about a jurisdiction that does not have a traditional building permit focus becoming an MBP subscriber and member to the committee, including how will this interested jurisdiction affect the direction, goals and functionality of MBP. The Management Committee would like to share its thoughts with the eCityGov Alliance Executive Board for consideration.

Background

A jurisdiction has reached out to MBP again to become a subscriber in order to help with managing its work. There was discussion on whether MBP should commit resources to help this interested jurisdiction to develop a solution that would work for its different business needs. It appears that it would likely follow the format of Right of Way (ROW) permits, although the jurisdiction would not likely use other features of MBP found in the traditional government building permit activities. After much discussion it became apparent that MBP might need to develop criteria for onboarding new subscribers.

PROs / Supportive Considerations?

1. One of the potential benefits could be that effort could be put into developing a mapping feature that could benefit all jurisdictions.
2. The Alliance Executive Board seems excited to consider new opportunities. In effect, the MBP name would have more exposure to other jurisdictions that would see how MBP works to consider using the MBP portal for their permits.
3. If we expanded our membership to include this interested jurisdiction and it was fairly simple, and brought in a good revenue stream, it could reduce membership costs.

CONs / Cautioning Considerations:

4. Does bringing in a new member like this jurisdiction follow the intent of this organization?
5. Will supporting the interested jurisdiction take resources away from the MBP work plan in order to onboard a new type of member? If we considered this, it is likely that it would have to be an off-the-shelf product (such as ROW permits) that may need to be tweaked.
6. Is our focus just to get bigger now, or to fine-tune MBP in its current development?
7. Would the interested jurisdiction exposure noted in "PRO #2" above be a positive exposure? It sounds like the interested jurisdiction has not implemented any sort of sophisticated tracking procedures, which could be a detriment.

Additional Considerations:

8. The new customer jurisdiction has the authorization and IT resources now.
9. We'll keep moving forward through direction from the Board. We want to give our feedback to the Board since we are directly impacted as well.
10. Cost impact should not outweigh the benefit.



City of Bellevue | MEMO

DATE: February 13, 2019

TO: Tyler Running Deer, eCityGov Alliance Executive Director

FROM: Sabra Schneider, Chief Information Officer
 Evan Phillips, Business Operations Manager
 Enzhou Wang, eCityGov Alliance Service Delivery Manager

SUBJECT: 2018 eCityGov Expenditure Refund

The purpose of this memo is to issue an expenditure refund to the eCityGov Alliance for budget appropriation that has been paid to the City of Bellevue's Information Technology Department in the 2018 fiscal year. The refund which amounts to \$9,374.71 is due to the Department's undelivered portion for the 2018 budgeted hours as prescribed in the Service Level Agreement.

The following table provides planned versus actual hours reported for 2018 as of the end of December 2018.

	Budgeted	Actual	Refund Hours	Rate	Refund Amount
DEV	4,078	3,986	15	\$98.08	\$1,471.20
PM/BA	4,580	4,506	74	\$94.04	\$6,958.96
Admin	415	400	15	\$62.97	\$944.55
Total	9,073	8,892	104		\$9,374.71


 Sabra Schneider Date: 2-13-2019
 City of Bellevue CIO


 Tyler Running Deer Date: February 15, 2019
 eCityGov Alliance Executive Director



City of Bellevue | MEMO

DATE: February 12, 2020

TO: Tyler Running Deer, eCityGov Alliance Executive Director

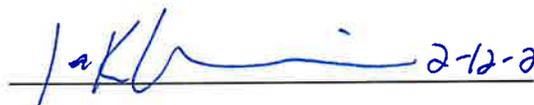
FROM: Sabra Schneider, Chief Information Officer
Evan Phillips, Business Operations Manager
Enzhou Wang, eCityGov Alliance Service Delivery Manager

SUBJECT: 2019 eCityGov Expenditure True-up

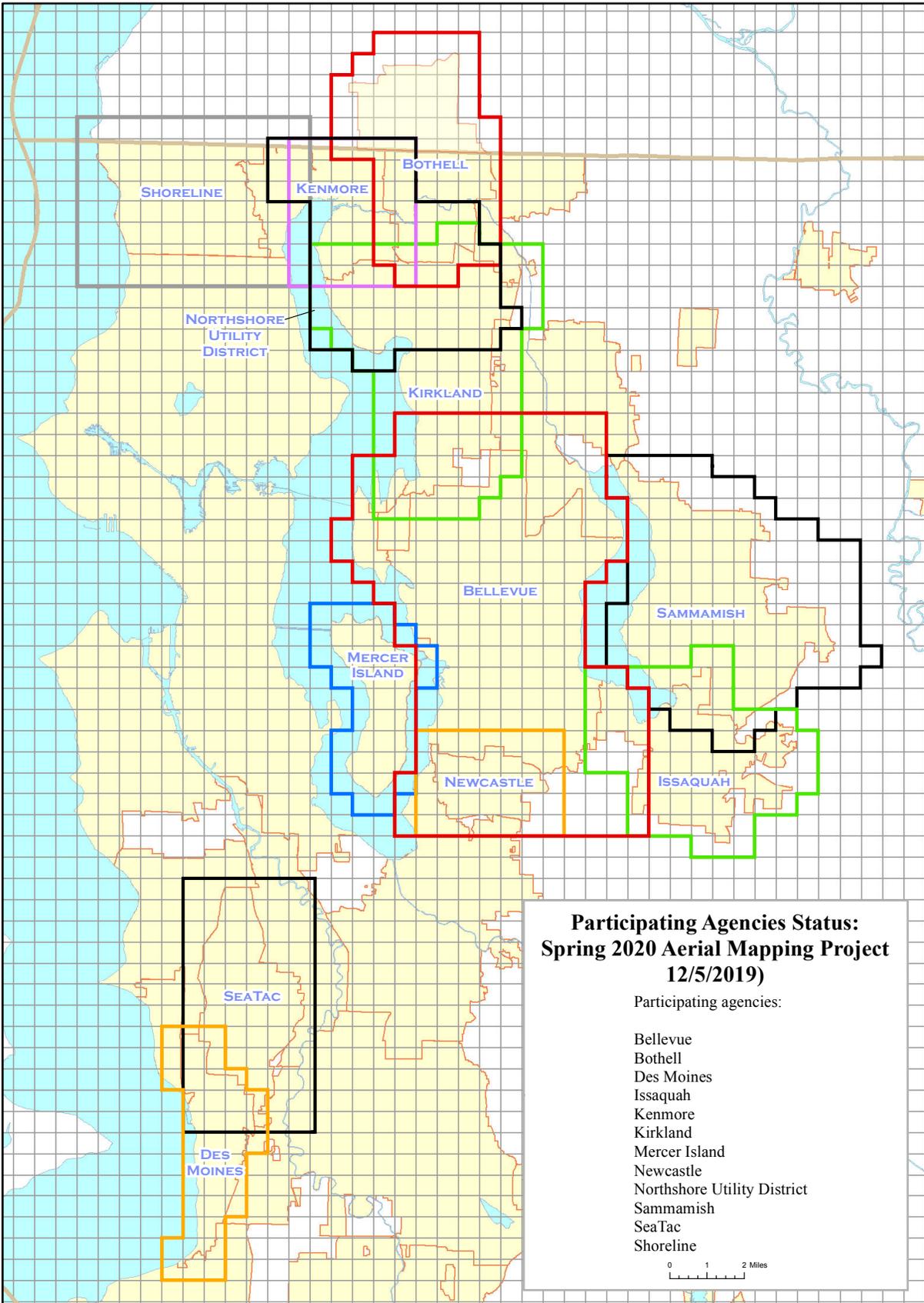
The purpose of this memo is to reconcile expenditures for services rendered by the City of Bellevue Information Technology Department during the 2019 fiscal year. The City of Bellevue is requesting an additional \$9,523.69 from the eCityGov Alliance as the service hours provided are above the prescribed hours in the 2019-2020 Service Level Agreement.

The following table provides budgeted versus actual hours reported for 2019 as of the end of December 2019.

	Budgeted	Actual	Additional Hours (Credit)	Rate	Amount Owed (Credit)
DEV	4,151	4,354	203	\$110.50	\$22,431.50
PM/BA	4,468	4,298	(170)	\$90.20	(\$15,334.00)
Admin	426	465	39	\$62.21	\$2,426.19
Total	9,045	9,117	72		\$9,523.69


 Sabra Schneider Date: 2-12-2020
 City of Bellevue CIO


 Tyler Running Deer Date: February 9, 2020
 eCityGov Alliance Executive Director



ORTHO TILES / AGENCY - 12/12/2019											Base Product TOTAL	Admin Rate %	2% + or -	Grand Total (base + admin)		
Cost/tile*	Tiles/agency	Deliverable tile %	1.00 tiles / cost		.5 tiles / cost		.33 tiles / cost		.25 tiles / cost							
200.00				200.00		100.00		66.67		50.00						
AGENCY											AGENCY					
Bellevue	223	22%	137	\$ 27,400.00	86	\$ 8,600.00					\$ 36,000.00	\$ 7,107.57	\$ 142.15	\$ 42,965.42	Bellevue	
Bothell	74	7%	47	\$ 9,400.00	4	\$ 400.00	20	\$ 1,333.33	3	\$ 150.00	\$ 11,283.33	\$ 2,358.57	\$ 47.17	\$ 13,689.07	Bothell	
Des Moines	39	4%	24	\$ 4,800.00	15	\$ 1,500.00					\$ 6,300.00	\$ 1,243.03	\$ 24.86	\$ 7,567.89	Des Moines	
Issaquah	74	7%	39	\$ 7,800.00	35	\$ 3,500.00					\$ 11,300.00	\$ 2,358.57	\$ 47.17	\$ 13,611.39	Issaquah	
Kenmore	42	4%	0	\$ -	17	\$ 1,700.00	22	\$ 1,466.67	3	\$ 150.00	\$ 3,316.67	\$ 1,338.65	\$ 26.77	\$ 4,628.54	Kenmore	
Kirkland	109	11%	30	\$ 6,000.00	61	\$ 6,100.00	15	\$ 1,000.00	3	\$ 150.00	\$ 13,250.00	\$ 3,474.10	\$ 69.48	\$ 16,654.62	Kirkland	
Mercer Island	40	4%	36	\$ 7,200.00	4	\$ 400.00					\$ 7,600.00	\$ 1,274.90	\$ 25.50	\$ 8,900.40	Mercer Island	
Newcastle	35	3%		\$ -	35	\$ 3,500.00					\$ 3,500.00	\$ 1,115.54	\$ 22.31	\$ 4,637.85	Newcastle	
Northshore Utility District	85	8%	4	\$ 800.00	51	\$ 5,100.00	27	\$ 1,800.00	3	\$ 150.00	\$ 7,850.00	\$ 2,709.16	\$ 54.18	\$ 10,613.35	Northshore Utility District	
Sammamish	123	12%	105	\$ 21,000.00	18	\$ 1,800.00					\$ 22,800.00	\$ 3,920.32	\$ 78.41	\$ 26,641.91	Sammamish	
SeaTac	72	7%	57	\$ 11,400.00	15	\$ 1,500.00					\$ 12,900.00	\$ 2,294.82	\$ 45.90	\$ 15,240.72	SeaTac	
Shoreline	88	9%	78	\$ 15,600.00	7	\$ 700.00	3	\$ 200.00			\$ 16,500.00	\$ 2,804.78	\$ 56.10	\$ 19,360.88	Shoreline	
											\$ -					
Total:	1,004	100%									\$ 152,600.00	\$ 32,000.00		\$ 184,512.03		
											Admin Fee Total Amount	\$ 32,000.00				

*Rough quote estimate from GeoTerra - October 23, 2019

**Includes eCityGov Alliance (agreement mgmt, contract mgmt, financial mgmt) plus third-party Project Manager expenses

eCity Gov Alliance

2020 Aerial Mapping Project Schedule – Flight and PM Vendor Tasks

VENDOR SCHEDULE			PROJECT MANAGER SCHEDULE	
Task or Deliverable	Description	Estimated Schedule	Task	Estimated Schedule
1	Project Planning/Ramp-up	1/1/2020	1- Project Planning/Ramp-	1/1 -1/15/2020
2	Flight Planning	1/15/2020	2 – Project Mobilization	1/15 – 3/5/2020
3	Survey Control Plan	2/1/2020		
4	Imagery Collection	3/5 – 4/7/2020	3 – Imagery Collection	3/5 – 5/31/2020
5	Imagery Review	4/3 – 4/23/2020		
6	Aerial Triangulation (AT)	4/24 –		
7	Pilot Test (submission for review)	6/9/2020	4 – Additional Monitoring /	6/1 – 6/30/2020
8	Ortho DEM Update	6/1 – 6/30/2020		
	Delivery of Preliminary Orthos	6/30/2020		
8a	Impervious Change Review	6/15 –		
9	Orthophoto Production	6/7 – 9/21/2020	5 – Ortho QA / QC	6/7 – 9/21/2020
	Delivery of Orthos for Participant	9/25 –		
	Submission of Final Orthos	12/15/2020		
10	Contour Production	7/31 –	6 – Technical Assistance,	7/31 –
	Contour Delivery for Review	10/15 –		
11	Impervious Feature Mapping	7/31 –		
	Impervious Delivery for Review	10/15 –		
12	Deliverables Review and	11/21 -		
	Close of Participant Ortho	11/21/2020		
	Close of Participant Contour	12/15/2020		
	Close of Participant Impervious	12/15/2020		
13	Project Closeout	12/31/2020	7 – Project Closeout	12/31/2020

2019 GovJobsToday Users

Updated December 3, 2019

Partner	GJT	Notes	Continuing	Added Partner Income
Bellevue	\$ 10,071.31	NeoGov		\$ 10,071.31
Issaquah	\$ 2,579.03	NeoGov		\$ 2,579.03
Kenmore	\$ 4,186.93		\$ 4,186.93	
Kirkland	\$ 20,695.59	Munis		\$ 20,695.59
Sammamish	\$ 10,271.97	NeoGov		\$ 10,271.97
Snoqualmie	\$ 2,498.63		\$ 2,498.63	
Total Partner Fees	\$ 50,303.45		\$ 6,685.57	\$ 43,617.89

Subscriber	GJT	Notes	Continuing
Clyde Hill	\$ 1,200.00		\$ 1,200.00
DuPont	\$ 1,800.00		\$ 1,800.00
Gig Harbor	\$ 1,800.00	Leaving 2020	
Mercer Island	\$ 3,900.00		\$ 3,900.00
NORCOM	\$ 5,500.00		\$ 5,500.00
Woodinville	\$ 2,900.00	Leaving 2020	
Total Subscriber Fees	\$ 15,900.00		\$ 12,400.00

Grand Total	\$ 66,203.45		\$ 19,085.57
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Minutes

Executive Board Meeting

Friday, February 21, 2020 • 10am – 12pm
Bellevue City Hall, room 1E-118

Executive Board Attendees: Tyler Running Deer, eCityGov Executive Director; Rick Rudometkin Snoqualmie; Tracey Dunlap, Kirkland; Nathan McCommon, Bellevue; John Traeger, Issaquah; Nancy Ousley, Kenmore

Executive board members not in attendance: Sammamish

Subscriber Board Attendees: Barbara Mock, Snohomish County; Warren Cheney, King County, Don Cole, Mercer Island

Other

M’Lisa Marks, Secretary eCityGov; Michele Miller, MBP/Bellevue; Evan Phillips Bellevue Fiscal Team; JoAnn Wykpisz, Bellevue fiscal team; Enzhou Wang City of Bellevue IT Manager Development and Design

Call to Order

Beginning at 10:00am, Tyler Running Deer discussed the Director’s update and answered questions from the board.

Point of Order Quorum was reached at 10:08, when Issaquah joined the meeting. At 10:49am Kenmore joined the meeting by phone.

Approval of Agenda

Nathan McCommon made a motion to approve the agenda, seconded by John Traeger. Motion passed unanimously.

Meeting Minutes

Nathan McCommon made a motion to approve the November and December 2019 meeting minutes. Tracey Dunlap seconded the motion. Discussion: Change the format of the minutes to be a record of the actions taken, not a transcript of the meeting. Motion passed unanimously.

Executive Director October 2019 update

- Tyler discussed the executive board status. eCityGov Alliance by-laws state the vice chair can serve as treasurer if the treasurer is not available. The eCityGov Alliance Executive Board agreed to the following changes to the board positions through April 2021:
 - Snoqualmie will assume the chairperson responsibilities
 - Vice Chair, Issaquah, will also assume the treasurer responsibilities

Service Delivery Team Staffing Updates

- Business analyst position: We will have a new staff member start work March 2nd
- Developer: An offer has been made for a part time developer: possible start in March

MBP Work Plan Updates

- Jurisdiction Dashboard was released 1 month earlier than expected
 - Snohomish County highlighted the huge process improvement this provided to them
- 2020 MBP Work Prioritization Update
 - Criteria for prioritization was identified through the survey
 1. Jurisdiction Dashboard
 2. Re-architecture & enhancement of ePermit
 3. Mapping – ePermit
 4. Mapping – status site
 - There was discussion clarifying the prioritization, expectation and reality as well as the two mapping items keeping in mind that we may need to use an ESRI portal in the future.
- Nathan McCommon made a motion to approve the 2020 MBP workplan prioritization with the addition of reviewing the mapping scope and adding a time frame from the eCityGov Alliance program SLA status report 2020 project overview. Tracey Dunlap seconded the motion. Motion passed unanimously.

MBP Organizational Updates

- Structural Committee is taking on additional work
- Management Committee's new chairperson is Leif Bjorback of Edmonds
- All committees are reviewing and updating their charters

Business Development Updates

- Onboarding jurisdictions
 - SeaTac has backend vendor issues: They have TRAKiT but don't want to upgrade to the most current version
 - Edmonds is close to completion. They also use TRAKiT
 - 19/20 revenue assumed revenue from these jurisdictions however, the Alliance will not charge jurisdictions until they are using the product.

- The board requested Tyler create procedural guidance regarding when new jurisdictions pay annual fees.
- Agreements in Process
 - Federal Way has had council action and is moving forward
 - Auburn
 - Michele Miller has completed several visits
 - TRAKiT does not work as promised.
 - Michele Miller will re-engage with Auburn
 - Monroe has declined MBP.
 - There was discussion that Monroe and Woodway may proceed non-integrated
 - City of Seattle – there is potential in the future through their public health department
 - WSDOT
 - Tyler presented a recap of the WSDOT meetings. They are anxious to move forward and see MBP as an off the shelf product.
 - The management committee submitted written concerns to the executive board.
 - Barb Mock gave an extensive background of Snohomish County’s onboarding process with MBP.
 - There was discussion regarding data capacity, Alliance mission and procedure for onboarding and billing.
 - There was consensus from the eCityGov Alliance Executive Board members to have Tyler move forward with WSDOT and report back to the board at the next meeting.
 - Backend Vendor Challenges
 - TRAKiT is moving to the cloud
 - There are several smaller backend systems (Bias, Springbrook)

Finance Status and Actions

- The Alliance completed 2019 in good standing
- Revenue from SeaTac was budgeted but we are not collecting from SeaTac until the onboarding is complete and they are using the product.
- Upgrade of website was not in the budget which caused an overbudget by approximately \$9,000
- Budget Authorization Matrix
 - John Traeger moved to approve the fiscal agent to be the delegate for approval of expenses in the absence of the Alliance Executive Director, with approval from the eCityGov Alliance Executive Board. Motion seconded by Tracey Dunlap. Motion approved unanimously.
 - Certified Public Accountant

- Tyler recommends the Alliance send out a request for proposal. Tyler will bring this vote back to the board for 2021.

WCIA Delegate and Alternate

- Delegate responsibilities are in the meeting packet.
- Tracey Dunlap moved to designate the eCityGov Alliance Executive Board chairperson to be the WCIA delegate and Tyler Running Deer the alternate. Nathan McCommon seconded the motion. Motion approved unanimously.

Data Policy – tabled until next meeting

Orthophotography Flight Project Status and Decisions

- The Alliance has received signed jurisdictional agreements from all participants.
- Shoreline submitted a separate agreement which has been signed by all parties.
- After a review by the Alliance law team, the Alliance Executive Director signed the agreement with Shoreline.
- Tracey Dunlap made a motion to ratify the orthophotography flight agreement with Shoreline. Nathan McCommon seconded the motion. Motion passed unanimously.

Jurisdiction Technical Assistance Updates – tabled until next meeting

NWProperty.net closure – closed January 31, 2020

GovJobsToday.com Update

- Tyler reviewed the possibility of working with Crelate.
- Tyler will meet with Kenmore and/or Snoqualmie to demo a passthrough option with GJT.

eCityGov Alliance Website Update – tabled until next meeting

Adjournment

Tracey Dunlap made a motion to adjourn the meeting. John Traeger seconded the motion. Motion passed unanimously.
