

eCityGov Alliance Executive Board Meeting

Friday, April 21, 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/87006164791>

Meeting ID: 870 0616 4791

Passcode: 549537

(253) 215 8782 US (Tacoma)

MINUTES

1. Introductions and Roll Call (5 min)

The chairperson, Nathan McCommon, called the meeting to order at 10:02 am.

Member attendees:

City of Bellevue – Nathan McCommon

City of Issaquah – Autumn Monahan

City of Kenmore – Rob Karlinsey

City of Kirkland – Beth Goldberg

City of Sammamish – Jim Hominiuk

Snohomish County – Julie Mass

Members absent:

City of Snoqualmie – Mike Sauerwein

Non-voting members:

Warren Cheney, King County

Tom Phillips, Town of Woodway

Other attendees:

Tyler Running Deer, Executive Director of eCityGov Alliance

Don Khuong, City of Bellevue IT Product Manager

Michele Miller, City of Bellevue Technology Business Analyst

Julie David, City of Bellevue IT Business Operations Manager

Charmagne Shirley, Secretary eCityGov Alliance

2. Approve Agenda – VOTE (2 min)

Motion – City of Sammamish made a motion to accept the eCityGov Alliance Executive Board agenda for April 2023.

Second – City of Issaquah

Discussion – no discussion

Approval – motion carried unanimously

3. Approve Prior Meeting Minutes – VOTE (2 min)

Motion – City of Kirkland made a motion to approve the February 2023 eCityGov Alliance Executive Board minutes.

Second – City of Sammamish

Discussion – no discussion

Approval – motion carried unanimously

4. eCityGov Administration (20 min)

- i. 2022 year-end finances

- a. eCityGov Alliance has a credit of \$100K due to vacancies and transitions. Executive Director offered to bring a proposal to review in June meeting to account for this credit. Board to add to June meeting agenda.
 - ii. 2023 service level agreement – VOTE
 - Motion** – City of Sammamish made a motion to approve Resolution 2023-01
 - Second** – City of Kirkland
 - Abstained** – City of Bellevue
 - Discussion** – discussion

Sammamish questioned insurance, didn't see call out on cyber related insurance. Executive Director affirmed current coverage in eCityGov insurance. Service Delivery team must comply with security process. Executive Director proposed board could vote to include in service directory catalog.
 - iii. Staff changes
 - a. Hired Don Khuong as full-time staff, City of Bellevue for MBP.
 - b. Hired full time developer for City of Bellevue for MBP. Staff previously worked as a variable for MBP.
5. MBP Service (10 min)
- i. MBP Permit System project
 - a. (backend system), Notes provided in packet. Varies in attendee numbers, 15-30. Steering committee decided to not have attendance roll calls. Typically meets twice a month. Steering committee will be adding Kenmore at the City's request.
 - ii. Potential subscribers
 - a. Packaged within the work of the MBP system. Clark County potential, Spokane County and many smaller jurisdictions not within King or Snohomish County. Redmond is interested. Board Chair added comment re board retreat 2 years ago, strategy session to focus on MBP, standardization was highly attractive to all builders who needed a permit. High value to users. Master Builders Association, independent association for builders are very interested in MBP, Executive Director continues to attend their meetings.
 - iii. Onboarding jurisdictions

- a. Michelle Miller provided brief summary of onboarding jurisdictions. Actively working with Woodway (experiencing tech issues), Federal Way on pause, they engaged a contractor to assist them with their back-end system.

May 1, board officer changes, additionally non-voting board members will change. King County (large jurisdiction representative), has shifted to Snohomish County. In June meeting Snohomish County will represent as large jurisdiction, Julie Mass will represent. Small jurisdiction City was Woodway will shift to City of Auburn, Jason Crumb. Members serve 2-year term. Large jurisdiction is 100K residents or more. Bellevue cannot have additional seat at board.

6. Aerial Mapping Service (5 min)

- i. 2023 project

- a. Imagery was captured during sunny day in March, minimized shadows. Imagery looks good from initial quality review. Issaquah received new Lidar imagery. Executive Director amended flight contract to add Redmond and alter some jurisdictions. Jurisdictions are finalizing their supplemental choices. Project is going well. Executive Director advised to not fly annually. Opportunity to fly in 2025 using a 2-year cadence.
- b. Announced next board chair Jim Hominiuk, Vice Chair will be Mike Sauerwein, Treasurer will be Autumn Monahan.

7. Adjourned at 10:38am – Next meeting June 16th, 2023