

eCityGov Alliance Executive Board Meeting

Friday, April 19, 2024; 10:00am – 12:00pm

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/89420570739>

Meeting ID: 894 2057 0739

Passcode: 721692

(253) 215 8782 US (Tacoma)

MINUTES

1. Welcome and Roll Call (5 min)

The chairperson, Jim Hominiuk, called the meeting to order at 10:07am.

Member attendees:

City of Bellevue – Sabra Schneider

City of Issaquah – Autumn Monahan

City of Kenmore – Robert G. Karlinsey

City of Kirkland – Julie Underwood

City of Sammamish – Jim Hominiuk

City of Snoqualmie – Emily Arteché

Members absent:

Non-voting members:

Warren Cheney, King 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

Don Khuong, City of Bellevue IT Product Manager

Charmagne Shirley, City of Bellevue IT Contract Administrator

Michele Miller, City of Bellevue Technology Business Analyst

PJ Rodriguez, City of Bellevue Chief Operating Officer

Mike Marchand, City of Redmond

Thao Nguyen, City of Seattle

2. Approve Agenda – VOTE (2 min)

Motion – City of Issaquah made a motion to accept the eCityGov Alliance Executive Board agenda for April 19, 2024.

Second – City of Kenmore

Discussion – no discussion

Approval – motion carried unanimously

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

Motion – City of Kenmore made a motion to approve the February 2024 eCityGov Alliance Executive Board minutes.

Second – City of Issaquah

Discussion – no discussion

Approval – motion carried unanimously

4. Executive Board Officer Schedule – VOTE (2 min)

Motion – City of Kirkland made a motion to approve the Executive Board Officer Schedule.

Second – City of Issaquah

Discussion – no discussion

Approval – motion carried unanimously

5. Executive Board Retreat (10 min)

a. The Executive Director presented possible topics to the board.

- i. Discussion held.
- ii. City of Snoqualmie will not be in attendance.

6. MBP Permit System – POSSIBLE VOTE (40 min)

a. The Executive Director presented to the board.

- i. The Executive Director hired a consultant for staffing analysis.
 - The consultant completed the first half of the staffing analysis.
- ii. The steering committee believes there are two viable options from RFP submissions for a custom software build.
- iii. Discussion held.

b. Steering Committee

- i. Bothell, Clark County, Issaquah, Kenmore, King County, Medina, Mercer Island, Sammamish
 - The steering committee has the authority to vote and provide a recommendation to the board as defined in the charter.
 - The steering committee concluded that MBP would be successful with either vendor.
 - The steering committee recommended that the board move forward with additional questions with the selected two vendors and work towards contracts with terms.
 - The steering committee will share the budget and cost sharing methodology with the board. The board will then vote prior to signing a final contract with the selected vendor.
 - ii. Discussion held.
- c. IT advisory group
 - i. Bellevue, Clark County, Issaquah, Kirkland, Redmond, Seattle, Tacoma
 - The IT advisory group focused on IT specific questions and produced advisory notes regarding challenges, risks, benefits, and suggestions.
 - The IT advisory group was clear that custom builds offer inherent risks due to products being unproven but agreed that there is a benefit to custom build in that changes can be made at any time due to ownership of code.
 - The IT advisory group would recommend creating backstops for the project in multiple ways to ensure success.
 - PJ Rodriguez, Mike Marchand, and Thao Nguyen represented the IT advisory group at the board meeting.
 - ii. Discussion held.
- d. Additional consultant work
 - i. The Executive Director presented to the board.
 - ii. Discussion held.
- e. Next steps
 - i. The Executive Director presented to the board.
 - ii. Discussion held.

- iii. The City of Bellevue would like the Total Cost of Ownership (TCO) and risk analysis reviewed prior to contract signing.
- iv. The City of Sammamish wondered if draft contracts could be created at the same time for both vendors.
 - The Executive Director will check with the City of Bellevue Procurement team.
- v. The City of Sammamish requested that the resolution be revised before moving forward with a vote.

Motion – City of Kenmore made a motion to approve the amended resolution noting key stakeholders, total cost of ownership, and risk assessment.

Second – City of Kirkland

Discussion – no discussion

Approval – motion carried unanimously

7. eCityGov Finances (10 min)

- a. 2025 – 2026 Biennial Budget
 - ii. The Executive Director presented to the board.
 - 2023 Year End final summary
 - 2024 Projected summary
 - 2024 Changes
 - City of Bellevue Salary Survey
 - 2025-2026 Factors
 - Revenue and Expense Changes
 - 2025-2026 Planning Schedule

8. MBP Service (10 min)

- a. Washington State legislation
 - i. The Executive Director presented to the board.
- b. Potential subscribers
 - i. The Executive Director presented to the board.
- c. Onboarding jurisdictions

i. The Executive Director presented to the board.

9. Executive Board Special Meeting – VOTE (5 min)

Motion – City of Kirkland made a motion to approve the Executive Board Officer Schedule.

Second – City of Bellevue

Discussion – City of Kenmore may not be available for summer meetings.

Approval – motion carried unanimously

10. Adjourn 12:00pm -- Next meeting May 17th, 2024.