

eCityGov Alliance Executive Board Meeting
Friday, February 16, 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/87647709960>

Meeting ID: 876 4770 9960

Passcode: 721692

(253) 215 8782 US (Tacoma)

MINUTES

1. Introductions and Roll Call (5 min)

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

Member attendees:

City of Bellevue – Joseph Todd

City of Issaquah – Autumn Monahan

City of Kenmore – Robert G. Karlinsey

City of Sammamish – Jim Hominiuk

City of Snoqualmie – Emily Arteche

Members absent:

City of Kirkland – Julie Underwood

Non-voting members:

Jason Krum, City of Auburn

Julie Mass, Snohomish County

Non-voting members absent:

Other attendees:

Tyler Running Deer, Executive Director of eCityGov Alliance

Molly Bandel, Secretary eCityGov Alliance

Don Khuong, City of Bellevue IT Product Manager

Julie David, City of Bellevue IT Business Operations Manager

Charmagne Shirley, City of Bellevue IT Contract Administrator

Warren Cheney, King County

2. Approve Agenda – VOTE (2 min)

Motion – City of Issaquah made a motion to accept the eCityGov Alliance Executive Board agenda for February 16, 2024.

Second – City of Bellevue

Discussion – no discussion

Approval – motion carried unanimously

3. Approve November 2023 Minutes – VOTE (2 min)

Motion – City of Issaquah made a motion to approve the November 17, 2023 eCityGov Alliance Executive Board minutes.

Second – City of Kenmore

Discussion – no discussion

Approval – motion carried unanimously

4. MBP Service (10 min)

a. Washington State legislation

i. The Executive Director presented to the board.

- The City of Bellevue asked for a timeline for when MBP could be announced as a preferred system.
 - The Executive Director anticipates by Summer 2024.
- The City of Snoqualmie asked if MBP needs to scale up to a different size.
 - Discussion held. The Executive Director informed the board that a rate model review may be considered if MBP is listed as a preferred system.
- The City of Snoqualmie asked about the Legislative Report regarding Statewide Permit System Requirements.
 - The Executive Director anticipates an updated report will be available at the next Legislative Session.

b. Potential subscribers

- i. The Executive Director presented to the board.
 - c. Onboarding jurisdictions
 - i. The Executive Director presented to the board.
 5. MBP Permit System – (15 min)
 - a. Work group
 - i. Steering committee
 - Bothell, Clark County, Issaquah, Kenmore, King County, Medina, Mercer Island, Sammamish
 - ii. Assist with RFPs
 - The steering committee will produce a recommendation to the board.
 - b. IT advisory group
 - i. IT Director level professionals
 - Bellevue, Issaquah, Kirkland, Redmond, Seattle, Tacoma, Clark County
 - ii. The IT advisory group will review the work group recommendation and produce advisory summary to the board.
 - c. RFP Update
 - i. February 20, 2024 - RFP release
 - ii. March 12, 2024 - RFP responses due
 - d. Schedule
 - i. Jan-Feb 2024 - Steering Committee meeting with RFP consultant
 - ii. Feb 15, 2024 - Consultant to deliver RFP and requirements
 - iii. Feb 20, 2024 - Release custom build RFP
 - iv. Mar 12, 2024 - Steering committee to review top RFP responses
 - v. Mar-Apr 2024 - IT advisory group to review top RFP responses
 - vi. April 2024 - Steering committee to interview top 2-3 vendors
 - vii. April 2024 - IT advisory group to produce advisory summary
 - viii. April 2024 - Executive Board meeting with possible recommendation
 - ix. May 2024 - Possible Executive Board special meeting
 - x. June 2024 - Executive Board budget planning meeting

6. Special Board Meeting – **VOTE** (5 min)

Motion - City of Issaquah made a motion to hold a Special Board Meeting in May 2024.

Second - City of Bellevue

Discussion – City of Kenmore will not be able to attend. Executive Director will brief City of Kenmore representative substitute.

Approval – motion carried unanimously

7. eCityGov Finances (15 min)

- a. 2023 Year End
 - i. The Executive Director presented to the board.
- b. 2024 Changes
 - i. The Executive Director presented to the board.

- c. 2025-2026 Planning
 - i. Revenue changes
 - The Executive Director presented to the board.
 - SeaTac removed mid-2023
 - Possible other jurisdiction removed 2024
 - 1. Snohomish County spoke to the board and is looking to make their process more streamlined but are not dissatisfied with MBP. They will keep eCityGov Alliance updated on their decision.
 - ii. Expense changes
 - Bellevue salary survey increases
 - Bellevue cost of living increases (likely)
 - iii. Both revenue and expense changes
 - Possible new MBP back-end service
 - Possible new MBP front-end jurisdictions
 - New set schedule for Aerial Mapping service
 - iv. Biennial budgeting Schedule
 - June meeting - The Executive Director will present a proposed budget to the board.
 - August meeting - A special meeting is required for the Executive Board to review and approve the proposed budget.
 - By September 15 - Subscriber deadline to notify intent to unsubscribe from MBP.
 - By December 31 - The Executive Board will approve the adopted budget.
- 8. Executive Board officer schedule (10 min)
 - a. The Executive Director presented to the board.
 - i. Discussion held.
 - ii. The City of Bellevue requested visual comparison between the current proposal and the previous board officer schedule.
 - iii. The Executive Director will bring back to the board.
- 9. Executive Board retreat (10 min)
 - a. The Executive Director presented to the board.
 - i. Discussion held.
 - ii. The City of Issaquah is for an in-person Executive Board Retreat.
 - iii. The City of Sammamish recommends July timeframe.
 - iv. The Executive Director shared concern that the current June meeting is when the Board would review a draft budget and that the retreat might more effectively precede the budget discussion.
 - v. The Executive Director will send out a meeting availability poll via email to the board with an intent to have the retreat in June and push the budget meeting into a July special meeting.
- 10. Aerial Mapping Service (5 min)
 - a. 2023 project
 - i. Bellevue, Bothell, Issaquah, Kenmore, Kirkland, Mercer Island, Newcastle, Northshore Utility Dist., Redmond, Sammamish, Shoreline
 - b. Future ongoing service
 - i. Discussion held.

- ii. The City of Bellevue would like the Executive Director to research newer aerial mapping options. The Executive Director will add this to the RFP.
- iii. The City of Issaquah is concerned about committing to 8-10 years and would like more flexibility.
- iv. The City of Bellevue would like to learn more about the AMP cost sharing method and the frequency of the service.
- v. The Executive Director would like to set expectations for schedule and known jurisdiction participation.
- vi. The Executive Director to bring back to a future meeting.

11. Adjourn 11:37am -- Next meeting April 19th, 2024.