

TO: eCityGov Alliance Executive Board
FROM: Marilynne Beard, Interim Executive Director
DATE: June 8, 2018
SUBJECT: JUNE 15, 2018 EXECUTIVE BOARD MEETING

The next Executive Board meeting will be held on Friday, June 15 at 10:00 am at Kirkland City Hall, Peter Kirk Room. Following are a few updates and introductory comments to the proposed agenda items.

Executive Director Recruitment Update

At the April 20 Executive Board meeting the Board approved the final job description for the Executive Director and the recruitment strategy. The recruitment strategy involved initial outreach to potential candidates and to Alliance members that may know potential candidates. A number of colleagues were contacted and they did provide contacts. They are in the process of contacting the potential candidates to describe the position. Once they have made contact, I can be available to answer any further questions. In the meantime, a job announcement was drafted (see attached) and we are initiating the job posting process through Bellevue's Human Resources Department. The plan is to post the position "until filled" with an applicant review after thirty days.

After initial screening, the interview process should include Executive Board members, Bellevue Service Delivery Team Members and representatives from Alliance committees (e.g. Management Committee). At the June 15 meeting, the Board can determine who is interested in participating in the interviews. The final hiring decision will be made by the Executive Board.

2019-2020 Budget Discussion

Background on the 2019-2020 Budget was provided at the last Board meeting and a copy is attached for your reference in the agenda packet. At the April meeting, the Board provided preliminary direction regarding the budget including:

- Continue the base budget for expenditures, including the Executive Director at full time at top step.
- Redistribute Alliance costs to recognize the relative amount of staff resources devoted to each product. Other than costs specifically related to a product, costs were reallocated at 90% to MyBuildingPermit, 7.5% to GovJobsToday and 2.5% to NW Property (the 2018 Budget is allocated at 75% to MPB and 12.5% each to GJT and NWP).
- Apply King County subscriber fees to the base budget to offset all other fees.
- Smooth rates between 2019 and 2020.

- Bring back options for GovJobsToday fees to including consideration of changing from a population based distribution to an FTE based distribution and fee offsets for jurisdictions that don't use all of the functionality of the program (e.g. portal only).

The expenditure side of the budget is mostly unchanged from what was presented at the April Board meeting. Small adjustments were made to recognize updated expenditure information. The revenue side of the budget is calculated to cover the expense side and distributed to principals and subscriber fees per the adopted distribution methodology contained in the Financial Policies.

Two changes from the April presentation include smoothing rates between 2019 and 2020 and the distribution methodology for GovJobsToday fees.

The smoothing of rates allows a more consistent fee structure over the two years. The total amount collected is unchanged but the effect of smoothing brings slightly more income the first year and slightly less the second year.

Based on direction provided by the Board, the 2019-2020 Budgeted expenditure and resulting rates will be used to notify principals and subscribers of proposed rates for the coming biennium (provided no later than September 15). If further board discussion is needed, an additional Executive Board meeting can be scheduled prior to September 15.

Subscribers and principals that are changing their status (from principal to subscriber) or unsubscribing to a product must notify the Alliance by early October. At that point, based on known principals and subscribers, a final budget can be developed. Principal rates must be adopted by each of the principals in their annual or biennial budget for the Alliance budget to be finalized (prior to December 31).

Options for GovJobsToday fees is discussed under separate cover (see GovJobsToday Options memo in the agenda packet).



JOB ANNOUNCEMENT

eCityGov Alliance

Executive Director

The eCityGov Alliance is seeking an experienced professional to serve as its Executive Director.

About the Alliance

The eCityGov Alliance was formed in 2001 by a group of cities located in the Puget Sound region of Washington State. The cities came together to form a public non-profit agency with a mission of providing online services to residents and businesses. The Alliance is composed of six partner agencies that have an owner interest and sixteen subscriber agencies that purchase access to Alliance products. All partners and subscribers have full consensus-based participation on project committees.

The eCityGov Alliance has developed a unique business model by creating portals that are branded by service area and deployed as cross-jurisdictional web services. The portals have been a resounding success and have demonstrated the benefits to agencies and citizens of regional collaboration. The service-specific portals include:

- MyBuildingPermit.com
- NWProperty.net
- GovJobsToday.com

The eCityGov Alliance was created to think, grow and experiment with business solutions that would replace city-centric web services with seamless, cross-boundary web services. The Alliance and member cities' goal is to provide constituents with easy-to-find, consistent services, regardless of which city is responsible for providing the service.

The eCityGov Alliance has not only been successful for municipalities and counties in Washington State, but it also serves as a model to other regions for cross-boundary collaboration and web-based services. In doing so, the Alliance model provides constituents with convenient, user-friendly services in a way that is cost effective for each jurisdiction. In other words, the Alliance uses technology to drive good government.

The Position

The Executive Director serves on behalf of the eCityGov Alliance Executive Board, reporting to the Executive Board. The City of Bellevue hosts the eCityGov Alliance on behalf of the partner agencies, providing facilities, equipment, technology and administrative support. The Executive Director is an employee of the City of Bellevue.

The Executive Director ensures that Alliance programs continue to support the values and mission of the Alliance and continually improve functionality to ensure a consistent and beneficial customer experience. This includes developing and managing to the Alliance business plan in accordance with the direction of the Executive Board. Other responsibilities include:

- Supports the Executive Board in the management and strategic planning for the eCityGov Alliance and manages all business processes in compliance with the e CityGov Alliance Interlocal Agreement, Executive Board Bylaws and adopted policies.
- Develops and implements business plans for all projects authorized by the Executive Board. Regularly assesses all eCityGov Alliance lines of business and continuously pursues program improvements.
- Develops and monitors budgets throughout the year and assures that programs and projects operate within approved budgets.
- Supports and assists Alliance partners and subscribers with resolving business and technical issues.
- Manages vendor relationships including the City of Bellevue Service Level Agreement which provides for information technology and administrative support for the Alliance.
- Maintains and enhances the positive reputation of the eCityGov Alliance in the community and with existing and potential customers.
- Ensures excellent communication through all levels of the organization which includes the Executive Board, partner and subscriber agencies, staff and customers.
- Actively markets Alliance products to make the programs available to a range of municipalities, counties and special districts.

Skills and Abilities

- Strong program management skills including knowledge of project management principles and the ability to coordinate the work of others within deadlines.
- Ability to analyze complex technical, legal, policy or political issues and develop creative, cost-effective, feasible alternatives.
- Ability to develop and present budget proposals and create project plans that can operate within budget authority.
- Ability to monitor work in progress, identify business and/or technical issues and develop coordinated action plans to ensure project success.
- Demonstrated skill in resolving conflicts and gaining cooperation among competing interest groups.
- Extensive knowledge of local political and governmental processes, functions, authorities, responsibilities, and issues related to governmental business systems and

related information technology. Understanding of the regional political environment and sensitivities; ability to function effectively within that environment and to establish positive interpersonal relations with political and government officials.

- Ability to communicate clearly, tactfully, and persuasively, orally and in writing, to individuals and groups.
- Ability to coordinate, participate on, and develop effective teams in a collaborative manner.
- Knowledge of information technology systems and project management, development, support, and related terminology.
- Ability to administer contracts with outside vendors and service providers.
- Experience managing complex interagency relationships; ability to work in an environment with indirect or ambiguous reporting relationships.
- Ability to adapt to changing environments and dynamics while inspiring confidence and good business sense.

Budget

The Alliance operates under a two-year (biennial) budget cycle. The 2018 portion of the 2017-2018 budget is \$1.35 million. Alliance expenses are supported by annual fees paid by partners and subscribers. The largest portion of the Alliance expenditure budget supports technology services provided through a Service Level Agreement with the City of Bellevue. The Alliance Service Delivery Team provides user support, project management and software development services to support Alliance products.

Qualifications

- Master's degree in business administration, public administration, information technology or related field. Bachelor's degree with equivalent relevant experience will be considered.
- Minimum 3-5 years' experience managing programs and budgets.
- Demonstrated experience in managing complex projects and information technology initiatives.

Compensation and Benefits

The Executive Director is a City of Bellevue employee located at Bellevue City Hall.

- Salary Range: \$104,932 - \$144,104
- Medical, Dental and Vision
- Life Insurance
- Long term disability
- Employee Assistance Program
- Flexible Spending Account
- 12 paid holidays
- Vacation time
- Sick Leave
- Retirement Benefits

To Apply

Interested candidates will submit a City of Bellevue application during the open posting period.

Agenda Executive Board Meeting

Friday, June 15, 2018 • 10:00-12:00pm

*Kirkland City Hall, Peter Kirk Room
Audio - Please call 1-877-848-7030 and then Access Code 8765293.*

Consent Items

Approval of April 20, 2018 Executive Board Meeting Minutes (attached)

Strategic Issues, Planning and/or Action Items

- Information: Update from Interim Executive Director
 - Executive Director Recruitment Update
- Discussion and Direction: 2019-2020 Biennial Budget
 - Summary of Updated Base Budget
 - GovJobsToday Options
 - i. Principal and Subscriber Fee Options
 - ii. Options for the Future of GovJobsToday as an Alliance product
- Adjourn

Minutes Executive Board Meeting

*Friday, April 20th, 2018 • 10:00am - 12:00pm
Peter Kirk Room, Kirkland City Hall*

Call in only: Audio - 1-877-848-7030 and then Access Code 8765293.

Strategic Issues, Planning and/or Action Items

Executive Board Attendees: Tracey Dunlap, Kirkland; Nathan McCommon, Bellevue; John Traeger, Issaquah; Aaron Antin, Sammamish

Subscriber Board Attendees: Barbara Mock, Snohomish County

Other:

Marilynne Beard, eCityGov Interim Executive Director; Warren Cheney, King County; Michele Miller, eCityGov; M'Lisa Marks, Secretary

Call to Order

The meeting was called to order by Tracey Dunlap at 10:05am.

Consent Items

Motion to approve consent calendar by Aaron Antin, seconded by Nathan McCommon and the motion carried unanimously.

Strategic Issues, Planning and/or Action Items

Update from Interim Executive Director

ILA Ratification Update – all ILAs have been approved and signed. Hard copies have been made for each jurisdiction.

Marilynne Beard described recent Subscriber Changes

City of Lake Stevens has withdrawn from GovJobsToday as of Jan 1, 2018

City of Issaquah has withdrawn from GovJobsToday as of Jan 1, 2019

City of Lake Forest Park and Northshore Utility District

SeaTac is withdrawing from Northwest Properties January 1, 2019.

SeaTac is joining MyBuildingPermit 2018

Woodinville is withdrawing from MyBuildingPermit January 1, 2019 and implementing Accela. Discussion followed regarding what the eCityGov Executive Board can do to facilitate the “passing of the baton” when an employee, who has been active with eCityGov, leaves a jurisdiction.

GovJobToday Options

Marilynne shared that at least two new jurisdictions have expressed interest in subscribing to GovJobsToday, understanding that GJT support may not be available after 2021. The executive Board agreed to allow new subscribers to join GovJobsToday. Discussion ensued regarding adding verbiage to the Subscriber Agreement addressing GovJobsToday no support beyond 2021.

Preliminary estimate for Bellevue Development Team to port GJT to a new platform was received and Marilynne Beard asked for additional detail. Marilynne Beard also met with Crelate, a Kirkland-based software company, to discuss a possible partnership with a revenue sharing arrangement. NeoGov offered a discounted 1-year introductory price to our jurisdictions. There is no savings for jurisdictions that are currently using NeoGov. Discussion about the future of GovJobsToday will continue at a future Board meeting.

Board Action: Discuss and Vote on Rotation of Board Officers

Marilynne presented Resolution 2018-04 Setting and confirming the board Rotation for the Officer Positions. Chair: Aaron Antin, Vice Chair: PJ Rodriguez, Treasurer: Tracey Dunlap

Nathan McCommon made a motion to accept Resolution 2018-04 as presented. Aaron Antin seconded the motion and the motion passed unanimously. Board rotations are effective May 1, 2018.

Board Action: Discuss and Vote on Authorization for Executive Director to Execute a New Subscriber Agreement and Proposed Change in Subscriber Agreement for the City of SeaTac.

Marilynne Beard provided an overview of the recommended changes to new subscriber agreements that changes subscribers from non-voting committee members to voting members. Staff committees generally operate on a consensus basis and all members vote. Barb Mock added historical insight from a subscriber's point of view.

There was agreement that all subscriber agreements need to be consistent. Warren Cheney cautioned that the verbiage needs to be clear. Tracey Dunlap suggested a subscriber agreement subcommittee review the agreements. Marilynne Beard will review the subscriber agreements to identify discrepancies.

Aaron Antin made a motion to approve Resolution 2018-05 authorizing the Executive Director to execute the non-voting subscriber agreement with SeaTac. John Traeger seconded the motion and the motion passed unanimously.

Discussion: Executive Director Job Description Update and Recruitment Process

The Board agreed to search locally for candidates with experience with eCityGov before launching a wider recruitment. The MBP Management Committee strongly advises to keep the current title. It was decided to keep the title of Executive Director.

Salary is currently tied to a City of Bellevue Assistant Director position; minimum \$104,391, maximum \$144,103. Nathan commented that this position requires a high-quality candidate with a high level of sophistication. The existing salary range will remain in place for recruiting and budgeting purposes.

The board agreed to move forward with the strategy presented.

Discussion: 2019-2020 Biennial Budget

Marilynne Beard reviewed the timeline for budget development and adoption. The eCityGov Alliance by-laws require that the budget be proposed to the board by June 30th. The Executive Board will approve the biennial budget by August 31st. Subscribers not continuing with a product must notify the Alliance 90 days prior to December 31st (October 2nd). Final fees and budget is developed and adopted by December 31st.

The Alliance has been notified that the State Auditor's Office will complete the 2016 and 2017 audits in 2018, moving to a biennial audit cycle. Bellevue IT staff will obtain a quote from the auditors for 2018 and 2020.

The Board discussed GovJobsToday fees for those jurisdictions that are primarily using NeoGov but use the GovJobsToday portal to post job openings. Bellevue currently operates in that manner and Issaquah is implementing NeoGov and may or may not use GovJobsToday portal in the future. Tracey Dunlap indicated that Kirkland will also be moving to a different back-end application system in the future.

One option is to reduce the cost of GovJobsToday for those using NeoGov by some factor such as a population offset. The result is a higher rate for other partners. Another option is to change the fee to be FTE-based rather than population with a percentage discount or combination of both. Marilynne Beard will research the numbers for each option and report back at the next meeting to the Executive Board.

The Board discussed the date for the next meeting which is scheduled for June 15th. A poll will be sent to see who is available for the meeting on June 15th.

Dates to remember:

June 7, 2018 is the MBP Annual Business meeting. A save the date email was sent Friday, April 20th, 2018.

Adjournment

Motion to adjourn was made by Nathan McCommon, 2nd by Aaron Antin. The meeting adjourned at 12:05 PM.

**BUDGET MEMO FROM APRIL 20
EXECUTIVE BOARD MEETING**

TO: eCityGov Alliance Executive Board

FROM: Marilynne Beard, Interim Executive Director

DATE: April 13, 2018

SUBJECT: 2019-2020 BUDGET

A preliminary base 2019 budget has been prepared and staff is seeking Board feedback and direction on several policy issues. The Alliance budget process timeline is contained in the Interlocal Agreement Section 12.a.

- a. Budget Approval. *The Executive Director shall develop the proposed operating budget. The Executive Director and Executive Board shall use best efforts to meet the scheduled budget dates set forth in this Section but failure to meet such dates shall not constitute a breach of this Agreement.*
 - i. *The Executive Director shall present a proposed budget to the Executive Board by no later than **June 30** prior to the commencement of the budget period, together with any Program Committee recommendations with respect to the proposed budget.*
 - ii. *By no later than **August 31**, the Executive Board shall (1) review and revise the draft budget as it deems appropriate; (2) approve the draft budget (including proposed charges to Participants and any user fees); and (3) forward the same to Principals. The approved draft budget, and all proposed fees and charges shall be forwarded to Subscribers no later than **September 15**.*
 - iii. *The final budget shall be adopted by vote of the Executive Board effective no later than **December 31** prior to commencement of the budget period, after receiving information as to:*
 1. *which Subscribers will be continuing to contract with the Alliance;*
and
 2. *which Principals have or will approve their shares of the Alliance budget, based on action or information from such Principals received by the Alliance no later than **December 1**.*
 - iv. Vote Required to Approve Budget. *A Simple Majority Vote of the Executive Board is required to approve the draft and final budget.*

The next Executive Board meeting is scheduled for June 15. An updated budget will be presented for preliminary approval at that meeting.

Base Budget Overview

The base budget reflects no change in service levels but does acknowledge inflationary changes, changes in subscriber memberships and a recommended shift from unrestricted programs to restricted programs to more accurately reflect actual costs and hours. Base budget assumptions include:

Expenditures Assumptions

- Continues full time Executive Director at 2018 salary plus an adjustment for known cost of living and benefit costs. There is a cost of living adjustment of 2.45% assumed for the Executive Director position in the 2019 Budget and 2.41% in the 2020 base budget. Benefits are inflated by 2.5% each year. The same assumptions were used to calculate the Bellevue SLA employee costs.
- Increases Bellevue Service Level Agreement hours to reflect Service Delivery Manager (increase from 2.18 FTE to 2.25 FTE).
- All programs continue in 2019-2020 including MyBuildingPermit (MBP), GovJobsToday (GJT) and NWProperty (NWP).
- There is no proposed use of reserves in base budget.
- Program Cost Shifting - Aside from costs strictly associated with a program, all other Alliance expenses have been distributed at a rate of 75% to MyBuildingPermit and 25%, split evenly, to GovJobsToday and NWProperty (i.e. 12.5% to each). Actual hours for the Service Delivery Team developers and business analysts are almost entirely devoted to MBP as is most of the Executive Director's time. The base budget recommends reallocating costs from the unrestricted programs to MBP to acknowledge the relative level of effort dedicated to each program. The base budget changes the relative allocation to 90% MBP, 7.5% GJT and 2.5% NWP. This change results in a shift to MBP fees over the 2018 budget and a reduction in partner fees for GJT and NWP (GJT and NWP subscriber fees are flat rate based on ranges of population). Even with the shift from unrestricted to restricted (MBP), overall MBP rates are generally less than 2018 due to the application of King County subscriber fees.

Revenue Assumptions

- Revenue from fees is based on formulas provided in the Alliance financial policies – total expenditures less subscriber fees equals partner fees which are distributed to partners proportionally based on development fees (MBP) or population (GJT and NWP). The base budget assumes King County subscriber fees are redistributed to all other MBP

members resulting in an offset to 2018 MBP fees.

- Woodinville withdraws from MBP, Lake Stevens withdraws from GovJobsToday and SeaTac withdraws from NWProperty. No new subscriber fees are assumed in the base until a subscriber agreement is executed.
- A small inflationary increase is incorporated into flat fee subscriber rates for GJT and NWP.

There is further refinement needed to the budget workbook. For instance, final permit revenue to calculate the 5-year average for one jurisdiction needs to be verified in addition to closer scrutiny of line items. A summary of the change in partner and subscriber fees that results from the base budget assumptions is attached to this memo (Attachments A).

The net effect of the policy changes recommended in the base budget, subscriber changes and the application of an updated 5-year average for permit fees (2011-2015 used in 2018 versus 2013-2017 for 2019) produces varied results by jurisdiction.

After applying the King County subscriber fees and the cost shift from unrestricted to restricted, most MBP partners see a decrease in MBP fees except those jurisdictions whose 5-year average permit fees increased disproportionately compared to other jurisdictions. Please note these estimates may shift when all figures have been finalized.

	5-Year Avg 2011-2015	5-Year Avg 2013-2017	% Change
Bellevue	13,125,597	19,072,189	45.3%
Issaquah	2,694,355	3,852,753	43.0%
Kenmore	740,508	895,521	20.9%
Kirkland	5,837,289	9,349,586	60.2%
Sammamish	2,858,521	3,318,951	16.1%
Snoqualmie	696,523	1,144,294	64.3%

The cost shift from unrestricted to restricted reduces all partner fees for GJT and NWP. The total reduction in partner fees is 10% - largely the result of applying the King County subscriber fees.

Additional analysis will be provided at the Executive Board meeting on April 20.

Policy Issues

Policy issues for discussion and possible direction from the Executive Board are described below.

GovJobsToday Fee Adjustment for Partners

The City of Bellevue has implemented NEOGOV for applicant management. Bellevue still posts jobs on GovJobsToday as well as on NEOGOV's portal "Government Jobs." Since costs are allocated by population for GJT, Bellevue has the largest GJT fee of all partners.

In 2017, the Executive Board adopted an updated Interlocal Agreement that eliminated the requirement that partners use all of the Alliance products:

"6.f. Requirement of Principals Use of Alliance Programs and Services. No Principal is required to use or deploy all Programs and Services offered by the Alliance. Nothing in this Agreement shall be interpreted to preclude a Participant from using or deploying competing services or programs similar in functionality to Programs and Services offered by the Alliance."

There is also a general statement in the ILA that fees could be adjusted:

Cost Allocation. The costs of funding the approved Alliance budget, net of all estimated revenue chargeable to Subscribers and all other revenues, shall be generally allocated between all Principals based on their relative Population. The Board can establish other cost allocation methods by Supermajority Vote that are considered equitable to all other Principals and appropriate for the applicable Programs and Services. Nothing in this Agreement shall be construed to prohibit the Executive Board from including factors in addition to Principal Population or making other equitable adjustments in the cost allocation formulas, including but not limited to adjustments for Principals who do not use or deploy certain Programs and Services offered by the Alliance pursuant to Section 6.g.

Based on a request from Bellevue, in 2017 Tracy Jones began discussions with Bellevue about the potential for a reduced rate to acknowledge their limited use of GJT. Those discussions were not completed prior to Tracy's departure from the Alliance and the Executive Board was not presented with a recommendation.

Since that time, the Alliance has been contacted by the City of Issaquah advising that they are also implementing NEOGOV and anticipate moving off of GovJobsToday entirely by September 2018.

Some annual fee is reasonable for partial use of the product and for the benefit of maintaining an ownership interest in the intellectual property. In addition, it is important to keep in mind the impact on other partners' fees.

There are multiple approaches that could be considered for adjusting partner fees. A change to the formula for calculating population-based fees could be implemented by assigning a

percentage reduction to population based on limited use. For example, Bellevue's and Issaquah's populations could be reduced by an established percentage to reduce their fee. Attachment C summarizes the relative change in partner fees if Issaquah and Bellevue populations are discounted to 25% of the actual population (this would result in a fee reduction in addition to the program cost shifting noted above). The effect is to redistribute GJT costs to other partners and reduce Bellevue and Issaquah GJT fees to 25% of what their partners fees would otherwise be. A summary of the change in fees following this scenario is attached to this memo (Attachment B).

A different approach would be a reduction to a flat fee that is an amount of program costs that represents the value of the partner's ownership interest. That amount would then be prorated based on population.

It is recommended that a formulaic approach be used so that future changes in program usage can be easily incorporated in the rate model.

Overall Distribution of Costs Between Subscribers and Partners

A topic for future discussion is the manner in which fees are calculated. The formula for distributing costs between partners and subscribers has changed over the years, but the underlying principle of partners paying all costs not covered by subscriber fees has been in place for some time. The evolution of subscribers joining and withdrawing and partners changing to subscribers has resulted in an ever-larger burden on partner agencies. Although, this trend changes in 2019 with the offset to all MBP users by the addition of King County fees, leadership changes within partner agencies may result in greater scrutiny or questioning of the original guiding principles that supported and sustained the Alliance.

In order to maintain active partners, the Board may want to consider a different way to distribute the financial benefit of adding new subscribers. For example, the financial benefit of new subscribers could be distributed between partners and subscribers with a proportionately larger share of the benefit accruing to partners and the remaining benefit distributed to subscribers.

Summary

One of the projects identified for the Executive Director was a simplification of the budget development process and tools. The Bellevue Finance support staff have made many of the requested changes to the budget workbook to remove extraneous data, simplify use, provide "what-if" capabilities and improve the presentation. Some of these changes are a work in progress. The hope is that the budget process and tools will be more accessible and useful for Alliance staff in the future.

Proposed Budget Details

	2017 Budget			2017 Unrestricted		2018 Adopted Budget			2018 Unrestricted		2018 Approved Budget			2018 Unrestricted		2019 Budget			2019 Unrestricted		2020 Budget			2020 Unrestricted		
	MBP	SPP	Unrestricted	Total	NWP	GJT	MBP	Unrestricted	Total	NWP	GJT	MBP	Unrestricted	Total	NWP	GJT	MBP	Unrestricted	Total	NWP	GJT	MBP	Unrestricted	Total	NWP	GJT
Beginning Fund Balance	\$ 397,256	\$ 66,679	\$ 45,000	\$ 508,935	\$ 22,500	\$ 22,500	\$ 402,906	\$ 41,500	\$ 444,406	\$ 22,500	\$ 19,000	\$ 749,887	\$ 177,465	\$ 927,352	\$ 88,733	\$ 88,733	\$ 937,222	\$ 165,265	\$ 1,102,487	\$ 83,733	\$ 81,533	\$ 937,222	\$ 165,265	\$ 1,102,487	\$ 83,733	\$ 81,533
Revenue																										
Partners	571,303	-	127,123	698,426	66,962	60,161	588,548	130,588	719,136	69,294	61,294	588,548	130,588	719,136	69,294	61,294	522,066	58,805	580,871	11,307	47,498	548,214	71,080	619,294	17,220	53,861
Subscribers	678,698	-	43,400	722,098	21,800	21,600	506,341	45,000	551,341	24,300	20,700	758,177	36,400	794,577	19,300	17,100	570,352	37,300	607,652	19,800	17,500	598,918	38,200	637,118	20,300	17,900
MBP Training	10,424	-	-	10,424	-	-	6,137	-	6,137	-	-	6,137	-	6,137	-	-	11,500	-	11,500	-	-	11,500	-	11,500	-	-
Intellectual Property	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Investment Interest	5,561	-	1,787	7,348	894	894	938	313	1,250	156	156	938	313	1,250	156	156	6,734	898	7,632	224	673	6,896	920	7,816	230	690
Total Revenue	1,265,986	-	172,310	1,438,296	89,656	82,655	1,101,964	175,900	1,277,864	93,750	82,150	1,353,801	167,300	1,521,101	88,750	78,550	1,110,652	97,003	1,207,655	31,331	65,672	1,165,529	110,200	1,275,729	37,749	72,450
Expenditures																										
Personnel	155,354	-	51,791	207,146	25,896	25,896	180,567	60,189	240,756	30,095	30,095	180,567	60,189	240,756	30,095	30,095	180,750	24,100	204,850	6,025	18,075	186,043	24,806	210,849	6,201	18,604
COB SLA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Core Services																										
Application Services	405,984	-	29,400	435,384	14,700	14,700	419,288	30,364	449,653	15,182	15,182	325,625	30,364	355,990	15,182	15,182	311,066	41,475	352,542	10,369	31,107	320,475	42,730	363,205	10,682	32,047
Infrastructure																										
Equipment Reserves																										
Replacement	1,092	-	2,184	3,276	1,092	1,092	-	2,235	2,235	1,118	1,118	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Network Services																										
Network M&O	9,936	-	19,440	29,376	9,720	9,720	11,276	19,886	31,161	9,943	9,943	11,276	22,121	33,397	11,061	11,061	35,290	4,705	39,995	1,176	3,529	36,323	4,843	41,166	1,211	3,632
DBA Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other																										
Program/Admin																										
Administrative Support	12,609	-	12,612	25,221	6,306	6,306	13,068	13,068	26,136	6,534	6,534	13,068	13,068	26,136	6,534	6,534	19,891	2,652	22,543	663	1,989	20,618	2,749	23,367	687	2,062
Project Management and Business Analyst Support	151,020	-	-	151,020	-	-	466,677	-	466,677	-	-	466,677	-	466,677	-	-	449,208	-	449,208	-	-	463,682	-	463,682	-	-
MBP Support	150,540	-	-	150,540	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
COB SPP Support	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Management Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Financial Support																										
Accounting/Audit Services	22,596	-	7,536	30,132	3,768	3,768	45,626	7,727	53,354	3,864	3,864	45,626	15,209	60,835	7,604	7,604	19,573	2,610	22,183	652	1,957	29,746	3,966	33,712	992	2,975
Budgetary/Financial Services	21,729	-	7,248	28,977	3,624	3,624	-	7,481	7,481	3,741	3,741	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Available Core Capacity	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Available Core Capacity	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Help Desk																										
Tier 1	43,200	-	14,400	57,600	7,200	7,200	44,727	14,909	59,636	7,454	7,454	44,727	14,909	59,636	7,454	7,454	45,724	6,097	51,821	1,524	4,572	47,308	6,308	53,615	1,577	4,731
Tier 2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Non-SLA Enhancement																										
Non Service Level Enhancement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other M&O																										
Supplies																										
Office Supplies	319	-	102	421	51	51	50	20	70	10	10	50	20	70	10	10	75	10	85	3	8	75	25	100	13	13
Books Maps & Periodicals	46	-	32	78	16	16	50	20	70	10	10	50	20	70	10	10	50	20	70	10	10	50	20	70	10	10
Cell & Oper Supp Cmpt Mant Svcs	-	-	-	-	-	-	550	220	770	110	110	550	220	770	110	110	550	220	770	110	110	550	220	770	110	110
Minor DP Software	-	-	-	-	-	-	200	80	280	40	40	200	80	280	40	40	200	80	280	40	40	200	80	280	40	40
Association Dues	3,044	-	339	3,384	170	170	2,000	800	2,800	400	400	2,000	800	2,800	400	400	2,250	98	2,348	75	23	2,250	750	3,000	375	375
Travel/Training	7,860	-	3,551	11,211	1,776	1,776	5,000	2,500	7,500	1,250	1,250	8,000	2,500	10,500	1,250	1,250	6,750	900	7,650	225	675	6,750	2,250	9,000	1,125	1,125
MBP Training	2,400	-	-	2,400	-	-	6,000	-	6,000	-	-	6,000	-	6,000	-	-	11,500	-	11,500	-	-	11,500	-	11,500	-	-
Liability Insurance	4,000	-	1,000	5,000	500	500	4,000	1,000	5,000	500	500	4,000	1,000	5,000	500	500	4,000	1,000	5,000	500	500	4,000	1,000	5,000	500	500
Professional Services																										
ESRI BAO API license	-	-	-	-	-	-	-	8,000	8,000	8,000	8,000	-	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	-	8,000	8,000	8,000	8,000
Temp Help	-	-	-	-	-	-	8,500	3,400	11,900	1,700	1,700	-	3,400	3,400	1,700	1,700	-	-	-	-	-	-	-	-	-	-
Rick Berman Consulting	-	-	7,373	7,373	3,686	3,686	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
WA State Auditors Office	1,247	-	998	2,245	499	499	-	-	-	-	-	7,500	2,500	10,000	1,250	1,250	-	-	-	-	-	-	-	-	-	-
Tracy Jones Transition Contract	-	-	10,000	10,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2017 Interim Executive Director Services	13,401	-	1,827	15,228	914	914	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
MBP Acceleration Funding payback	34,400	-	-	34,400	-	-	34,400	-	34,400	-	-	34,400	-	34,400	-	-	-	-	-	-	-	-	-	-	-	-
Refund to Subscribers	5,530	-	625	6,155	313																					

eCityGov Alliance Fees

	2018				2019/2020				Change				
	MBP	NWProp	GovJobs	Total	MBP	NWProp	GovJobs	Total	MBP	NWProp	GovJobs	Total	
Partner Member													
Belleuve	297,658	27,831	24,618	350,107	302,560	4,564	19,279	326,403	4,902	(23,267)	(5,339)	(23,704)	-6.8%
Issaquah	61,102	6,871	6,078	74,051	61,120	1,169	4,937	67,225	18	(5,702)	(1,141)	(6,825)	-9.2%
Kenmore	16,793	4,432	3,921	25,146	14,206	732	3,094	18,033	(2,587)	(3,700)	(827)	(7,113)	-28.3%
Kirkland	132,376	17,206	15,220	164,802	148,321	2,792	11,795	162,908	15,945	(14,414)	(3,425)	(1,894)	-1.1%
Sammamish	64,825	10,304	9,114	84,243	52,652	2,019	8,528	63,199	(12,173)	(8,285)	(586)	(21,044)	-25.0%
Snoqualmie	15,795	2,648	2,343	20,786	18,153	428	1,810	20,392	2,358	(2,220)	(533)	(395)	-1.9%
Total Partner Fees	588,548	69,292	61,294	719,134	597,012	11,704	49,443	658,159	8,464	(57,588)	(11,851)	(60,975)	-8.5%
Subscriber Member													
Bothell all (S)	58,201	3,600		61,801	49,962	3,700	-	53,662	(8,239)	100	-	(4,539)	-13.2%
Burien	24,973			24,973	23,219	-	-	23,219	(1,754)	-	-	(1,754)	-7.0%
Des Moines		3,600		3,600	-	3,700	-	3,700	-	100	-	3,700	2.8%
Dupont		-	1,600	1,600	-	-	1,600	1,600	-	-	-	1,600	0.0%
Everett		7,700		7,700	-	7,900	-	7,900	-	200	-	7,900	2.6%
Gig Harbor			1,600	1,600	-	-	1,600	1,600	-	-	-	1,600	0.0%
King County	251,837			251,837	203,398	-	-	203,398	(48,439)	-	-	(48,439)	-19.2%
Mercer Island (S)	40,081		3,600	43,681	38,153	-	3,700	41,853	(1,928)	-	100	1,772	-4.2%
Mill Creek	8,373			8,373	8,725	-	-	8,725	353	-	-	353	4.2%
Newcastle	13,427		2,600	16,027	17,815	-	2,700	20,515	4,388	-	100	7,088	28.0%
NORCOM			5,100	5,100	-	-	5,200	5,200	-	-	100	5,200	2.0%
North Bend		800		800	-	800	-	800	-	-	-	800	0.0%
Renton (S)	99,103			99,103	92,432	-	-	92,432	(6,671)	-	-	(6,671)	-6.7%
SeaTac		3,600		3,600	-	3,700	-	3,700	-	100	-	3,700	2.8%
Snohomish Unincorporated	247,352			247,352	218,525	-	-	218,525	(28,827)	-	-	(28,827)	-11.7%
Tukwila		2,500		2,500	-	-	-	-	-	(2,500)	-	-	-100.0%
Woodinville (S)	14,831		2,600	17,431	-	-	2,700	2,700	(14,831)	-	100	(12,131)	-84.5%
Total Subscriber Fees	758,177	21,800	17,100	797,077	652,230	19,800	17,500	689,530	(105,948)	(2,000)	400	(107,548)	-13.5%
Total Fees	1,346,726	91,092	78,394	1,516,212	1,249,242	31,504	66,943	1,347,689	(97,484)	(59,588)	(11,451)	(168,523)	-11.1%

TO: eCityGov Alliance Executive Board
FROM: Marilynne Beard, Interim Executive Director
DATE: June 1, 2018
SUBJECT: GOVJOBSTODAY OPTIONS

The purpose of this memo is to provide background and discussion of options for the future of GovJobsToday (GJT). Two policy issues will be addressed:

- Whether to consider pricing differentials for Principal agencies that have their own back-end applicant tracking system and only use GJT for the portal function.
- Whether to continue offering GJT as an Alliance product.

This memo will provide historical context, a snapshot of the current environment and options going forward.

History of GovJobsToday

GJT was first offered in 2008. As recently as 2014, it was believed that the potential for new customers was promising based on anecdotal feedback from prospective subscribers encountered at professional conferences. The existing users expressed a high level of satisfaction with GJT and onboarding and maintenance required a relatively low level of effort. In 2017, 72.5 development hours were devoted to GJT (out of a total annual development allocation of 3,620 hours).

In 2014 and 2015, projects were completed that provided an updated look and feel for GJT and added new functionality requested by users including forwarding, password changes and inter-jurisdictional collaboration. Since then, small enhancements and bug fixes were completed. A proposed larger project to re-architect the product was planned to provide enhanced features and to port GJT from Microsoft's Webforms platform which will not be supported after 2021. The project was delayed due to resource constraints on the Service Delivery Team and the uncertain future of GJT as the City of Bellevue acquired a private sector HR product (NEOGOV) that includes applicant management among other functions. Bellevue is currently using NEOGOV's applicant management module and NEOGOV's GovernmentJobs portal that lists job opportunities for their customers. Bellevue also posts job openings on and applicants are redirected to NEOGOV.

In 2017, interviews were conducted with Principal agencies representatives. There was strong interest in continuing to support GJT, especially among smaller jurisdictions. As the future of GJT was under discussion, the Executive Board expressed their interest in identifying an alternative solution for current subscribers should the Alliance decide to discontinue GJT. Prior to leaving the Alliance, the previous Executive Director had conducted some research on alternative products.

Current Situation

As of this writing, there are six principals and six subscriber agencies using GJT. Fees that support the cost of maintaining GJT are allocated to cities based on population and, for special purpose districts, a negotiated amount. The 2018 Budget Allocates costs between MyBuildingPermit (MBP) GovJobsToday and NWProperty (NWP) based on direct costs (costs directly related to the support of the product) and remaining Alliance costs based on a percentage recommended by the Executive Director and approved by the Executive Board through the budget process. The 2018 Budget reflects an allocation of 75% to MBP, 12.5% to GJT and 12.5% to NWP. The table below summarizes the relative distribution of the GJT budget to Principal and Subscriber agencies.

Over the past two months, the Alliance has been contacted by three jurisdictions expressing an interest in learning more about GJT and how to subscribe. During that same period, the City of Issaquah notified the Alliance that they are planning to implement NEOGOV and will not be continuing with GovJobsToday after 2018. As a principal agency, Issaquah is not required to use all of the Alliance products (based on the updated and restated Interlocal Agreement). The language in Interlocal Agreement that speaks to the allocation of Alliance costs to principals and subscribers was changed and reads as follows:

Cost Allocation. The costs of funding the approved Alliance budget, net of all estimated revenue chargeable to Subscribers and all other revenues, shall be generally allocated between all Principals based on their relative population. The Board can establish other cost allocation methods by Supermajority Vote that are considered equitable to all other Principals and appropriate for the applicable Programs and Services. Nothing in this Agreement shall be construed to prohibit the Executive Board from including factors in addition to Principal Population or making other equitable adjustments in the cost allocation formulas, including but not limited to adjustments for Principals who do not use or deploy certain Programs and Services offered by the Alliance pursuant to Section 6.g.

No board action relative to specific changes in the cost sharing model has been approved since adoption of the ILA. Further direction is needed from the Executive Board regarding how costs will be allocated between subscribers and principals if principals are not using all or any of the functionality of available products (see discussion below).

Adjustment to Principal Fees

Once the updated and restated ILA was approved allowing Principal agencies to opt out of Alliance products, the previous Executive Director had discussions with Bellevue about a negotiated fee based on partial use of GJT. Bellevue was still interested in using the portal but had moved to NEOGOV's back-end applicant management system. Since GJT fees are based on population, Bellevue believe they were paying a disproportionate share of GJT fees relative to their use of GJT. In the meantime, the City of Issaquah notified the Alliance that they would be implementing NEOGOV and not using GJT after 2018. A draft report was prepared by Ms. Jones but not presented to the Board for consideration.

Loss of Principal or Subscriber fees generally results in a reallocation of fees to other Principals and Subscribers. Much of the Alliance annual expenses are fixed in total but allocated to the Alliance products based on direct hours and other costs related to each product with general

overhead allocated proportionally based on a formula. For example, Service Delivery Team hours are allocated based on actual hours related to MBP, GJT or NWP. The Executive Director’s costs and general costs, such as the audit, are allocated on a percentage distribution. In 2017 and 2018, the ED and general overhead costs were allocated 75% to MBP, 12.5% to GJT and 12.5% to NWP. The 2019-2020 Preliminary Budget recommends shifting costs to MBP with a revised allocation of 90% MPB, 7.5% GJT and 2.5% NWProperty. As mentioned previously, a limited number of hours were allocable to GJT in 2017 and little marketing effort was pursued by the Executive Director.

Fee Distribution Options

GJT fees are derived by establishing the cost of supporting the program (total costs allocated on a percentage basis by the Executive Board during the budget process. Total GJT costs are then distributed to subscribers and principal. Per the adopted financial policies, subscriber fees are set at flat amounts based on ranges of population. The table below shows fees as they are calculated using the current methodology. The previous ED inflated annual fees by an amount for inflation.

Population Range	2017 Fee	2018 Fee	2019 Fee
Less than 6,000	\$ 800	\$ 900	\$ 1,000
6,000 to 8,000	\$1,250	\$1,350	\$1,450
8,000 to 10,000	\$1,500	\$1,600	\$1,700
10,000 to 15,000	\$2,500	\$2,700	\$2,800
15,000 to 25,000	\$3,500	\$3,700	\$3,800
25,000 to 50,000	\$5,000	\$5,300	\$5,400
More than 50,000	\$7,500	\$7,600	\$7,700

Distribution of Fees Between Principals and Subscribers

Principal fees are calculated by taking the total cost of the program, subtracting estimated subscriber fees and distributing the remainder to principals based on population. When a subscriber withdraws, the net amount distributed to principals will increase (notwithstanding any other changes in program cost). When a principal withdraws from GJT, the impact on the remaining principals is greater since the principals must absorb the lost revenue.

The net allocation to principals recognizes the ownership interest they have in Alliance products and the potential for realizing income if an Alliance product (intellectual property) is sold to another agency or private sector interest. The updated and restated ILA does not require principals to use all Alliance products. The ILA does provide for sale or transfer of assets (including intellectual property) with proceeds to the Alliance which is composed of all principals. Principals that choose to change to subscriber status are not entitled to any proceeds from the sale of Alliance property. A principal that chooses not to use an Alliance product does not appear to lose their right to the proceeds related to that product, if it is sold. Issaquah will be the first principal to opt out of a produce without changing to subscriber status. In considering alternative approaches to GJT fees, the relatively higher burden to principals should be considered.

Distribution Factor for Fees – Population versus FTE

The relative distribution between principals and subscribers has shifted costs toward principals. One way to mitigate this burden is to allocate GJT costs to principals and subscribers based on the same distribution factor, whether that is population or another factor such as FTEs. While population has been the historic proxy measure for distribution of GJT costs, the use of FTE's should be considered as it more closely aligns with the potential volume of use of the program (i.e. FTE's relates to the number of potential vacancies and job postings). This is particularly true for jurisdictions that contract for services or are served by a special district such as a fire district. Applying the same FTE factor to all users (principals and subscriber) distributed cost more equitably but may result in "winners and losers."

Allowance for Partial Use of Program

As noted above, the amended and restated Interlocal Agreement allows variable pricing for principals that are not using (or fully using) all of the Alliance products. In the case of GJT, Bellevue is using GJT as a portal to their backend applicant management system (NEOGOV). While they believe there is still value in having the GJT portal, since the fees are based on population, they believe they are paying a disproportionate share of the cost of ongoing support. The City of Issaquah is in a similar situation. They are in the process of implementing NEOGOV and have notified the Alliance that they will not continue to use the GJT Portal. Discussions are ongoing regarding the potential for a new pricing structure and the value of the local portal. Kirkland is in the process of implementing a new enterprise resource management system (finance/HRIS) that has an applicant management module. Although they have not notified the Alliance as to whether or when they will discontinue their use of GJT and at what level. However, their situation is similar to Bellevue and Issaquah. In the case where there is limited or no use of an Alliance product, there could be an offset to account for the limited use. If a jurisdiction chooses not to use a product at all, they can either have no fee or they can be charged a flat "base" fee. The base fee is the cost of keeping the product functional for other users and acknowledges that the principal still has an ownership interest. A base fee may also be applied to all principals and subscribers with the net program cost distributed on usage.

For illustrative purposes, multiple fee scenarios are being developed to simulate the relative impact of these different methodologies on rates that will be presented at the June 15 Executive Board meeting.

Scenario 1 – Maintain population distribution factor with existing subscriber fees (no change)

Scenario 2 – Maintain population distribution factor and subscriber fees with an offset for partial use of the program (75% reduction in population factor based on use of portal only)

Scenario 3 – Change to FTE distribution factor with existing subscriber fees and no offset for partial use

Scenario 4 – Change to FTE Distribution factor with existing subscriber fees and offset for partial use (75% reduction in FTE factor)

Scenario 5 – Change to FTE Distribution to all principals and subscribers (no offset)

Scenario 6 – Change to FTE Distribution to all principals and subscribers with offset for partial use (75% reduction in FTE)

Scenario 7 – Establish flat “base” fee for all principal and subscribers and distribute remaining cost based on FTE with an offset for partial use

For scenario purposes, the base fee was set at 25% of basic maintenance and administration costs and offsets were set at 25% of the distribution factor (population or FTE).

The Future of GovJobs Today

GJT was written in Webforms, a Microsoft product that will not be supported beyond 2021. While Webforms will still be licensed, vendor support from Microsoft will not be available. There are risks with the continued stability of GJT based on an unsupported platform. A strategy for addressing the discontinuation of Webforms support should be developed now with an eye to the future.

There (at least) two alternative paths going forward.

1. Discontinue GovJobsToday within a defined timeline and identify alternative comparable products for current GJT users.
2. Invest in moving GJT to a new platform and pursue marketing of GJT.

Within these alternatives, there are additional policy questions and sub-alternatives to explore including how investments in GJT will be funded. The following sections provide background on each option.

Option One: Discontinue GovJobsToday within a defined timeline and identify alternative comparable products for current GJT users to procure on their own

The Alliance can discontinue the GJT product offering and assist principals and subscribers in transitioning to a new product if needed. Several alternatives were studied:

AWC Job Board

The Association of Washington Cities recently updated their Jobs Available function on their website. They updated the look and feel, added more filtering options and provided a means for applicants to forward their contact information and a resume to prospective employers via email. Their product does not provide applicant management and they do not have plans to add that functionality in the near future. If a jurisdiction listing a job opening at AWC has their own back-end applicant tracking program, the information is transferred from the AWC website via email and the jurisdiction would need to enter the record into their applicant tracking system. AWC charges a fee for posting jobs to their site. The first five jobs are free and every additional job posting can be purchased at \$50 per job or in “packs” – 5-pack for \$200 or 10-pack for \$350.

NEOGOV

NEOGOV offers a suite of Human Resources Information System products including a job board, applicant tracking, background checks, employee onboarding, training and employee

performance management. The cities of Bellevue and Issaquah currently use or are implementing NEOGOV as are a number of other cities and counties in Washington. NEOGOV's customers can choose which modules to purchase and implement. NEOGOV was asked if they would consider a "group price" for their applicant tracking module for current GJT users.

NEOGOVS pricing model is based on employee count (as compared to GJT which used population). FTE counts for each GJT principal and subscriber that did not already use NEOGOV was provided to NEOGOV and they did submit a proposal. Their introductory proposal offers a 30% discount on their subscription fees and a waiver of some up-front costs. The proposal includes implementation assistance and user training, although the training would be conducted in one group session rather than for each individual jurisdiction. NEOGOV is offering the applicant tracking and GovernmentJobs portal subscriptions as well as onboarding (which is optional). The closest match between GJT and NEOGOV would be purchasing Insight product (applicant tracking) and GovernmentJobs subscription (Jobs Board and applicant portal).

A summary of their proposal is shown on the following tables including the proposed cost for NEOGOV compared to current GJT user fees. The first table includes all current GJT users with their current annual fees, excluding Bellevue and Issaquah. It should be noted that the quoted fees are for one year only. The Alliance would need to conduct further negotiation to secure future fees. The second table shows the comparison between GJT and NEOGOV without the 30% introductory discount.

	Employees (Draft)	Current GJT Fees	NEOGOVS Fees w/ 30% Discount	Difference	NEOGOVS Fees w/out 30% Discount	Difference
Bellevue	1,342	24,618	NA	NA	NA	NA
Issaquah	260	6,078	NA	NA	NA	NA
Kenmore	35	3,921	2,682	(1,239)	3,487	(434)
Kirkland	605	15,220	11,664	(3,556)	15,163	(57)
Sammamish	115	9,114	4,798	(4,316)	6,237	(2,877)
Snoqualmie	119	2,343	4,798	2,455	6,237	3,894
	2,476	61,294	23,942	(6,656)	31,125	527
Gig Harbor	107	1,600	3,555	1,955	4,622	3,022
Mercer Island	211	3,600	6,665	3,065	8,665	5,065
NORCOM	89	5,100	3,555	(1,545)	4,622	(479)
Newcastle	29	2,600	2,682	82	3,487	887
Woodinville	38	2,600	2,682	82	3,487	887
	474	15,500	19,139	3,639	24,881	9,381
Total	2,950	76,794	43,081	(3,017)	56,005	9,907

Crelate

Prior to leaving the Alliance, the previous Executive Director, Tracy Jones, conducted research on alternative products and transition options. One of the options considered was a “Transfer/Sell Option” that involved either transferring or selling GJT to a private sector company. Specifically, Ms. Jones had discussed options with Crelate that currently offers on-line job postings for the private sector and that is interested in breaking into the public sector. The Alliance could either transfer GJT to Crelate who would then host the application for up to three years (presumably to the point when the Webforms platform would no longer be supported). A revenue-sharing arrangement could be considered during the three-year transfer period. In the meantime, Crelate would develop a public sector version of their product that they would then market and sell. Crelate was willing to negotiate favorable rates for GJT users during the transition.

Ms. Jones also analyzed the functionality of the Crelate’s existing product against the features of GJT. At that time, there were significant gaps between GJT’s and Crelate’s functionality. An updated “gap analysis” was requested from Crelate that shows the current functionality and describes how Crelate can bridge remaining gaps. Crelate has made significant progress in adding the features and functionality that were missing in the original gap analysis. If the Executive Board is interested in further information about this option, the Executive Director would need to work closely with Crelate about the details of an agreement.

Option Two: Invest in moving GJT to a new platform and pursue marketing of product

GovJobsToday is a viable product that has not been actively marketed over the past few years. Requests for new subscriptions had been put on hold given the uncertain future of the product. The Bellevue Service Delivery Team was asked to provide an estimate of developer hours needed to rearchitect GJT on a new platform. The initial estimate assumed the equivalent of three developers for two years and Project Manager/Business Analyst hours.

The table below shows the estimated cost.

	Hours	Hourly Rate	Estimated Cost
Application Developer	9,960	\$ 111	\$ 1,105,560
Project Manager/Business Analyst	3,320	\$ 90	\$ 298,800
Total	13,280		\$ 1,404,360

If Bellevue were to provide developer and project manager hours to move GJT to a new platform, it would require a significant investment. Since there are comparable private sector products (notably NEOGOV), it is hard to make a business case for this investment unless the Alliance can identify specific functionality that cannot or would not otherwise be provided by private sector offerings or request a quote from a private sector developer.

Conclusion

At this time, it appears that the trend is for larger jurisdictions to transition to NEOGOV or another back-end applicant management program. That leaves smaller jurisdictions that may not need all of the functionality of NEOGOV. Depending on how the Executive Board changes GJT rates for 2019-2020, NEOGOV pricing may or may not be more affordable. While decision about the future of GJT is not necessary at this time, staff is requesting direction about which options to continue to pursue. GJT fees for 2019-2020 do need to be established to stay within the September 15 notification deadline, unless the Board chooses to schedule an additional meeting before then to finalize rates.