CITY COUNCIL STUDY SESSION ITEM

SUBJECT

Proposed updates to the interlocal agreement (ILA) for the eCityGov Alliance (the Alliance) to better support MyBuildingPermit (MBP), the primary Alliance program, and to create a more streamlined structure to facilitate the Alliance goals and work tasks.

STAFF CONTACTS

Nathan McCommon, Deputy City Manager, 452-4194
eCityGov Alliance Board Member

Sabra Schneider, Chief Information Officer, 452-4890
Information Technology

POLICY ISSUES

The Alliance Executive Board is proposing administrative amendments to the ILA that governs the partnership between six cities and forms the Alliance. The revised ILA requires approval from the six legislative bodies including Bellevue.

DIRECTION NEEDED FROM COUNCIL

ACTION	DIRECTION	INFORMATION ONLY
☐	☒	☐

Tonight's presentation will provide an update on the eCityGov Alliance and proposed administrative amendments to the existing Interlocal Agreement. Staff seeks Council direction to return with amendments to the ILA for Council approval at a future meeting.

BACKGROUND/ANALYSIS

BACKGROUND

Bellevue is a founding partner in the Alliance, which was originally formed in 2001 by nine cities in the region. The cities partnered to form an inter-local agency with a mission of providing convenient and consistent web based services to the public. The Alliance supported many eastside cities in their efforts to provide modern online government services at a time when many were not available in the private market. Partnering to develop web based applications allowed cities to share the cost and provide consistent services across jurisdictional boundaries.

The Alliance also began selling software as a service to other municipal subscribers. Board member partners drove decision making and investments for the Alliance while subscriber cities helped to offset costs and expanded the use of shared services in the region.

The Alliance has shifted over the years, from addressing a variety of emerging information technology needs on a regional basis to focusing on specific needs that continue to meet the demands of customers and the member agencies.

CURRENT ALLIANCE SERVICES

The Alliance currently offers three software-as-a-service (SAAS) applications that serve more than 15 public agencies in the region. These programs offer member agencies valuable online services, while also providing opportunities for knowledge sharing, training, cooperative purchasing, and development of best regional business practices. The applications currently offered by the Alliance include:

I. MBP is the premier application for the Alliance and serves 15 jurisdictions including the partner cities. MBP offers builders, contractors and homeowners the ability to complete the permitting process online and is endorsed by the Master Builders Association. MBP's most recent subscriber is King County, who launched in December of 2017 and has plans to continue to expand the use of MBP during 2018. The Alliance spends approximately 75 percent of its resources to support MBP.

II. GovJobsToday is an end-to-end recruitment solution that allows job-seekers to view and apply for public sector jobs with one profile, in one convenient location. This application currently serves 13 jurisdictions.

III. NWProperty is a comprehensive commercial property resource that serves 13 jurisdictions. Businesses can search for commercial property for sale and lease and access detailed property information, public data, and demographic reports.

The Bellevue Information Technology Department (IT) supports the Alliance by providing technology services and acting as the fiscal agent. Technology services include software development, project management, business analysis, testing and helpdesk support. Bellevue is reimbursed by the Alliance for all related work, making those services cost neutral for IT.

ALLIANCE GOVERNANCE

The last significant governance changes for the Alliance happened in early 2014, when the Alliance become a government nonprofit entity, governed by an Executive Board of founding partners and an Executive Director selected by the board.

The Executive Board currently has members from Bellevue, Issaquah, Kenmore, Kirkland, Sammamish, and Snoqualmie. Board members are Chief Executive Officers (e.g., Mayor, City Manager, and City Administrator), Deputies, or equivalent. Deputy City Manager Nathan McCommon represents the City of Bellevue on the Board.

The role of the Board is to:
- Affirm and approve strategic direction
- Review and adopt budgets
- Retain decision making authority on policy issues, workplans and future investments

Subscribers, who pay annual costs to use the software, enhance the work of the Alliance by:
- Recommending and prioritizing new software features
- Testing new features and releases
- Contributing ideas for future applications
- Partnering on regional best practices and training

PROPOSED CHANGES TO THE ILA
The structure of the Alliance continues to evolve to better meet the needs of its members. The Alliance Executive Board, currently chaired by City of Kirkland Deputy City Manager Tracey Dunlap, has been working for the last year to update and adapt the ILA that governs the Alliance.

The proposed administrative changes to the ILA build off the successful restructure work in 2014. To facilitate the updates to the ILA, the Executive Board worked with Pacifica Law Group LLP.

Many of the ILA edits were minor and were made to provide improved clarity. More significant revisions were also made to the "terms and conditions of membership" and "principal contributions" sections of the ILA, which require approval by each partner's City Council per Section 17 of the ILA ("Amendment of Agreement"), (Attachment A).

With the recommended changes, the board focused on the following objectives:

I. Use board member participation most effectively and efficiently:
    This proposed change removed the requirement to have an Operations Board from the ILA. This change will reduce complexity, improve decision making, save time, and streamline internal communications.
II. Preserve the authority to adjust the composition of the board:
    ILA, Section 8.c was updated to enable the Executive Board to add by Supermajority Vote one or more non-voting seats to the Executive Board to represent Subscribers.
III. Determine the processes for appointing new members to the board:
    ILA, Section 8.e stipulates that the Executive Board will determine the process to select and replace any non-voting Subscriber representatives.
IV. Offer increased latitude for partners to choose which programs to invest in:
    ILA, Section 13.g (Section 12.g of the amended ILA due to renumbering) was updated to state that the Board, by Supermajority Vote, would have the authority to charge investing partners for a pro-rata share of selected applications. The proposed ILA specifies that the Executive Board can make adjustments for Principals who do not use or deploy certain Programs and Services offered by the Alliance.

Each Principal's legal counsel and Executive Board Member have had the opportunity to review the revisions and the Executive Board approved the changes by Resolution 2017-06 on October 27, 2017, (Attachment B).

The current Chair of the Alliance also outlined these revisions in a letter explaining and endorsing the proposed changes, (Attachment C).

The proposed changes to the ILA continue to build on the Alliance's 16 years of government efficiency and regional collaboration. As the Alliance continues to adjust to customer and market demands, the revised ILA supports the ongoing success of the partnership.

The amended ILA supports Bellevue's ability to:

- Invest in applications critical to Bellevue operations;

- Enhance ongoing support of MBP;
- Pursue innovative investment opportunities with regional partners; and
- Reduce staff overhead time on committee work.

OPTIONS
1. Direct staff to return for consent on the Executive Board's recommended ILA for the eCityGov Alliance.
2. Provide alternate direction for staff.

RECOMMENDATION
Option 1

ATTACHMENTS
A. Amended Interlocal Agreement
B. Executive Board Resolution
C. Letter from the Chair of the Executive Board supporting the new ILA

AVAILABLE IN COUNCIL DOCUMENT LIBRARY
N/A