RESOLUTION NO. 2014-19

A Resolution of the Washington Multi-City Business License and Tax Portal Agency Executive Board authorizing the chair to execute "An Agreement for Assignment of Staff and Provisions of Related Office Space and Other Support" with the City of Seattle.

Whereas, the Washington Multi-City Interlocal Business License and Tax Portal Agency ("Portal Agency") Executive Board Interlocal Agreement ("Agreement") Sections 10.a and 11.d contemplate an agreement with a participating city to provide staff and auxiliary services;

Whereas, the Portal Agency is in need of qualified personnel, space for those personnel to operate from, and equipment and materials to support their work;

Whereas, the City of Seattle can provide employee resources to the Agency, and

Whereas, the City of Seattle and the Portal Agency negotiated a set of terms to provide services including but not limited to assignment of support staff, support staff reporting, backfill of support staff positions, support staff office space, equipment, and supplies, records, payment, dispute resolution, property, insurance, and termination;

Now Therefore,

BE IT RESOLVED by the Executive Board of the Washington Multi-City Business License and Tax Portal Agency:

SECTION 1. The Executive Board hereby adopts An Agreement for Assignment of Staff and Provisions of related Office Space and Other Support as set forth in Exhibit A to this Resolution.

ADOPTED this 22nd day of September, 2014.

ATTEST:

Washington Multi-City Business License and Tax Portal Agency Executive Board
Seattle, Washington

Board Secretary

Board Chair

Exhibit A

AGREEMENT FOR ASSIGNMENT OF STAFF
AND PROVISION OF RELATED OFFICE SPACE AND OTHER SUPPORT

THIS AGREEMENT is entered into between the City of Seattle (the "City") and the Washington Multi-City Business License and Tax Portal Agency ("Agency") (collectively, the "parties") for the purposes hereinafter stated.

RECITALS

WHEREAS, the Agency was created as a separate legal entity and municipal instrumentality by an interlocal agreement between the cities of Seattle, Bellevue, Everett and Tacoma effective as of March 1, 2014 (the "Interlocal Agreement"); and

WHEREAS, the Agency was created for the purposes of facilitating the development and overseeing and managing operation of an internet web application gateway ("Portal"), where tax collection and business licensing functions of participating cities can be collectively administered and where businesses operating in multiple cities can use a "one-stop" system for tax payment or business license application filing; and

WHEREAS, the Agency is in need of qualified personnel, space for those personnel to operate from, and equipment and materials to support their work; and

WHEREAS, the Agency and the City will by separate agreement outline the specific terms associated with the loaning and use of information technology and electronic records systems; and

WHEREAS, the City can provide employee resources to the Agency for the purposes and under the terms specified in this Agreement and the Agency will reimburse the City costs incurred in so doing; and

IN CONSIDERATION of the terms and conditions set forth below, the parties agree as follows:

Section 1. **Purpose**. The purpose of this Agreement is to set forth the terms of the loan of employees and provision of certain office space, facilities, equipment and materials support from the City to the Agency. It is the intent of this Agreement that, with regard to work performed for and on behalf of the Agency, the Program Manager shall be supervised by the City and take direction from the Agency Board, through the Board Chair, and that the administrative support staff person and the Project Manager/Business Analyst will be supervised by and take direction from the Program Manager.

Exhibit A

Section 2. **Term of Agreement**. This Agreement shall take effect and be in force from and after its signature by both parties and shall continue in effect until December 31, 2018, unless earlier terminated per Section 17.

Section 3. **Assignment of Support Staff**. Seattle agrees to loan support staff, specifically, to perform the duties of, a Program Manager, an administrative support staff person and a Project Manager/Business Analyst. Collectively, these three (3) individuals are referred to in this Agreement as the "Support Staff." The qualifications and job descriptions for these three Support Staff are defined in Attachments A, B and C.

a. Support Staff shall be and remain employees of the City of Seattle for all purposes, and will perform in accordance with the City's personnel rules, including without limitation, rules regarding hours of work, daily schedule, accrual and use of vacation and sick leave, and pension, medical, dental and other employee benefits, evaluation and promotion. The administrative support staff position is an Admin Spec II position and is represented by Local 17 union, and shall remain subject to the terms and conditions of that union's collective bargaining agreement with the City.
b. The Agency shall have no authority over the salaries, benefits or discipline of any of the Support Staff or staff providing backfill to Support Staff. The Agency shall be consulted on performance reviews and disciplinary actions for the Support Staff, and may at any time provide input to the City Finance Director concerning the performance or conduct of any of the Support Staff or backfill staff.
c. Backfill staff are those City of Seattle employees temporarily assigned to perform duties of a support staff person during an extended leave as set forth in Section 6 below.

Section 4. **Selection and Replacement of Support Staff.**

a. Any individual serving in a Support Staff position shall be selected through a process conducted by the City consistent with the City's personnel policies and this Agreement. An individual will be offered employment on such terms as the City deems appropriate, consistent with the City's salary and benefit plans.
b. Prior to extending an offer of employment or re-assignment to any candidate, the City will give the Agency notice of the identity and qualifications of the candidate the City wishes to select and an opportunity to interview the candidate. The Agency will give notice in response to the City within 10 business days of the later of the notice of the candidate or the Agency's interview, if any, if the Agency does not consent to the selection. If the Agency does not give timely notice of non-consent, it will be deemed to have consented. If the Agency consents to the selection, the City shall assign the candidate to the Support Staff, or, if the candidate is external, in reliance on such Agency consent, make the offer of employment and assign the employee to the Support Staff position, effective as soon as reasonably practicable. If the Agency gives timely notice that it does not consent, the City may advance another candidate or candidates, or give notice of termination of the Agreement effective in not less than 30 days.

c. A support staff position shall be deemed vacant by reason of the City terminating or
reassigning the employee (whether such reassignment is initiated by the employee or the City), or the employee quitting or otherwise leaving the City's employment .

d. The cost of City staff time involved in an internal or external hiring process shall be on an hourly rate for any hourly employees involved and shall be calculated as a percentage amount of salary for non-hourly employees involved, and billed to the Agency per Section 10.

e. If a support staff position is vacated for reasons other than an Agency request to do so, the City shall pay costs associated with identifying and putting in place a new employee.

f. If the Agency wishes to terminate the *assignment* of the employee assigned as Program Manager, it must give the City 60 days' written notice before termination of the assignment is effective, and at the City's request shall provide an explanation for the desired termination. The Program Manager is responsible for supervision of the administrative support staff person and the Project Manager/Business Analyst, who shall be accountable for their performance. Removal of the administrative support staff person and project manager/business analyst from their assignments as loaned staff is a decision to be made at the discretion of the Program Manager and City Finance Director; provided that, nothing herein shall prevent the Agency from requesting termination of *assignment* of the employee assigned as project manager/business analyst or as support staff.

Section 5. **Support Staff Reporting**.

a. The Program Manager shall report to his/her direct supervisor at the City and shall communicate regularly with the Agency Chair, or in the absence of the Chair, the Vice-Chair, to report upon and receive guidance regarding performance. The Program Manager shall be a full time employee under the City's personnel rules and shall be assigned the equivalent of full time to perform consistent with the duties of Program Manager for the Agency.

b. The administrative support staff position (a 0.5 full-time equivalent position) shall report to the Program Manager with respect to Agency performed under this Agreement. The individual assigned to this position shall perform for the Agency at a level equivalent to a 0.5 full time equivalent employee as per the City's personnel rules. This individual may be a full time City employee and perform other duties for the City.

c. The Project Manager/Business Analyst shall report to the Program Manager. The Project Manager/Business Analyst shall be a full-time employee under the City's personnel rules and shall be assigned the equivalent of full time to perform

consistent with the duties of Project Manager/Business Analyst for the Agency.

e. All work product of the support staff created or produced under this Agreement shall be considered works made for hire and the property of the City. The City hereby grants to the Agency a perpetual, royalty-free, fully-paid license to use, copy, modify re-produce, and distribute any and all of that work for any lawful purpose.

Section 6. Interim Backfill of Support Staff Positions.
The City may determine that backfill of a Support Staff member for a period of less than 3 consecutive work weeks is appropriate and assign a City employee to provide such backfill at its sole discretion.

The City will notify the Agency if Support Staff are scheduled for vacation, or are on sick leave or are absent for other reasons, for a period that is anticipated to or actually lasts for more than 3 consecutive work weeks, or if Support Staff position has been vacated and a process to replace the employee is ongoing. After receiving such notification, the Agency may request interim backfill of the absent Support Staff position.

Should backfill of an employee occur either by exercise of the Agency's option to request it, the City will promptly determine whether it has an employee or employees qualified (based on the job qualifications and job description for the Support Staff position attached to this Agreement) and available to serve as interim backfill for the absent Support Staff position, and shall provide notice to the Agency of same. The City shall provide an opportunity for the Agency to meet with any proposed "backfill" employee(s).

The Agency shall notify the City within five business days of the later of the notice of the proposed backfill candidate's identity or the Agency's interview if it does not consent to a proposed backfill employee candidate. If the Agency does not provide timely notice that it does not consent to a proposed backfill employee, it will be deemed to have consented. If the Agency does not consent to a proposed backfill employee candidate, the City may advance another candidate or candidates or give notice of termination of the Agreement effective in not less than 30 days.

The Agency shall be responsible for paying the City for the cost of any backfill employee ("Backfill Costs") during such time as the backfill employee is assigned to the Agency, as further described in Section 10.

Section 7. Conflict of Interest. The parties acknowledge that situations may arise (e.g., in the context of the Interlocal Agreement or other activity) in which the City's interests and the Agency's interests are not aligned or where there is either in fact or in appearance a conflict of interest arising from the personal financial interest of an officer, employee or agent of either party, or any member of the immediate family of any such officer, employee or agent, in this contract (collectively or individually a "conflict"). The parties agree that should the Agency or

the City (including an individual Support Staff) believe a conflict situation will arise or has arisen, it will promptly notify the other party. If the other party states in writing that it does not agree a conflict exists, the parties will ask the City of Seattle Ethics and Elections Commission for an advisory opinion as to whether involvement of a City employee on loan to the agency in a particular matter presents a conflict of interest under City ethics rules, and shall abide by its determination. Should a conflict be identified, the conflicted employee, officer or agent shall recuse him or herself from the conflicted matter.

Section 8. **Support Staff Office Space, Equipment and Supplies**. The City will provide, equip and maintain office space in the City's Finance and Administrative Services Division ("FAS") offices for the Support Staff. Such office space shall be equipped with computers, telephone and other equipment and supplies consistent with the usual and customary practice for other similarly situated FAS employees; provided further that:

a. Email: The City will provide an email address with a "FileLocal" identifier for Support Staff that they can utilize when performing work for the Agency under a separate agreement.

b. Telephone: Telephone numbers for Support Staff will not be changed by the City on less than 30 days advance notice.

c. Conference Rooms: Support Staff and Agency may utilize FAS and other City conference rooms for Agency meetings but generally on an 'as available' basis, similar to that allowed for other FAS staff.

d. Computer Systems. The City will provide computer systems and electronic records storage under terms agreed in a separate agreement.

e. Office Supplies: The City will provide routine office supplies (paper, access and use of computer printers, staples, file folders, tape, pens, pencils, etc.) at no additional cost to the Agency. Agency shall provide any and all customized office supplies (e.g., letterhead, pre-printed envelopes, pre-printed customized forms, business cards, mailers) at its sole cost.

f. Printing: Support Staff shall be permitted to use City printers for routine day-to-day administrative use (including without limitation preparation of correspondence, notes, meeting materials). The Agency shall be responsible for printing any publications, flyers or mailers tailored for its subscriber and member cities and/or potential business customers.

g. Limitation on Use of City office space: FAS office space where Support Staff will be housed is secure space and access by persons other than Support Staff shall be required to follow security procedures established by the City, which may include, but not be limited to, the presentation of identification, being restricted to specific

areas of the building and being escorted and observed when in the building. The City deserves the right to deny access in its sole discretion.

h. No Rent. No rent shall be charged for the use of space, equipment or supplies except for any costs associated with electronic records storage payable under separate agreement as described by subsection 8.d above, and Section 9.

Section 9. FileLocal Records. The Agency acknowledges that it is a public agency subject to public records requests under state law. The City will provide the Agency and Support Staff with the ability to store Agency records at Seattle facilities. The Agency shall have responsibility for: (1) preservation of Agency public records as required by state law; (2) responding on a timely basis to public records requests for Agency records as required by state law; and (3) putting into place means and methods for segregation of Agency records from City records except as provided in the Agreement to Provide Email and Messaging Services.

The Agency is solely responsible for responding to public records act requests for Agency records in compliance with state law; provided that, in the event that the City receives a public records request that is related to or includes a request for public records of the Agency, the City shall, as soon as reasonably practicable after receipt of such a request, notify and provide a copy of the request to the Agency, by and through the Program Manager. The Agency has sole liability for violations of the Washington Public Records Act, RCW Chapt. 42.56.

a. Paper Records. The City will provide lockable file cabinets in FAS offices readily accessible to the Support Staff in order to store paper records for Agency administration, and Support Staff shall be provided with the keys to such cabinets. The Agency will be responsible for archiving of any records no longer needed on premises.

b. Electronic Records. The City will provide dedicated computer server space for storage of Agency electronic records. The specific terms associated with electronic records storage will (cost, technology, access, etc.) will be addressed under a separate agreement between the parties.

Section 10. Payment. The City will bill the Agency 30 days following each calendar quarter for actual costs incurred in that quarter, and any such costs that were incurred in prior quarters but not yet billed. The costs covered by this provision are any expenses to the City associated with recruitment of, employment of and replacement of support staff. Such expenses include cost of the support employees themselves as well as cost of using other City staff, e.g., backfill employees and those who are supervising, recruiting, or otherwise providing administrative support related to employment of Support Staff and backfill employees and their performance of Agency work. Costs include those set forth below, which shall be calculated on a pro-rata basis for work time by such employees not assigned full time in this capacity:

1. Salary, including all applicable paid leave.
2. Any “Step increases” payable.

3. Cost of Living Allowance.
4. City's contribution to pension for the Support Staff.
5. Workers Compensation costs.
6. Unemployment insurance.
7. Medical/dental benefits costs.
8. Other federal/state taxes attributable to the employment of the Support Staff.
9. Smartphone stipend for the Program Manager.
10. Death or disability benefits.
11. Any particular provisions of CBA re pay or reimbursement, if applicable and paid by the employer.

By June 1 of each year, the City will provide the Agency a written good faith estimate of Chargeable Costs for the following calendar year, broken out by cost items 1 – 11 above and by employee. This good faith estimate, adjusted as may be agreed between the Parties, will be used by the Agency for budget development for the following year, but is not a limitation on charges that will ultimately be made based on actual costs incurred by the City, as set forth above, and may not include all elements of personnel expense that may be associated with the staff employees.

a. The Agency will pay Seattle for costs billed within 30 days of receipt of each quarterly bill.

b. In the event the Agency disagrees with the billed costs, it will provide notice to the City within 20 days of receipt of the bill. Any amounts that are not in dispute shall be paid by the Agency in accordance with Section 10.a. A representative from the City and from the Agency will meet and attempt to resolve the matter before the date on which the quarterly bill is due. If the Parties do not reach agreement, the matter will be addressed through the Dispute Resolution Process set forth in Section 11. Interest on overdue amounts shall be paid as required by law at 1% per month.

Section 12. **Property**. No real or personal property is to be acquired jointly by the parties under this Agreement. Any improvements to the office space for Support Staff or for Agency records storage space shall become property of the City, except that any trade fixtures or records storage equipment/ furnishings or other equipment/furnishings paid for by the Agency shall remain the Agency's property and may be removed by the Agency upon termination of this Agreement.

Section 13. **Insurance**. Each party shall be responsible for obtaining and maintaining its own liability and property insurance against losses or liability related to this Agreement. Except to the extent that a claim is attributable to the fault of the City, any and all claims by loaned staff in the course of their work on behalf of the Agency or that result from or are associated with acts or omissions by loaned staff in the course of their work on behalf of the Agency shall

be covered by and paid from Agency insurance. City insurance shall only apply to such claims should losses or liability exceed the coverage of Agency insurance.

Section 14. **No Third Party Beneficiaries**. There are no third party beneficiaries to this Agreement. No person or entity other than a party to this Agreement shall have any rights hereunder or any authority to enforce its provisions, and any such rights or enforcement must be consistent with and subject to the terms of this Agreement.

Section 15. **Amendment.** This Agreement may be amended at any time, in writing signed by the authorized representatives of both parties.

Section 16. **Termination**. Except as provided in Section 5 and 6 above, either party may terminate this Agreement with or without cause upon ninety (90) days written notice to the other party. No later than the 30th day following the notice of termination, Agency shall vacate the City's space.

Section 17. **Notice**. Notices under this Agreement shall be in writing may be given by mail, overnight delivery, facsimile, email (with confirmation of transmission) or personal delivery, and shall be to the following persons:

To City:
Glen Lee,
City of Seattle Finance Director
700 Fifth Avenue, Suite 4350
PO Box 94669
Seattle, WA 98124-4669

To Agency:
Andy Cherullo,
City of Tacoma Finance Director
747 Market St
Tacoma, WA 98402

Written notices given by mail shall be deemed received three (3) days after the same are deposited in the United States Mail, postage prepaid, addressed as provided above.

Section 198. **Administration**. No separate legal or administrative entity is created by this Agreement. The Director of Finance and Administrative Services for the City and Chair of the Agency Executive Board will jointly administer this Agreement; provided that, in the event that the then-current Chair is a representative of the City, the Vice-Chair shall administer this agreement on behalf of the Agency.

Section 19. **Governing Law**. This Agreement shall be governed by the laws of the State of Washington.

Section 20. **Venue**. The venue for any action related to this Agreement shall be the Superior Court in and for King County, Washington, at Seattle.

Section 21. **Severability.** If any section, sentence, clause or phrase of this Agreement is held

to be invalid or unconstitutional by a court of competent jurisdiction, the invalidity or unconstitutionality does not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Agreement.

Section 22. **Listing**. Each party shall prior to the effective date of this Agreement, list this Agreement by subject on its web site.

Section 23. **Entire Agreement**. This Agreement represents the entire understanding and agreement of the parties concerning its subject matter and supersedes all prior discussions and understandings. This Agreement may be modified only by written instrument signed by both parties.

IN WITNESS WHEREOF, this Agreement has been executive by each party on the date set forth below.

The City of Seattle	Washington Multi-City Business License and Tax Portal Agency, d/b/a FileLocal
_____	_____
Fred Podesta, Director Department of Finance and Administrative Services	Andrew Cherullo, Chair, Executive Board
Date: _____	Date:_____
	ATTEST:
	_____
	Secretary, Executive Board

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Exhibit A

Attachment A: Program Manager

Job Description:
The Portal Manager is the Chief Executive Officer of the Multi-City Business License and Tax Portal Agency ("the Agency") and reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and objectives.

For the Executive Board, the Portal Manager will:

1. Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress. Responsible for continued strategic and business planning including redevelopment and implementation of vision and mission as necessary. Also responsible the development of an annual work plan, subject to Board approval.

2. Provide leadership in developing program, organizational and financial plans with the Board of Directors, accounting agency and staff, and carry out plans and policies authorized by the board.

3. Promote active and broad participation by participating cities in all areas of the organization's work.

4. Ensure the Agency maintains official records and documents, and complies with federal, state and local regulations.

5. Maintain a working knowledge of significant developments and trends in the field.

In communications, the Portal Manager will:

1. See that the board is kept fully informed on the condition of the organization and all important factors influencing it.

2. Publicize the activities of the organization, its programs and goals.

3. Establish sound working relationships and cooperative arrangements with community groups and organizations.

4. Represent the programs and point of view of the organization to agencies, organizations, and the general public.

In relations with staff, the Portal Manager will:

1. Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.

2. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.

3. See that an effective team, with appropriate provision for succession, is in place.

4. Encourage staff development and education, and assist program staff in relating their specialized work to the total program of the organization.

5. Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.

In budget and finance, the Portal Manager will:

1. Be responsible for developing and maintaining sound financial policies and practices.

2. Work with the staff, vendor, Operations Committee, and the board in preparing a budget and work plan; oversee the implementation of the work plan within budget guidelines.

3. Ensure that adequate funds are available to permit the organization to carry out its work.

4. Manage all aspects of the contracted service model, including requests for proposals, scoping, and contract management and reporting.

5. Jointly, with the president and secretary of the Executive Board, conduct official correspondence of the organization, execute such legal documents as may be authorized by the Agency Bylaws

In Day-to-Day Operations, the Portal Manager will:

1. Participate in recruitment, interview, selection, disciplining and evaluation process for directly supervised staff and other key positions. Hiring, evaluating and disciplining staff is the responsibility of the Portal Manager.
2. Maintain administrative reports and statistical information on all aspects of the portal as defined by the Portal Operations Guide.
3. Prepare and maintain budgets, all necessary financial reporting, assure that the Portal Agency utilizes general acceptable accounting practices (GAAP).
4. Functions and administers Portal Agency under personnel policies, fiscal policies and other policies and procedures adopted by the Executive Board.
5. Organize, plan, supervise, coordinate and assign work to Portal Agency staff.
6. Oversee all operational and administrative functions of the Portal Agency
7. Other duty necessary to assure that the Agency is operating in an efficient manner.
8. Manage the Agency in line with the established goals, aims and objectives approved by the Executive Board.
9. Responsible for the application, implementation and interpretation of established Board policies in the operation of the Portal and oversight of all Agency staff. Acts as the liaison between the Executive Board and the Agency staff.
10. Attends all meetings of the Executive Board, committee meetings, and provides direction and input into decisions affecting the Portal Agency and its staff.
11. Support the Executive Board
    a. ensure integrity and strength of Board leadership and address issues around clarity of role, governance, bylaws/policies and corporate structure
    b. assist with the cultivation and recruitment of new Board members
    c. prepare reports to the Executive Board and the Operations Committee
    d. provide staff support and attend various Committee meetings
12. Between Executive Board meetings provide, as appropriate, general information, policy changes, and developments to the Chair and Vice-Chair of the Executive Board.

Exhibit A

13. Strategize the organization's short range and long range program goals particularly in organizing and planning:
    a. establish, cultivate and maintain relations with donors, foundations, and other resources to support organizational programs and activities
    b. maintain accountability for current year operating budget
14. Serve as the Agency organization’s principal leader, representative and spokesperson to the greater community.
15. Interact with elected officials and external agencies, providing direct or indirect briefings with the Board, Committee, and other external entities and/or staff.

Exhibit A

Attachment B: Administrative Support Position

Job Description:
Serves as the primary administrative staff resource for the Portal agency and reports to the Portal Manager.

Provides administrative staff support to the following groups:

- Executive Board
- Operations Committee
- FileLocal Vendors

This involves planning board and committee meetings, coordinating logistics utilizing internal and external resources – including securing facilities, rooms, and technology (including setting up teleconferences when necessary). Track Board and Committee membership, and member participation. Build event itineraries, prepare and distribute Board and Committee packets and meeting minutes, and draft agendas.

Manage document archive, and respond to Public Information and Public Disclosure Requests. Responsible for analyzing, drafting, editing, formatting and managing agency documentation.

Exhibit A

Attachment C: Project Manager/Business Analyst

Job Description:
Serves as the primary information technology staff resource for the Portal Agency. This staff resource reports to the Portal Manager and coordinates technology projects for the Portal Agency.

Project Manager/Business Analyst will be responsible for planning, executing, tracking and reporting Tax Portal implementations and deployment to cities.
This includes:

Projects

- Developing and managing launch plans and timelines
- Building and managing project requirements
- Managing stakeholders and team
- Managing and communicating schedules
- Managing implementations and working with city and vendor teams to optimize efficiencies and process
- Tracking, reporting and presenting progress to Operations Committee
- Issue and Risk management and solving
- Communicating to stakeholders and executive management

Sustaining Support:

- Managing the relationship with the Tax Portal vendor – includes (but not limited to):
    - Change requests
    - Troubleshooting and Bug Management
    - Enhancements
    - Version updates
- Managing the relationship with the Tax Portal cities – includes (but not limited to):
    - Technical Service Level Agreements and Operating Agreements
    - Quality Assurance (Data, Technical, Security, Process and Service)
    - Problem and Issue Analysis and resolution coordination
    - Incident and recovery coordination with cities/liaison with Vendor(s)
    - Technical Documentation (System, Process, Service, etc.)
    - Support reporting and analysis (business data, Ops performance measures)
    - Data Stewardship