FileLocal

700 5th Avenue, Suite 4350
PO Box 94669
Seattle, WA 98124-4669

Executive Board:

Andy Cherullo,
Chair
City of Tacoma

Jan Hawn
City of Bellevue

Susy Haugen
City of Everett

Glen Lee
City of Seattle

Executive Board Agenda

December 15, 2014 at Noon to 1 p.m.
Seattle Municipal Tower Conference Room 4070 and WEBEX
Seattle, Washington

1. Call to Order
   a. Introductions

2. Public Comment*

3. Approval of September 22, 2014 Meeting Summary – Page 2

4. Review of October Financial Statements – Page 4

5. Action Items
   a. Resolution FL2014-21: Final budget
      i. Briefing paper: Resolution FL2014-21 – Page 8
      ii. Resolution FL2014-21 – Page 9
      iii. Exhibit A: 2015 Budget – Page 11
   b. Resolution FL2014-22: Operations Policies (Public Disclosure, Travel)
      i. Briefing paper: Operations Policies – Page 12
      ii. Resolution FL2014-22 – Page 13
      iii. Exhibit A: Public Disclosure Policy – Page 15
      iv. Exhibit B: Travel Policy – Page 21

6. Discussion Items
   a. Program Manager's Report
   b. 2015 Work Plan – Page 25

7. Other Business

8. Next Meetings:
   a. Operations Committee Meeting: January 12 at **2:00 p.m.***
   b. Special Executive Board Meeting: January 26 at Noon.

9. Adjournment

*A public comment period is provided to allow the public to briefly present information, topics or issues that they feel should be considered by the board. Presentation should be limited to three minutes and be summary in nature. The board may decide to discuss the topic briefly at that time or to request its placement on a future agenda.

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Andy Cherullo, ***Chair***
City of Tacoma

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City of Bellevue

Susy Haugen
City of Everett

Glen Lee
City of Seattle

Executive Board Meeting Summary

Regular Meeting

September 22, 2014 - noon

Seattle Municipal Tower Conference Room 4070
Seattle, Washington

KEY: Underlined text indicates actions/decisions.
Bold italicized text indicates follow up items.

STANDING ITEMS

1. Call to Order

The meeting was called to order at 12:02 p.m. There was no public comment.

2. Attendance

Board Present: 4- Andy Cherullo (phone), Susy Haugen (phone), Jan Hawn (phone), and Glen Lee. Absent: 0

Staff and others: Jamie Carnell, Horace Francis (phone), Lilah Gael, Kjristine Lund, Vanessa Lund, Dawn Overbeck.

3. Approval of Meeting Summary

- On a motion by Susy Haugen, the summary of the July 16, 2014 Executive Board Special Meeting was approved as submitted.

4. Review of Financial Statements

- Horace Francis of Francis & Company reviewed FileLocal's July Financial Statement. Board members suggested improvements to the reports including a clearer presentation of current position vs. expected and the addition of a forecast column.
- ***Jamie will work with Francis & Company to update the financial reporting template.***

5. Action Items

- On a motion made by Glen Lee, the Board unanimously adopted Resolution FL2014-18 authorizing the chair to execute a contract for legal services with Kenyon Disend.
- On a motion made by Jan Hawn, the Board unanimously adopted Resolution FL2014-19 authorizing the chair to execute an agreement with the City of Seattle for the assignment of staff and provisions of related office space and other support effective through December 31, 2018.

*A public comment period is provided to allow the public to briefly present information, topics or issues that they feel should be considered by the board. Presentation should be limited to three minutes and be summary in nature. The board may decide to discuss the topic briefly at that time or to request its placement on a future agenda.

- On a motion made by Glen Lee, the Board unanimously adopted Resolution FL2014-20 approving policies related to the delegation of authorities, communications, electronic signatures, emergencies and finances with the following amendments:
  - Authorizing the Program Manager to make technical updates to the policies such as personnel information.
  - Amending the Emergency Procedures policy to include Board review of security procedures related to the tax portal described in the service provider agreement.
  - Amending the Emergency Procedures policy to add Susy Haugen of the City of Everett in the line of succession.
  - Amending the Fiscal Manual, budget section to be consistent with ILA language (Section 13, Item F).
  - Amending the Fiscal Manual, cash management section, item 6 to reflect that the goal of the cash reserve is to maintain a minimum of 15% of annual budget.

A red-lined version of the amended operations policies will be circulated for Board review.

6. Discussion Items

Program Manager's Report

- Jamie introduced Dawn Overbeck, the interim implementation Project Manager and provided an overview of the project's status.

7. Adjournment

- On a motion made by Jan Hawn, the Board unanimously agreed to adjourn at 1:07 p.m.

FileLocal

700 5th Avenue, Suite 4350
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FileLocal
Financial Statements
October 31, 2014

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Your one stop for local business licensing and tax filing

www.filelocal.org

FILELOCAL
STATMENT OF FINANCIAL POSITION
OCTOBER 31, 2014

ASSETS		
Cash	$	331,053
Total Current Assets		331,053
TOTAL ASSETS		331,053
LIABILITIES AND NET ASSETS		
Accounts payable		13,028
Total Current Liabilities		13,028
TOTAL LIABILITIES		13,028
NET ASSETS		
Net assets, unrestricted		318,025
TOTAL NET ASSETS		318,025
TOTAL LIABILITIES AND NET ASSETS	$	331,053

FILE LOCAL
STATMENT OF ACTIVITIES
FOR THE MONTH AND YEAR-TO-DATE ENDED OCTOBER 31, 2014

	OCTOBER	YTD
REVENUES		
User fees	-	-
Reimbursable cost		
City of Seattle	-	245,394
City of Bellevue	-	35,654
City of Tacoma	-	56,903
City of Everett	-	17,782
Total reimbursable costs	-	355,733
Total revenues	$ -	$ 355,733
EXPENSES		
Accounting fees	4,028	19,764
Bank fees	317	392
Conference cost	-	459
Insurance	-	4,384
Legal fee	392	9,880
License and membership fees	0	1,657
Office and Operating Supplies	501	1,172
Total expenditures	5,238	37,708
CHANGE IN NET ASSETS	$ (5,238)	$ 318,025

FILELOCAL
SCHEDULE OF BUDGET AND REMAINING BUDGET
FOR THE YEAR TO DATE ENDED OCTOBER 31, 2014

	Budget	YTD Actual	% of Budget	Remaining Balance
REVENUES				
User fees	$72,566	-	0%	$72,566
Reimbursable cost				
City of Seattle	245,394	245,394	100%	-
City of Bellevue	35,654	35,654	100%	-
City of Tacoma	56,903	56,903	100%	-
City of Everett	17,782	17,782	100%	-
Total reimbursable costs	355,733	355,733	100%	
Total revenues	428,299	355,733	83%	72,566
EXPENSES				
Labor	152,649	-	0%	152,649
Contracts	35,720	24,540	69%	11,180
Overhead	41,131	13,168	32%	27,963
Total operating expenditures	229,500	37,708	16%	191,792
CHANGE IN NET ASSETS	198,799	318,025		
NET ASSETS, AS OF JUNE 1, 2014	-	-		
NET ASSETS, AS OF OCTOBER 31, 2014	$198,799	$318,025		
Schedule I - Contracts				
Accounting	$20,000	$ 19,764	99%	$236
Auditing	10,000	-	0%	10,000
Insurance	5,000	4,384	88%	616
Bank fees	720	392	54%	328
Total	$35,720	24,540	69%	$11,180
Schedule II - Overhead				
Legal	$30,000	$ 9,880	33%	$20,120
Conference cost	-	459	100%	-
Office and operating supplies	2,500	1,172	47%	1,328
Printing	2,500	-	0%	2,500
Licenses/Memberships	2,500	1,657	66%	843
Agency IT costs	3,631	-	0%	3,631
Total	$41,131	13,168	32%	$27,963

FileLocal

700 5th Avenue, Suite 4350
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FileLocal Resolution FL 2014-21
Briefing Paper

Date: December 15, 2014

Issue: Shall the Washington Multi-City Business License and Tax Portal Agency ("Agency") Executive Board approve the final 2015 budget?

Recommendation: The Portal Agency Executive Board should pass Resolution FL 2014-21 approving the final 2015 budget.

Rationale: The Washington Multi-City Business License and Tax Portal Agency Interlocal Agreement Section 13 sets a process for approving the annual budget. The process steps are as follows:

- No later than May 1 present a proposed budget to the Executive Board. The proposed budget was presented at the April 28 Executive Board meeting.
- No later than June 15 the Executive Board shall (1) review and revise the draft budget as it deems appropriate; (2) approve the draft budget by Supermajority Vote, and (3) forward the same to the principals no later than July 1.
- A final budget must be approved by December 31.

The Executive Board approved a draft budget at their May 22 meeting included as an attachment to Resolution FL 2014 – 14. The draft budget was submitted to each Principal City.

By December 1 each Principal City is to inform The Agency that their city has or will approve their shares of the Portal Agency budget.

The final budget is provided as Attachment A to Resolution 2014-21.

RESOLUTION NO. 2014-21

A Resolution of the Washington Multi-City Business License and Tax Portal Agency Executive Board adopting a final 2015 Budget.

Whereas, the Washington Multi-City Interlocal Business License and Tax Portal Agency ("Portal Agency") Executive Board Interlocal Agreement ("Agreement") requires the Executive Board to adopt a draft Portal Agency 2015 budget by June 15;

Whereas, the Program Manager shall present a proposed budget to the Executive Board no later than May 1 prior to the commencement of the budget period, together with the Operation Committee's recommendations with respect to the proposed budget;

Whereas, the Executive Board reviewed a proposed budget on April 28, 2014 and approved a draft 2015 Budget on May 27, 2014;

Whereas, the Cities of Bellevue, Everett, Seattle, and Tacoma have each informed the Portal Agency by December 1, 2014 that they will or have approved their shares of the Portal Agency budget for 2015.

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 the final 2015 budget for the Portal Agency as set forth in Exhibit A to this Resolution.

ADOPTED this _____ day of _____, 2014.

ATTEST:

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

_____
Board Secretary

_____
Board Chair

Washington Cities Business License and Tax Portal
Agency 2015 and 2016 Budget - Proposed Revisions
November 21, 2014

		2015	2016	
	Revenue			
	Fund Carryover			
	- Adopted Fund Carryover	70,380	-	
	- Additional Fund Carryover	146,578		
	Total Fund Carryover	216,958		
	User Fees	58,106	193,510	<1>
	Reimbursable Costs			<2>
	- City of Seattle	368,997	361,048	
	- City of Bellevue	53,714	52,557	
	- City of Tacoma	86,841	84,970	
	- City of Everett	24,996	24,458	
	Total Reimbursable Costs	534,548	523,033	
	Total Revenue	**809,613**	**716,543**	
	Expenditures			
	Labor	314,740	324,182	<3>
	Contracts	36,440	37,105	<4>
	Overhead	43,807	44,221	<5>
	Technology Costs	230,133	299,110	<6>
	Operating Reserve	184,493	11,925	<7>
	Total Expenditures	**809,613**	**716,543**	
	Excess (Deficit)	(0)	-	

Assumptions and Notes

<1>	User fees are estimated based on the amount of 2012 actual filers.
<2>	Reimbursable costs are allocated based on the allocation percentages defined in the Interlocal Agreement.
<3>	Labor costs represent 2.5 FTE loaned in from City of Seattle. The total costs include salaries, fringe benefits, related payroll taxes and other allocated overhead costs. The labor costs are estimated based on actual 2013 with a CPI-U adjustment.
<4>	Professional fees include accounting, insurance, and bank charges are based on the existing contracts or estimate of what cost will be.
<5>	Overhead includes legal, supplies, printing, memberships and allocated information technology costs.
<6>	Technology costs include fixed annual hosting and licensing fees, services based on the usage, and other associated fees. User fees are estimated based on the numbers of actual 2012 transaction count.
<7>	The operating reserve is estimated based on 15% of total expenditure budget plus the additional carryover from 2014.

FileLocal

700 5th Avenue, Suite 4350
PO Box 94669
Seattle, WA 98124-4669

FileLocal Resolution FL 2014-22
Briefing Paper

Date: December 15, 2014

Issue: Shall the Washington Multi-City Business License and Tax Portal Agency ("Agency") Executive Board approve policies related to public records and travel expense reimbursement as presented in Exhibits A and B to Resolution FL 2014-022?

Recommendation: The Portal Agency Executive Board should pass Resolution FL 2014-22.

Rationale: The Washington Multi-City Business License and Tax Portal Agency Interlocal Agreement requires the Executive Board to approve operating procedures. The process of developing procedures and creating a procedures manual is incremental, therefore, this resolution is written as an amendment to the operating policies as currently in force to add new policies on the topics of public records and travel expense reimbursement.

Public Records: The Revised Code of Washington (RCW) 42.56, commonly known as the Public Records Act, requires public agencies to make identifiable, non-exempt public records available for inspection and copying upon request and to publish rules of procedure to inform the public about how access to public records will be accomplished. The purpose of this policy is to define public records and provide a procedure for the proper reporting and response to records requests.

Travel Expense Reimbursement: The purpose of policies for travel expense reimbursement is to ensure that adequate cost controls are in place, travel expenditures are appropriate and to provide a uniform and consistent approach for timely reimbursement of authorized expenses.

RESOLUTION NO. 2014-22

A Resolution of the Washington Multi-City Business License and Tax Portal Agency Executive Board amending the Portal Agency Operating Policies to add policies related to public records and travel expense reimbursement for Board members and employees.

Whereas, each of the members of the Washington Multi-City Business License and Tax Portal Agency ("Portal Agency") is a general purpose municipal corporation authorized by state law and subject to Chapter 42.23 RCW;

Whereas, Chapter 42.56 RCW, commonly known as the Public Records Act, requires public agencies to make identifiable, non-exempt public records available for inspection and copying upon request and to publish rules of procedure to inform the public about how access to public records will be accomplished, and

Whereas, travel expense reimbursement policies are necessary to ensure adequate cost controls are in place and that travel expenditures are appropriate and provide a uniform and consistent approach for timely reimbursement of authorized expenditures;

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 public records policies as set forth as Exhibit A to this resolution and travel expense reimbursement policies as set forth in Exhibit B to this Resolution.

ADOPTED this _____ day of _____, 2014.

ATTEST:

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

_____
Board Secretary

_____
Board Chair

FILELOCAL

Operating Policies

SUBJECT: Public Records Policy

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1. Introduction & Purpose

a. The Revised Code of Washington (RCW) 42.56, commonly known as the Public Records Act, requires public agencies to make identifiable, non-exempt public records available for inspection and copying upon request and to publish rules of procedure to inform the public how access to public records will be accomplished.

b. The purpose of this policy is to define public records and provide a procedure for the proper reporting and response to records requests.

c. In carrying out its responsibilities under the Act, FileLocal will be guided by the provisions of the Public Records Act describing its purposes and interpretation.

2. Responsibility

a. FileLocal's Program Manager and designated Public Records Officer

3. Procedure

a. FileLocal public records are available for public inspection and duplication, except as otherwise provided by RCW 42.56.001-42.56.904 or other statutes. The Municipal Research and Services Center maintains an up-to-date list of current exemptions and prohibitions on their website at www.mrsc.org/publications/prdpub04.pdf .

b. The Public Records Act defines a public record as any "writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used or retained" by the agency.

c. "Writing," broadly defined, means "handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and

all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated." This includes emails, text messages, blogs, tweets and any emerging technologies used to conduct agency business.

d. FileLocal makes many public records available on its website: FileLocal.org
e. Original FileLocal records will not be permitted out of the FileLocal premises. Inspection of any public records shall be conducted in the presence of a Public Records Officer or designee. No public record may be marked, defaced, torn, damaged, destroyed, unreasonably disorganized, or removed from its proper location by order of a member of the public.

4. FileLocal Procedures

a. FileLocal's business office is located at 700 5th Avenue, Suite 4350. Seattle WA 98124.
b. The FileLocal Public Records Officer is the Program Manager.
c. All requests for public records must be directed in writing to the Public Records Officer and should specify that they are a request for public records under the state public records act. A public records request form will be provided on the FileLocal website.
d. A set per-page charge of $0.15 will be assessed for 10 or more pages of black and white copies of letter or legal-sized pages (each side of a sheet is one page). If FileLocal has to pay an outside firm for duplicating records in non-routine formats such as photographs, blueprints or tape recordings, the actual costs will be passed along to the requestor.
e. Before beginning to copy records, the Public Records Officer or designee may require a deposit of up to ten percent of the estimated costs of copying the records selected by a requestor. The Public Records Officer may also require the payment of the remainder of the copying costs before providing all of the records, or the payment of the costs of copying an installment before providing that

installment. Payment may be made by check or money order to FileLocal.

f. The Public Records Officer has the discretion to waive copying charges for small requests or for individuals or government agencies doing business with FileLocal if the Public Records Officer determines that this action is in the best interest of the agency.

g. If possible, electronic records should be provided in their existing format, if requested in that format. However, if it necessary to burn files to a device the requestor may be charged $1.00 per CD or $10 per 16 GB thumb drive. When standard 8 ½ x 11 records are scanned from paper to .pdf, the requestor may be charged .10 cents per page.

5. Records Exempt from Disclosure

a. After FileLocal has gathered responsive records, FileLocal will determine whether an exemption applies to all or part of the record.

b. FileLocal is not required to permit public inspection and copying of records for which public disclosure of the record is prohibited or limited by state or federal statue or regulation. If any item is withheld, a written statement of the specific reasons will be provided by the Public Records Officer.

6. Deletion/Redaction of Exempt Materials

a. FileLocal is not relieved of its obligation to respond to requests for public records because a portion of the record contains information covered by an exemption. FileLocal has a duty to delete or redact specific information covered by an exemption and disclose the remainder of the record.

b. If any item is withheld, a written statement of the specific reasons will be provided by the Public Records Officer.

7. Making a Public Records Request

a. Contact information for FileLocal's Public Records Officer and procedures for making a public disclosure request are to be clearly identified on the FileLocal website – including the provision of an online form and/or PDF.

b. Requestors are encouraged to view the many documents available on the FileLocal website (www.FileLocal.org) prior to submitting a public records request.

c. Any person wishing to request access to public records or seeking assistance making a request should contact FileLocal's public records officer. The Public Records Officer oversees compliance with the Public Records Act, but may designate other staff who may process requests of public records.

d. The Public Records Officer may be reached at 700 5th Avenue, Suite 4350; P.O. Box 94669; Seattle WA 98124-4669; Jamie Carnell (Jamie.Carnell-FLO@seattle.gov) or phone 206-615-0493.

e. Persons making a public records request should include the following information, in writing:
    i. Date and time of the request
    ii. Name of requestor
    iii. Contact information for the requestor
    iv. Date range for the records requested
    v. A detailed description of the requested records including the document name, if applicable.

8. Processing of Public Records Requests

a. Within five (5) business days from the receipt of the request, FileLocal must respond by:
    i. Making the records available for inspection or copying; OR
    ii. If copies are requested and payment has been received, sending the copies to the requestor; OR
    iii. Acknowledgement of the receipt of the request and an estimate of additional time needed to produce the information requested; Additional time required to respond to a request may be based on the need to clarify the intent of the request, to locate and assemble information requested, to notify third persons or agencies affected by the request, or to determine whether any of the information requested is except and that a denial should be made to all or part of the request; OR
    iv. Denial of the request and providing a written statement of specific reasons.

b. If FileLocal does not respond in writing within five business days of receipt of the request for disclosure, the requestor should consider contacting the Public Records Officer to determine the reason for the failure to respond.

c. When a records request is for a large volume of records, FileLocal may elect to provide the records on an installment basis.

9. Records Inspection

a. Public records are available for inspection and copying during normal business hours (Monday through Friday 10 a.m. to 2 p.m., excluding legal holidays). The agency and requestor can make mutually agreeable arrangements for times of inspection and copying. Records must be inspected at the FileLocal offices.

b. FileLocal will maintain its records in a reasonably organized manner and will take reasonable actions to protect records from damage and disorganization. A requestor shall not take FileLocal records from the agency offices without the permission of the Public Records Officer or designee.

10. Records index

a. Compliance with RCW 42.17.260(3) is unnecessary, would be unduly burdensome and would interfere with FileLocal's implementation of an efficient, cost-effective business license and tax portal. The maintenance of detailed indexes is not practical or feasible and cannot be accomplished within the project schedule and budget because of limited staff resources, the voluminous amount of documents associated with the project, and the contract management approach to project development and operations.

11. Retention of Records

a. FileLocal is not required to retain all records it creates or uses. Retention schedules vary based on the content of the record. FileLocal will retain records in accordance with retention schedules approved by the City of Seattle. Public records may not be destroyed per a retention schedule if a public records request or actual or anticipated litigation is pending.

12. Public Disclosure Log

a. The FileLocal Public Disclosure Officer will maintain a log of all public disclosure requests including: tracking staff

time and expenditures related to the responses to records requests and the request date, response date, closing date, requestor name, responsible parties, referrals to other departments, general subject of request, general information on redactions, and information on appeals and determinations.

13. **Public Disclosure Training**
    a. Training has been and will continue to be provided to all FileLocal Executive Board members and staff to create a culture of compliance within the organization.

14. Disclaimer of Liability
    a. This policy is not intended to expand or restrict the rights of disclosure of privacy as they exist under state and deferral law. Despite the use of any mandatory terms such as “shall” nothing in this policy is intended to impose mandatory duties on FileLocal beyond those imposed by the state and federal law.

15. Annual Review of Policies by Executive Board
    a. The FileLocal Program Manager will review these policies on an annual basis.

Adopted by the FileLocal Executive Board on xx/xx/2014.

Draft 12-1-14 vkl

6.5 Travel Expense Policy

FILELOCAL

FISCAL MANUAL

SUBJECT: Travel Expense

PURPOSE: To outline the policy for travel expense reimbursement and ensure adequate cost controls are in place, travel expenditures are appropriate and provide a uniform and consistent approach for timely reimbursement of authorized expenses.

POLICY: It is the policy of FileLocal to reimburse staff for reasonable and necessary expenses incurred in connection with approved travel on behalf of FileLocal. FileLocal strongly encourages use of travel discounts when making travel arrangements.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is only allowed when not available or provided by other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

RESPONSIBILITY: Staff travel must be authorized prior to expenditures being incurred. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Within 30 days of completion of a trip, the traveler must submit a check request form and supporting documentation to obtain reimbursement of expenses. The check request form must be signed by the program manager. In the event that travel and reimbursement is being submitted by or on behalf of the program manager, then the check request form must be approved by the treasurer, or any FileLocal Executive Board member in the absence of the treasurer.

PROCEDURE:

1. Authorized business travel for staff must be pre-approved.
2. Conference registration fees can be pre-paid with a check prepared by Francis & Company with a completed and approved check request form.
3. Requests for reimbursements of travel-related expenses are submitted via a check request form. This form must be accompanied by supporting documentation and is required to be approved by the program manager. Reimbursement requests for the program manager must be approved by the treasurer, or any FileLocal Executive Board member in the absence of the treasurer.
4. The check request form must be submitted to Francis & Company within 30 days after the trip is completed. Exception approval from the program manager or treasurer is required if this form is not submitted within this timeframe.

5. Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original itemized receipts. Reimbursements that may be paid by FileLocal are shown below:

   Airfare: An original itemized airline receipt, an e-ticket receipt/statement or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made. Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least 20 days in advance to avoid premium pricing. Coach class or economy tickets must be purchased for domestic or international flights. A higher-priced coach ticket cannot be purchased for a subsequent upgrade in seating. First-class tickets are not reimbursable.

   Rail Transportation: FileLocal will pay for rail transportation provided the cost does not exceed the cost of the least expensive airfare. An original itemized receipt, original e-ticket receipt/statement or Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

   Automobile (personally owned): A valid driver's license issued within the United States and personal automobile insurance are required for expenses to be reimbursed. Drivers should be award of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature. Reimbursement for use of a personal automobile is based on the mileage rate issued by the Internal Revenue Service. Travelers may opt to request reimbursement for gasoline in lieu of the mileage. In these instances original, itemized receipts are required. A check request form is require for reimbursement for all vehicle-related expenses.

   Automobile (rental): Reimbursement for a commercial rental vehicle as a primary mode of transportation is authorized only if the rental vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible. Vehicle rental at a destination city is reimbursable. Original receipts are required. When vehicle rentals are necessary, FileLocal encourages travelers to purchase collision damage waiver (CDW) and loss damage waiver (LDW) coverage. FileLocal will reimburse the cost of CDW and LDW coverage; all other insurance reimbursements will be denied. Travelers are required to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.

   Conference Registration Fees: If the conference fee was not prepaid, FileLocal will reimburse these fees, including business-related banquets or meals that are part of the conference registration. Original receipts to support the payment are required. If the conference does not provide a receipt, then a cancelled check, credit card slips/statement or documentation that the amount was paid is required for reimbursement.

   Lodging (commercial): The cost of overnight lodging will be reimbursed to the traveler if the authorized travel is 45 miles or more from the traveler's home or primary worksite. The Runzheimer Cost Index will be used for determining the maximum allowable expense for all lodging at the travel destination, with the following exceptions:

- When the hotel or motel is the conference or convention site, the conference rate is allowable.
- When the event sponsor arranges the lodging for the event participant, the participant rate is allowable.
- If the hotel where the event is scheduled in unavailable to the employee, the employee's supervisor may approve lodging expenses at the rate charged at the nearest hotel.

Allowable lodging expenses include the cost of lodging and any applicable sales taxes and/or hotel/motel taxes. The original, detailed lodging receipt must be submitted with the expense claim.

If reserved rooms are not needed, it is the traveling employee's responsibility to make sure the room is canceled.

Meal: FileLocal will pay a per diem amount for meals based on the Runzheimer Cost Index for meals by location. These meal per diem amounts include tips.

The amount of authorized meal allowance is determined on a per meal basis dependent upon the departure time from Seattle and the arrival time on return to Seattle. Snacks and/or meals served on the airlines will not reduce the meal allowance.

If meals are included in a lodging, conference or training registration fee, the employee's daily per diem will be adjusted accordingly. A "continental" breakfast provided at a meeting, conference or training session will not reduce the employee's meal allowance.

Reimbursement of meal expenses will be based on actual expenses per meal, limited to the allowable maximum established by the Runzheimer Cost Index. Employees are required to collect original meal receipts for all allowable expenses incurred and to submit those receipts with their expense report.

Parking: Original receipts are required for parking fees, including airport parking. The lodging bill can be used as a receipt when charges are included as part of the overnight stay.

Other Travel Expenses: Other travel expenses, including faxes, photocopies, internet charges, data ports and business telephone calls incurred while traveling, can be reimbursed. Original itemized receipts are required.

The following items that may be associated with business travel will not be reimbursed by FileLocal:

- Airline club membership
- Airline upgrades
- Business class for domestic flights or first class for all flights
- Child care, babysitting, house-sitting, or pet-sitting/kennel charges
- Commuting between home and the primary work location
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion
- Evening or formal wear expenses

- Haircuts and personal grooming
- Laundry and dry cleaning
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs
- Travel accident insurance premiums or purchase of additional travel insurance
- Other expenses nor directly related to the business travel

2015 Schedule	Board and OC Meetings	Tasks
January	• OC: January 12 • Board: *special meeting*	• Resolution: re: schedule of meetings • Ministerial items (e.g., review financial statements) • Action on any additional or incomplete operation policies • Implementation project update and launch prep • *Communications group meets* • *Intergovernmental group meets*
February	• OC: February 9	• *No board meeting* • Review of draft service level agreements between cities and FileLocal • Review of operational support plan between FileLocal, e-Gov and KUBRA • Review of service level agreement between FileLocal, e-Gov and KUBRA • *Intergovernmental group meets*
March	• OC: March 9 • Board: *regular meeting*	• Hold "annual meeting" per Bylaws • Ministerial items (review minutes and financial statements) • Implementation project update and launch prep • Resolution: Approve operations support plans and service level agreements • Communications group report/memo given to Board • *Intergovernmental group meets*
April	• OC: April 13 • Board: *regular meeting*	• Discussion re: cost allocation invoices, budget • Ministerial items (review minutes and financial statements) • Implementation project update and launch prep • *Communications group meets* • *Intergovernmental group meets*
May	• OC: May 11 • Board: *regular meeting*	• Resolution: 2016 Budget • Ministerial items (review minutes and financial statements) • Implementation project update and launch prep • Communications group report given to Board

2015 Schedule	Board and OC Meetings	Tasks
June	• OC: June 8	• Implementation project update and launch prep
July	• OC: July 13 • Board: *regular meeting*	• Ministerial items (review minutes and financial statements) • Implementation project update and roll out prep • *Communications group meets*
August		
September	• OC: September 14 • Board: *regular meeting*	• Ministerial items (review minutes and financial statements) • Implementation project update and roll out prep • Communications group report/memo given to Board
October	• OC: October 12	• *No board meeting.* • Present draft 2015 work plan to Operations Committee • Implementation project update and roll out prep • *Communications group meets*
November	• OC: November 9	• Prepare for December Executive Board meeting • Implementation project update and roll out prep • Roll out prep
December	• OC: December 14 • Board: *regular meeting*	• Ministerial items (review minutes and financial statements) • Resolution approving final 2016 Budget • Implementation project update and roll out prep • Communications group report/memo given to Exec Board

Revised 11-7-14

Notes: April 2016, terms expire for officers.