FileLocal

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Executive Board:

Susy Haugen, Chair
City of Everett

Toni Battersby
City of Bellevue

Glen Lee
City of Seattle

Andy Cherullo
City of Tacoma

Executive Board Meeting Summary

June 27, 2016

SEATTLE MUNICIPAL TOWER CONFERENCE ROOM 4070
SEATTLE, WA

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

Standing Items

1. CALL TO ORDER

The June 27, 2016, special meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 10:06 a.m. and held in Conference Room 4070 of the Seattle Municipal Tower in Seattle, Washington.

ROLL CALL

Board Members Present: Susy Haugen (phone), Toni Battersby (phone), Glen Lee (phone), and Andy Cherullo (phone)

Staff and Guests: Kevin Fitzpatrick, Laurie McVay, Greg Kauper, Jamie Carnell (phone), Horace Francis (phone), Wendy Bremer (phone), Isie Wong (phone), Sharon Fuller (phone), Joseph Cunha (phone)

2. PUBLIC COMMENT

There were no public comments.

Other Business

3. EVERETT LAUNCH GO/NO GO

A. Greg Kauper reviewed the FileLocal City Implementation Go/No Go Decision Report for Everett. The following key items were called out:

I. Everett customer service training is scheduled for July 28, 2016.
II. As of July 27, Everett has successfully completed their live bank test and a portion of web service connections.
III. Updated Everett license fees have been successfully tested. The fees will be migrated to production prior to launch.

*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.

B. The Executive Board voted unanimously for a CONDITIONAL GO. Everett will launch on schedule, Tuesday July 12, ONLY IF Everett successfully completes the production testing no later than July 6.

I. If the condition is met, the Executive Board's "Conditional Go" decision is a de facto "Go" decision and the implementation project will proceed with the city launch with FileLocal as outlined in the Integrated Implementation Plan.

II. If the condition is not met, the Executive Board's "Conditional Go" decision is a de facto "No Go" decision and the Executive Board will select the launch scheduling alternative to set direction for the implementation.

On July 6 Greg Kauper will notify the Executive Board whether the condition has been met.

4. ADJOURNMENT

The meeting of the Executive Board adjourned at 10:26 a.m.

Respectfully Submitted,



Laurie McVay
Secretary, FileLocal