FileLocal

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Executive Board Meeting Summary

December 12, 2016

SEATTLE MUNICIPAL TOWER CONFERENCE ROOM 4070
SEATTLE, WA

Executive Board:

Susy Haugen, Chair
City of Everett

Toni Battersby
City of Bellevue

Glen Lee
City of Seattle

Andy Cherullo
City of Tacoma

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

Standing Items

1. CALL TO ORDER

The December 12 meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 12:03 p.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 and Andy Cherullo (phone)

Staff and Guests: Kevin Fitzpatrick, Wendy Thomaston, Laurie McVay, Yingying Chen (phone), Rick Mekdessie (phone), Wendy Bremer (phone) Danielle Larson (phone), Toni Call (phone) and Troy Lucas (phone)

2. PUBLIC COMMENT

There were no public comments.

3. APPROVAL OF MEETING SUMMARY

On a motion made by Andy Cherullo and seconded by Glen Lee, the board approved the September 26 and November 18 meeting summaries.

4. REVIEW OF FINANCIAL STATEMENT

Yingying Chen summarized the September and October financial statements. There were no questions or comments

5. ACTION ITEMS

A. Resolution FL2016-11: 2017 Budget. Kevin Fitzpatrick reviewed the final budget included in the meeting packet. On a motion made by

*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.

Andy Cherullo and seconded by Glen Lee, the board approved the resolution unanimously.

B. Resolution FL2016-12: 2017 Meeting Schedule. On a motion made by Andy Cherullo and seconded by Glen Lee, the board approved the resolution unanimously.

6. OTHER ITEMS:

A. Rick Mekdessie reviewed the proposed options for New City Onboarding, slide deck included in the meeting packet. Depending on size and complexity, up to 2-3 cities could be onboarded simultaneously.

B. Andy Cherullo provided an overview of the HB 2959 Department of Revenue Task Force as regards Licensing, B&O Taxes, and System Alignments. The meetings have completed; a report of the outcomes and recommendations will be published by the end of the year.

C. Kevin reviewed the Monthly Business Report for October, slide deck included in the meeting packet.

D. Wendy Thomaston is filling the Project Manager position while HR recruites for a permanent resource.

7. ADJOURNMENT

The meeting of the Executive Board adjourned at 12:46 p.m.

Respectfully Submitted,

Laurie McVay
Secretary, FileLocal