FileLocal

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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 Meeting Summary

December 14, 2015

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 December 14, 2015, meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 12:07 p.m. and held in Conference Room 4070 of the Seattle Municipal Tower in Seattle, Washington.

ROLL CALL

Board Members Present: Andy Cherullo (phone), Susy Haugen (phone), Jan Hawn (phone), and Glen Lee

Staff and Guests: Jamie Carnell, Ezra Hodge, Laurie McVay, and David Linehan (phone)

2. PUBLIC COMMENT

There were no public comments.

3. APPROVAL OF MEETING SUMMARY

On a motion made by Jan Hawn and seconded by Glen Lee, the board approved the September 28, 2015, meeting summary unanimously.

4. REVIEW OF FINANCIAL STATEMENT

There were no questions or comments regarding the September or October Financial Statements. It was pointed out that the conference costs percentage rate included in the November statement is incorrect; it will be corrected and the revised statement sent to the Board.

*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.

Action Items

5. RESOLUTIONS

A. Resolution FL 2015-05, 2016 Budget: The 2016 budget was reviewed by Jamie Carnell. On a motion made by Jan Hawn and seconded by Susy Haugen the resolution was passed with the following minor corrections:

I. The e-Gov transaction fee will be noted as $1.40 per count.
II. The Outside Accounting Services amounts for 2017 & 2018 will increase by $5,000 each
III. The Info Technology total for 2016 will increase by $50,000 to reflect the funds being held for a potential contract with Leviathan for security monitoring and auditing.

6. OTHER BUSINESS:

A. **Program Manager's Report**: Jamie Carnell provided a quick review of the Agency's accomplishments achieved in 2015, including:

- The Agency is fully stable.
- Seattle and Tacoma successfully launched with a limited number of businesses.
- Approximately 200 accounts have been created with 58 filings. More are anticipated with year-end filings.
- The outside accounting services contract with Francis & Co has been extended for two years.
- The Agency adopted a Conflict of Interest policy.

Looking forward to 2016, priorities include:

- Launching Bellevue and Everett.
- Hiring a new Program Manager.
- Transitioning technical contracts with Kubra and e-Gov from the City of Seattle to the Agency.
- Electing new Executive Board officers for a two year term.

B. **Proposed 2016 Work Plan**: Jamie Carnell reviewed the 2016 Work Plan. The following items are expected to be brought to the Executive Board in 2016:

- Implementing Information Technology Security Policies.
- Holding Executive Board elections.
- Planning and finalizing the 2017 Budget.
- On-boarding additional cities.
- Transitioning technology contracts.

Adjournment

On a motion made by Glen Lee and seconded by Susy Haugen, the Board adjourned at 12:23 p.m.

Respectfully Submitted,



Susy Haugen
Secretary, FileLocal