FileLocal

# Executive Board Meeting Summary

**Executive Board:**

Susy Haugen, Chair
City of Everett

Toni Call
City of Bellevue

Glen Lee
City of Seattle

Andy Cherullo
City of Tacoma

**March 27, 2017**

**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 March 27, 2017, 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), Joseph Cunha (phone, voting as City of Seattle appointed delegate on behalf of Glen Lee), and Andy Cherullo (phone)

Staff and Guests: Kevin Fitzpatrick, Wendy Thomaston, Laurie McVay, David Linehan (phone), Rick Mekdessie (phone), Wendy Bremer (phone), and Danielle Larson (phone)

**2. PUBLIC COMMENT**

There were no public comments.

**3. APPROVAL OF MEETING SUMMARY**

On a motion made by Andy Cherullo and seconded by Joseph Cunha, the board approved the December 12, 2016 and February 6, 2017, meeting summaries.

**4. REVIEW OF FINANCIAL STATEMENT**

Kevin Fitzpatrick summarized the February 2017 financial statements. There were no questions or comments

*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.

**5. ACTION ITEMS**

A. Resolution 2017-02 Expansion of Tax Payment Services: Kevin Fitzpatrick described the purpose of the resolution. There were no questions or comments. On a motion made by Andy Cherullo and seconded by Joseph Cunha, the resolution passed unanimously.

B. Resolution 2017-03 Draft Budget, 2018-2022: Kevin walked through the revenue and expenditure summary in the budget. The final budget will be presented to the Board for approval in December. On a motion made by Andy Cherullo and seconded by Joseph Cunha, the resolution passed unanimously.

**6. OTHER BUSINESS**

A. Kevin briefly reviewed the status of the Leviathan contract renewal. There were no questions or comments.
B. The position of Project Manager has been filled by Wendy Thomaston.
C. Kevin walked through the Monthly Business Review slide deck included in the meeting packet. Usage is up and expected to continue growing.

**7. ADJOURNMENT**

On a motion made by Andy Cherullo and seconded by Joseph Cunha, the Board adjourned at 12:23 p.m.

Respectfully Submitted,

Laurie McVay
Secretary, FileLocal