FileLocal

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Executive Board Meeting Summary

June 12, 2017

SEATTLE MUNICIPAL TOWER CONFERENCE ROOM 4070
SEATTLE, WA

Executive Board:

Susy Haugen, Chair
City of Everett

Toni Call
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 June 12, 2017, meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 12:04 p.m. and held in Conference Room 4070 of the Seattle Municipal Tower in Seattle, Washington.

ROLL CALL

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

Staff: Kevin Fitzpatrick, Laurie McVay, Horace Francis (phone), David Linehan (phone), Isie Wong (phone)

Guests/Public: Chris Bothwell, City of Lake Forest Park

2. PUBLIC COMMENT

There were no public comments.

3. APPROVAL OF MEETING SUMMARY

On a motion made by Toni Call and seconded by Andy Cherullo, the board approved the March 27, 2017, meeting summary.

4. REVIEW OF FINANCIAL STATEMENT

Kevin Fitzpatrick summarized the March and April 2017 financial statements. There were no questions or comments.

5. ACTION ITEMS

A. FL2017-04 – ILA Amendment No. 1

*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.

Kevin explained that the purpose of the resolution is to extend by 3 years the Agency cost allocation methodology. There was discussion around amending the ILA so that future revisions to calculation methodology will not require approval by the cities' legislative body. The Board may revisit this discussion if this type of situation comes up again; no action will be taken now.

I. On a motion made by Andy Cherullo and seconded by Glen Lee, the resolution passed unanimously.

B. FL2017-05 – City of Lake Forest Park – Principal city

I. Kevin walked through the key onboarding milestones, options, and the differences between onboarding as subscribers vs. principals. The City of Lake Forest Park wishes to be a principal; Kevin outlined the pros and cons of Lake Forest Park's becoming a principal.

II. Discussion regarding how we define "small" cities (see ILA §7) and processes when the board gets close to the maximum allowed representation. The Board generally agreed that it would be prudent to review the ILA for any changes needed to better define processes and terminology. *Kevin will review the ILA and come back to the board with recommendations.*

III. On a motion made by Glen Lee and seconded by Andy Cherullo, the resolution to admit the City of Lake Forest Park as a principal passed unanimously.

6. DISCUSSION ITEMS:

A. Kevin and Horace Francis reviewed the annual financial report submitted to the Washington State Office of the Auditor in May. There were no questions or comments.

B. Kevin reviewed the Monthly Business Report for May. Glen Lee noted that the City of Seattle is not where they want to be and are working hard to transition internal systems to allow for full participation.

7. ADJOURNMENT

On a motion made by Andy Cherullo and seconded by Glen Lee, the board unanimously voted to adjourned at 12:56 p.m.

Respectfully Submitted,

Laurie McVay
Secretary, FileLocal