FileLocal

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Executive Board:

Susy Haugen, Chair
City of Everett

Toni Call
City of Bellevue

Chris Bothwell
City of Lake Forest Park

Glen Lee
City of Seattle

Andy Cherullo
City of Tacoma

Executive Board Meeting Summary

September 25, 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 September 25, 2017, meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 12:03 pm and held in Conference Room 4070 of the Seattle Municipal Tower in Seattle, Washington.

ROLL CALL

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

Staff and Guests: Kevin Fitzpatrick, Ellie McVay, Rick Mekdessie (phone), David Linehan (phone), and Horace Francis (phone)

2. PUBLIC COMMENT

There were no public comments.

3. APPROVAL OF MEETING SUMMARY

On a motion made by Toni Call and seconded by Glen Lee, the board approved the June 12, 2017, meeting summary.

4. REVIEW OF FINANCIAL STATEMENT

Kevin Fitzpatrick summarized the August financial statement and cash report. Future cash reports will be included in the financial statements going forward. There were no further comments or questions.

5. DISCUSSION ITEMS:

A. New City Onboarding Update: Kevin reviewed the status summary chart of potential new cities included in the meeting materials. Upon request from the Board, Kevin will begin to send a bi-weekly update on

*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.

the onboarding of new cities; any cost summaries provided to new cities considering FileLocal will be included for the Board's review.

I. *Kevin to send cost summaries already drafted to Executive Board members with the first new city onboarding (NCO) status report.*

B. Monthly Business Report: Kevin reviewed the MBR included in the meeting materials. An increase in user population of the portal brings more maturity and repeat users; this is resulting in fewer help desk calls regarding account set-up. The Operations Committee plan to address ways to make setting up an account easier in 2018.

C. City of Seattle SOR transition has been more challenging than anticipated. Seattle staff is working hard on the project. The roll-out may be slower than expected, however the City of Seattle's financial commitment to FileLocal is solid.

D. City onboarding Go/No-Go: The board has decided they do not wish to vote for each new city prior to Go-Live. An operational report on each onboarded city will be included on the agenda of the next Board meeting.

6. ADJOURNMENT

The meeting of the Executive Board adjourned at 12:36 pm.

Respectfully Submitted,



Laurie McVay
Secretary, FileLocal