FileLocal

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# **Executive Board** Meeting Summary

**December 11, 2017**

**SEATTLE MUNICIPAL TOWER CONFERENCE ROOM 4070**
**SEATTLE, WA**

**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

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

## Standing Items

**1. CALL TO ORDER**

The December 11, 2017, meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 12:04pm. and held in Conference Room 4070 of the Seattle Municipal Tower in Seattle, Washington.

**ROLL CALL**

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

Staff and Guests: Kevin Fitzpatrick, Ellie McVay, Alexandra Kenyon (phone), Rick Mekdessie (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 Chris Bothwell, the board approved the September 25, 2017, meeting summary.

**4. REVIEW OF FINANCIAL STATEMENT**

Kevin Fitzpatrick summarized the October financial statement and cash status report. There were no questions or comments.

**5. ACTION ITEMS**

A. As the City of Lake Forest Park executed the Interlocal Agreement after the deadline indicated in FL2017-05, a motion to waive the previously referenced August 12th deadline for the City of Lake Forest Park to execute the Interlocal Agreement and ratify the addition of Lake Forest Park as a principal member of

*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.



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the Agency was made by Andy Cherullo, seconded by Glen Lee, and passed unanimously by the Board.

B. **FL2017-06 – Executive Board Meeting Schedule, 2018**: on a motion by Andy Cherullo and seconded by Chris Bothwell, the Board passed the resolution unanimously approving the 2018 meeting schedule.

C. **FL2017-07 – Final Budget, 2018-2022**: on a motion by Glen Lee and seconded by Andy Cherullo, the Board passed the resolution unanimously approving the 2018-2022 final budget.

**6. DISCUSSION ITEMS:**

A. IT Security Audit
   I. Kevin reviewed the purpose and status of the audit. He noted when the policies were passed in early 2016, the intent was to implement procedures for compliance, which was never accomplished.
   II. The audit will be finalized in early 2018 and the Agency will review the policies, recommend any needed modifications, and implement procedures during 2018.

B. ADA Consultant
   I. Level Access has been notified they have been chosen as our ADA Consultant. The contract has been negotiated and is being reviewed by legal. It is anticipated the contract will be fully executed within the week.

C. Lake Forest Park Launch:
   I. Minor issues arose during testing and the launch of Lake Forest Park has been pushed back and will now be part of Release 2017.4.

D. Account Setup Task Force
   I. Troy Lucas gave a brief review of the Operations Committee's task force looking into issues impeding user adoption.
   II. In response to a request for examples of what the pain points are, Troy noted a significant issue surrounds the 16-digit UBI number, e.g. businesses with multiple locations, the lack of ability to edit).

E. Monthly Business Report: Kevin reviewed the MBR from October, noting new metrics are being added to support the work of the Account Setup Task Force.

F. New City Onboarding Status Update: Kevin noted the status of onboarding Bremerton, Renton, Shoreline and Kent.
   I. Bremerton: the contract must be approved by the City Council; the City is implementing a new SOR; anticipate onboarding in Q1-18
   II. Renton: a second fit review is underway; Renton is finalizing a new SOR
   III. Shoreline: collection of B&O taxes was just approved, they will be onboarding in January 2019.
   IV. Kent: a decision should be made this month by Kent to go with the State or FileLocal.

**7. ADJOURNMENT**

On a motion made by Andy Cherullo and seconded by Chris Bothwell, the meeting of the Executive Board adjourned at 12:32 p.m.

Respectfully Submitted,

Laurie McVay
Secretary, FileLocal