FileLocal

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Executive Board Meeting Summary

May 29, 2018

SEATTLE MUNICIPAL TOWER CONFERENCE ROOM 4070
SEATTLE, WA

Executive Board:

Susy Haugen,
City of Everett

Toni Call
City of Bellevue

Chris Bothwell, Chair,
City of Lake Forest Park

Glen Lee
City of Seattle

Andy Cherullo
City of Tacoma

Jan Hawn
City of Renton

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

Standing Items

1. CALL TO ORDER

The 5-29-18, meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 12:05 p.m. and held in Conference Room 4090 of the Seattle Municipal Tower in Seattle, Washington.

ROLL CALL

Board Members Present: Susy Haugen (phone), Jamie Robinson (phone) for Toni Call, Chris Bothwell (phone), Joseph Cunha for Glen Lee, Andy Cherullo (phone), Jan Hawn (phone)

Staff and Guests: Kevin Fitzpatrick, David Linehan (phone), Rick Mekdessie (phone), and Wendy Thomaston

2. PUBLIC COMMENT

There were no public comments.

3. APPROVAL OF MEETING SUMMARY

On a motion made by Susy Haugen and seconded by Chris Bothwell, the board approved the 3-26-18, meeting summary.

4. REVIEW OF FINANCIAL STATEMENT

Kevin Fitzpatrick summarized the March/Feb 2018 financial statements and cash status. 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 2018-05 Reimbursement Allocation for New and Originating Cities

a. Kevin Fitzpatrick reviewed the resolution there were no questions for comments.

i. Supermajority vote discussion was led by David Linehan

ii. Chris Bothwell put the resolution to vote.

b. Supermajority Vote - passed

VOTE FL2018-05	**City**	**Member**
YES	Bellevue	Jamie Robinson (for Toni Call)
YES	Everett	Susy Haugen
YES	Lake Forest Park	Chris Bothwell
YES	Renton	Jan Hawn
YES	Seattle	Joseph Cunha (For Glenn Lee)
(absent for vote)	Tacoma	Andy Cherullo

B. Resolution 2018-06 Draft Budget 2019-2023

a. Kevin Fitzpatrick reviewed the resolution there were no questions for comments.

i. Motion to accept: Andy Cherullo

ii. Motion seconded: Jan Hawn

b. Supermajority Vote - passed

VOTE FL2018-06	**City**	**Member**
YES	Bellevue	Jamie Robinson (for Toni Call)
YES	Everett	Susy Haugen
YES	Lake Forest Park	Chris Bothwell
YES	Renton	Jan Hawn
YES	Seattle	Joseph Cunha (For Glenn Lee)
YES	Tacoma	Andy Cherullo

C. Resolution 2018-07 Leviathan Contract

a. Kevin Fitzpatrick reviewed the resolution there were no questions for comments.

i. Motion to accept: Susy Haugen
ii. Motion seconded: Andy Cherullo

b. Majority Vote - passed

VOTE FL2018-07	**City**	**Member**
YES	Bellevue	Jamie Robinson (for Toni Call)
YES	Everett	Susy Haugen
YES	Lake Forest Park	Chris Bothwell
YES	Renton	Jan Hawn
YES	Seattle	Joseph Cunha (For Glenn Lee)
YES	Tacoma	Andy Cherullo

6. DISCUSSION ITEMS:

A. April Monthly Business Review

a. Improvements to eGov/Avenu support desk
b. Increases in tax filings, renewals/licenses, account setup, and payments

B. IT Services Agreement

a. 4-year contract extension between the Agency and City of Seattle IT Services.

C. New City Updates

City	Status
Bremerton	Q3 launch
Renton	Q3 launch
Shoreline	Fit analysis complete, SIP guide in process, planned for Q3 EB meeting
Issaquah	City has a new finance director. Fit analysis done; SIP guide in mid-June. City is finalizing SOR now, which will determine when they can launch. Expect to schedule for Q3 EB meeting.
Snoqualmie	City reviewing SORs. Fit analysis done. SIP guide to be scheduled. EB meeting depends on SOR decision.

Kent	Fit analysis complete. Appears to be standard. City developing SOR. Was scheduled for Q1'19, but the City wants to push to Q1'20.
Des Moines	Fit analysis in process, due this week.
Tukwila	Meeting in 2 weeks
Burien	Meeting in 2 weeks
Redmond	Provided annual cost estimate. Due to call back in Oct.
Mercer Island	Provided annual cost estimate. Due to call back in Oct.

D. Employee Updates

Admin Spec II

a. Selected 5 applicants for interviews. Interviewed 4. Interviews conducted by Kevin Fitzpatrick, Wendy Thomaston, and Jackie Mitchell (Seattle).
b. One strong candidate was identified, references checked and is currently in the HR Hiring Process.

Incremental position

c. Will assess what we need after we get Admin Spec II position settled.
d. Plan to fill temporary unless/until the 2020 date is extended.

E. HB 2005 FileLocal Date Extension

a. Current legislation under HB 2005 will end new city participation in FileLocal as of 7-1-2020. The question to the board, is this date acceptable and if it is not then does any city want to take the lead on extending this date.
b. Cities suggested that we need a strategy to work on this so Kevin will schedule working meeting with individual or paired board members to develop a strategy which will then be taken to an open meeting of the board for review and vote.
    a. Kevin to meet with Glen regarding Seattle's.
    b. Kevin to schedule meetings.

7. ADJOURNMENT

On a motion made by Andy Cherullo and seconded by Susy Haugen, the meeting of the Executive Board adjourned at 12:56 p.m.

Respectfully Submitted,

Jamie Robinson on behalf of Toni Call
Acting Secretary, FileLocal