FileLocal

700 5th Avenue, Suite 4350
PO Box 94669
Seattle, WA 98124-4669

Executive Board Meeting Summary

Executive Board:

Toni Call
City of Bellevue

Susy Haugen
City of Everett

Chris Bothwell, Chair,
City of Lake Forest Park

Jan Hawn
City of Renton

Glen Lee
City of Seattle

Andy Cherullo
City of Tacoma

September 24, 2018

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 9-24-18, meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 12:08 p.m. 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) for Toni Call, Chris Bothwell (phone), Glen Lee, Andy Cherullo (phone), Jan Hawn (phone)

Staff and Guests: Kevin Fitzpatrick, David Linehan (phone), Ally Kim (phone) and Julie Panick.

2. PUBLIC COMMENT

There were no public comments.

3. APPROVAL OF MEETING SUMMARY

On a motion made by Andy Cherullo and seconded by Jan Hawn, the board approved the 5-29-18, meeting summary.

4. REVIEW OF FINANCIAL STATEMENTS

Kevin Fitzpatrick summarized the July/June/May and April 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 2018-08 Approving Admission of Shoreline

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

i. Supermajority vote discussion was led by David Linehan

ii. Motion to accept: Andy Cherullo

iii. Motion seconded: Glen Lee

b. Supermajority Vote - passed

VOTE FL2018-08	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	Glen Lee
YES	Tacoma	Andy Cherullo

B. Resolution 2018-09 Contract Loaned Staff Extension

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

i. Supermajority vote discussion was led by David Linehan

ii. Motion to accept: Andy Cherullo

iii. Motion seconded: Susy Haugen

b. Supermajority Vote – passed

VOTE FL2018-09	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	Glen Lee
YES	Tacoma	Andy Cherullo

C. Resolution 2018-10 Appointment of Secretary

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

i. Motion to accept: Susy Haugen

ii. Motion seconded: Glen Lee

b. Majority Vote - passed

VOTE FL2018-10	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	Glen Lee
YES	Tacoma	Andy Cherullo

6. DISCUSSION ITEMS:

A. August Monthly Business Review.

a. User account metrics are new.

b. Help Desks calls are down.

c. FY18 transactions already exceed the total number in FY17.

B. New Cities Updates

City	Status
Renton	Q3 2018 release; went live the week of 9/17.
Bremerton	Moved release to Q4 2018. May slip again to Q1 2019. We are monitoring closely.
Shoreline	Board approved Q3 2018; implementation Q4 2018.
Issaquah	Q1 or Q2 2019 depending on when SOR decision is finalized.

Snoqualmie	City is requesting a Q1 2019 start, however this will most likely push to Q2 2019.
Redmond	Actively working with finance staff. Meeting again early in 2019.
Kent	Implementation Q3 2019.
Des Moines	Fit Analysis Review scheduled mid-October.
Olympia	Fit Analysis Review scheduled mid-October.
Mercer Island	Plan a call-back in October.

C. ADA Compliance

a. Minor accessibility problems.
b. Meeting with Avenu to rate/rank and schedule development solutions.

There were no questions or comments.

7. **ADJOURNMENT:**

On a motion made by Jan Hawn and seconded by Susy Haugen, the meeting of the Executive Board adjourned at 12:35 p.m.

Respectfully Submitted,

Julie Panick

Julie Panick
Secretary, FileLocal