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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

Executive Board Meeting Summary

December 10, 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

The12-10-18, meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 12:06 p.m. and held in Conference Room 4070 of the Seattle Municipal Tower in Seattle, Washington.

ROLL CALL

Board Members Present: Toni Call (phone), Susy Haugen (phone), Aurora Belli (phone) for Chris Bothwell, Jan Hawn (phone), Glen Lee (phone), Andy Cherullo (phone).

Staff and Guests: David Linehan (phone), Horace Francis (phone), Kevin Fitzpatrick, and Julie Panick.

2. PUBLIC COMMENT

There were no public comments.

3. APPROVAL OF MEETING SUMMARY

On a motion made by Susy Haugen and seconded by Glen Lee, the board approved the 9-24-18, meeting summary.

4. REVIEW OF FINANCIAL STATEMENTS

Kevin Fitzpatrick summarized the October, September, and August 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 2018-11 Meeting Schedule

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

i. Motion to accept: Andy Cherullo

ii. Motion seconded: Glen Lee

b. Majority Vote - passed

VOTE FL2018-11	**City**	**Member**
YES	Bellevue	Toni Call
YES	Everett	Susy Haugen
YES	Lake Forest Park	Aurora Belli
YES	Renton	Jan Hawn
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

B. Resolution 2018-12 Final Budget

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

i. Supermajority vote discussion was led by Toni Call

ii. Motion to accept: Jan Hawn

iii. Motion seconded: Andy Cherullo

b. Supermajority Vote – passed

VOTE FL2018-12	**City**	**Member**
YES	Bellevue	Toni Call
YES	Everett	Susy Haugen
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

c. Majority Vote - passed

VOTE FL2018-12	**City**	**Member**
YES	Bellevue	Toni Call
YES	Everett	Susy Haugen
YES	Lake Forest Park	Aurora Belli
YES	Renton	Jan Hawn
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

6. DISCUSSION ITEMS:

A. August Monthly Business Review.

a. Help Desks calls are 2.6% lower than same 3-month period (Aug-Oct) in FY17.

b. Accounts created are up by 604 from FY17.

c. Tax forms filed shows significant growth for all cities.

d. License and Renewals shows significant growth for Bellevue, Everett, Renton, and Seattle.

B. New Cities Updates

a. Kevin reviewed the new cities status. There were no questions or comments.

C. Vendor Warrants

a. Reviewed the vendor warrants for Q4'18.

7. ADJOURNMENT:

On a motion made by Jan Hawn and seconded by Susy Haugen, the meeting of the Executive Board adjourned at 12:36 p.m.

Respectfully Submitted,

Julie Panick
Secretary, FileLocal