FileLocal

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

Executive Board Meeting Summary

March 28, 2019

SEATTLE MUNICIPAL TOWER CONFERENCE ROOM 4070
SEATTLE, WA

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

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

Standing Items

1. CALL TO ORDER

The 3-28-2019, meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 11:08 a.m. and held in Conference Room 4070 of the Seattle Municipal Tower in Seattle, Washington.

ROLL CALL

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

Staff and Guests: Jeanette Wischhoefer (phone), Horace Francis (phone), Kevin Fitzpatrick, Wendy Thomaston, and Julie Panick.

2. PUBLIC COMMENT

There were no public comments.

3. APPROVAL OF MEETING SUMMARY

On a motion made by Glen Lee and seconded by Andy Cherullo, the board approved the 12-10-18, meeting summary.

4. REVIEW OF FINANCIAL STATEMENTS

Kevin Fitzpatrick summarized the February 2019, January 2019, December 2018, and November 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 FL2019-01: Francis & Company Accounting Services Contract Extension

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

i. Supermajority vote discussion was led by: Chris Bothwell

ii. Motion to accept: Jan Hawn

iii. Motion seconded: Andy Cherullo

b. Supermajority Vote - passed

VOTE FL2019-01	**City**	**Member**
YES	Bellevue	Jamie Robinson
YES	Everett	Susy Haugen
YES	Lake Forest Park	Chris Bothwell
YES	Renton	Jan Hawn
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

B. Resolution FL2019-02: Kenyon Disend Legal Services Contract Extension

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

i. Supermajority vote discussion was led by: Chris Bothwell

ii. Motion to accept: Andy Cherullo

iii. Motion seconded: Glen Lee

b. Supermajority Vote – passed

VOTE FL2019-02	**City**	**Member**
YES	Bellevue	Jamie Robinson
YES	Everett	Susy Haugen
YES	Lake Forest Park	Chris Bothwell
YES	Renton	Jan Hawn
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

C. Resolution FL2019-03 IT Policy Manual Updates

a. Kevin Fitzpatrick reviewed the resolution there were no questions or comments.
   i. Supermajority vote discussion was led by Chris Bothwell
   ii. Motion to accept: Susy Haugen
   iii. Motion seconded: Andy Cherullo

b. Supermajority Vote – passed

VOTE FL2019 -03	**City**	**Member**
YES	Bellevue	Jamie Robinson
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. March Monthly Business Review.

a. High volume of businesses applying.

b. Zero-dollar filers up significantly and represent 30% of the total transactions during this filing period.

c. Help Desk call 4.1% higher than same 3-months in prior year. Working with vendor to better understand issues for better focus development.

B. Budget

a. Kevin presented the 2020-2024 Budget. There were no questions or comments.

C. State Audit

a. Three focus areas were identified for the audit: The Open Public Meeting Act, Financial condition and fiscal sustainability, and Third-party cash receipting.

b. Kevin provided an overview of the audit and the timeline. There were no questions or comments.

D. ADA Update

a. Kevin provided an update to the ADA Audit. Updates will be provided quarterly. There were no questions or comments.

E. New Cities Update.

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

F. New Cities Update.

a. Kevin reviewed the vendor warrants for Q1'19.

7. ADJOURNMENT:

On a motion made by Chris Bothwell and seconded by Andy Cherullo, the meeting of the Executive Board adjourned at 11:45 a.m.

Respectfully Submitted,

Julie Panick
Secretary, FileLocal