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Executive Board Meeting Summary

May 30, 2019

SEATTLE MUNICIPAL TOWER CONFERENCE ROOM 4070
SEATTLE, WA

Executive Board:

Toni Call
City of Bellevue

Susy Haugen
City of Everett

TBD
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 5-30-19, meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 11:10 a.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), Jan Hawn (phone), Glen Lee (phone), Andy Cherullo (phone).

Staff and Guests: David Linehan (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 Jan Hawn and seconded by Glen Lee the board approved the 03-28-19, meeting summary.

4. REVIEW OF FINANCIAL STATEMENTS

Kevin Fitzpatrick summarized the April and March 2019 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 FL2019-04: New Vice-Chair

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

i. Motion to accept: Andy Cherullo
ii. Motion seconded: Jan Hawn

b. Majority Vote - passed

VOTE FL2019-04	**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 FL2019-05: Draft Budget FY2010-2024

a. Kevin Fitzpatrick reviewed the resolution. Toni Call requested for future budget revisions to highlight changes in the excel document to make it easier for board members to identify what the changes are.

ACTION: In the future, Kevin will highlight changes made in budget revision excel documents.

i. Supermajority vote discussion was led by Toni Call
ii. Motion to accept: Andy Cherullo
iii. Motion seconded: Glen Lee

b. Supermajority Vote - passed

VOTE FL2019-05	**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. May Monthly Business Review.

a. Help Desks calls are 3.1% higher than the same 3-month period (Feb-Apr) in FY18.

b. Accounts created are down by 1534 from FY18 in the same 3-month period (Feb-Apr).

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

d. License and Renewals shows growth for all cities except Bellevue.

B. Annual Financial Statement 2018

a. Kevin reviewed the 2018 Annual Financial Statement prepared by our accounting firm Francis and Company. There were no questions or comments.

C. State Audit

a. Kevin provided a summary of the State Audit. There were no findings or recommendations.

D. ADA Audit Update

a. Kevin reviewed the 2nd quarter ADA development work and noted that one action item originally assigned to Avenu, has been reassigned to KUBRA.

E. Adoption Metrics

a. Kevin reviewed four new monthly metrics that will provide cities with data on how well FileLocal is being adopted by businesses. There were no comments or questions.

F. New Cities Updates

a. Kevin reviewed the new cities status. There were not comments or questions.

G. Vendor Warrants

a. Kevin presented the vendor warrants for Q2'19. The new format provides a list of active and inactive vendors.

7. ADJOURNMENT:

On a motion made by Andy and seconded by Susy, the meeting of the Executive Board adjourned at 11:35 a.m.

Respectfully Submitted,

Julie Panick

Julie Panick
Secretary, FileLocal