FileLocal

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Executive Board:

Andy Cherullo, Chair
City of Tacoma

Jan Hawn
City of Bellevue

Susy Haugen
City of Everett

Glen Lee
City of Seattle

Executive Board Meeting Summary

May 26, 2015

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 May 26, 2015, meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 11: 39 a.m. and held in Conference Room 4070 of the Seattle Municipal Tower in Seattle, Washington.

ROLL CALL

Board Members Present: Susy Haugen (phone), Sara Lane (Bellevue alternate, phone), and Glen Lee

Board Members Absent: Andy Cherullo (no alternate), Jan Hawn (Sara Lane attended in her place)

Staff and Guests: Jamie Carnell, Ezra Hodge, Greg Kauper, Dawn Overbeck, Laurie McVay, David Linehan (phone), Robert Fuller (phone), Marianne Bichsel (phone), Mike Doubleday (phone), Horace Francis (phone),

2. PUBLIC COMMENT

There were no public comments.

3. APPROVAL OF MEETING SUMMARY

On a motion made by Glen Lee and seconded by Sara Lane, the board approved the April 27, 2015, meeting summary unanimously.

4. REVIEW OF FINANCIAL STATEMENT

There were no questions about the April Financial Statement.

*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. FL 2015-03 - 2016 Budget Draft:

I. Jamie briefly reviewed the annual budget approval process and reduction of the user fee adoption rate as indicated in the FileLocal Resolution FL2015-03 Briefing Paper.

II. On a motion made by Sara Lane and seconded by Glen Lee the resolution was passed.

B. FL 2015-04 – 2014 Financial Report:

I. The 2014 Financial Report, which must be filed with the Washington State Auditor's Office no later than May 30, 2015, includes all the same information that was presented to the board at the end of 2014.

II. On a motion made by Sara Lane and seconded by Glen Lee the resolution was passed.

6. **DISCUSSION ITEMS:** May 2015 Soft Launch Go/No Go

A. **City of Seattle**: Jamie led a discussion of the City of Seattle's readiness to Go Live with a Soft Launch. After reviewing the Go/No Go Decision Report for the City of Seattle (included in the meeting packet) the Board agreed to a "No Go". They further agreed to:

I. Request that Seattle launch in the next quarterly release window on the cities' release calendar.

II. Seattle Launch is delayed until:

a. End-to-end testing with all data interchanges are completed,

b. All critical and high defects are resolved,

c. Performance, banking and security testing is completed,

d. CRs required to be completed for soft launch – all CRs including tax calculations,

e. High priority full launch CRs are completed for the summer launch,

f. Remaining CRs to be completed post-launch

III. A Soft Launch will be conducted to include a small group of businesses, including some that do business in both Seattle and Tacoma

IV. Direct mailings, selected businesses, taxpayer and city user quick start guides, and the first three training videos will be used for training and communications

B. **City of Tacoma**: Tacoma is slightly ahead of Seattle, but still not ready to launch. As the issues facing Tacoma are similar to those facing Seattle, and as the City of Tacoma had no representation at the meeting, the full report for Tacoma was not reviewed during the meeting.

C. Section 6 "Results of Decision" and Section 7 "Executive Board Decision" from each report will be sent to the Board members so they can fill out their decision answers.

D. The next Go/No Go decision will be made at either the July 27, 2015 meeting of the Executive Board or a special meeting will be called for the discussion.

7. ADJOURNMENT

On a motion made by Glen Lee and seconded by Sara Lane, the Board adjourned at 12:25 p.m.

Respectfully Submitted,



Susy Haugen
Secretary, FileLocal