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

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
Special Meeting Agenda

January 26 at Noon to 1 p.m.
Seattle Municipal Tower Conference Room 4070 and WEBEX
Seattle, Washington

1. Call to Order
   a. Introductions
2. Public Comment*
3. Approval of December 15, 2015 Meeting Summary – Page 2
4. Review of November and December Financial Statements – Page 4
5. Action Items
   a. Resolution FL2015-01: Final budget
      i. Briefing paper: Resolution FL2015-01 – Page 12
      ii. Resolution FL2015-01 – Page 14
      iii. Exhibit A: 2015 Meeting Schedule – Page 15
6. Discussion Items
   a. Program Manager's Report
   b. 2015 Work Plan Revised – Page 16
7. Other Business
8. Next Meetings:
   a. Operations Committee Meeting: February 9 at **2:00 p.m.***
   b. Annual Executive Board Meeting – March 23 at noon.
9. Adjournment

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*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.

FileLocal

700 5th Avenue, Suite 4350
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Executive Board Special Meeting Summary
December 15, 2014

Executive Board:

Andy Cherullo, ***Chair***
City of Tacoma

Jan Hawn
City of Bellevue

Susy Haugen
City of Everett

Glen Lee
City of Seattle

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

1. Call to Order

The December 15, 2014 meeting of the FileLocal Executive Board was called to order at 12:07 p.m. and held in Conference Room 4070 of the Seattle Municipal Tower Conference in Seattle, Washington.

Roll Call

Board Present: Chris Bacha (phone), Jamie Carnell, Andy Cherullo (phone), Lilah Gael, Susy Haugen (phone), Ezra Hodge, Sara Lane (phone, for Jan Hawn), Danielle Larson (phone), Glen Lee, Vanessa Lund, Kjris Lund.

2. Public Comment

There was no public comment.

3. Approval of Meeting Summary

On a motion made by Susy Haugen, the board unanimously approved the September 22, 2014 meeting summary.

4. Review of Financial Statement

An overview of the October Financial Statement was given and there were no questions. The November and December Financial Statements will be discussed during the Special Meeting in January.

5. Action Items

A. Resolution FL2014-21 Budget: On page 11, the carry forward for 2015 was adjusted due to underspending of the budget. On a motion made by Susy Haugen, the Board unanimously approved the 2015 budget.

B. Resolution FL2014-22 Operations Policies: A new Public Disclosure Policy and revised Travel Policies were introduced to be included in the Operating and Fiscal policies. The Public Disclosure policy is consistent with the State of Washington Public Records. The Public Disclosure policy was approved as written by the Executive Board. For the travel policy, the Board asked for changes to the language are needed to indicate identify Board Members as staff during travel. Additionally, the Board asked for specific vendor names to be removed, and some additional

grammatical corrections were also asked for. On a motion made by Susy Haugen, the resolution passed as amended.

6. Discussion Items

A. Program Manager's Report
   i. Good progress has been made with respect to portal design and implementation. The final flight items are being fixed and the launch schedule is being finalized. The Executive Board will be given an update on implementation at the special meeting in January.
   ii. An overview of the 2015 work plan was given to the Executive Board, and the proposed schedule was reviewed.
   iii. Meetings with the Cities' Public Information Officers and Intergovernmental Groups will reconvene next year as FileLocal moves closer to launch and during the legislative session.

7. Adjournment

On a motion made by Glen Lee, the Board adjourned at 12:35 p.m.

Respectfully Submitted,

Susy Haugen
Secretary, FileLocal

FileLocal

700 5th Avenue, Suite 4350
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FileLocal
Financial Statements
November 30, 2014

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FILELOCAL
STATMENT OF FINANCIAL POSITION
NOVEMBER 30, 2014

ASSETS		
Cash	$	317,249
Total Current Assets		317,249
TOTAL ASSETS		317,249
LIABILITIES AND NET ASSETS		
Accounts payable		236
Total Current Liabilities		236
TOTAL LIABILITIES		236
NET ASSETS		
Net assets, unrestricted		317,013
TOTAL NET ASSETS		317,013
TOTAL LIABILITIES AND NET ASSETS	$	317,249

FILE LOCAL
STATMENT OF ACTIVITIES
FOR THE MONTH AND YEAR-TO-DATE ENDED NOVEMBER 30, 2014

	NOVEMBER	YTD
REVENUES		
User fees	-	-
Reimbursable cost		
City of Seattle	-	245,394
City of Bellevue	-	35,654
City of Tacoma	-	56,903
City of Everett	-	17,782
Total reimbursable costs	-	355,733
Total revenues	$ -	$ 355,733
EXPENSES		
Accounting fees	236	20,000
Bank fees	36	428
Conference cost	-	459
Insurance	-	4,384
Legal fee	740	10,620
License and membership fees	-	1,657
Office and Operating Supplies	-	1,172
Total expenditures	1,012	38,720
CHANGE IN NET ASSETS	$ (1,012)	$ 317,013

FILELOCAL
SCHEDULE OF BUDGET AND REMAINING BUDGET
FOR THE YEAR TO DATE ENDED NOVEMBER 30, 2014

	Budget	YTD Actual	% of Budget	Remaining Balance
REVENUES				
User fees	$72,566	-	0%	$72,566
Reimbursable cost				
City of Seattle	245,394	245,394	100%	-
City of Bellevue	35,654	35,654	100%	-
City of Tacoma	56,903	56,903	100%	-
City of Everett	17,782	17,782	100%	-
Total reimbursable costs	355,733	355,733	100%	
Total revenues	428,299	355,733	83%	72,566
EXPENSES				
Labor	152,649	-	0%	152,649
Contracts	35,720	24,812	69%	10,908
Overhead	41,131	13,908	34%	27,223
Total operating expenditures	229,500	38,720	17%	190,780
CHANGE IN NET ASSETS	198,799	317,013		
NET ASSETS, AS OF JUNE 1, 2014	-	-		
NET ASSETS, AS OF NOVEMBER 30, 2014	$198,799	$317,013		
Schedule I - Contracts				
Accounting	$20,000	$20,000	100%	$0
Auditing	10,000	-	0%	10,000
Insurance	5,000	4,384	88%	616
Bank fees	720	428	59%	292
Total	$35,720	$24,812	69%	$10,908
Schedule II - Overhead				
Legal	$30,000	$10,620	35%	$19,380
Conference cost	-	459	100%	-
Office and operating supplies	2,500	1,172	47%	1,328
Printing	2,500	-	0%	2,500
Licenses/Memberships	2,500	1,657	66%	843
Agency IT costs	3,631	-	0%	3,631
Total	$41,131	$13,908	34%	$27,223

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FileLocal
Financial Statements
December 31, 2014

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FILELOCAL
STATMENT OF FINANCIAL POSITION
DECEMBER 31, 2014

ASSETS		
Cash	$	314,059
Prepaid - Business License Renewal		160
Total Current Assets		314,219
TOTAL ASSETS		314,219
LIABILITIES AND NET ASSETS		
Accounts payable		628
Total Current Liabilities		628
TOTAL LIABILITIES		628
NET ASSETS		
Net assets, unrestricted		313,591
TOTAL NET ASSETS		313,591
TOTAL LIABILITIES AND NET ASSETS	$	314,219

FILE LOCAL
STATMENT OF ACTIVITIES
FOR THE MONTH AND YEAR-TO-DATE ENDED DECEMBER 31, 2014

	DECEMBER	YTD
REVENUES		
User fees	-	-
Reimbursable cost		
City of Seattle	-	245,394
City of Bellevue	-	35,654
City of Tacoma	-	56,903
City of Everett	-	17,782
Total reimbursable costs	-	355,733
Total revenues	$ -	$ 355,733
EXPENSES		
Accounting fees	0	20,000
Agency IT costs	2,649	2,649
Bank fees	37	465
Conference cost	-	459
Insurance	-	4,384
Legal fee	735	11,355
License and membership fees	-	1,658
Office and Operating Supplies	-	1,172
Total expenditures	3,421	42,142
CHANGE IN NET ASSETS	$ (3,421)	$ 313,591

FILELOCAL
SCHEDULE OF BUDGET AND REMAINING BUDGET
FOR THE YEAR TO DATE ENDED DECEMBER 31, 2014

	Budget	YTD Actual	% of Budget	Remaining Balance
REVENUES				
User fees	$72,566	-	0%	$72,566
Reimbursable cost				
City of Seattle	245,394	245,394	100%	-
City of Bellevue	35,654	35,654	100%	-
City of Tacoma	56,903	56,903	100%	-
City of Everett	17,782	17,782	100%	-
Total reimbursable costs	355,733	355,733	100%	
Total revenues	428,299	355,733	83%	72,566
EXPENSES				
Labor	152,649	-	0%	152,649
Contracts	35,720	24,849	70%	10,871
Overhead	41,131	17,293	42%	23,838
Total operating expenditures	229,500	42,142	18%	187,358
CHANGE IN NET ASSETS	198,799	313,591		
NET ASSETS, AS OF JUNE 1, 2014	-	-		
NET ASSETS, AS OF DECEMBER 31, 2014	$198,799	$313,591		
Schedule I - Contracts				
Accounting	$20,000	$20,000	100%	$0
Auditing	10,000	-	0%	10,000
Insurance	5,000	4,384	88%	616
Bank fees	720	465	65%	255
Total	$35,720	$24,849	70%	$10,871
Schedule II - Overhead				
Legal	$30,000	$11,355	38%	$18,645
Conference cost	-	459	100%	-
Office and operating supplies	2,500	1,172	47%	1,328
Printing	2,500	-	0%	2,500
Licenses/Memberships	2,500	1,658	66%	842
Agency IT costs	3,631	2,649	73%	982
Total	$41,131	$17,293	42%	$23,838

FileLocal

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FileLocal Resolution FL2015_01
Briefing Paper

Date: January 12, 2015

Issue: Adoption of the 2015 FileLocal Executive Board Schedule per Attachment A of FL2015-01.

Recommendation: The Portal Agency Executive Board should pass a Resolution to have regular board meetings on a consistent date at a consistent location.

Rationale:

1. Regular meetings of an organization's board of directors keeps an organization's board engaged in an organization and invested in its success.

2. A regular meeting of an organization's board of directors contributes to the transparency and improves the accountability of an organization.

3. Regular meetings of an organization's Executive Board helps an organization stay on track with respect to the mission, vision, strategic plan, and work plan.

4. Consistent dates and locations facilitate participation of an organization's board of directors by simplifying planning that improves attendance.

Background: According to State law, the Board of Directors or any committee designated by the Board of Directors can hold regular meetings with or without notice as noted in the bylaws. Should either need to call a special meeting, the bylaws determine the manner in which notice is given. Board and committee members can attend meetings through teleconference or other similar means in which all participants can hear one another except where restricted by the organizations articles of incorporation or bylaws (RCW 24.03.075, RCW 24.03.120).

Recommended schedule for the Board of Director's meetings is attached.

FileLocal
Executive Board
Meeting Schedule

FileLocal Committee	Meeting Date	Meeting Time	Meeting Room
Executive Board	Monday, January 26, 2015	12 PM-1 PM	SMT4070
Executive Board	Monday, March 23, 2015	12 PM-1 PM	SMT4070
Executive Board	Monday, April 27, 2015	12 PM-1 PM	SMT4070
Executive Board	Tuesday, May 26, 2015	12 PM-1 PM	SMT4070
Executive Board	Monday, July 27, 2015	12 PM-1 PM	SMT4070
Executive Board	Monday, September 28, 2015	12 PM-1 PM	SMT4070
Executive Board	Monday, December 14, 2015	12 PM-1 PM	SMT4070

RESOLUTION NO. 2015-01

A Resolution of the Washington Multi-City Business License and Tax Portal Agency Executive Board Establishing the Place and Times for Regular Meetings of the Board.

Whereas, Business License and Tax Portal Agency ("Portal Agency") Bylaws Section 4.5 establishes that meetings of the Executive Board shall be held not less than once each calendar quarter, and

Whereas, the Portal Agency is required to hold an annual meeting each year; **Now, therefore**

BE IT RESOLVED by the Washington Multi-City Business License and Tax Portal Agency Executive Board:

Section 1. The regular meetings of the Executive Board and the Operations Committee of the Executive Board shall be held at the times and places described in Attachment A to this Resolution.

Section 2. If by reason of fire, flood, earthquake or other emergency, it shall be unsafe to meet in the place designated in Section 1 above, the meetings of the Board may be held for the duration of the emergency at such a place as is designated by the Chair of the Board.

ADOPTED this _____ day of _____, 2015.

ATTEST:

Washington Multi-City Business License and Tax Portal Agency Executive Board
Seattle, Washington

_____
Board Secretary

_____
Board Chair

Attachment A

Filelocal Committee	Meeting Date	Meeting Time	Meeting Room
Executive Board	Monday, January 26, 2015	12 PM-1 PM	SMT4070
Executive Board	Monday, March 23, 2015	12 PM-1 PM	SMT4070
Executive Board	Monday, April 27, 2015	12 PM-1 PM	SMT4070
Executive Board	Tuesday, May 26, 2015	12 PM-1 PM	SMT4070
Executive Board	Monday, July 27, 2015	12 PM-1 PM	SMT4070
Executive Board	Monday, September 28, 2015	12 PM-1 PM	SMT4070
Executive Board	Monday, December 14, 2015	12 PM-1 PM	SMT4070

2015 Schedule	Board and OC Meetings	Tasks
January	• OC: Jan 12 • Board: *special meeting*	• Resolution: re: schedule of meetings • Ministerial items (e.g., review financial statements) • Action on any additional or incomplete operation policies • Implementation project update and launch prep
February	• OC	• *No board meeting* • *Communications Group meets* • *Intergovernmental group meets*
March	• OC • Board: *regular meeting*	• Hold "annual meeting" per Bylaws • Resolution – Ethics Policy • Ministerial items (review minutes and financial statements) • Implementation project update and launch prep • Communications group report/memo given to Board • *Intergovernmental group meets*
April	• OC • Board: *regular meeting*	• Discussion re: cost allocation invoices, budget • Ministerial items (review minutes and financial statements) • Implementation project update and launch prep • Review of draft service level agreements between cities and FileLocal • Review of operational support plan between FileLocal, e-Gov and KUBRA • Review of service level agreement between FileLocal, e-Gov and KUBRA • *Communications group meets* • *Intergovernmental group meets*
May	• OC	• Resolution: 2016 Budget • Resolution: Approve operations support plans and service level agreements

2015 Schedule	Board and OC Meetings	Tasks
	• Board: *regular meeting*	• Ministerial items (review minutes and financial statements) • Implementation project update and launch prep • Communications group report given to Board
June	• OC	• Implementation project update and launch prep
July	• OC • Board: *regular meeting*	• Ministerial items (review minutes and financial statements) • Implementation project update and roll out prep • *Communications group meets*
August		
September	• OC • Board: *regular meeting*	• Ministerial items (review minutes and financial statements) • Implementation project update and roll out prep • Communications group report/memo given to Board
October	• OC	• *No board meeting.* • Present draft 2016 work plan to Operations Committee • Implementation project update and roll out prep • *Communications group meets*
November	• OC	• Prepare for December Executive Board meeting • Implementation project update and roll out prep • Roll out prep
December	• OC • Board: *regular meeting*	• Ministerial items (review minutes and financial statements) • Resolution approving final 2016 Budget • Implementation project update and roll out prep • Communications group report/memo given to Exec Board

Revised 01-06-2015

Notes: April 2016, terms expire for officers.