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
# April 28, 2014 Meeting Summary
# 12:00 PM-12:40 PM

## 1. Call to Order

The April 28, 2014 meeting of the Washington Multi-City Business License and Tax Portal Agency (DBA FileLocal) was called to order at 12:00 PM and held at the Seattle Municipal Tower Conference Room 4070 in Seattle, Washington.

***Roll Call***
Present: 4 - Andy Cherullo, Susy Haugen (telephonically), Jan Hawn (telephonically), and Glen Lee. Also present: Chris Bacha of Kenyon Disend, Jamie Carnell of the City of Seattle, Horace Francis of Francis & Company, Lilah Gael of the City of Seattle, Vanessa Lund of Cocker Fennessy, and Kjristine Lund of Lund Consulting. Absent: 0.

## 2. Public Comment
There was no public comment.

## 3. Welcome and Introductions
Chris Bacha of Kenyon Disend, and Horace Francis of Francis and Company, were formally introduced to the FileLocal Executive Board.

## 4. Agenda Approval
On a motion made by Jan Hawn, the board unanimously approved the Meeting Summary of the March 24, 2014 Special Meeting of the FileLocal Executive Board.

## 5. Actions

On a motion made by Glen Lee, the Board unanimously adopted Resolution FL2014-06 placing the vendor contract for implementation of the FileLocal portal with the City of Seattle until implementation is completed and the final vendor invoice has been paid.



*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.

On a motion made by Jan Hawn, the Board unanimously adopted Resolution FL2014-07 designating Jamie Carnell of the City of Seattle as the Interim Program Manager.

On a motion made by Jan Hawn, the Board unanimously adopted Resolution FL2014-08 appointing Jamie Carnell as the FileLocal representative on the Washington Cities Insurance Authority's (WCIA) Board, and George Emerson as the alternate.

On a motion made by Jan Hawn, the Board unanimously adopted Resolution FL2014-09 establishing a banking relationship between FileLocal and Wells Fargo.

On a motion made by Glen Lee, the Board unanimously adopted Resolution FL2014-10 authorizing the Program Manager to sign financial instruments up to $10,000.00.

On a motion made by Jan Hawn, the Board unanimously adopted Resolution FL2014-11 establishing the criteria for emergency meetings of the FileLocal Executive Board.

On a motion made by Glen Lee, the Board unanimously adopted Resolution FL2014-12 adopting FileLocal's 2014 budget.

On a motion made by Jan Hawn, the Board unanimously adopted Resolution FL2014-13 approving payment of the Washington Cities Insurance Authority's invoice, and the Kenyon Disend invoice.

## 6. Discussion Items

***Budget***

The budget will need to be revised according to the final project plan with eGov, and will need to be approved in June. The final budget document will be

ready for the Executive Board's review at the next meeting. Information Technology costs will be determined when the project plan is done.

***Indemnification of Operations Committee Members***

The Operations Committee determined it is not necessary to indemnify Operations Committee members. The board agrees with this.

***Loaned Staff Agreement***

The Loaned Staff agreement is drafted and before the legal teams for the City of Seattle and FileLocal.The discussion surrounding the Loaned Staff Agreement has been tabled until the next meeting in an executive session.

***Program Manager's Report***

The FileLocal team met with the eGov team in Baton Rouge to meet the team in person and discuss the project schedule. The face to face meeting was more successful than a teleconference or virtual meeting would have been. .

***Operating Committee Report***

There is no Operating Committee Report for today's meeting.

7. **Adjournment**

On a motion made by Susy Haugen, the Board unanimously agreed to adjourn the meeting.

Respectfully Submitted,

Susy Haugen
Secretary, FileLocal