FileLocal

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Executive Board Meeting Summary

December 19, 2019

SEATTLE MUNICIPAL TOWER CONFERENCE ROOM 4070
SEATTLE, WA

Executive Board:

Susy Haugen,
City of Everett

Toni Call, Chair
City of Bellevue

Lindsey Vaughn
City of Lake Forest Park

Jan Hawn
City of Renton

Glen Lee, Vice-Chair
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 12-19-2019, meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 11:02 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), Lindsey Vaughn (phone), Kari Roller (phone) for Jan Hawn, Glen Lee, and Andy Cherullo (phone)

Staff and Guests: Kevin Fitzpatrick, Wendy Thomaston (phone) and Julie Panick.

2. PUBLIC COMMENT

There were no public comments.

3. APPROVAL OF MEETING SUMMARY

On a motion made by Andy Cherullo and seconded by Susy Haugen, the board approved the 9-26-19, meeting summary.

4. REVIEW OF FINANCIAL STATEMENT

Kevin Fitzpatrick summarized the October 2019 and September 2019 financial statements and cash status. There were no questions or comments.

5. ACTION ITEMS

A. Resolution FL2019-07: Meeting Schedule

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

i. Motion to accept: Andy Cherullo
ii. Motion seconded: Susy Haugen

*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.

iii. Majority vote: Passed

VOTE FL2019-07	City	Member
YES	Bellevue	Jamie Robinson
YES	Everett	Susy Haugen
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Kari Roller
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

B. Resolution FL2019-08: Final Budget 2020-2024

a. Kevin Fitzpatrick reviewed the resolution. Susy Haugen inquired about the labor increase. Kevin Fitzpatrick responded, and Glen Lee confirmed that the majority of this increase is related to Cost of Living Allowances (COLAs) for FY-2019 (4%) and FY-2020 (3.6%) negotiated and finalized recently with City of Seattle labor unions.

i. Motion to accept: Andy Cherullo
ii. Motion seconded: Glen Lee
iii. Supermajority vote: Passed

VOTE FL2019-08	City	Member
YES	Bellevue	Jamie Robinson
YES	Everett	Susy Haugen
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Kari Roller
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

C. Resolution FL2019-09: Fiscal Manual

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

i. Motion to accept: Andy Cherullo
ii. Motion seconded: Jamie Robinson
iii. Supermajority vote: Passed

VOTE FL2019-09	City	Member
YES	Bellevue	Jamie Robinson
YES	Everett	Susy Haugen
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Kari Roller
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

D. Resolution FL2019-10: Legal Services

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

i. Motion to accept: Lindsey Vaughn
ii. Motion seconded: Glen Lee
iii. Majority vote: Passed

VOTE FL2019-10	City	Member
YES	Bellevue	Jamie Robinson
YES	Everett	Susy Haugen
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Kari Roller
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

6. DISCUSSION ITEMS:

A. November Monthly Business Review

Kevin Fitzpatrick reviewed the Monthly Business Review. There were no comments or questions.

B. Agency/Vendor Performance Survey Update

Kevin Fitzpatrick reviewed a summary of survey results and recommendations from the consultant. The Agency will start implementing action items in early 2020.

Susy Haugen stated that Everett does not want to give up the $4.00 fee.

C. 2020 Workplan

Kevin Fitzpatrick shared the Agency 2020 Workplan which outlines key dates and activities by calendar month. There were not questions or comments.

D. Kubra Statement of Work (SOW)

Currently there are no reports that track a transaction from start to finish. This SOW will result in a report that cities can use to see both Kubra and Avenu data.

Susy Haugen stated since the Kubra contract is only extended until 2021 we may not want to spend money on a report from a firm we may not continue business with. Kevin Fitzpatrick responded that any new contract will include this report requirement in the Request for Proposal (RFP).

E. ADA Update

There were no questions or comments.

F. New Cities Update

There were no questions or comments.

G. Vendor Warrants

There were no questions or comments.

7. ADJOURNMENT

On a motion made by Andy Cherullo and seconded by Glen Lee, the meeting of the Executive Board adjourned at 11:58 a.m.

Respectfully Submitted,

Julie Panick
Secretary, FileLocal