FileLocal

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Executive Board Meeting Summary

April 17, 2020

CONFERENCE CALL

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, Chair
City of Seattle

Andy Cherullo, Vice-Chair
City of Tacoma

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

Standing Items

1. CALL TO ORDER

The 04-17-20 meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 11:05 a.m. and conducted by conference call.

ROLL CALL

Board Members Present: Toni Call (phone), Susy Haugen (phone), Lindsey Vaughn (phone), Jan Hawn (phone), Glen Lee (phone), and Andy Cherullo (phone)

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

2. PUBLIC COMMENT

There were no public comments.

3. APPROVAL OF MEETING SUMMARY

On a motion made by Andy Cherullo and seconded by Glen Lee, the board approved the 12-19-19, meeting summary.

4. REVIEW OF FINANCIAL STATEMENT

Kevin Fitzpatrick summarized the February 2020, January 2020, December 2019, and November 2019 financial statements and cash status. There were no questions or comments.

5. ACTION ITEMS

A. Resolution FL2020-01: Election of Officers

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

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

*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 FL2020-01	City	Member
YES	Bellevue	Toni Call
YES	Everett	Susy Haugen
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Jan Hawn
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

B. Resolution FL2020-02: Local Government Investment Pool (LGIP)

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

i. Motion to accept: Andy Cherullo
ii. Motion seconded: Toni Call
iii. Supermajority vote: Passed

VOTE FL2020-02	City	Member
YES	Bellevue	Toni Call
YES	Everett	Susy Haugen
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Jan Hawn
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

C. Resolution FL2020-03: Revised Board Meeting Schedule 2020

a. Kevin Fitzpatrick reviewed the resolution. A motion was made and seconded to amend the motion to reflect the first meeting in 2020 was actually held April 17, 2020.

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

iii. Majority vote: Passed

VOTE FL2020-03	City	Member
YES	Bellevue	Toni Call
YES	Everett	Susy Haugen
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Jan Hawn
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

D. Resolution FL2020-04: City of Des Moines Admission

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

i. Motion to accept: Andy Cherullo
ii. Motion seconded: Jan Hawn
iii. Supermajority vote: Passed

VOTE FL20120-04	City	Member
YES	Bellevue	Toni Call
YES	Everett	Susy Haugen
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Jan Hawn
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

E. Resolution FL2020-05: City of Snoqualmie Admission

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

i. Motion to accept: Andy Cherullo
ii. Motion seconded: Toni Call
iii. Supermajority vote: Passed

VOTE FL20120-05	City	Member
YES	Bellevue	Toni Call
YES	Everett	Susy Haugen
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Jan Hawn
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

6. DISCUSSION ITEMS:

A. January 2020 Postmortem

Kevin Fitzpatrick reviewed the primary issues experienced during the January 2020 filing period. Kevin was asked about traditional load testing which he stated was not an option, however for each enhancement made, we will baseline against the improvement.

B. March Monthly Business Review

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

C. Draft Budget 2021-2025

Kevin Fitzpatrick provided an overview of the Draft 2021-2025 Budget. This draft budget will be formally presented in a resolution at the May 28th board meeting. There were no questions or comments.

D. Annual Financial Statements 2019

There were no questions or comments.

E. Agency/Vendor Performance Survey Update

Kevin Fitzpatrick provided updates to the Agency Survey action items. There were no questions or comments.

F. ADA Update

No ADA work was targeted for Q1'20.

G. New Cities Update

There were no questions or comments.

H. Vendor Warrants

There were no questions or comments.

7. ADJOURNMENT

On a motion made by Andy Cherullo and seconded by Lindsey Vaughn, the meeting of the Executive Board adjourned at 12:02 p.m.

Respectfully Submitted,

Julie Panick
Secretary, FileLocal