FileLocal

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# Executive Board Meeting Summary

**December 17, 2020**

**CONFERENCE CALL**

**Executive Board:**

Toni Call, Chair
City of Bellevue

Beth Anne Wroe
City of Des Moines

Susy Haugen
City of Everett

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 12-17-20 meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 11:06a.m. and conducted by conference call.

**ROLL CALL**

Board Members Present: Toni Call (phone) Beth Ann Wroe (phone), Susy Haugen (phone), Lindsey Vaughn (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 Susy Haugen, the board approved the 09-30-20 meeting summary.

**4. REVIEW OF FINANCIAL STATEMENT**

Kevin Fitzpatrick summarized the October 2020 financial statements and cash status. There were no questions or comments.

**5. ACTION ITEMS**

A. Resolution FL2020-09 Board Meeting Schedule 2021

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

i. Motion to accept: Beth Anne Wroe
ii. Motion seconded: Andy Cherullo
iii. Majority vote: Passed

*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.

| VOTE FL2020-09 | City | Member |
|---|---|---|
| | | |
| **YES** | Bellevue | Toni Call |
| **YES** | Des Moines | Beth Ann Wroe |
| **YES** | Everett | Susy Haugen |
| **YES** | Lake Forest Park | Lindsey Vaughn |
| **ABSENT** | Renton | Jan Hawn |
| **YES** | Seattle | Glen Lee |
| **YES** | Tacoma | Andy Cherullo |

B. Resolution FL2020-10: Final Budget 2021-2025

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 FL2020-10 | City | Member |
|---|---|---|
| | | |
| **YES** | Bellevue | Toni Call |
| **YES** | Des Moines | Beth Ann Wroe |
| **YES** | Everett | Susy Haugen |
| **YES** | Lake Forest Park | Lindsey Vaughn |
| **ABSENT** | Renton | Jan Hawn |
| **YES** | Seattle | Glen Lee |
| **YES** | Tacoma | Andy Cherullo |

C. Resolution FL2020-11: Francis and Company Accounting Contract 2021-2022

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

iv. Motion to accept: Andy Cherullo
v. Motion seconded: Toni Call
vi. Majority vote: Passed

| VOTE FL2020-11 | City | Member |
|---|---|---|
| | | |
| **YES** | Bellevue | Toni Call |
| **YES** | Des Moines | Beth Ann Wroe |
| **YES** | Everett | Susy Haugen |
| **YES** | Lake Forest Park | Lindsey Vaughn |
| **ABSENT** | Renton | Jan Hawn |
| **YES** | Seattle | Glen Lee |
| **YES** | Tacoma | Andy Cherullo |

**6. DISCUSSION ITMS:**

A. November Monthly Business Review

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

B. January 2020 Postmortem

Avenu formed a new dedicated Project Team in February. Kevin Fitzpatrick is meeting weekly with Avenu to go over reconciliations.

System Performance Issues

Software work included the Kubra File Import and Refactoring Web Codes. Hardware improvements included a SQL Server upgrade in August and a Web Server upgrade in November.

Help Desk

Help Desk software was upgraded Q3'20 to separate FileLocal calls from other Avenu calls. The Help Desk is currently staffed at 12 with an additional 30 Avenu personnel trained to answer calls. A third-party vendor is available to take call overflows and is expected to be utilized during the January filing period.

Monitoring

Avenu is providing daily utilization reports for RAM, Storage, and CPU. Monthly utilization charts are now included in the Monthly Business Review (MBR) report.

Kevin Fitzpatrick shared that FileLocal is receiving monthly reconciliation reports and is working with Avenu on providing cities with Daily Reconciliation Reports, hopefully by the end of December 2020.

There were no question or comments regarding the January 2020 Postmortem update.

C. Workplan 2021

Kevin Fitzpatrick presented the 2021 Workplan. The workplan includes important dates and deadlines, expiring contracts and agreements, and a focus on SLA deliverables and monitoring.

There were no question or comments regarding the Workplan 2021..

D. ADA Update

Kevin stated that no ADA work was scheduled for fourth quarter. Work will resume once the foundational software is completed. There were no questions or comments.

E. New Cities Update

Kent was granted a Legislative extension and will join FileLocal as a principal city Q2'21. Kevin Fitzpatrick expects to bring documents to the board for approval Q1'21.

***ACTION; Glen Lee asked Kevin to provide a 10-15-minute overview at the next board meeting on where we are with Legislative Deadlines.***

F. Vendor Warrants

Kevin reviewed the vendor warrant list. There were no questions or comments.

**7. ADJOURNMENT**

On a motion made by Glen Lee and seconded by Andy Cherullo, the meeting of the Executive Board adjourned at 11:50 a.m.

Respectfully Submitted,

Julie Panick
Secretary, FileLocal