FileLocal

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Executive Board Meeting Summary

March 18, 2021

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

Kari Roller
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 03-18-21 meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 11:01a.m. and conducted by conference call.

ROLL CALL

Board Members Present: Toni Call (phone) Beth Ann Wroe (phone), Susy Haugen (phone), Lindsey Vaughn (phone), Nate Malone (phone) for Kari Roller, Glen Lee (phone), 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 Toni Call, the board approved the 12-17-20 meeting summary.

4. REVIEW OF FINANCIAL STATEMENT

Kevin Fitzpatrick summarized the January 2021 and December 2020 financial statements and cash status. There were no questions or comments.

5. ACTION ITEMS

A. Resolution FL2021-01 ILA Amendment – Extension of Use of 2012 Historical Count Allocation Percentages

a. Kevin Fitzpatrick reviewed the resolution. The Amendment continues the use of 2012 Historical Transaction Counts as basis for allocating cost percentages to Principal Cities 2022-2024. Normalizes transaction counts until Seattle's actions fully take effect. Glen Lee

*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.

stated the policy intent is to not have other cities take on added expense due to Seattle's transaction count not up to level expected.

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

VOTE FL2021-01	City	Member
YES	Bellevue	Toni Call
YES	Des Moines	Beth Ann Wroe
YES	Everett	Susy Haugen
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Nate Malone (for Kari Roller)
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

B. Resolution FL2021-02: City of Kent Admission

a. Kevin Fitzpatrick reviewed the resolution. Kent is joining as a Principal City. There were no questions or comments.

i. Motion to accept: Andy Cherullo
ii. Motion seconded: Susy Haugen
iii. Supermajority vote: Passed

VOTE FL2021-02	City	Member
YES	Bellevue	Toni Call
YES	Des Moines	Beth Ann Wroe
YES	Everett	Susy Haugen
YES	Lake Forest Park	Lindsey Vaughn
ABSENT	Renton	Nate Malone (for Kari Roller)
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

6. DISCUSSION ITMS:

A. January Monthly Business Review

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

B. January 2020 Postmortem

The Agency focus areas are process review, process improvements, and monitoring.

Monitoring

Help Desk - Weekly meetings with Avenu to review problem tickets. Bi-weekly meetings with FileLocal Program Manager and Avenu Vice President.

Kevin Fitzpatrick shared that at the Operations Committee meeting Tacoma suggested, and will lead, a task force of Avenu and member cities to identify pain points/issues and work on improving Help Desk calls.

Software - Avenu will automate Daily Reconciliation Reports in April and cities will start receiving individual reports. Try to stay ahead of potential problems. Recognize more work needs to be done.

Hardware - Receiving daily reports for RAM, Storage, and CPU since December 2020. This enabled us to catch a RAM issue in January.

Kevin stated that this will be the last update to the January 2020 issues. There were no question or comments.

C. Draft Budget 2022-2026

Kevin Fitzpatrick reviewed the draft budget for 2022-2026. The draft budget reflects a reduction in the overall transaction count and lower Incremental costs. Unknown how COVID year 2020 may have impact. There .were no questions or comments.

D. New Cities Update

City of Bremerton has elected not to renew their Subscriber Agreement. Opt-out scheduled for June 30, 2021.

The City of Auburn has contacted the Agency about joining FileLocal as a tax only city.

Board members expressed support for adding new cities to FileLocal.

E. Vendor Warrants

Kevin reviewed the Fourth Quarter 2020 vendor warrant list. There were no questions or comments.

7. ADJOURNMENT

On a motion made by Andy Cherullo and seconded by Beth Anne Wroe, the meeting of the Executive Board adjourned at 11:57 a.m.

Respectfully Submitted,

Julie Panick
Secretary, FileLocal