FileLocal

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Executive Board Meeting Summary

December 16, 2021

CONFERENCE CALL

Executive Board:

Jamie Robinson
City of Bellevue

Beth Anne Wroe
City of Des Moines

Susy Haugen
City of Everett

Paula Painter
City of Kent

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 12-16-21 meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 11:03 a.m. and conducted by conference call.

ROLL CALL

Board Members Present: Jamie Robinson (phone) Beth Anne Wroe (phone),
Sharon Fuller (phone) for Susy Haugen, Paula Painter (phone), Lindsey Vaughn (phone), Kari Roller (phone), Glen Lee (phone), Andy Cherullo (phone)

Staff and Guests: Horace Francis (phone), David Linehan (phone), Kevin Fitzpatrick (phone), Wendy Thomaston (phone), 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 Paula Painter, the board approved the 09-30-21 meeting summary.

4. REVIEW OF FINANCIAL STATEMENTS

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

5. ACTION ITEMS

A. Resolution FL2021-04: Admission of the City of Auburn.

a. Kevin Fitzpatrick reviewed the resolution. Auburn is joining as a principal city (Taxes only). There were no questions or

*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.

comments.

i. Motion to accept: Kari Roller
ii. Motion seconded: Andy Cherullo
iii. Supermajority vote: Passed

VOTE FL2021-04	City	Member
YES	Bellevue	Jamie Robinson
YES	Des Moines	Beth Ann Wroe
YES	Everett	Sharon Fuller (for Susy Haugen)
YES	Kent	Paula Painter
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Kari Roller
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

B. Resolution FL2021-05: Final Budget 2022-2026

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

i. Motion to accept: Andy Cherullo
ii. Motion seconded: Paula Painter
iii. Supermajority vote: Passed

VOTE FL2021-05	City	Member
YES	Bellevue	Jamie Robinson
YES	Des Moines	Beth Ann Wroe
YES	Everett	Sharon Fuller (for Susy Haugen)
YES	Kent	Paula Painter
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Kari Roller
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

C. Resolution FL2021-06: Legal Services – Madrona Law Group

a. Kevin Fitzpatrick reviewed the resolution. There were no questions or comments.
   i. Motion to accept: Andy Cherullo
   ii. Motion seconded: Lindsey Vaughn
   iii. Majority vote: Passed

VOTE FL2021-06	City	Member
YES	Bellevue	Jamie Robinson
YES	Des Moines	Beth Ann Wroe
YES	Everett	Sharon Fuller (for Susy Haugen)
YES	Kent	Paula Painter
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Kari Roller
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

D. Resolution FL2021-07: Information Technology (IT) Manual Additions

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

   i. Motion to accept: Andy Cherullo
   ii. Motion seconded: Kari Roller
   iii. Majority vote: Passed

VOTE FL2021-07	City	Member
YES	Bellevue	Jamie Robinson
YES	Des Moines	Beth Ann Wroe
YES	Everett	Sharon Fuller (for Susy Haugen)
YES	Kent	Paula Painter
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Kari Roller
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

ACTION: Leviathan presentation of Risk Assessment findings at March 2022 board meeting).

E. Resolution FL2021-08: Meeting Schedule 2022

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

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

VOTE FL2021-08	City	Member
YES	Bellevue	Jamie Robinson
YES	Des Moines	Beth Ann Wroe
YES	Everett	Sharon Fuller (for Susy Haugen)
YES	Kent	Paula Painter
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. Continued focus on Hardware, Production Support Tickets, and Call Center. For Hardware, RAM, Storage, and CPU usage were all within guidelines. Production Support tickets were down 32 tickets month over month. Programmatic improvements to the batch process resulted in a material reduction in batch issues. Transactions were up 78% in November over the previous year which contributed to an increase in Help Desk Calls.

Kevin Fitzpatrick indicated the process for the Reconciliation by City Report should be defined by the end of December.

ACTION: Kevin will update MBR to include a separate batch process report.

ACTION: Kevin to provide an updated reconciliation report for batches.

B. Workplan 2022

Kevin Fitzpatrick presented the 2022 Workplan. The plan includes important dates and deadlines, expiring contracts and agreements, and a focus on SLA deliverables and monitoring. There were no questions or comments.

C. Vendor Warrants

Kevin Fitzpatrick reviewed the 3rd Quarter 2021 Vendor Warrant list. 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 12:00p.m.

Respectfully Submitted,

Julie Panick
Secretary, FileLocal