FileLocal

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Executive Board Meeting Summary

June 23, 2022

CONFERENCE CALL
SEATTLE, WA

Executive Board:

Jamie Thomas,
City of Auburn

Jamie Robinson
City of Bellevue

Beth Anne Wroe
City of Des Moines

Susy Haugen, Vice-Chair
City of Everett

Paula Painter
City of Kent

Lindsey Vaughn
City of Lake Forest Park

Kari Roller
City of Renton

Glen Lee
City of Seattle

Andy Cherullo, Chair
City of Tacoma

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

Standing Items

1. **CALL TO ORDER**

The 6-23-2022, 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 Thomas (phone), Jamie Robinson (phone), Beth Ann Wroe (phone), Susy Haugen (phone), Paula Painter (phone), Jackie Mitchell (phone) for Glen Lee, and Danielle Larson (phone) for Andy Cherullo

Staff and Guests: Kevin Fitzpatrick (phone), Julie Panick (phone), Horace Francis (phone)…

2. **PUBLIC COMMENT**

There were no public comments.

3. **APPROVAL OF MEETING SUMMARY**

On a motion made by Paula Painter and seconded by Jamie Robinson, the board approved the 3-24-22 meeting summary.

4. **REVIEW OF FINANCIAL STATEMENT**

Kevin Fitzpatrick summarized the May 2022 financial statements and cash status. There were no questions or comments

5. **ACTION ITEMS**

A. Resolution FL2022-02: Draft Budget 2023-2027

a. Kevin Fitzpatrick reviewed the resolution. Same draft budget presented to Board in March. Revenue estimates down 49K in Reimbursable costs. Expense estimates down 32K in Technology costs and 12K in Incremental costs.

*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.

i. Motion to accept: Jamie Robinson
ii. Motion seconded: Jackie Mitchell
iii. Supermajority vote: Passed
iv. Majority vote: Passed

VOTE FL2022-02	City	Member
YES	Auburn	Jamie Thomas
YES	Bellevue	Jamie Robinson
YES	Des Moines	Beth Ann Wroe
YES	Everett	Susy Haugen
YES	Kent	Paula Painter
	Lake Forest Park	Lindsey Vaughn (absent)
	Renton	Kari Roller (absent)
YES	Seattle	Jackie Mitchell for Glen Lee
YES	Tacoma	Danielle Larson for Andy Cherullo

B. Resolution FL2022-03 Leviathan Security Contract

a. Kevin Fitzpatrick reviewed the resolution. Leviathan will continue as Agency's Chief Security Officer. Contract for security only, not Information Technology (IT) support. A new vendor will be selected for broader IT applications.

i. Motion to accept: Paula Painter
ii. Motion seconded: Danielle Larson
iii. Majority vote: Passed

VOTE FL2022-03	City	Member
YES	Auburn	Jamie Thomas
YES	Bellevue	Jamie Robinson
YES	Des Moines	Beth Ann Wroe
YES	Everett	Susy Haugen
YES	Kent	Paula Painter
	Lake Forest Park	Lindsey Vaughn (absent)

	Renton	**Kari Roller (absent)**
YES	**Seattle**	**Jackie Mitchell for Glen Lee**
YES	**Tacoma**	**Danielle Larson for Andy Cherullo**

6. DISCUSSION ITEMS:

A. Annual Financial Statements 2021

There were no questions or comments.

B. April Monthly Business Review

Kevin Fitzpatrick reviewed the Monthly Business Review. Continued focus on Hardware, Production Support Tickets, and the Call Center. Hardware, RAM, Storage, and CPU usage were all within guidelines. Production Support tickets are up by 62 month-over-month. Increase primarily due to ready-to-start tickets in the one-week bucket which was related to late filings. Call Center volume increased by 1,160 or 82%, significantly higher month-over-month due to quarterly and year-end filings.

Kevin shared that the average percentage of abandoned calls for the month of April is around 7%. Board discussion was this seems high and the monthly goal for abandoned calls should be closer to 5%.

C. Hosting Transition

Avenu is moving from Venue to Microsoft Azure, a newer platform with quicker scaling. Avenu will conduct internal testing in July and August 2022. Cities will conduct UAT testing in August 2022. There were no questions or comments.

D. Avenu Security Practices Risk Assessment Findings

Leviathan Security Group conducted a security risk assessment. Avenu's security policies and procedures are sufficient to meet, but not exceed security policies and procedures. There were no questions or comments.

E. Vendor Warrants

Kevin Fitzpatrick reviewed the 1st Quarter 2022 Vendor Warrant list. There were no questions or comments.

7. ADJOURNMENT

On a motion made by Susy Haugen and seconded by Jamie Robinson, the meeting of the Executive Board adjourned at 11:36 a.m.

Respectfully Submitted,

Julie Panick
Secretary, FileLocal