FileLocal

700 5th Avenue, M/S SMT 60-70
P.O. Box 94669
Seattle, WA 98124-4669

Executive Board:

Jamie Thomas
City of Auburn

Jamie Robinson
City of Bellevue

Jeff Friend
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

Jamie Carnell
City of Seattle

Andy Cherullo, Chair
City of Tacoma

Executive Board Meeting Summary

September 28, 2023

700 5TH AVE, ROOM 4096
TEAMS CONFERENCE CALL
SEATTLE, WA

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

Standing Items

1. CALL TO ORDER

The 9-28-23 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 Teams meeting.

ROLL CALL

Board Members Present: Jamie Robinson (phone), Jeff Friend (phone), Susy Haugen (phone), Paula Painter (phone), Kari Roller (phone), and Andy Cherullo (phone)

Staff and Guests: Scott Hitchcock (phone), Julie Panick (phone) Jan McConnell (phone), David Linehan (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 Kari Roller, the board approved the 8-30-23 and 6-1-23 meeting summaries.

4. REVIEW OF FINANCIAL STATEMENTS

Scott Hitchcock summarized the August 2023 financial statements and cash status. There were no questions or comments.

*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.

5. **ACTION ITEMS**

A. Resolution FL2023-04 Revised Final Budget 2023

a. Scott Hitchcock reviewed the resolution, The Avenu contract extension resulted in an increased cost of $225K for 2023. Increased 2023 revenue offsets the increase in software/technology cost for the Avenu contract. The Agency will fund the $209K net deficit for 2023 with the increased revenue.

i. Motion to accept: Paula Painter
ii. Motion seconded: Jamie Robinson
iii. Supermajority vote: Passed

VOTE FL2023-04	City	Member
	Auburn	Jamie Thomas (absent)
YES	Bellevue	Jamie Robinson
YES	Des Moines	Jeff Friend
YES	Everett	Susy Haugen
YES	Kent	Paula Painter
	Lake Forest Park	Lindsey Vaughn (absent)
YES	Renton	Kari Roller
	Seattle	Jamie Carnell (absent)
YES	Tacoma	Andy Cherullo

B. Resolution FL2023-05 Accounting Contract, Francis and Company 2023-2024 Amendment 1.

a. Scott Hitchcock reviewed the resolution. Increased frequency of planning and budget-tracking activities.

i. Motion to accept: Kari Roller
ii. Motion seconded: Paula Painter
iii. Supermajority vote: Passed

VOTE FL2023-05	City	Member
	Auburn	Jamie Thomas (absent)
YES	Bellevue	Jamie Robinson
YES	Des Moines	Jeff Friend
YES	Everett	Susy Haugen
YES	Kent	Paula Painter
	Lake Forest Park	Lindsey Vaughn (absent)
YES	Renton	Kari Roller
	Seattle	Jamie Carnell (absent)
YES	Tacoma	Andy Cherullo

C. Resolution FL2023-06 Revised Draft Budget 2024-2028

a. Scott Hitchcock reviewed the resolution. Increased cost due to Platform Contract extension (Avenu).

i. Motion to accept: Jeff Friend
ii. Motion seconded: Paula Painter
iii. Supermajority vote: Passed

VOTE FL2023-06	City	Member
	Auburn	Jamie Thomas (absent)
YES	Bellevue	Jamie Robinson
YES	Des Moines	Jeff Friend
YES	Everett	Susy Haugen
YES	Kent	Paula Painter
	Lake Forest Park	Lindsey Vaughn (absent)
YES	Renton	Kari Roller
	Seattle	Jamie Carnell (absent)
YES	Tacoma	Andy Cherullo

6. DISCUSSION ITEMS:

A. Annual Financial Statements

Scott Hitchcock provided a copy of the 2022 Annual Financial Statements. There were no questions or comments.

B. August Monthly Business Report (MBR)

Scott Hitchcock reviewed the August MBR. There were no questions or comments.

C. Vendor Warrant List

Scott Hitchcock reviewed the 2nd Quarter Vendor Warrant List. There were no questions or comments.

7. ADJOURNMENT

On a motion made by Kari Roller and seconded by Paula Painter, the meeting of the Executive Board adjourned at 11:28 a.m.

Respectfully Submitted,

Julie Panick

Secretary, FileLocal