FileLocal

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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

December 14, 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 12-14-23 meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 12:07 p.m. and conducted by Teams meeting.

ROLL CALL

Board Members Present: Jamie Robinson (phone), Jeff Friend (phone), Susy Haugen (phone), Kari Roller (phone), Jamie Carnell (phone) and Danielle Larson (phone) for Andy Cherullo

Staff and Guests: Scott Hitchcock (phone), Julie Panick (phone) Jan McConnell (phone), David Linehan (phone), and Horace Francis (phone)

2. PUBLIC COMMENT

There were no public comments.

3. APPROVAL OF MEETING SUMMARY

On a motion made by Kari Roller and seconded by Jamie Carnell, the board approved the 9-28-2023 meeting summary.

4. REVIEW OF FINANCIAL STATEMENTS

Scott Hitchcock summarized the October 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 FL2023-07 Meeting Schedule 2024

a. Scott Hitchcock reviewed the resolution.

i. Motion to accept: Kari Roller
ii. Motion seconded: Jamie Robinson
iii. Majority vote passed

VOTE FL2023-07	City	Member
	Auburn	Jamie Thomas (absent)
YES	Bellevue	Jamie Robinson
YES	Des Moines	Jeff Friend
YES	Everett	Susy Haugen
	Kent	Paula Painter (absent)
	Lake Forest Park	Lindsey Vaughn (absent)
YES	Renton	Kari Roller
YES	Seattle	Jamie Carnell
YES	Tacoma	Danielle Larson for Andy Cherullo

B. Resolution FL2023-08 Final Budget 2024-2028

a. Scott Hitchcock reviewed the resolution. The 2024 Budget includes a 100K estimate for the creation of a Platform Replacement Requirements

i. Motion to accept: Jamie Carnell
ii. Motion seconded: Danielle Larson
iii. Supermajority vote: passed

VOTE FL2023-08	City	Member
	Auburn	Jamie Thomas (absent)
YES	Bellevue	Jamie Robinson
YES	Des Moines	Jeff Friend
YES	Everett	Susy Haugen
	Kent	Paula Painter (absent)
	Lake Forest Park	Lindsey Vaughn (absent)
YES	Renton	Kari Roller
YES	Seattle	Jamie Carnell
YES	Tacoma	Danielle Larson for Andy Cherullo

6. DISCUSSION ITEMS:

A. October Monthly Business Report (MBR)

Scott Hitchcock reviewed the October MBR. Due to a reporting error by Avenu, the number of Help Desk Calls was significantly underreported during 2023. The issue is believed to be corrected in the October 2023 report. The Help Desk call volume was 21% lower compared to October 2022. There were no questions or comments.

B. Workplan 2024

Scott Hitchcock reviewed the 2024 Workplan. There were no questions or comments.

C. Vendor Warrant List

Scott Hitchcock reviewed the 3rd Quarter Vendor Warrant List. There were no questions or comments.

7. ADJOURNMENT

On a motion made by Kari Roller and seconded by Danielle Larson, the meeting of the Executive Board adjourned at 12:25 p.m.

Respectfully submitted,

Julie Panick
Secretary, FileLocal