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

June 1, 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 6-01-23, meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 11:02 a.m. and conducted by Teams meeting.

ROLL CALL

Board Members Present: Jamie Robinson (phone), Jeff Friend (phone), Marista Jorve (phone) for Susy Haugen, Paula Painter (phone), Lindsey Vaughn (phone), Kari Roller (phone), Joseph Cunha (phone) for Jamie Carnell, and Andy Cherullo (phone)

Staff and Guests: Scott Hitchcock (phone), Michael Ervick (phone), Julie Panick (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 Kari Roller and seconded by Jeff Friend, the board approved the 3-23-23 meeting summary.

4. REVIEW OF FINANCIAL STATEMENT

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

5. ACTION ITEMS

A. Resolution FL2023-02 Draft Budget 2024-2028

*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.

a. Scott Hitchcock reviewed the resolution. This is the same draft budget provided in March for advance review.

i. Motion to accept: Kari Roller
ii. Motion seconded: Joseph Cunha
iii. Supermajority vote: Passed

VOTE FL2023-02	City	Member
	Auburn	Jamie Thomas (absent)
YES	Bellevue	Jamie Robinson
YES	Des Moines	Jeff Friend
YES	Everett	Marisa Jorve (for Susy Haugen)
YES	Kent	Paula Painter
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Kari Roller
YES	Seattle	Joseph Cunha (for Jamie Carnell)
YES	Tacoma	Andy Cherullo

6. DISCUSSION ITEMS:

A. April Monthly Business Review

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

B. Project Manager Position

Scott Hitchcock stated that the scope and statement of work were developed collaboratively with the Operations Committee. Moving forward to filling the position with a contractor. it is unknown how long Seattle Human Resources will keep a hold on the City position. Since this is an existing position, a resolution is not required. The cost of this position has not yet been determined. There were no additional questions or comments.

ACTION: Send a copy of the statement of work to Board members *(sent June 2 attached to the email with draft meeting summary).*

C. Vendor Warrants

Scott Hitchcock reviewed the 1st Quarter 2023 Vendor Warrant list. There were no questions or comments.

7. ADJOURNMENT

On a motion made by Paula Painter and seconded by Jamie Robinson, the meeting of the Executive Board adjourned at 11:21 a.m.

Respectfully Submitted,

Julie Panick
Secretary, FileLocal