FileLocal

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Executive Board:

Jamie Thomas
City of Auburn

Michael Chandler
City of Bellevue

Jeff Friend
City of Des Moines

Heide Brillantes
City of Everett

Paula Painter, Chair
City of Kent

Lindsey Vaughn
City of Lake Forest Park

Kari Roller
City of Renton

Jamie Carnell, Vice-Chair
City of Seattle

Andy Cherullo, Chair
City of Tacoma

Executive Board Meeting Summary

September 18, 2025

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 09-18-25 Washington Multi-City Business License and Tax Portal Agency (FileLocal) meeting was called to order at 11:03 a.m. and conducted by Teams meeting.

ROLL CALL

Board Members Present: Michael Chandler (phone), Jeff Friend (phone), Heide Brillantes (phone), Paula Painter (phone), Fred Hall for Kari Roller (phone), Jamie Carnell (phone), and Andy Cherullo (phone)

Staff and Guests: Scott Hitchcock (phone), Julie Panick
John Costello (phone), and Horace Francis (phone)

2. PUBLIC COMMENT

There were no public comments.

3. APPROVAL OF THE 06-05-25 MEETING SUMMARY

On a motion made by Jamie Carnell and seconded by Jeff Friend, the board approved the 06-05-25 meeting summary.

4. REVIEW OF FINANCIAL STATEMENTS

Scott Hitchcock summarized the August 2025 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.

DISCUSSION ITEMS:

A. Operational Performance Report

Scott Hitchcock reviewed the Operational Performance Report. There were no questions or comments.

B. Platform Replacement Update

Scott Hitchcock stated that he worked with the Operations Committee last year to identify a Platform Replacement contractor and GovOS was selected. The new contract implementation was originally slated for 2026; however, 2027 is more realistic. Scott is working with FileLocal legal and security consultants in a thorough review of the new draft Portal Contract. Scott has requested a contract with access to the existing platform beyond 2026 and a project charter that includes a detailed phased transition plan that works for each city. There were no questions or comments.

C. Annual Financial Statements 2024

Scott Hitchcock stated that the 2024 annual financial statements are included in the meeting package and asked if there was any interest in further discussion. There were no questions or comments.

D. Vendor Warrant List

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

5. ADJOURNMENT

On a motion made by Jeff Friend and seconded by Jamie Carnell, the meeting of the Executive Board adjourned at 11:22 a.m.

Respectfully submitted,

Julie Panick
Secretary, FileLocal