FileLocal

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Executive Board:

Jamie Thomas
City of Auburn

Michael Chandler
City of Bellevue

Jeff Friend
City of Des Moines

Marista Jorve
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
City of Tacoma

Executive Board Meeting Summary

December 4, 2025

700 5TH AVE, ROOM 4086
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 12-04-25 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.

2. ROLL CALL

Board Members Present: Michael Chandler (phone), Jeff Friend (phone), Marista Jorve (phone), Paula Painter (phone), Lindsay Vaughn (phone), Fred Hall for Kari Roller (phone), Jamie Carnell (phone), and Danielle Larson for Andy Cherullo (phone)

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

3. PUBLIC COMMENT

There were no public comments.

4. APPROVAL OF MEETING SUMMARY

On a motion made by Jamie Carnell and seconded by Jeff Friend, the board approved the 09-18-25 meeting summary.

5. REVIEW OF FINANCIAL STATEMENTS

Scott Hitchcock summarized the October 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.

6. **ACTION ITEMS**

A. Resolution FL2025-03 Final Budget 2026-2030.

a. Scott Hitchcock reviewed the resolution. There were no questions or comments.

i. Motion to accept: Jamie Carnell
ii. Motion seconded: Michael Chandler
iii. Supermajority vote passed

VOTE FL2025-03	City	Member
	Auburn	Jamie Thomas (absent)
YES	Bellevue	Michael Chandler
YES	Des Moines	Jeff Friend
YES	Everett	Marista Jorve
YES	Kent	Paula Painter
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Fred Hall for Kari Roller
YES	Seattle	Jamie Carnell
YES	Tacoma	Danielle Larson for Andy Cherullo

B. Resolution FL2025-04 Meeting Schedule 2026

a. Scott Hitchcock reviewed the resolution. There were no questions or comments.

i. Motion to accept: Jeff Friend
ii. Motion seconded: Lindsay Vaughn
iii. Majority vote: passed

VOTE FL2025-04	City	Member
	Auburn	Jamie Thomas (absent)
YES	Bellevue	Michael Chandler
YES	Des Moines	Jeff Friend
YES	Everett	Marista Jorve
YES	Kent	Paula Painter
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Fred Hall for Kari Roller
YES	Seattle	Jamie Carnell
YES	Tacoma	Danielle Larson for Andy Cherullo

C. Resolution FL2025-05 Contract, Francis and Company 2025-2026 Amendment 1.

   a. Scott Hitchcock reviewed the resolution. There were no questions or comments.

      i. Motion to accept: Jamie Caranell
      ii. Motion seconded: Michael Chandler
      iii. Supermajority vote passed

VOTE FL2025-05	City	Member
	Auburn	Jamie Thomas (absent)
YES	Bellevue	Michael Chandler
YES	Des Moines	Jeff Friend
YES	Everett	Marista Jorve
YES	Kent	Paula Painter
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Fred Hall for Kari Roller
YES	Seattle	Jamie Carnell
YES	Tacoma	Danielle Larson for Andy Cherullo

7. DISCUSSION ITEMS:

A. Platform Replacement Contract Update

Scott Hitchcock reported that he has reviewed the latest draft Neumo/Avenu contract with the FL General Counsel, Security Consultant, Accounting Consultant, and the FL Operations Manager. All have contributed to the current draft, and all are satisfied it is ready for Operations Committee Review. Jamie Carnell requested that the Seattle CISO review the contract and recommended that the other cities consider having their CISOs review it as well.

The contract was provided to Operations Committee members for review in November 2025. Several of the cities had it reviewed by their CISOs. All questions posed by the CISO have been responded to by Neumo. The cities have expressed that they have no further questions and they are satisfied with the responses provided.

B. Operational Performance Report (OPR)

Scott Hitchcock reviewed the Operational Performance Report. 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.

8. ADJOURNMENT

On a motion by Jamie Carnell and seconded by Marista Jorve the meeting of the Executive Board adjourned at 11:50 a.m.

Respectfully submitted,

Julie Panick
Secretary, FileLocal