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

March 21, 2024

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 03-21-24 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), Jamie Carnell (phone), and Andy Cherullo (phone)

Staff and Guests: Scott Hitchcock (phone), Julie Panick (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 Susy Haugen, the board approved the 12-14-2023 meeting summary.

4. REVIEW OF FINANCIAL STATEMENTS

Scott Hitchcock summarized the February 2024 financial statements and cash status. There were no questions or comments.

5. ACTION ITEMS

A. Resolution FL2024-01 Election of Officers 2024-2026

a. Scott Hitchcock reviewed the resolution.

*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.

i. Motion to accept: Susy Haugen
ii. Motion seconded: Paula Painter
iii. Majority vote: passed

VOTE FL2024-01	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
YES	Seattle	Jamie Carnell
YES	Tacoma	Andy Cherullo

6. DISCUSSION ITEMS:

A. Operational Performance Report

Scott Hitchcock reviewed the Operational Performance Report (previously titled Monthly Business Review). Scott is working with the Operating Committee on changes to the report content. There were no questions or comments.

B. Draft Budget 2025-2029

Scott Hitchcock briefly reviewed the draft budget for 2025-2029 included in the meeting package for board members to review before the Resolution vote at the June meeting. User fees collected in 2023 were lower than projected. The growth rate for User Fees was projected at 10% for 2023 and the actual was closer to 3%. The Operating Reserves has been increased from 15% to 25% which covers roughly 3 months of FileLocal operating expenses.

C. Vendor Warrant List

Scott Hitchcock reviewed the 4th Quarter Vendor Warrant List. There were no questions or comments.

7. ADJOURNMENT

On a motion made by Jamie Carnell and seconded by Paula Painter, the meeting of the Executive Board adjourned at 11:40 a.m.

Respectfully submitted,

Julie Panick
Secretary, FileLocal