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

Dwight Dively
City of Seattle

Andy Cherullo
City of Tacoma

Executive Board Meeting Summary

March 19, 2026

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 03-19-26 meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 11:06 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), Jinny Hong for Kari Roller (phone), and Dwight Dively (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 Marista Jorve and seconded by Jeff Friend, the board approved the 12-04-25 meeting summary.

5. REVIEW OF FINANCIAL STATEMENTS

Horace Francis summarized the December 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 FL2026-01 Election of Officers 2026-2028.

a. Scott Hitchcock reviewed the resolution. Paula Painter was nominated as Board Chair and Dwight Dively as Vice-Chair. There were no questions or comments.

i. Motion to accept: Michael Chandler
ii. Motion seconded: Marista Jorve
iii. Majority vote passed

VOTE FL2026-01	City	Member
	Auburn	Jamie Thomas (absent)
YES	Bellevue	Michael Chandler
YES	Des Moines	Jeff Friend
YES	Everett	Marista Jorve
YES	Kent	Paula Painter
	Lake Forest Park	Lindsey Vaughn (absent)
YES	Renton	Jinny Hong for Kari Roller
YES	Seattle	Dwight Dively
	Tacoma	Andy Cherullo (absent)

B. Resolution FL2026-02 Neumo Portal Contract

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

i. Motion to accept: Dwight Dively
ii. Motion seconded: Marista Jorve
iii. Majority vote: passed

VOTE FL2026-02	City	Member
	Auburn	Jamie Thomas (absent)
YES	Bellevue	Michael Chandler
YES	Des Moines	Jeff Friend
YES	Everett	Marista Jorve
YES	Kent	Paula Painter
	Lake Forest Park	Lindsey Vaughn (absent)
YES	Renton	Jinny Hong for Kari Roller
YES	Seattle	Dwight Dively
	Tacoma	Andy Cherullo (absent)

7. DISCUSSION ITEMS:

A. Draft Budget 2027-2031

Scott Hitchcock reported that he is meeting weekly with the Operations Committee developing the draft budget 2027-2031. Need to start rebuilding the Platform Replacement Reserve in 2028, which will be depleted once the new Neumo Platform goes live in 2027. The committee is looking at different options, including raising user fees. The current $4.00 user fee per non-zero transaction has never been raised. One topic for discussion will be the transaction count fees versus the amount of revenue generated per city.

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 4th Quarter Vendor Warrant List. There were no questions or comments.

8. ADJOURNMENT

On a motion by Dwight Dively and seconded by Jeff Friend the meeting was adjourned.

Respectfully submitted,

Julie Panick
Secretary, FileLocal