FileLocal

Executive Board:

Toni Call
City of Bellevue

Susy Haugen
City of Everett

Lindsey Vaughn
City of Lake Forest Park

Jan Hawn
City of Renton

Glen Lee
City of Seattle

Andy Cherullo
City of Tacoma

Executive Board Agenda

September 26, 2019

SEATTLE MUNICIPAL TOWER CONFERENCE ROOM 4070
SEATTLE, WA

1. **CALL TO ORDER**
   a. Introductions – Welcome Lindsey Vaughn, Finance Director, Lake Forest Park.

2. **PUBLIC COMMENT***

3. **APPROVAL OF 05-30-19 MEETING SUMMARY**
   a. 05-30-19 Meeting Summary

4. **REVIEW OF AUGUST 2019, JULY 2019, JUNE 2019, AND MAY 2019 FINANCIAL STATEMENTS**
   a. August 2019 Financial Statements
   b. July 2019 Financial Statements
   c. June 2019 Financial Statements
   d. May 2019 Financial Statements

5. **ACTION ITEMS**
   a. Resolution **FL2019-06: Kubra Contract Extension** (Majority Vote)
      i. Briefing Paper: **FL2019-06**
      ii. Resolution: **FL2019-06**
      iii. Attachment A: **FL2019-06**

6. **OPERATIONAL UPDATES**
   a. Attachment Metrics: Businesses on FileLocal vs. Total Businesses
      i. Key Issues
      ii. Draft Renewal Letter Template
      iii. Website Matrix
   b. Monthly Business Report
   c. ADA Update
   d. Agency/Vendor Performance Survey
      i. Contract, Lund Consulting, FL 2019-09-01
   e. New Cities Update
   f. Vendor warrants

7. **ADJOURNMENT**

*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.

700 5th Avenue, Suite 4350
PO Box 94669
Seattle, WA 98124-4669

Executive Board Meeting Summary

May 30, 2019

SEATTLE MUNICIPAL TOWER CONFERENCE ROOM 4070
SEATTLE, WA

Executive Board:

Toni Call
City of Bellevue

Susy Haugen
City of Everett

TBD
City of Lake Forest Park

Jan Hawn
City of Renton

Glen Lee
City of Seattle

Andy Cherullo
City of Tacoma

KEY: Underlined text indicates actions/decisions.
Bold/italicized text indicates follow up items.

Standing Items

1. CALL TO ORDER

The 5-30-19, meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 11:10 a.m. and held in Conference Room 4070 of the Seattle Municipal Tower in Seattle, Washington.

ROLL CALL

Board Members Present: Toni Call (phone), Susy Haugen (phone), Aurora Belli (phone), Jan Hawn (phone), Glen Lee (phone), Andy Cherullo (phone).

Staff and Guests: David Linehan (phone), Kevin Fitzpatrick, Wendy Thomaston and Julie Panick.

2. PUBLIC COMMENT

There were no public comments.

3. APPROVAL OF MEETING SUMMARY

On a motion made by Jan Hawn and seconded by Glen Lee the board approved the 03-28-19, meeting summary.

4. REVIEW OF FINANCIAL STATEMENTS

Kevin Fitzpatrick summarized the April and March 2019 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.

5. ACTION ITEMS

A. Resolution FL2019-04: New Vice-Chair

a. Kevin Fitzpatrick reviewed the resolution. There were no questions or comments.

i. Motion to accept: Andy Cherullo
ii. Motion seconded: Jan Hawn

b. Majority Vote - passed

VOTE FL2019-04	**City**	**Member**
YES	Bellevue	Toni Call
YES	Everett	Susy Haugen
YES	Lake Forest Park	Aurora Belli
YES	Renton	Jan Hawn
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

B. Resolution FL2019-05: Draft Budget FY2010-2024

a. Kevin Fitzpatrick reviewed the resolution. Toni Call requested for future budget revisions to highlight changes in the excel document to make it easier for board members to identify what the changes are.

ACTION: In the future, Kevin will highlight changes made in budget revision excel documents.

i. Supermajority vote discussion was led by Toni Call
ii. Motion to accept: Andy Cherullo
iii. Motion seconded: Glen Lee

b. Supermajority Vote - passed

VOTE FL2019-05	**City**	**Member**
YES	Bellevue	Toni Call
YES	Everett	Susy Haugen
YES	Lake Forest Park	Aurora Belli
YES	Renton	Jan Hawn
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

6. DISCUSSION ITEMS:

A. May Monthly Business Review.

a. Help Desks calls are 3.1% higher than the same 3-month period (Feb-Apr) in FY18.

b. Accounts created are down by 1534 from FY18 in the same 3-month period (Feb-Apr).

c. Tax forms filed shows significant growth for all cities.

d. License and Renewals shows growth for all cities except Bellevue.

B. Annual Financial Statement 2018

a. Kevin reviewed the 2018 Annual Financial Statement prepared by our accounting firm Francis and Company. There were no questions or comments.

C. State Audit

a. Kevin provided a summary of the State Audit. There were no findings or recommendations.

D. ADA Audit Update

a. Kevin reviewed the 2nd quarter ADA development work and noted that one action item originally assigned to Avenu, has been reassigned to KUBRA.

E. Adoption Metrics

a. Kevin reviewed four new monthly metrics that will provide cities with data on how well FileLocal is being adopted by businesses. There were no comments or questions.

F. New Cities Updates

a. Kevin reviewed the new cities status. There were not comments or questions.

G. Vendor Warrants

a. Kevin presented the vendor warrants for Q2'19. The new format provides a list of active and inactive vendors.

7. ADJOURNMENT:

On a motion made by Andy and seconded by Susy, the meeting of the Executive Board adjourned at 11:35 a.m.

Respectfully Submitted,

Julie Panick
Secretary, FileLocal

700 5th Avenue, Suite 4350
PO Box 94669
Seattle, WA 98124-4669

FileLocal
Financial Statements
August 31, 2019

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FILELOCAL
STATEMENT OF FINANCIAL POSITION
AUGUST 31, 2019

ASSETS		
Cash	**$**	**782,718**
Accounts receivable		**-**
Dues from Cities		**41,749**
Prepaid		**60,017**
Total Current Assets		**884,484**
TOTAL ASSETS	**$**	**884,484**
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	**$**	**34**
Accrued liabilities		**70,212**
Total Current Liabilities		**70,246**
TOTAL LIABILITIES		**70,246**
NET ASSETS		
Net assets, unrestricted	**$**	**450,921**
Change in net assets		**363,317**
TOTAL NET ASSETS		**814,238**
TOTAL LIABILITIES AND NET ASSETS	**$**	**884,484**

These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them. Sustancially all disclosures required by accounting principles generally accepted in the United States are not included.

FILELOCAL
STATEMENT OF ACTIVITIES
FOR THE THREE MONTHS
AND YEAR-TO-DATE ENDED AUGUST 31, 2019

	June	July	August	YTD
REVENUES				
User fees	$ 6,948	$ 47,228	$ 3,060	**$ 207,688**
Reimbursable cost/Capital cost recovery charges				
City of Seattle	-	-	-	**483,703**
City of Bellevue	-	-	-	**76,517**
City of Tacoma	-	-	-	**119,827**
City of Everett	-	-	-	**34,760**
City of Lake Forest Park	-	-	-	**8,932**
City of Bremerton	-	-	(4,500)	**37,091**
City of Renton	-	-	-	**36,060**
City of Shoreline	-	-	-	**14,326**
Total direct reimbursable costs	-	-	(4,500)	**811,216**
Shared cost reimbursements	-	-	-	**-**
Total revenues	$ 6,948	$ 47,228	$ (1,440)	**$ 1,018,904**
EXPENSES				
Accounting fees	$ 2,900	$ 23,713	$ 2,500	**$ 48,068**
Agency IT costs	-	-	-	**-**
Bank fees	-	-	-	**-**
Capital Recovery Payment	-	-	-	**-**
Conference cost	-	344	1,750	**2,094**
Consulting	-	-	-	**-**
Insurance	433	433	433	**3,464**
Labor costs	29,291	43,342	29,291	**239,574**
Legal fees	540	1,620	-	**4,863**
License and membership fees	1,750	-	(1,750)	**420**
Meals and entertainment	-	-	-	**9**
Office and operation supplies	-	-	-	**69**
Printing and copying	-	-	-	**-**
Technology costs	106,254	14,950	10,470	**245,706**
Transaction fees	3,333	18,695	8,422	**110,603**
Travel Expense	-	-	34	**717**
Reimbursable Shared Costs	-	-	-	**-**
Total expenses	$ 144,501	$ 103,096	$ 51,150	**$ 655,587**
CHANGE IN NET ASSETS	$ (137,553)	$ (55,868)	$ (52,590)	**$ 363,317**

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FILELOCAL
SCHEDULE OF BUDGET AND ACTUAL
FOR THE YEAR TO DATE ENDED AUGUST 31, 2019

	Budget	YTD Budget	YTD Actual	Variance
REVENUES				
User fees	$ 328,001	$ 218,667	$ 207,688	$ (10,979)
Reimbursable cost/Capital cost recovery charges				
City of Seattle	483,703	483,703	483,703	-
City of Bellevue	76,517	76,517	76,517	-
City of Tacoma	119,827	119,827	119,827	-
City of Everett	34,760	34,760	34,760	-
City of Lake Forest Park	8,932	8,932	8,932	-
City of Bremerton	37,091	37,091	37,091	-
City of Renton	36,060	36,060	36,060	-
City of Shoreline	14,326	14,326	14,326	-
Total direct reimbursable costs	811,216	811,216	811,216	-
Other				
Fund carryover	50,000	50,000	-	(50,000)
Total sources	$ 1,189,217	$ 1,079,883	$ 1,018,904	$ (60,979)
EXPENSES				
Labor costs	$ 398,257	$ 265,505	$ 239,574	$ 25,931
Contracts	59,788	39,858	51,532	(11,674)
Overhead	54,396	36,263	8,163	28,100
Technology costs	631,683	421,122	356,309	64,813
Operating reserve	27,094	18,063	-	18,063
Capital cost recovery payments	18,000	12,000	-	12,000
Consulting	-	-	-	-
Meals and entertainment	-	-	9	9
Total operating expenses	$ 1,189,218	$ 792,811	$ 655,587	$ 137,224
CHANGE IN NET ASSETS			363,317	
NET ASSETS, AS OF JANUARY 1, 2019			450,921	
NET ASSETS, AS OF AUGUST 31, 2019			$ 814,238	
Schedule I - Contracts				
Accounting	$ 40,880	$ 27,253	$ 42,517	$ (15,264)
Auditing	11,202	7,468	5,551	1,917
Insurance	6,162	4,108	3,464	644
Bank fees	1,544	1,029	-	1,029
Total	$ 59,788	$ 39,858	$ 51,532	$ (11,674)
Schedule II - Overhead				
Legal	$ 33,366	$ 22,244	$ 4,863	$ 17,381
Office and operating supplies	3,503	2,335	69	2,266
Printing	3,503	2,335	-	2,335
Licenses/Memberships	3,503	2,335	1,137	1,198
Agency IT costs	3,762	2,508	-	2,508
Marketing	6,759	4,506	2,094	2,412
Total	$ 54,396	$ 36,263	$ 8,163	$ 28,100

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FILELOCAL
STATEMENT OF CASHFLOW
FOR THE YEAR TO DATE ENDED AUGUST 31, 2019

Change in Net Assets		$	363,317
Adjustments to reconcile Change in Net Assets			
to net cash provided by operations:			
	Accounts Receivable		46,706
	Dues from Cities		(24,512)
	Prepaid		(59,397)
	Accounts Payable and Accrued Liabilities		(130,417)
Net cash increase for eight months ending 8/31/2019			195,697
Cash at 1/1/2019			587,022
Cash at 8/31/2019			**782,718**
Less Operating Reserve			**(172,985)**
Cash Available		**$**	**609,733**

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FileLocal

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FileLocal
Financial Statements
July 31, 2019

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FILELOCAL
STATEMENT OF FINANCIAL POSITION
JULY 31, 2019

ASSETS		
Cash	$	890,109
Accounts receivable		29,562
Dues from Cities		27,279
Prepaid		74,950
Total Current Assets		1,021,900
TOTAL ASSETS	$	1,021,900
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	$	103,071
Accrued liabilities		52,002
Total Current Liabilities		155,073
TOTAL LIABILITIES		155,073
NET ASSETS		
Net assets, unrestricted	$	450,921
Change in net assets		415,906
TOTAL NET ASSETS		866,827
TOTAL LIABILITIES AND NET ASSETS	$	1,021,900

FILELOCAL
STATEMENT OF ACTIVITIES
FOR THE THREE MONTHS
AND YEAR-TO-DATE ENDED JULY 31, 2019

	May	June	June	YTD
REVENUES				
User fees	$ 16,636	$ 6,948	$ 47,228	$ **204,628**
Reimbursable cost/Capital cost recovery charges				
City of Seattle	-	-	-	**483,703**
City of Bellevue	-	-	-	**76,517**
City of Tacoma	-	-	-	**119,827**
City of Everett	-	-	-	**34,760**
City of Lake Forest Park	-	-	-	**8,932**
City of Bremerton	36,091	-	-	**41,591**
City of Renton	-	-	-	**36,060**
City of Shoreline	-	-	-	**14,326**
Total direct reimbursable costs	36,091	-	-	**815,716**
Shared cost reimbursements	-	-	-	-
Total revenues	$ 52,727	$ 6,948	$ 47,228	$ **1,020,344**
EXPENSES				
Accounting fees	$ 5,003	$ 2,900	$ 23,713	$ **45,568**
Agency IT costs	-	-	-	-
Bank fees	-	-	-	-
Capital Recovery Payment	-	-	-	-
Conference cost	-	-	344	**344**
Consulting	-	-	-	-
Insurance	433	433	433	**3,031**
Labor costs	29,291	29,291	43,342	**210,283**
Legal fees	1,112	540	1,620	**4,863**
License and membership fees	-	1,750	-	**2,170**
Meals and entertainment	-	-	-	**9**
Office and operation supplies	69	-	-	**69**
Printing and copying	-	-	-	-
Technology costs	14,950	106,254	14,950	**235,236**
Transaction fees	6,950	3,333	18,695	**102,182**
Travel Expense	215	-	-	**683**
Reimbursable Shared Costs	-	-	-	-
Total expenses	$ 58,023	$ 144,501	$ 103,096	$ **604,438**
CHANGE IN NET ASSETS	$ (5,296)	$ (137,553)	$ (55,868)	$ **415,906**

FILELOCAL
SCHEDULE OF BUDGET AND ACTUAL
FOR THE YEAR TO DATE ENDED JULY 31, 2019

	Budget	YTD Budget	YTD Actual	Variance
REVENUES				
User fees	$ 328,001	$ 191,334	$ 204,628	$ 13,294
Reimbursable cost/Capital cost recovery charges				
City of Seattle	483,703	483,703	483,703	-
City of Bellevue	76,517	76,517	76,517	-
City of Tacoma	119,827	119,827	119,827	-
City of Everett	34,760	34,760	34,760	-
City of Lake Forest Park	8,932	8,932	8,932	-
City of Bremerton	37,091	37,091	41,591	4,500
City of Renton	36,060	36,060	36,060	-
City of Shoreline	14,326	14,326	14,326	-
Total direct reimbursable costs	811,216	811,216	815,716	4,500
Other				
Fund carryover	50,000	50,000	-	(50,000)
Total sources	$ 1,189,217	$ 1,052,550	$ 1,020,344	$ (32,206)
EXPENSES				
Labor costs	$ 398,257	$ 232,317	$ 210,283	$ 22,034
Contracts	59,788	34,878	48,599	(13,721)
Overhead	54,396	31,731	8,129	23,602
Technology costs	631,683	368,482	337,418	31,064
Operating reserve	27,094	15,805	-	15,805
Capital cost recovery payments	18,000	10,500	-	10,500
Consulting	-	-	-	-
Meals and entertainment	-	-	9	9
Total operating expenses	$ 1,189,218	$ 693,713	$ 604,438	$ 89,275
CHANGE IN NET ASSETS			415,906	
NET ASSETS, AS OF JANUARY 1, 2019			450,921	
NET ASSETS, AS OF JULY 31, 2019			$ 866,827	
Schedule I - Contracts				
Accounting	$ 40,880	$ 23,847	$ 40,017	$ (16,170)
Auditing	11,202	6,535	5,551	984
Insurance	6,162	3,595	3,031	564
Bank fees	1,544	901	-	901
Total	$ 59,788	$ 34,878	$ 48,599	$ (13,721)
Schedule II - Overhead				
Legal	$ 33,366	$ 19,464	$ 4,863	$ 14,601
Office and operating supplies	3,503	2,043	69	1,974
Printing	3,503	2,043	-	2,043
Licenses/Memberships	3,503	2,043	2,853	(810)
Agency IT costs	3,762	2,195	-	2,195
Marketing	6,759	3,943	344	3,599
Total	$ 54,396	$ 31,731	$ 8,129	$ 23,602

FILELOCAL
STATEMENT OF CASHFLOW
FOR THE YEAR TO DATE ENDED JULY 31, 2019

		JULY 31
Change in Net Assets		$ 415,906
Adjustments to reconcile Change in Net Assets		
to net cash provided by operations:		
	Accounts Receivable	17,144
	Dues from Cities	(10,042)
	Prepaid	(74,330)
	Accounts Payable and Accrued Liabilities	(45,591)
Net cash increase for seven months ending 7/31/2019		303,087
Cash at 1/1/2019		587,022
Cash at 7/31/2019		**890,109**
Less Operating Reserve		**(172,985)**
Cash Available		**$ 717,124**

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FileLocal
Financial Statements
June 30, 2019

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FILELOCAL
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2019

ASSETS		
Cash	**$**	**870,478**
Accounts receivable		**64,559**
Dues from Cities		**27,279**
Prepaid		**89,883**
Total Current Assets		**1,052,200**
TOTAL ASSETS	**$**	**1,052,200**
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	**$**	**27,943**
Accrued liabilities		**101,582**
Total Current Liabilities		**129,525**
TOTAL LIABILITIES		**129,525**
NET ASSETS		
Net assets, unrestricted	**$**	**450,921**
Change in net assets		**471,754**
TOTAL NET ASSETS		**922,675**
TOTAL LIABILITIES AND NET ASSETS	**$**	**1,052,200**

FILELOCAL
STATEMENT OF ACTIVITIES
FOR THE THREE MONTHS
AND YEAR-TO-DATE ENDED JUNE 30, 2019

	April	May	June	YTD
REVENUES				
User fees	$ 43,096	$ 16,636	$ 6,948	**$ 157,400**
Reimbursable cost/Capital cost recovery charges				
City of Seattle	-	-	-	**483,703**
City of Bellevue	-	-	-	**76,517**
City of Tacoma	-	-	-	**119,827**
City of Everett	-	-	-	**34,760**
City of Lake Forest Park	-	-	-	**8,932**
City of Bremerton	5,500	36,071	-	**41,571**
City of Renton	-	-	-	**36,060**
City of Shoreline	-	-	-	**14,326**
Total direct reimbursable costs	5,500	36,071	-	**815,696**
Shared cost reimbursements	-	-	-	**-**
Total revenues	$ 48,596	$ 52,707	$ 6,948	**$ 973,096**
EXPENSES				
Accounting fees	$ 4,005	$ 5,003	$ 2,900	**$ 21,855**
Agency IT costs	-	-	-	**-**
Bank fees	-	-	-	**-**
Capital Recovery Payment	-	-	-	**-**
Conference cost	-	-	-	**-**
Consulting	-	-	-	**-**
Insurance	433	433	433	**2,598**
Labor costs	20,487	29,291	29,291	**166,942**
Legal fees	660	1,112	540	**3,243**
License and membership fees	-	-	1,750	**2,170**
Meals and entertainment	9	-	-	**9**
Office and operation supplies	-	69	-	**69**
Printing and copying	-	-	-	**-**
Technology costs	19,482	14,950	106,254	**220,286**
Transaction fees	16,161	6,950	3,333	**83,487**
Travel Expense	48	215	-	**683**
Reimbursable Shared Costs	-	-	-	**-**
Total expenses	$ 61,285	$ 58,023	$ 144,501	**$ 501,342**
CHANGE IN NET ASSETS	$ (12,689)	$ (5,316)	$ (137,553)	**$ 471,754**

FILELOCAL
SCHEDULE OF BUDGET AND ACTUAL
FOR THE YEAR TO DATE ENDED JUNE 30, 2019

	Budget	YTD Budget	YTD Actual	Variance
REVENUES				
User fees	$ 328,001	$ 164,001	$ 157,400	$ (6,601)
Reimbursable cost/Capital cost recovery charges				
City of Seattle	483,703	483,703	483,703	-
City of Bellevue	76,517	76,517	76,517	-
City of Tacoma	119,827	119,827	119,827	-
City of Everett	34,760	34,760	34,760	-
City of Lake Forest Park	8,932	8,932	8,932	-
City of Bremerton	37,091	37,091	41,571	4,480
City of Renton	36,060	36,060	36,060	-
City of Shoreline	14,326	14,326	14,326	-
Total direct reimbursable costs	811,216	811,216	815,696	4,480
Other				
Fund carryover	50,000	50,000	-	(50,000)
Total sources	$ 1,189,217	$ 1,025,217	$ 973,096	$ (52,121)
EXPENSES				
Labor costs	$ 398,257	$ 199,129	$ 166,942	$ 32,187
Contracts	59,788	29,894	24,453	5,441
Overhead	54,396	27,198	6,165	21,033
Technology costs	631,683	315,842	303,773	12,069
Operating reserve	27,094	13,547	-	13,547
Capital cost recovery payments	18,000	9,000	-	9,000
Consulting	-	-	-	-
Meals and entertainment	-	-	9	9
Total operating expenses	$ 1,189,218	$ 594,610	$ 501,342	$ 93,268
CHANGE IN NET ASSETS			471,754	
NET ASSETS, AS OF JANUARY 1, 2019			450,921	
NET ASSETS, AS OF JUNE 30, 2019			$ 922,675	
Schedule I - Contracts				
Accounting	$ 40,880	$ 20,440	$ 16,305	$ 4,135
Auditing	11,202	5,601	5,551	50
Insurance	6,162	3,081	2,598	483
Bank fees	1,544	772	-	772
Total	$ 59,788	$ 29,894	$ 24,453	$ 5,441
Schedule II - Overhead				
Legal	$ 33,366	$ 16,683	$ 3,243	$ 13,440
Office and operating supplies	3,503	1,752	69	1,683
Printing	3,503	1,752	-	1,752
Licenses/Memberships	3,503	1,752	2,853	(1,101)
Agency IT costs	3,762	1,881	-	1,881
Marketing	6,759	3,380	-	3,380
Total	$ 54,396	$ 27,198	$ 6,165	$ 21,033

FILELOCAL
STATEMENT OF CASHFLOW
FOR THE YEAR TO DATE ENDED JUNE 30, 2019

		MAY 31
Change in Net Assets	$	471,754
Adjustments to reconcile Change in Net Assets		
to net cash provided by operations:		
Accounts Receivable		(17,853)
Dues from Cities		(10,042)
Prepaid		(89,263)
Accounts Payable and Accrued Liabilities		(71,139)
Net cash increase for five months ending 6/30/2019		283,457
Cash at 1/1/2019		587,022
Cash at 6/30/2019		**870,478**
Less Operating Reserve		**(172,985)**
Cash Available	**$**	**697,493**

700 5th Avenue, Suite 4350
PO Box 94669
Seattle, WA 98124-4669

FileLocal
Financial Statements
May 31, 2019

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STATEMENT OF ACTIVITIES	2
SCHEDULE OF BUDGET AND ACTUAL	3
STATEMENT OF CASH FLOW	4

Your one stop for local business licensing and tax filing

www.filelocal.org

FILELOCAL
STATEMENT OF FINANCIAL POSITION
MAY 31, 2019

ASSETS		
Cash	$	**958,728**
Accounts receivable		**86,247**
Dues from Cities		**5,081**
Prepaid		**104,816**
Total Current Assets		**1,154,873**
TOTAL ASSETS	$	**1,154,873**
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	$	**24,480**
Accrued liabilities		**70,164**
Total Current Liabilities		**94,644**
TOTAL LIABILITIES		**94,644**
NET ASSETS		
Net assets, unrestricted	$	**450,921**
Change in net assets		**609,308**
TOTAL NET ASSETS		**1,060,229**
TOTAL LIABILITIES AND NET ASSETS	$	**1,154,873**

FILELOCAL
STATEMENT OF ACTIVITIES
FOR THE THREE MONTHS
AND YEAR-TO-DATE ENDED MAY 31, 2019

	March	April	May	YTD
REVENUES				
User fees	$ 8,900	$ 43,096	$ 16,636	**$ 150,452**
Reimbursable cost/Capital cost recovery charges				
City of Seattle	-	-	-	**483,703**
City of Bellevue	-	-	-	**76,517**
City of Tacoma	-	-	-	**119,827**
City of Everett	-	-	-	**34,760**
City of Lake Forest Park	-	-	-	**8,932**
City of Bremerton	-	**5,500**	36,071	**41,571**
City of Renton	-	-	-	**36,060**
City of Shoreline	-	-	-	**14,326**
Total direct reimbursable costs	-	5,500	36,071	**815,696**
Shared cost reimbursements	-	-	-	**-**
Total revenues	$ 8,900	$ 48,596	$ 52,707	**$ 966,148**
EXPENSES				
Accounting fees	$ 4,002	$ 4,005	$ 5,003	**$ 18,955**
Agency IT costs	-	-	-	**-**
Bank fees	-	-	-	**-**
Capital Recovery Payment	-	-	-	**-**
Conference cost	-	-	-	**-**
Consulting	-	-	-	**-**
Insurance	433	433	433	**2,165**
Labor costs	29,291	20,487	29,291	**137,651**
Legal fees	630	660	1,112	**2,703**
License and membership fees	-	-	-	**420**
Meals and entertainment	-	9	-	**9**
Office and operation supplies	-	-	69	**69**
Printing and copying	-	-	-	**-**
Technology costs	27,300	19,482	14,950	**114,032**
Transaction fees	7,109	16,161	6,950	**80,154**
Travel Expense	420	48	215	**683**
Reimbursable Shared Costs	-	-	-	**-**
Total expenses	69,184	61,284	58,022	**$ 356,841**
CHANGE IN NET ASSETS	$ (60,285)	$ (12,689)	$ (5,315)	**$ 609,308**

FILELOCAL
SCHEDULE OF BUDGET AND ACTUAL
FOR THE YEAR TO DATE ENDED MAY 31, 2019

	Budget	YTD Budget	YTD Actual	Variance
REVENUES				
User fees	$ 328,001	$ 136,667	$ 150,452	$ 13,785
Reimbursable cost/Capital cost recovery charges				
City of Seattle	483,703	483,703	483,703	-
City of Bellevue	76,517	76,517	76,517	-
City of Tacoma	119,827	119,827	119,827	-
City of Everett	34,760	34,760	34,760	-
City of Lake Forest Park	8,932	8,932	8,932	-
City of Bremerton	37,091	37,091	41,571	4,480
City of Renton	36,060	36,060	36,060	-
City of Shoreline	14,326	14,326	14,326	-
Total direct reimbursable costs	811,216	811,216	815,696	4,480
Other				
Fund carryover	50,000	50,000	-	(50,000)
Total sources	$ 1,189,217	$ 997,883	$ 966,148	$ (31,735)
EXPENSES				
Labor costs	$ 398,257	$ 165,940	$ 137,651	$ 28,289
Contracts	59,788	24,912	21,120	3,792
Overhead	54,396	22,665	3,875	18,790
Technology costs	631,683	263,201	194,186	69,015
Operating reserve	27,094	11,289	-	11,289
Capital cost recovery payments	18,000	7,500	-	7,500
Consulting	-	-	-	-
Meals and entertainment	-	-	9	9
Total operating expenses	$ 1,189,218	$ 495,507	$ 356,841	$ 138,666
CHANGE IN NET ASSETS			609,306	
NET ASSETS, AS OF JANUARY 1, 2019			450,921	
NET ASSETS, AS OF MAY 31, 2019			$ 1,060,229	
Schedule I - Contracts				
Accounting	$ 40,880	$ 17,033	$ 18,955	$ (1,922)
Auditing	11,202	4,668	-	4,668
Insurance	6,162	2,568	2,165	403
Bank fees	1,544	643	-	643
Total	$ 59,788	$ 24,912	$ 21,120	$ 3,792
Schedule II - Overhead				
Legal	$ 33,366	$ 13,903	$ 2,703	$ 11,200
Office and operating supplies	3,503	1,460	69	1,391
Printing	3,503	1,460	-	1,460
Licenses/Memberships	3,503	1,460	1,103	357
Agency IT costs	3,762	1,568	-	1,568
Marketing	6,759	2,816	-	2,816
Total	$ 54,396	$ 22,665	$ 3,875	$ 18,790

FILELOCAL
STATEMENT OF CASHFLOW
FOR THE YEAR TO DATE ENDED MAY 31, 2019

		MAY 31
Change in Net Assets	$	609,308
Adjustments to reconcile Change in Net Assets		
to net cash provided by operations:		
Accounts Receivable		(39,541)
Dues from Cities		12,156
Prepaid		(104,196)
Accounts Payable and Accrued Liabilities		(106,019)
Net cash increase for five months ending 5/31/2019		371,707
Cash at 1/1/2019		587,022
Cash at 5/31/2019		**958,728**
Less Operating Reserve		**(172,985)**
Cash Available	**$**	**785,743**

File Local Resolution FL2019-06
Briefing Paper Kubra Payment Processing Contract

Date: September 26, 2019

Issue: Shall the Washington Multi-City Business License and Tax Portal Agency ("Agency") Executive Board authorize the Program Manager to execute a contract amendment to extend the agreement for electronic payment processing services with Kubra Data Transfer LTD. for the years 2020-2021?

Operating Committee Recommendation: The Portal Agency Executive Board should pass Resolution FL2019-06 approving the continued use of Kubra Data Transfer LTD. as the Agency's payment processing services vendor through December 31, 2021.

Rationale: The Executive Board is also empowered under Section 6 of the ILA to enter into contracts with third-parties for services necessary to fulfill the purposes of the Agency and Interlocal Agreement. The Agency contracted with Kubra Data Transfer LTD. as our initial payment processing firm. The Agency believes the vendor provides a unique service due to their history and familiarity with the Agency. By amending the Kubra agreement to run through the end of 2021, we are also able to lower the convenience charge to our customers.

RESOLUTION NO. FL2019-06

A Resolution of the Washington Multi-City Business License and Tax Portal Agency Executive Board Authorizing a Contract with Kubra Date Transfer, Ltd. to Provide Payment Processing Services through December 31, 2021.

Whereas, pursuant to Section 6 of the Washington Multi-City Business License and Tax Portal Agency Interlocal Agreement, the Executive Board of the FileLocal Agency has the power to enter into agreements with third parties for the provision of services necessary to fully implement the purposes of the Agency and the Interlocal Agreement;

Whereas, the Agency contracted with Kubra Data Transfer, Ltd. ("Kubra") to provide payment processing services under a contract dated December 1, 2016, and the Agency would like to retain Kubra as its payment processing vendor due to its history and familiarity with the Agency;

Whereas, the current Kubra contract provides in Section 4.1 that its Initial Term runs for a period of twenty-six consecutive months from December 1, 2016, which means the Initial Term of the Agreement expired on January 31, 2019;

Whereas, the Kubra contract automatically renewed for an additional 12-month period at the conclusion of the Initial Term because neither the Agency nor Kubra provided written notice of termination, thereby extending the Term of the contract to January 31, 2020;

Whereas, both Kubra and the Agency now desire to extend the Term of the Agreement to a fixed date of December 31, 2021, with further automatic renewals occurring thereafter if neither party provides written notice of termination; and

Whereas, the Agency and Kubra additionally desire to reduce the Convenience Fee, as set forth in "Schedule A – Services and Charges" of the Kubra contract, for the remainder of the Term;

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BE IT RESOLVED by the Executive Board of the Washington Multi-City Business License and Tax Portal Agency:

SECTION 1. The Executive Board authorizes the Program Manager to execute an amendment to the Electronic Payment Processing Services Agreement with Kubra Data Transfer, Ltd., substantially in the form as set forth in Attachment A to this Resolution.

ADOPTED this 26th day of September, 2019.

ATTEST:

Washington Multi-City Business License and Tax Portal Agency Executive Board
Seattle, Washington

Board Secretary

Board Chair

AMENDMENT NO. 1
TO
ELECTRONIC PAYMENT PROCESSING AGREEMENT

This Amendment No. 1 amends that certain Electronic Payment Processing Services Agreement ("Agreement") entered into on December 1, 2016, by the Washington Multi-City Business License and Tax Portal Agency ("Agency") and KUBRA Data Transfer, Ltd. ("KUBRA") for the provision of certain electronic payment processing services as described in "Schedule F – Scope of Work" of the Agreement. The Agreement is referred to internally by the Agency as Contract No. FL2016-09.

WHEREAS the Agreement provides in Section 4.1 (titled "Term") that its Initial Term runs for a period of twenty-six consecutive months from December 1, 2016, which means the Initial Term of the Agreement expired on January 31, 2019; and

WHEREAS the Agreement automatically renewed for an additional 12-month period at the conclusion of the Initial Term because neither the Agency nor KUBRA provided written notice of termination as provided in Section 4.1 of the Agreement, thereby extending the Term of the Agreement to January 31, 2020; and

WHEREAS both Kubra and the Agency now desire to extend the Term of the Agreement to a fixed date of December 31, 2021, with further automatic renewals occurring thereafter if neither party provides written notice of termination; and

WHEREAS the Agency and KUBRA additionally desire to reduce the Convenience Fee, as set forth in "Schedule A – Services and Charges" of the Agreement, for the remainder of the Term;

NOW THEREFORE, the Agency and KUBRA hereby agree to the following:

1. The Transactional Pricing chart in "Schedule A – Services and Charges" of the Agreement is amended to read as follows:

Convenience Fee [B2C]	2.49% - CC/DC

2. Section 4.1 of the Agreement is amended to read as follows:

> This Agreement takes effect on the Effective Date and shall remain in full force and effect until December 31, 2021 ("**Initial Term**"), and will automatically renew and extend for successive 12-month periods (each a "**Renewal Term**") commencing at the conclusion of the Initial Term or any Renewal Term, unless either party gives written notice of termination at least 90 days prior to the end of the Initial Term or Renewal Term, as applicable. The Initial Term, together with any Renewal Term(s), is referred to in this Agreement as the "**Term**."

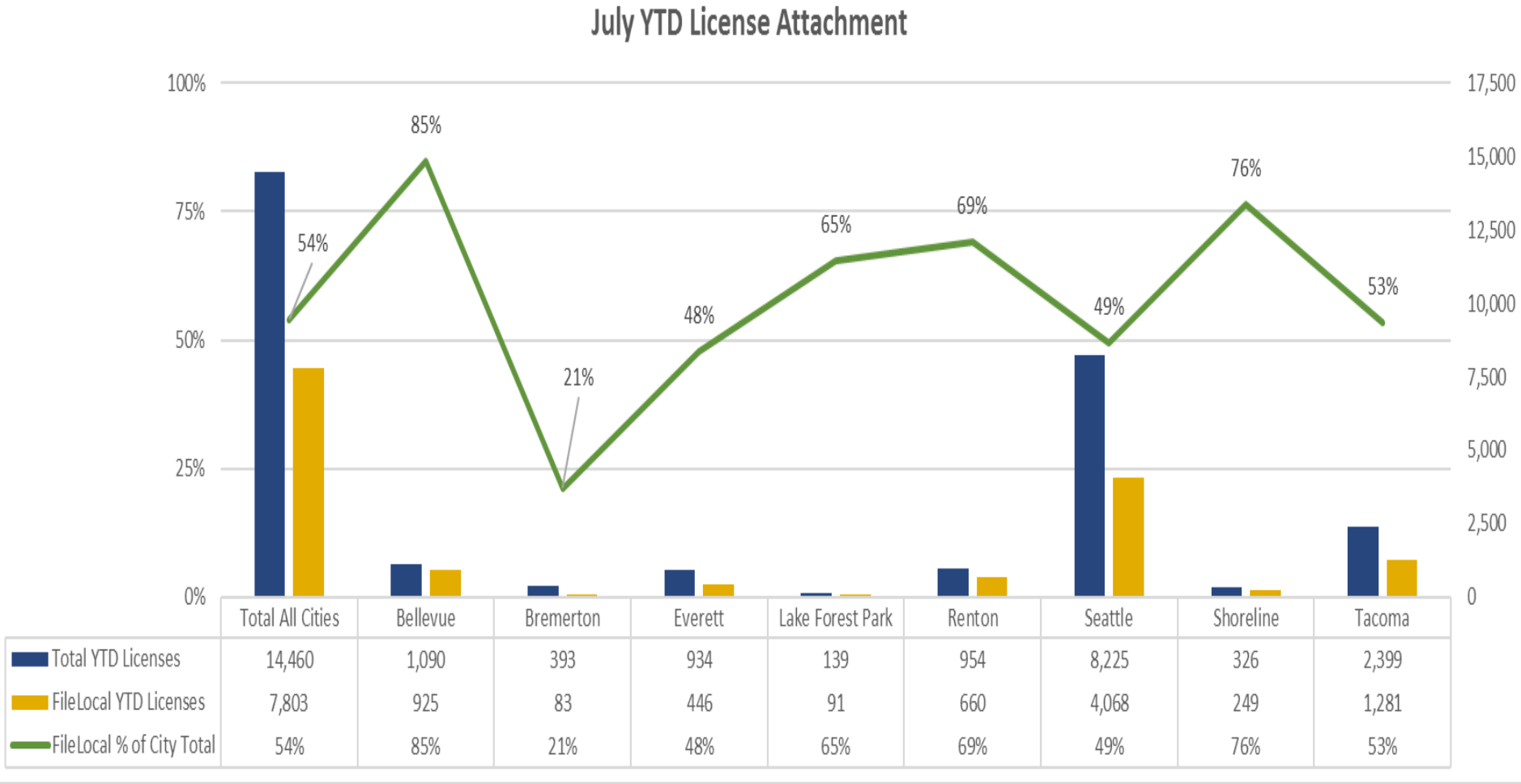
3. Except as set forth in this Amendment No. 1, all other provisions of the Agreement and remain in full force and effect.

AGREED TO THIS _____ DAY OF _____, 2019, BY:

AGENCY	**KUBRA DATA TRANSFER, LTD.**
Kevin Fitzpatrick	Printed name: _____
FileLocal Program Manager	Title: _____

FileLocal: Attachment Metrics

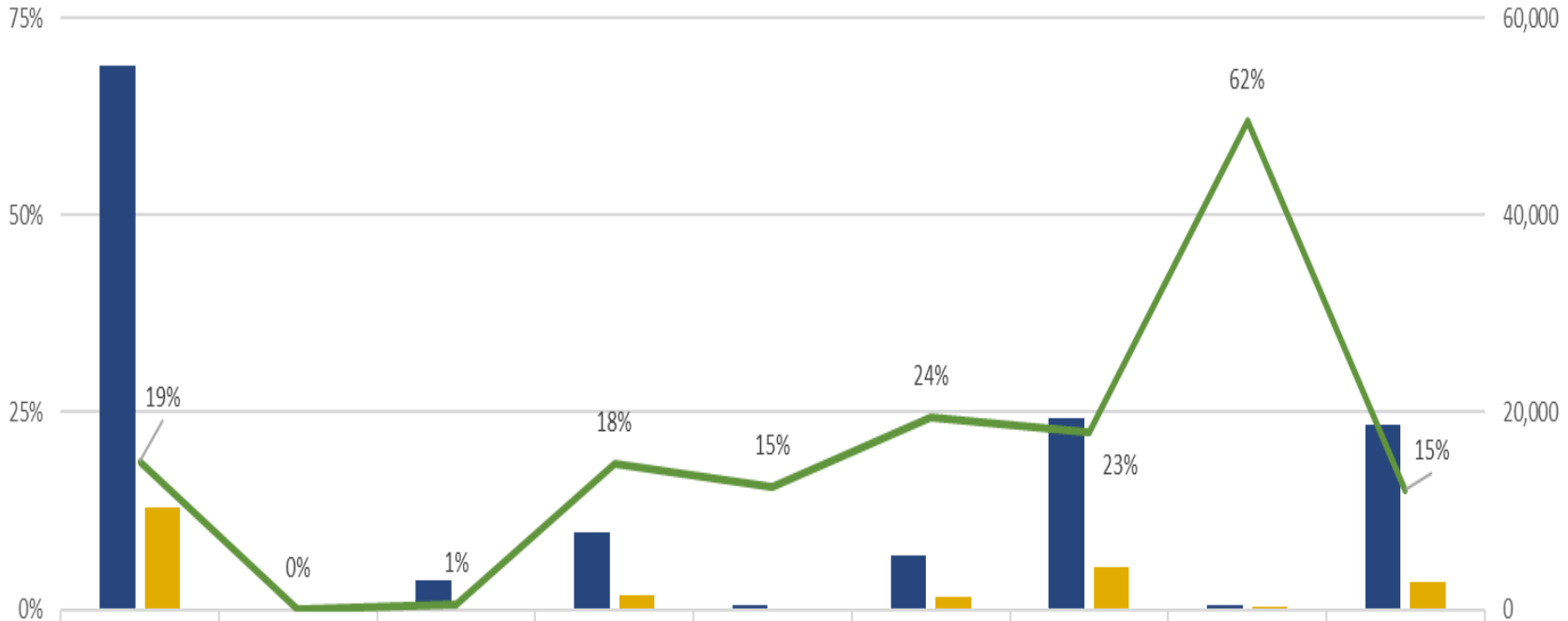
July 2019



	Total All Cities	Bellevue	Bremerton	Everett	Lake Forest Park	Renton	Seattle	Shoreline	Tacoma
Total YTD Licenses	14,460	1,090	393	934	139	954	8,225	326	2,399
FileLocal YTD Licenses	7,803	925	83	446	91	660	4,068	249	1,281
FileLocal % of City Total	54%	85%	21%	48%	65%	69%	49%	76%	53%

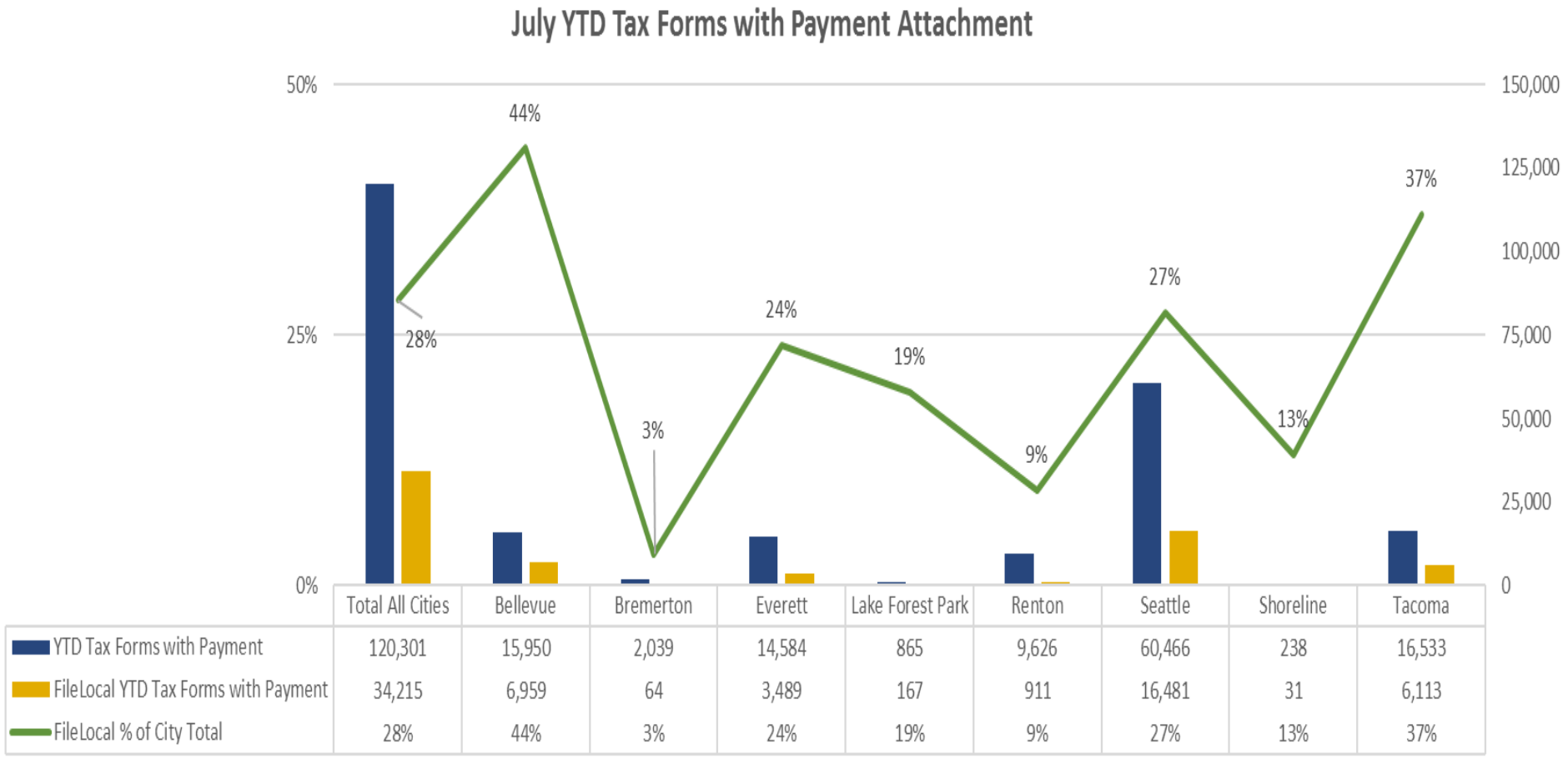
FileLocal to Total City Attachment Metrics	July YTD, FileLocal Cities processed a total of 252k transactions with FileLocal processing 71k or 28%. Broken out by filing type - Licensing (7.8k, 54%), Renewals (10.3k, 19%), Tax Filings with Payments (34.2k, 28%), Tax Filings with no payments (18.7k, 30%).

July YTD License Renewal Attachment



	Total All Cities	Bellevue	Bremerton	Everett	Lake Forest Park	Renton	Seattle	Shoreline	Tacoma
Total YTD Renewals	55,130	0	3,014	7,810	382	5,467	19,314	439	18,704
FileLocal YTD Renewals	10,309	0	20	1,437	59	1,334	4,347	272	2,840
FileLocal % of City Total	19%	0%	1%	18%	15%	24%	23%	62%	15%

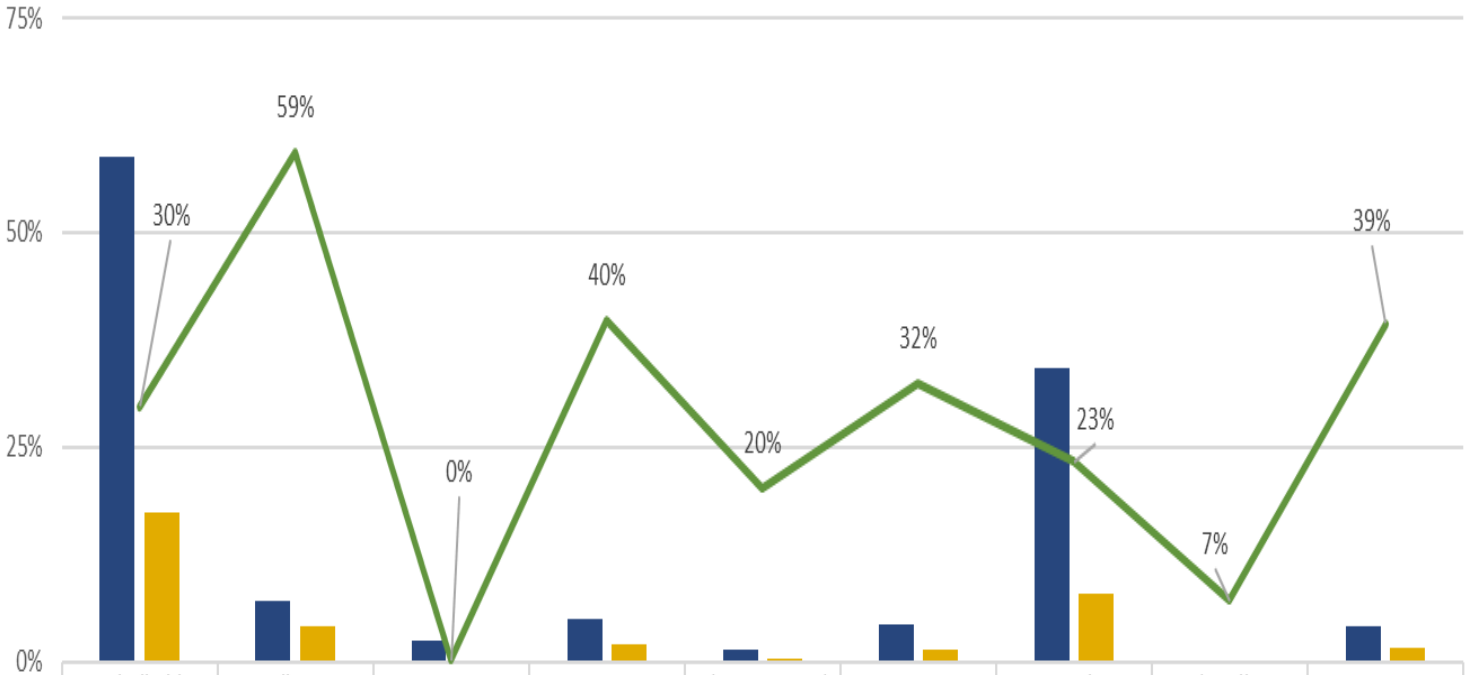
FileLocal to Total City Attachment Metrics	July YTD, FileLocal Cities processed a total of 252k transactions with FileLocal processing 71k or 28%. Broken out by filing type - Licensing (7.8k, 54%), Renewals (10.3k, 19%), Tax Filings with Payments (34.2k, 28%), Tax Filings with no payments (18.7k, 30%).



	Total All Cities	Bellevue	Bremerton	Everett	Lake Forest Park	Renton	Seattle	Shoreline	Tacoma
YTD Tax Forms with Payment	120,301	15,950	2,039	14,584	865	9,626	60,466	238	16,533
FileLocal YTD Tax Forms with Payment	34,215	6,959	64	3,489	167	911	16,481	31	6,113
FileLocal % of City Total	28%	44%	3%	24%	19%	9%	27%	13%	37%

FileLocal to Total City Attachment Metrics	July YTD, FileLocal Cities processed a total of 252k transactions with FileLocal processing 71k or 28%. Broken out by filing type - Licensing (7.8k, 54%), Renewals (10.3k, 19%), Tax Filings with Payments (34.2k, 28%), Tax Filings with no payments (18.7k, 30%).

July YTD Tax Forms with Zero Liability



	Total All Cities	Bellevue	Bremerton	Everett	Lake Forest Park	Renton	Seattle	Shoreline	Tacoma
Total YTD Zero Liability Tax Forms	62,716	7,486	2,712	5,386	1,417	4,673	36,556	98	4,388
FileLocal YTD Zero Liability Tax Forms	18,655	4,445	7	2,146	287	1,512	8,522	7	1,729
FileLocal % of City Total	30%	59%	0%	40%	20%	32%	23%	7%	39%

FileLocal to Total City Attachment Metrics	July YTD, FileLocal Cities processed a total of 252k transactions with FileLocal processing 71k or 28%. Broken out by filing type - Licensing (7.8k, 54%), Renewals (10.3k, 19%), Tax Filings with Payments (34.2k, 28%), Tax Filings with no payments (18.7k, 30%).

- **Two areas of near-term concern**

➢ Renewal Rates ~19%
➢ $0 Returns ~30%'s

- **Renewal Focus**

➢ Prior Year Renewal Issues – addressing them near term and longer term
➢ Standard Message Out
➢ Website Review

- **$0 Returns**

➢ Q4'19 Focus

Rank	Issue	Severity	Closed	Pending	Open
1a.	Systematic Delays in Renewal Updates - real time updates	High			Agency recommends Seattle/Tacoma test and improve speed of web service responses.
1b.	Systematic Delays in Renewal Updates - hourly, daily	High			Agency recommends Renton/Shoreline improve timing or frequency of system updates.
1c.	CSV File Updates	High			Agency recommends CSV Cities add renewals for new GBL applications daily when batches are processed.
2	Taxpayer able to print expired license due to lag time and improper web service response	High		Q3 CR260 License Year Expiration	
3	Taxpayers confused about the year for the license and renewal	High		Q3 CR260 License Year Expiration	
4	Renewals paid offline cannot be printed from Portal.	High		Q3 CR260 License Year Expiration and Q4 CR262 CSV Renewals Paid Offline	

Rank	Issue	Severity	Closed	Pending	Open
5	CSV Cities cannot process renewals paid offline.	High		Q4 CR262 CSV Renewals Paid Offline	
6	City admins have trouble supporting taxpayers	Med		2020Q2/3 CR191 Renewal UI	
7	Wrong delinquency dates from Shoreline creating unnecessary penalties.	High	City addressed >Aug. City issuing refunds <Aug. City PM addressing improper messaging from City re FileLocal.		
8	Cities not posting correct information for renewals (Legal Business Name, UBI, City Account Number)	Med			Agency working with cities regarding correct fields.
9	Users are confused by renewal process	Med			Standardized messaging to be added to portfolio (1) include renewals in QuickStart Guide, (2) instructional FAQ, (3) onscreen renewal guidance
10	Taxpayers complain that renewal paid offline isn't immediately removed.	Med		2020Q2/3 CR191 Renewal UI	Also recommend proactive removal using PCS web service (modified or new).

DRAFT

Renewal Reminder Letter

November 1, 2019

Business Owners

Street Address

Puget Sound City, WA

Immediate Action Required – Renew Your Business License on FileLocal

Thank you for doing business in the Puget Sound Region, which is home to some of the most innovative and successful enterprises in the world today. Please use the online portal, FileLocal at www.filelocal-wa.gov to renew your city business license and pay your annual license fee. Business owners must have a general business license and renew it each year by December 31, unless specifically exempted.

If you are a first-time user of FileLocal, please be sure to complete the business licensing process with the State of Washington (if required) and gather the following pieces of information before you create an account in FileLocal:

- Create your business structure and register each location with the State of Washington Business Licensing Service.
- UBI Number – This number is issued by the State of Washington and you will need the full 16-digit number which includes the 9-digit primary UBI number, the 3-digit business code, and the 4-digit location identification.
- Business addresses – physical location and mailing address
- Legal business name
- NAICS Code – The North American Industry Classification System code is available on the State of Washington Department of Revenue website. Your code identifies your business type.
- Owner, partner or officer information
- Payment method – bank account or credit card information

In addition to this letter, you may receive a renewal notice directly from the city in which you have a business location. If you have any questions about local business licensing and taxes, you may contact the individual cities directly, or you may visit www.filelocal-wa.gov for more general information about renewals.

(Add info from individual city)

A General Business License is referred to as a Business License Tax Certificate by the City of Seattle. The City of Seattle's annual license fee, due with your renewal, is based on the amount of your taxable revenue for the most recent complete calendar year. If you have questions about renewals and fees, please visit www.Seattle.gov/licenses, or you may contact our office at 206-684-8484 or email tax@seattle.gov

Review of all City websites

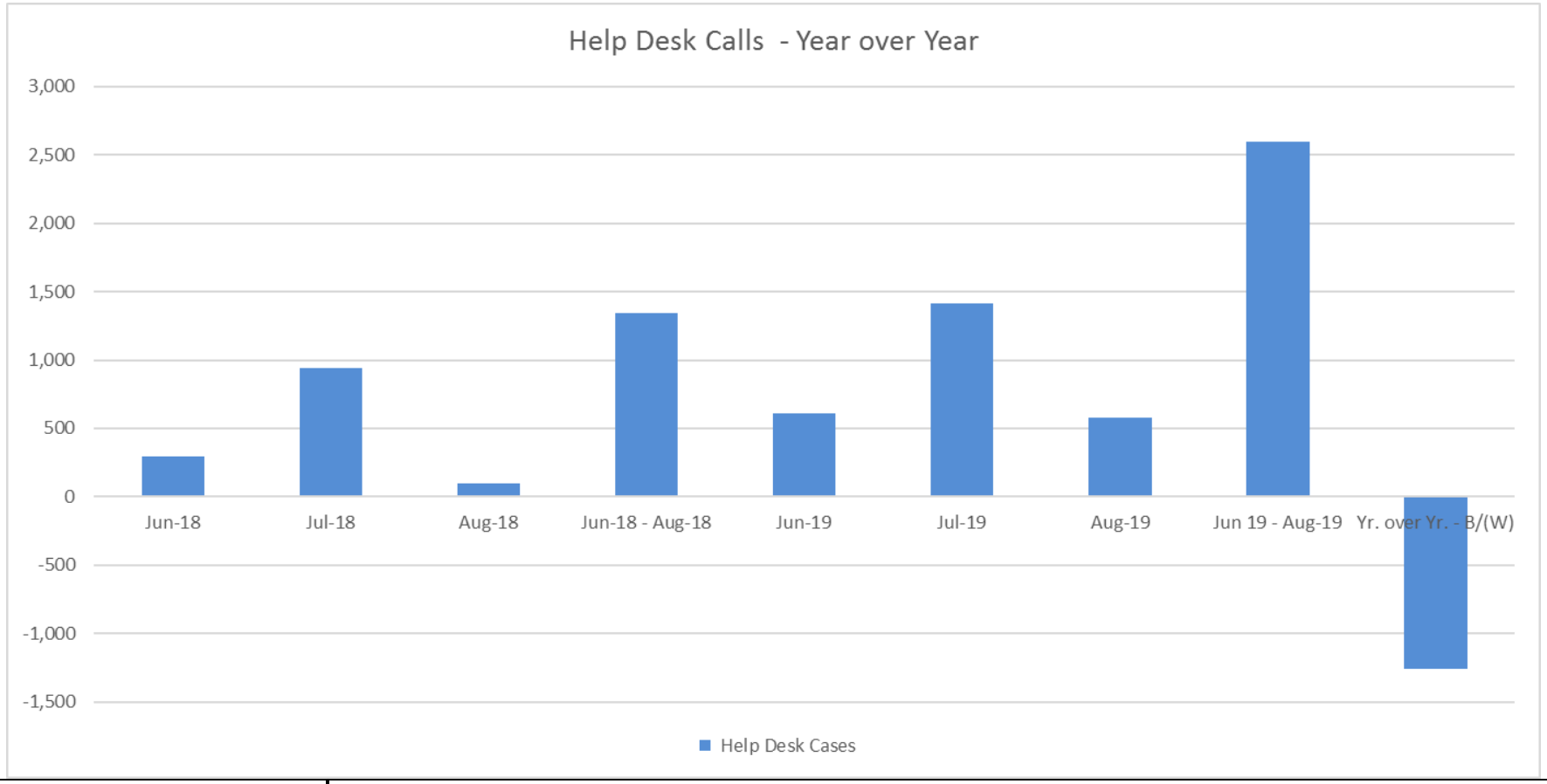
- **Focus**
  - Steps to the License, Renewal or Tax Form
  - Reference to Licensing Requirements
  - State UBI
  - FileLocal URL
  - Naming Conventions

- **Findings**
  - Lack of State UBI/Licensing Information
  - Inconsistent naming
  - No FileLocal URL
  - Renewal message is inconsistent
  - Outdated forms are mentioned

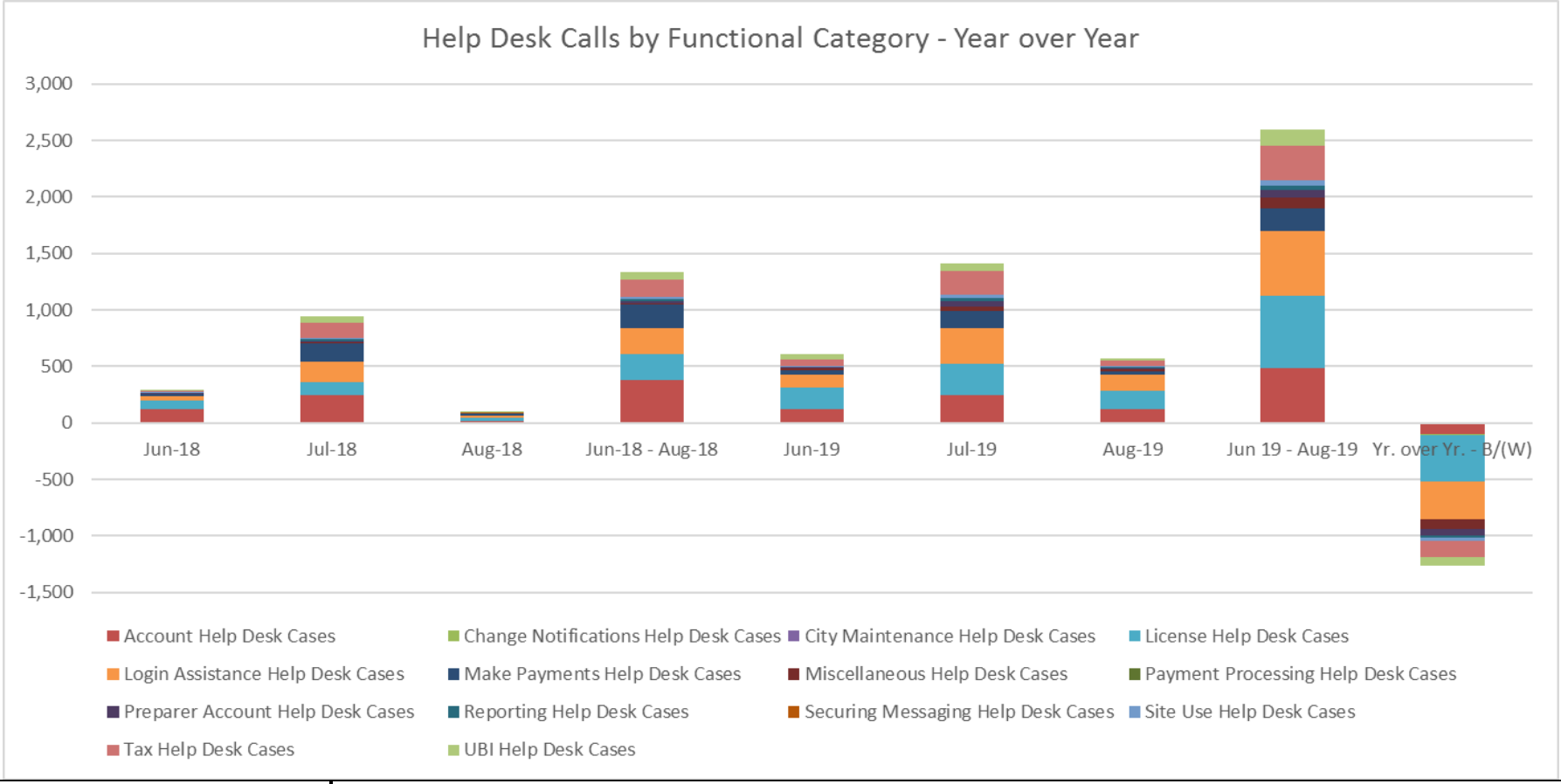
- **Actions**
  - Website matrix review with each city

FileLocal: Monthly Business Review

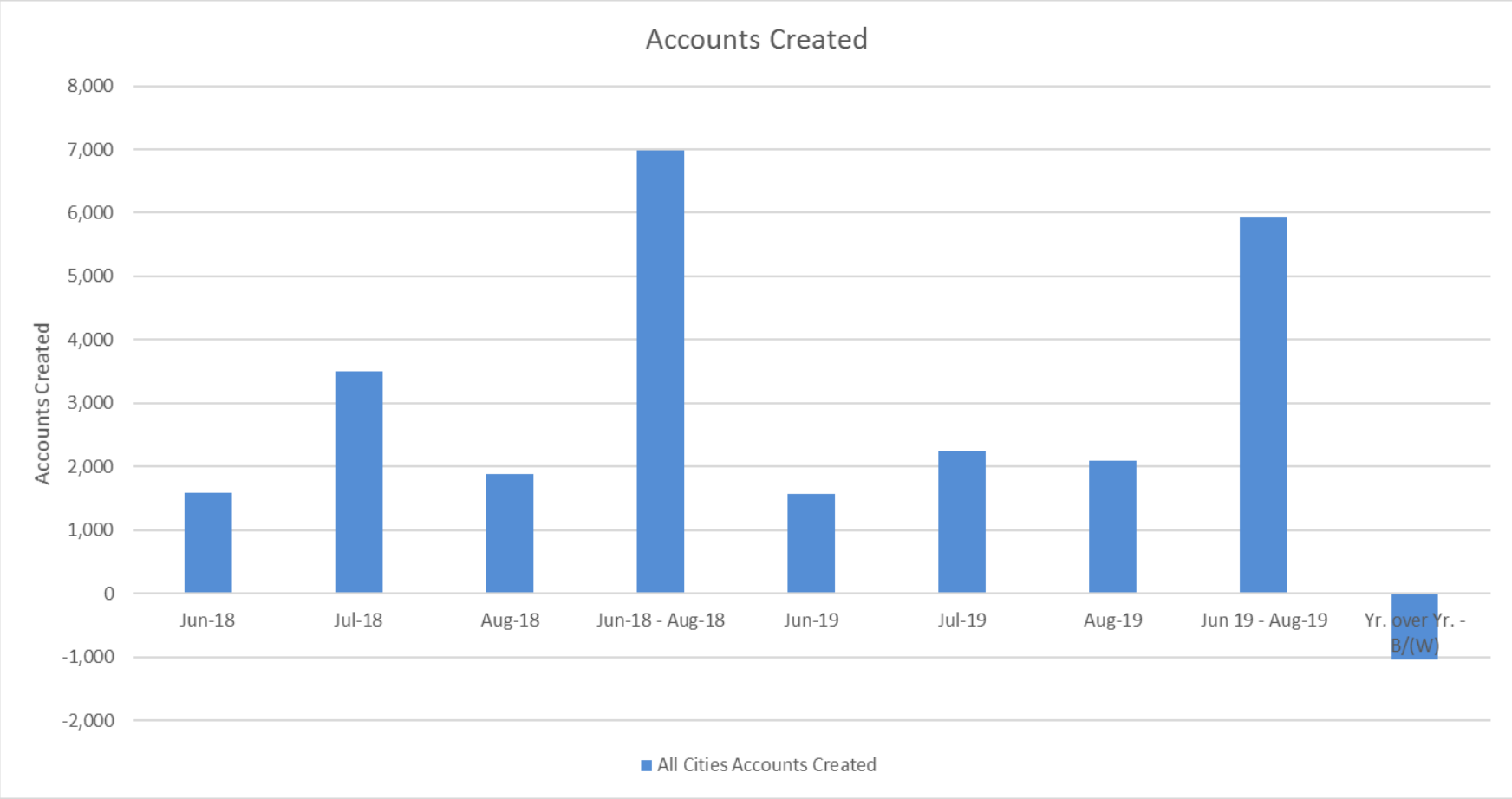
August 2019



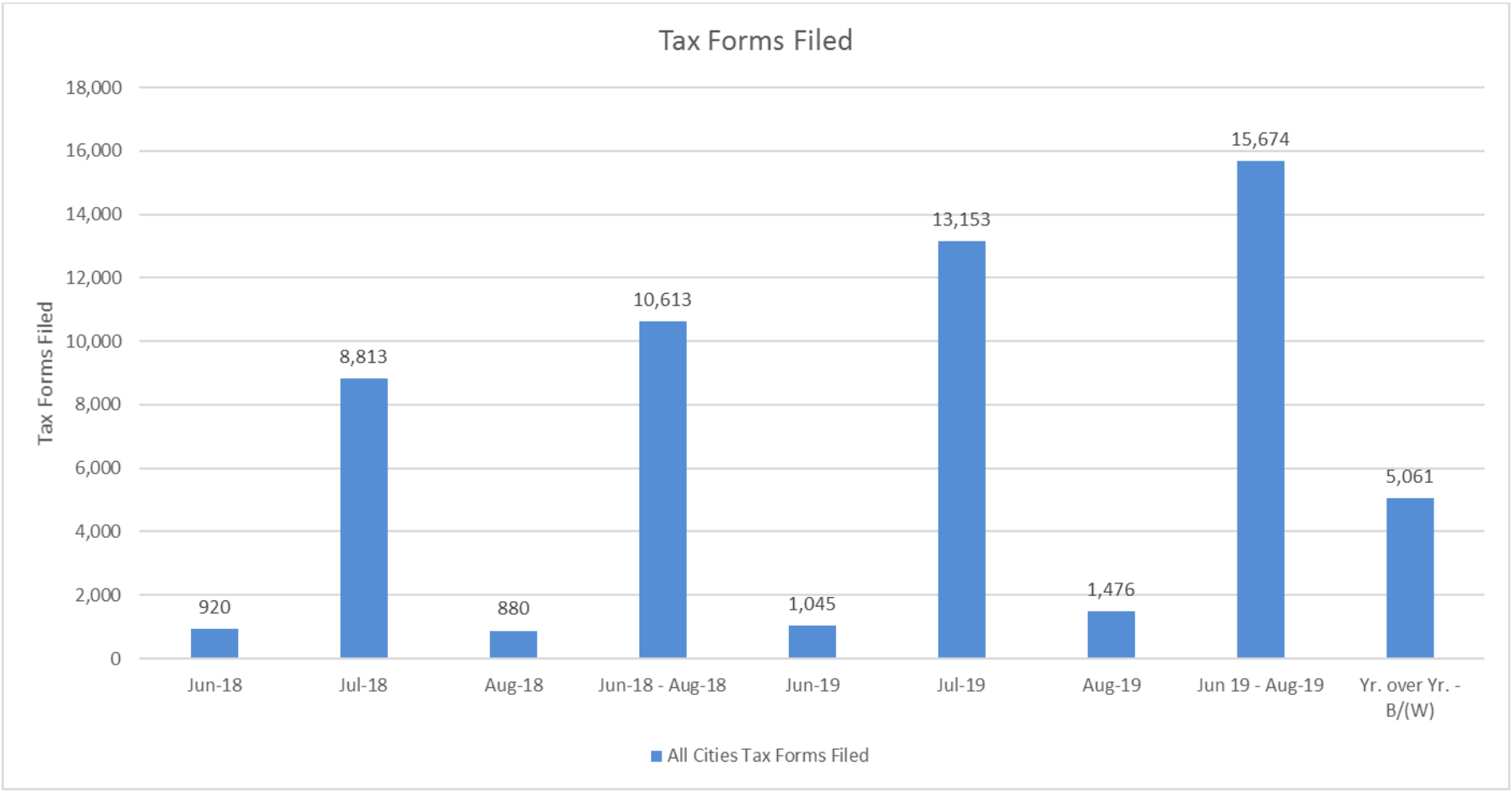
Help Desk Calls by Functional Category	Help desk calls totaled 2,597 for the three months ending August 2019. This is 9.9% of the accounts created and transactions processed which is 3.4% higher than the same three months in the prior year. Four categories have ranked high for the last four months and make up 77% of the calls. The six sub categories make up the highest percentage and include License GBL (12%), License Renewal (5.5%), Reset Password (17.56%), Create Business Account (7.4%), Account Location (5.3%) and UBI (4.1%)



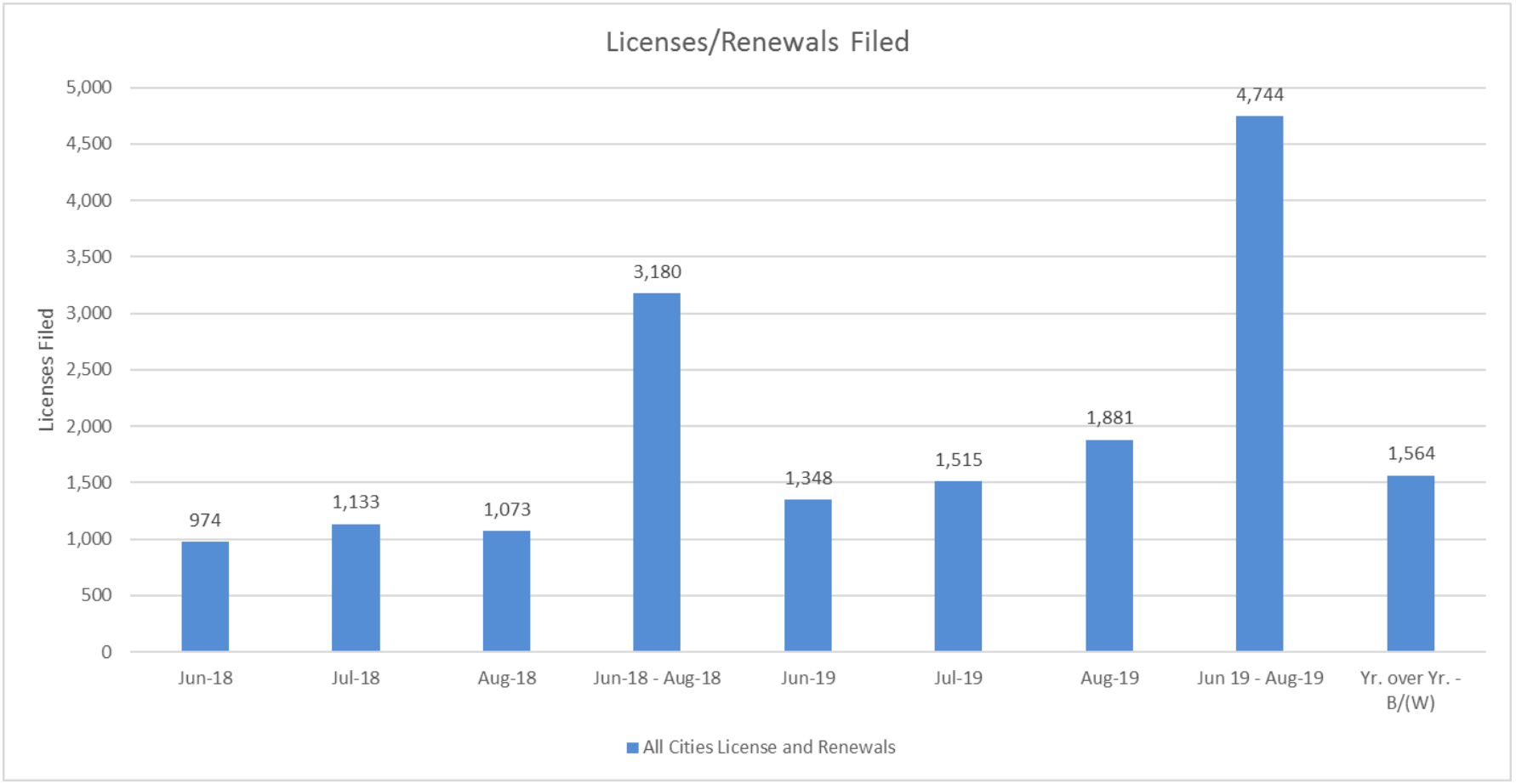
Help Desk Calls by Functional Category	Help desk calls totaled 2,597 for the three months ending August 2019. This is 9.9% of the accounts created and transactions processed which is 3.4% higher than the same three months in the prior year. Four categories have ranked high for the last four months and make up 77% of the calls. The six sub categories make up the highest percentage and include License GBL (12%), License Renewal (5.5%), Reset Password (17.56%), Create Business Account (7.4%), Account Location (5.3%) and UBI (4.1%)



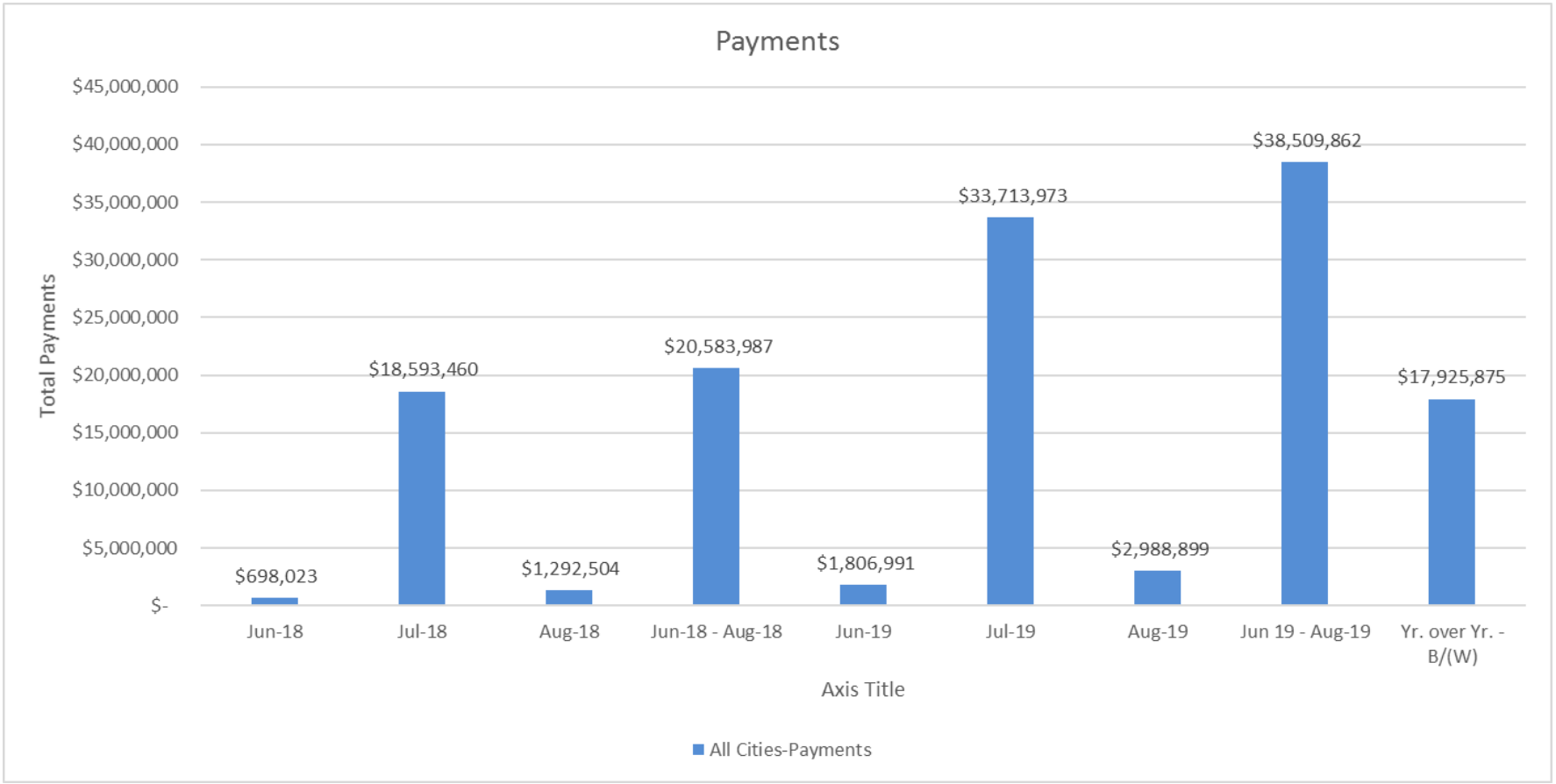
Accounts Created	Accounts created for the 3 months ended August 2019 were 5,931 which is down 1,047 accounts compared to the same 3 months in the prior year. 3 of the cities were down with Bellevue down 1,364, Bremerton up 58, Everett up 145, Lake Forest Park down 6, Renton up 214, Seattle up 244, Shoreline up 106 and Tacoma down 444.



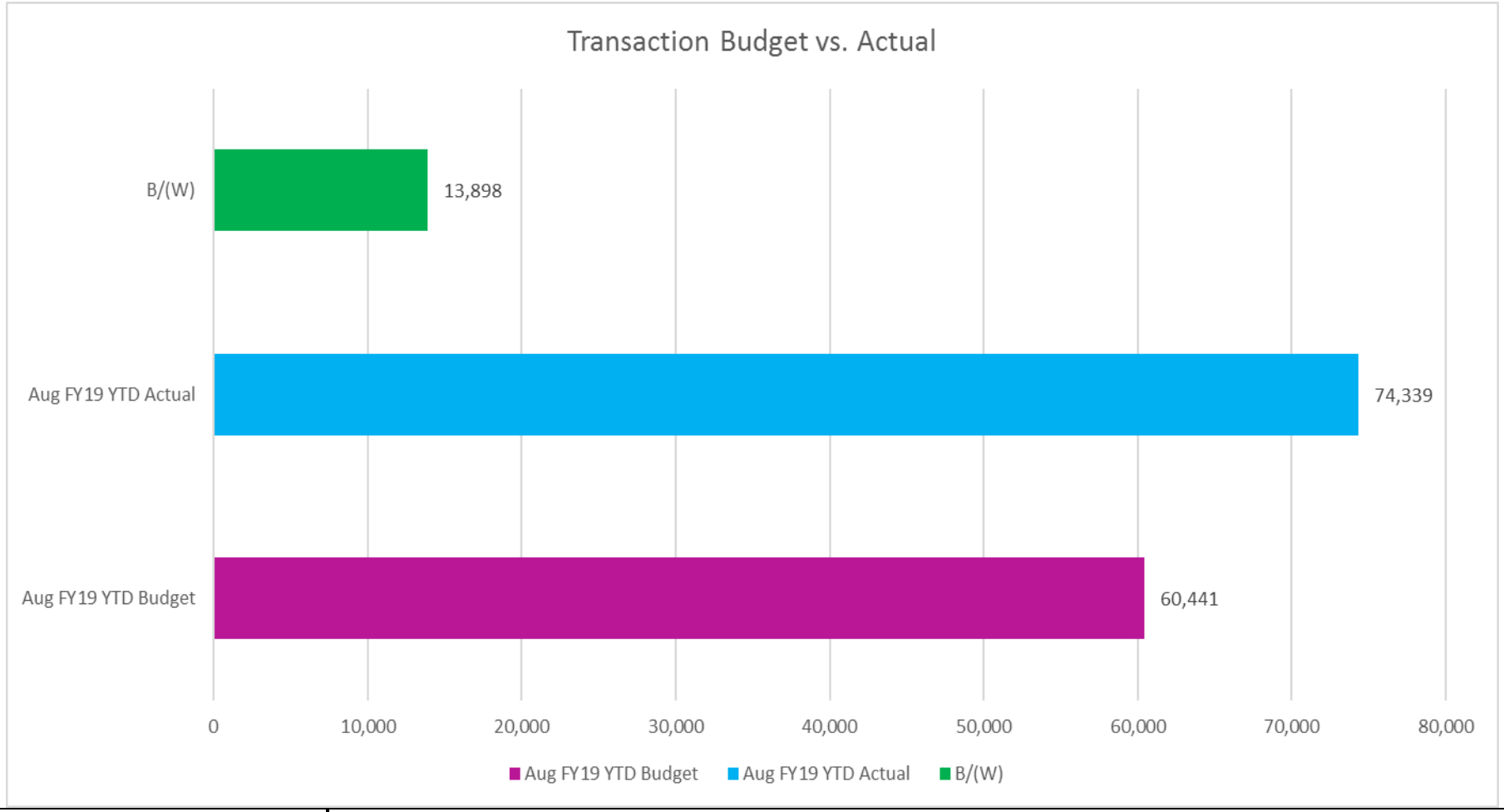
Tax Forms Filed	Tax Forms filed for the 3 months ended August 2019 were 15,674 which is up 5,061 filings compared to the same 3 months from the prior year. All eight cities were up with Bellevue up 21, Bremerton up 67, Everett up 1060, Lake Forest Park up 85, Renton up 256, Seattle up 2,925, Shoreline up 31 and Tacoma up 616.



Licenses/Renewals Filed	License/Renewals created for the 3 months ended August 2019 were 4,744 which is up 1,564 filings compared to the same 3 months from the prior year. Six of the eight cities were up with Bellevue down 421, Bremerton up 93, Everett up 265, Lake Forest Park up 14, Renton up 299, Seattle up 1,160, Shoreline up 229 and Tacoma down 75.



Payments made for the 3 months ended August 2019 were $38,510m which is up $17.9m compared to the same 3 months from the prior year. All eight cities were up with Bellevue up $678k, Bremerton up 92k, Everett up $84k, Lake Forest Park up $4k, Renton up $1,553k, Seattle up $13,918k, Shoreline up $185k and Tacoma up $1,411k.



Transactions YTD Budget versus YTD Actual	Transactions YTD Budget versus Actual were favorable by 13,898. Three cities were favorable and five cities were unfavorable. Bellevue was unfavorable by 1,624, Bremerton was unfavorable by 767, Everett was favorable by 3,480, Lake Forest Park was unfavorable by 159, Renton was favorable by 3,588, Seattle was favorable by 10,147, Shoreline was unfavorable by 548 and Tacoma was unfavorable by 219.

User Account Sign-Up Metrics								
Description	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19
Users that completed email validation	8,411	2,080	1,985	2,086	1,308	1,460	2,003	1,974
% of users that completed email validation	90%	89%	95%	97%	97%	98%	98%	98%
Users that completed email validation and assigned a license	5,468	1,412	1,325	1,471	929	998	1,475	1,397
% of users that completed email validation and assigned a license	65%	68%	67%	71%	71%	68%	74%	71%
Filed a Tax Return for the First Time	3,550	731	682	855	480	558	825	760

Seattle Import Account Sign-Up Metrics								
Description	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19
Seattle Import Started	2,315	353	180	314	124	92	262	93
Seattle Import Completed	2,155	329	166	297	117	87	237	82
Seattle - % that started and completed import	93%	93%	92%	95%	94%	95%	90%	88%

Americans With Disabilities Act (ADA) Audit Update

September 2019

- **Q3'19 Release**
  - Q3'19 Release – no ADA work targeted.

- **Q4'19 Release**
  - Q4'19 items targeted for release – see below.

Description	Media Type	Occurrence Rate	Severity	Noticeability	Tractability	Priority	Avenu Phase	Avenu Release
Provide a valid label for form fields	Forms	29%	10	6	2	8.5	2	19Q4
Ensure form field labels are unique	Forms	13%	7	5	6	3.9	2	19Q4

City Survey

September 2019

Customer satisfaction for the Agency can be broken into two main categories – Business User and City Satisfaction.

Business user satisfaction with the FileLocal Portal

- **Measures include:**
  - Signup Metrics
  - Help Desk Calls as a Percent of FileLocal Activity
  - Portfolio Work Focused on Help Desk Calls
  - Transaction Growth
  - Payment Growth
  - Adoption Metrics

Proposed survey will focus on city satisfaction.

City satisfaction with the FileLocal Agency

- **Measures include:**
  - Board Satisfaction
    - Is the Agency adequately supporting the Board from a strategic perspective?
  - Operations Committee
    - Is the Agency adequately supporting the Operations Committee from an operations perspective?
  - Length
    - 10 minutes per participant
  - Timing
    - Q3/Q4'19 survey and Q4'19 Board review of the survey results including areas for improvement
    - FY20 Corrective Action as necessary

LUND CONSULTING SERVICES CONTRACT IS ATTACHED SEPARATELY.

New Cities Update

September 2019

Prospects

City	Launch	Type	Notes
Kent	2020.2	Principal	City is in the process of developing a backend system of record (SOR). They originally believed this would be completed by Q3'19 but this work has been delayed and they are now targeting Q2'2020. City Financial Leadership has had multiple changes over the past year with a new Finance Director starting in September. As part of this September transition, Kent's Licensing Group will be working with the new Finance Director on deciding between the State and FileLocal for their licensing needs.
Des Moines	~2020.1	TBD	City has finalized the FIT Analysis and informed the Agency they want to move forward with joining FileLocal. Agency anticipates a Q4'19 or Q1'20 Board presentation.
Snoqualmie	~2020.2	Principal	City is in the process of selecting a backend SOR. City/Agency are meeting frequently to determine status.
Issaquah	~2020.2	Principal	City is in the process of selecting a backend SOR. City/Agency are meeting to determine status.
Burien	~2020.1	TBD	Burien has decided to go with the State.

FileLocal

Vendor List

as of July 30, 2019

Status	Vendor
Active	Association of Washington Cities
Active	City of Seattle Capital Recovery
Active	City of Seattle Tax & License
Active	City of Seattle Treasury Dept
Active	City of Tacoma Tax & License
Active	e.Gov Systems
Active	Francis & Company
Active	Keeney's
Active	Kenyon Disend
Active	Kevin Fitzpatrick
Active	Kubra
Active	Level Access
Active	Leviathan
Active	Secretary of State
Active	Washington cities insurance authority
Active	Washington State Auditor's Office
Active	Wendy Thomaston
Active	Wells Fargo

Filelocal
Vendor List
July 31, 2019

Status	Vendor
Inactive	Ad Specialties & Promotions
Inactive	Associated Recreational Council
Inactive	Bellevue Vendor
Inactive	Blue Soda Promo
Inactive	City of Bremerton Tax & License
Inactive	City of Everett Tax & License
Inactive	City of Seattle Tax & License
Inactive	City of Tacoma Tax & License
Inactive	Department of Information Technology
Inactive	Dynamic Language
Inactive	Everett Vendor
Inactive	Foster Pepper
Inactive	Getty Images
Inactive	Greg Kauper
Inactive	Ingallina's Box Lunch
Inactive	Jamie Carnell
Inactive	Laurie McVay
Inactive	Level Access
Inactive	Overnight Printing & Graphics
Inactive	Performance Dimensions Group
Inactive	Seattle Dept of Information Tech
Inactive	Seattle Finance and Adm
Inactive	Secretary of State
Inactive	State of Washington-Consolidated Tech
Inactive	Tacoma Vendor
Inactive	Vision Municipal Solutions
Inactive	WAPRO
Inactive	Washington Finance Officers Association
Inactive	WFOA Conference