FileLocal

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

Executive Board:

Toni Call
City of Bellevue

Beth Anne Wroe
City of Des Moines

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 Meeting Agenda

May 28, 2020

CONFERENCE CALL
SEATTLE, WA

1. **CALL TO ORDER**
   a. Introductions

2. **PUBLIC COMMENT***

3. **APPROVAL OF 04-17-20 MEETING SUMMARY**
   a. 04-17-20 Meeting Summary

4. **REVIEW OF APRIL 2020 AND MARCH 2020 FINANCIAL STATEMENTS**
   a. April 2020 Financial Statements
   b. March 2020 Financial Statements

5. **ACTION ITEMS**
   a. Resolution **FL2020-06: Draft Budget 2021-2025** (Supermajority Vote)
      i. Briefing Paper: **FL2020-06**
      ii. Resolution: **FL2020-06**
      iii. Attachment A: **Draft Budget 2021-2025**

6. **OPERATIONAL UPDATES**
   a. January 2020 Postmortem Update
   b. MBR
   c. New Cities Update
   d. 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.

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Executive Board Meeting Summary

April 17, 2020

CONFERENCE CALL

Executive Board:

Susy Haugen,
City of Everett

Toni Call, Chair
City of Bellevue

Lindsey Vaughn
City of Lake Forest Park

Jan Hawn
City of Renton

Glen Lee, Vice-Chair
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 04-17-20 meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 11:05 a.m. and conducted by conference call.

ROLL CALL

Board Members Present: Toni Call (phone), Susy Haugen (phone), Lindsey Vaughn (phone), Jan Hawn (phone), Glen Lee (phone), and Andy Cherullo (phone)

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

2. PUBLIC COMMENT

There were no public comments.

3. APPROVAL OF MEETING SUMMARY

On a motion made by Andy Cherullo and seconded by Glen Lee, the board approved the 12-19-19, meeting summary.

4. REVIEW OF FINANCIAL STATEMENT

Kevin Fitzpatrick summarized the February 2020, January 2020, December 2019, and November 2019 financial statements and cash status. There were no questions or comments.

5. ACTION ITEMS

A. Resolution FL2020-01: Election of Officers

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

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

*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.

iii. Majority vote: Passed

VOTE FL2020-01	City	Member
YES	Bellevue	Toni Call
YES	Everett	Susy Haugen
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Jan Hawn
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

B. Resolution FL2020-02: Local Government Investment Pool (LGIP)

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

i. Motion to accept: Andy Cherullo
ii. Motion seconded: Toni Call
iii. Supermajority vote: Passed

VOTE FL2020-02	City	Member
YES	Bellevue	Toni Call
YES	Everett	Susy Haugen
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Jan Hawn
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

C. Resolution FL2020-03: Revised Board Meeting Schedule 2020

a. Kevin Fitzpatrick reviewed the resolution. A motion was made and seconded to amend the motion to reflect the first meeting in 2020 was actually held April 17, 2020.

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

iii. Majority vote: Passed

VOTE FL2020-03	City	Member
YES	Bellevue	Toni Call
YES	Everett	Susy Haugen
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Jan Hawn
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

D. Resolution FL2020-04: City of Des Moines Admission

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

i. Motion to accept: Andy Cherullo
ii. Motion seconded: Jan Hawn
iii. Supermajority vote: Passed

VOTE FL20120-04	City	Member
YES	Bellevue	Toni Call
YES	Everett	Susy Haugen
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Jan Hawn
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

E. Resolution FL2020-05: City of Snoqualmie Admission

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

i. Motion to accept: Andy Cherullo
ii. Motion seconded: Toni Call
iii. Supermajority vote: Passed

VOTE FL20120-05	City	Member
YES	Bellevue	Toni Call
YES	Everett	Susy Haugen
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Jan Hawn
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

6. DISCUSSION ITEMS:

A. January 2020 Postmortem

Kevin Fitzpatrick reviewed the primary issues experienced during the January 2020 filing period. Kevin was asked about traditional load testing which he stated was not an option, however for each enhancement made, we will baseline against the improvement.

B. March Monthly Business Review

Kevin Fitzpatrick reviewed the Monthly Business Review. There were no comments or questions.

C. Draft Budget 2021-2025

Kevin Fitzpatrick provided an overview of the Draft 2021-2025 Budget. This draft budget will be formally presented in a resolution at the May 28th board meeting. There were no questions or comments.

D. Annual Financial Statements 2019

There were no questions or comments.

E. Agency/Vendor Performance Survey Update

Kevin Fitzpatrick provided updates to the Agency Survey action items. There were no questions or comments.

F. ADA Update

No ADA work was targeted for Q1'20.

G. New Cities Update

There were no questions or comments.

H. Vendor Warrants

There were no questions or comments.

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Seattle, WA 98124-4669

FileLocal
Financial Statements
April 30, 2020

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FILELOCAL
STATEMENT OF FINANCIAL POSITION
APRIL 30, 2020

ASSETS		
Cash	$	286,255
Accounts receivable		804,654
Dues from cities		102,477
Prepaid		119,763
Total Current Assets		1,313,149
TOTAL ASSETS	**$**	**1,313,149**
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	$	21,612
Accrued liabilities		62,372
Total Current Liabilities		83,984
TOTAL LIABILITIES		83,984
NET ASSETS		
Net assets, unrestricted		499,242
Change in net assets		729,923
TOTAL NET ASSETS		1,229,165
TOTAL LIABILITIES AND NET ASSETS	**$**	**1,313,149**

These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them.

Substantially all disclosures required by accounting principles generally accepted in the United States are not included.

FILELOCAL
STATEMENT OF ACTIVITIES
FOR THE MONTH
AND YEAR-TO-DATE ENDED APRIL 30, 2020

	February	March	April	YTD
REVENUES				
User fees	$ 29,724	$ 9,844	$ 45,260	**$ 163,612**
Reimbursable cost/Capital cost recovery charges				
City of Seattle	-	-	493,538	**493,538**
City of Bellevue	-	-	75,951	**75,951**
City of Tacoma	-	-	122,141	**122,141**
City of Everett	-	-	34,426	**34,426**
City of Lake Forest Park	-	-	9,093	**9,093**
City of Bremerton	-	-	38,825	**38,825**
City of Renton	-	-	39,773	**39,773**
City of Shoreline	-	-	15,597	**15,597**
Total direct reimbursable costs	-	-	829,344	**829,344**
Shared cost reimbursements	-	-	-	**-**
Total revenues	$ 29,724	$ 9,844	$ 874,604	**$ 992,956**
EXPENSES				
Accounting fees	$ 2,500	$ 2,863	$ 2,500	**$ 10,363**
Agency IT costs	-	-	-	**-**
Bank fees	5	10	2	**21**
Capital Recovery Payment	-	-	-	**-**
Conference cost	-	-	-	**-**
Consulting	-	-	-	**-**
Insurance	430	430	430	**1,696**
Labor costs	16,686	35,399	26,532	**114,016**
Legal fees	450	4,980	960	**6,390**
License and membership fees	-	-	300	**410**
Meals and entertainment	-	-	-	**-**
Office and operation supplies	-	83	5	**88**
Printing and copying	-	-	-	**-**
Technology costs	14,500	14,500	(6,529)	**37,371**
Transaction fees	11,147	3,692	39,776	**87,384**
Travel Expense	113	-	27	**213**
Reimbursable Shared Costs	-	-	-	**-**
Other Expense	5,081	-	-	**5,081**
Total expenses	$ 50,912	$ 61,957	$ 64,003	**$ 263,033**
CHANGE IN NET ASSETS	$ (21,188)	$ (52,113)	$ 810,601	**$ 729,923**

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FILELOCAL
SCHEDULE OF BUDGET AND ACTUAL
FOR THE YEAR TO DATE ENDED APRIL 30, 2020

	Budget (Final)	YTD Budget	YTD Actual	Variance
REVENUES				
User fees	$ 395,010	$ 131,670	$ 163,612	$ 31,942
Reimbursable cost/Capital cost recovery charges				
City of Seattle	493,538	493,538	493,538	-
City of Bellevue	75,951	75,951	75,951	-
City of Tacoma	122,141	122,141	122,141	-
City of Everett	34,426	34,426	34,426	-
City of Lake Forest Park	9,093	9,093	9,093	-
City of Bremerton	38,825	38,825	38,825	-
City of Renton	39,773	39,773	39,773	-
City of Shoreline	15,597	15,597	15,597	-
Total direct reimbursable costs	829,344	829,344	829,344	-
Other				
Fund carryover	36,292	36,292	-	(36,292)
Total sources	$ 1,260,646	$ 997,306	$ 992,956	$ (4,350)
EXPENSES				
Labor costs	$ 424,786	$ 141,595	$ 114,016	$ 27,579
Contracts	61,044	20,348	12,080	8,268
Overhead	55,539	18,513	7,101	11,412
Technology costs	687,875	229,292	129,836	99,456
Operating reserve	11,402	3,801	-	3,801
Capital cost recovery payments	20,000	6,667	-	6,667
Total operating expenses	$ 1,260,646	$ 420,216	$ 263,033	$ 157,183
CHANGE IN NET ASSETS			729,923	
NET ASSETS, AS OF JANUARY 1, 2020			499,242	
NET ASSETS, AS OF APRIL 30, 2020			$ 1,229,165	
Schedule I - Contracts				
Accounting	$ 41,740	$ 13,914	$ 10,363	$ 3,551
Auditing	11,437	3,812	-	3,812
Insurance	6,291	2,097	1,696	401
Bank fees	1,576	525	21	504
Total Contracts	$ 61,044	$ 20,348	$ 12,080	$ 8,268
Schedule II - Overhead				
Legal	$ 39,607	$ 13,202	$ 6,390	$ 6,812
Office and operating supplies	2,659	886	88	798
Printing	2,352	784	-	784
Licenses/Memberships	2,352	784	623	161
Agency IT costs	2,352	784	-	784
Marketing	6,217	2,073	-	2,073
Total Overhead	$ 55,539	$ 18,513	$ 7,101	$ 11,412

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FILELOCAL
STATEMENT OF CASHFLOW
FOR THE YEAR TO DATE ENDED APRIL 30, 2020

		April 30
Change in Net Assets		$ 810,601
Adjustments to reconcile Change in Net Assets		
to net cash provided by operations:		
	Accounts Receivable	(804,654)
	Dues from Cities	(9,267)
	Prepaid	(115,570)
	Accounts Payable and Accrued Liabilities	(141,474)
Net cash increase for one months ending 4/30/2020		(260,363)
Cash at 4/1/2020		546,618
Cash at 4/30/2020		**286,255**
Less Operating Reserve		**11,402**
Cash Available		**$ 274,853**

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FileLocal
Financial Statements
March 31, 2020

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FILELOCAL
STATEMENT OF FINANCIAL POSITION
MARCH 31, 2020

ASSETS		
Cash	$	561,104
Dues from Cities		93,210
Prepaid		4,193
Total Current Assets		658,507
TOTAL ASSETS	**$**	**658,507**
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	$	35,139
Accrued liabilities		204,805
Total Current Liabilities		239,944
TOTAL LIABILITIES		239,944
NET ASSETS		
Net assets, unrestricted		499,242
Change in net assets		(80,679)
TOTAL NET ASSETS		418,563
TOTAL LIABILITIES AND NET ASSETS	**$**	**658,507**

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FILELOCAL
STATEMENT OF ACTIVITIES
FOR THE MONTH
AND YEAR-TO-DATE ENDED MARCH 31, 2020

	January	February	March	YTD
REVENUES				
User fees	$ 78,784	$ 29,724	$ 9,844	**$ 118,352**
Reimbursable cost/Capital cost recovery charges				
City of Seattle	-	-	-	**-**
City of Bellevue	-	-	-	**-**
City of Tacoma	-	-	-	**-**
City of Everett	-	-	-	**-**
City of Lake Forest Park	-	-	-	**-**
City of Bremerton	-	-	-	**-**
City of Renton	-	-	-	**-**
City of Shoreline	-	-	-	**-**
Total direct reimbursable costs	-	-	-	**-**
Shared cost reimbursements	-	-	-	**-**
Total revenues	$ 78,784	$ 29,724	$ 9,844	**$ 118,352**
EXPENSES				
Accounting fees	$ 2,500	$ 2,500	$ 2,863	**$ 7,863**
Agency IT costs	-	-	-	**-**
Bank fees	4	5	10	**19**
Capital Recovery Payment	-	-	-	**-**
Conference cost	-	-	-	**-**
Consulting	-	-	-	**-**
Insurance	405	430	430	**1,265**
Labor costs	35,399	16,686	35,399	**87,484**
Legal fees	-	450	4,980	**5,430**
License and membership fees	110	-	-	**110**
Meals and entertainment	-	-	-	**-**
Office and operation supplies	-	-	83	**83**
Printing and copying	-	-	-	**-**
Technology costs	14,900	14,500	14,500	**43,900**
Transaction fees	32,771	11,147	3,692	**47,609**
Travel Expense	73	113	-	**187**
Reimbursable Shared Costs	-	-	-	**-**
Other Expense	-	5,081	-	**5,081**
Total expenses	$ 86,162	$ 50,912	$ 61,957	**$ 199,031**
CHANGE IN NET ASSETS	$ (7,378)	$ (21,188)	$ (52,113)	**$ (80,679)**

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Substantially all disclosures required by accounting principles generally accepted in the United States are not included.

FILELOCAL
SCHEDULE OF BUDGET AND ACTUAL
FOR THE YEAR TO DATE ENDED MARCH 31, 2020

	Budget (Final)	YTD Budget	YTD Actual	Variance
REVENUES				
User fees	$ 395,010	$ 98,753	$ 118,352	$ 19,599
Reimbursable cost/Capital cost recovery charges				
City of Seattle	493,538	493,538	-	(493,538)
City of Bellevue	75,951	75,951	-	(75,951)
City of Tacoma	122,141	122,141	-	(122,141)
City of Everett	34,426	34,426	-	(34,426)
City of Lake Forest Park	9,093	9,093	-	(9,093)
City of Bremerton	38,825	38,825	-	(38,825)
City of Renton	39,773	39,773	-	(39,773)
City of Shoreline	15,597	15,597	-	(15,597)
Total direct reimbursable costs	829,344	829,344	-	(829,344)
Other				
Fund carryover	36,292	36,292	-	(36,292)
Total sources	$ 1,260,646	$ 964,389	$ 118,352	$ (846,037)
EXPENSES				
Labor costs	$ 424,786	$ 106,197	$ 87,484	$ 18,713
Contracts	61,044	15,261	9,147	6,114
Overhead	55,539	13,885	5,810	8,075
Technology costs	687,875	171,969	96,590	75,379
Operating reserve	11,402	2,851	-	2,851
Capital cost recovery payments	20,000	5,000	-	5,000
Total operating expenses	$ 1,260,646	$ 315,163	$ 199,031	$ 116,132
CHANGE IN NET ASSETS			(80,679)	
NET ASSETS, AS OF MAECH 1 2020			499,242	
NET ASSETS, AS OF MARCH 31, 2020			$ 418,563	
Schedule I - Contracts				
Accounting	$ 41,740	$ 10,434	$ 7,863	$ 2,571
Auditing	11,437	2,859	-	2,859
Insurance	6,291	1,573	1,265	308
Bank fees	1,576	394	19	375
Total Contracts	$ 61,044	$ 15,260	$ 9,147	$ 6,114
Schedule II - Overhead				
Legal	$ 39,607	$ 9,902	$ 5,430	$ 4,472
Office and operating supplies	2,659	665	83	582
Printing	2,352	588	-	588
Licenses/Memberships	2,352	588	297	291
Agency IT costs	2,352	588	-	588
Marketing	6,217	1,555	-	1,555
Total Overhead	$ 55,539	$ 13,886	$ 5,810	$ 8,075

These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them.

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FILELOCAL
STATEMENT OF CASHFLOW
FOR THE YEAR TO DATE ENDED MARCH 31, 2020

		March 31
Change in Net Assets		$ (52,113)
Adjustments to reconcile Change in Net Assets		
to net cash provided by operations:		
	Accounts Receivable	-
	Dues from Cities	-
	Prepaid	430
	Accounts Payable and Accrued Liabilities	(48,186)
Net cash increase for one months ending 3/31/2020		(99,869)
Cash at 3/1/2020		660,973
Cash at 3/31/2020		**561,104**
Less Operating Reserve		**11,402**
Cash Available		**$ 549,702**

These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them.

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FileLocal Resolution FL2020-06
Briefing Paper
Resolution Adopting a Draft Budget for 2021-2025

Date: May 28, 2020

Issue: Shall the Washington Multi-City Business License and Tax Portal Agency ("Agency") Executive Board approve the draft 2021-2025 budget?

Recommendation: The Portal Agency Executive Board should pass Resolution FL2020-06 approving the draft 2021-2025 budget.

Rationale: The Washington Multi-City Business License and Tax Portal Agency Interlocal Agreement Section 13 sets a process for approving the annual budget. The process steps are as follows:

- The draft budget is to be approved by the Operating Committee and presented to the Executive Board with the Operating Committee's recommendation by May 1, 2020.
- No later than June 15 the Executive Board shall (1) review and revise the draft budget as it deems appropriate; (2) approve the draft budget by Supermajority Vote, and (3) forward the same to the principals no later than July 1.
- A final budget must be approved by December 31.

The Operations Committee discussed the draft budget at their May 14, 2020 meeting and approved the draft budget included as Attachment A to Resolution FL2020-06. The Executive Board reviewed the draft budget at their May 28, 2020 board meeting.

RESOLUTION NO. FL2020-06

A Resolution of the Washington Multi-City Business License and Tax Portal Agency Executive Board Adopting a Draft Budget for 2021-2025.

Whereas, the Washington Multi-City Business License and Tax Portal Agency ("Portal Agency") Interlocal Agreement, Section 13.b., requires the Executive Board to adopt a draft Portal Agency budget for the years 2021-2025 by June 15, 2020; and

Whereas, the Program Manager shall present a proposed budget to the Executive Board no later than May 1 prior to the commencement of the budget period, together with the Operation Committee's recommendations with respect to the proposed budget; and

Whereas, the Portal Agency Manager developed a draft 2021-2025 budget; and

Whereas, the Operations Committee reviewed and recommended a draft 2021-2025 budget on May 14, 2020, and transmitted the draft budget to the Executive Board; and

Whereas, the draft budget must be approved by a supermajority vote by June 15, 2020, and forwarded to the Principal Cities by no later than July 1, 2020;

Now Therefore,

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

SECTION 1. The Executive Board hereby adopts the draft 2021-2025 budget for the Portal Agency as set forth in Exhibit A to this Resolution.

SECTION 2. The Executive Board directs the Portal Agency Program Manager to forward the approved draft budget to the Principals by July 1, 2020.

ADOPTED this 28th day of May, 2020.

ATTEST:

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

Board Secretary

Board Chair

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Budget FY2021-FY2025

May, 2020

Washington Cities Business License and Tax Portal Agency
Key Assumptions for Budget
FY2021-FY2025
5/3/2020 FY2021-FY2025 Draft Budget

Assumptions and Notes

Revenue

Fund Carryover	T4	Fund Carryover is the process by which unobligated funds remaining at the end of the budget period may be carried over to the next budget period. This is typically approved during the December Board Meeting
User Fees	T1	User Fees are fees charged to the business user for each city specific transaction net of zero dollar returns. The allocation methodology is based on projected transaction amounts.
Reimbursable Costs	T3	Costs to be reimbursed by participating cities.
Capital Cost Recovery Charges	T2/T4.6	Capital Cost Recovery Charge is an annual fee charged to all participating cities other than Seattle, for the purposes of reimbursing Seattle for a portion of the funding provided to pay for the start up of the Portal Agency. See Section 13.j in the Interlocal Agreement for further information.

Expense

Labor	T4.1	Labor is broken into two primary categories. Agency employees which are budgeted based on City of Seattle estimates and Incremental Labor which is based on new city additions with the calculation determined in the Interlocal Agreement.
Contracts	T4.2	Consulting and Service Fees - is comprised of Outside Accounting, State Auditor, Insurance and Bank Fees.
Overhead	T4.3	Overhead is comprised of Legal, City of Seattle Technology Fees, Office and Operating Supplies, Printing, Licenses, Travel, Marketing, Incremental
Technology Costs	T4.4	Technology Costs are outside IT Costs and comprised of ASP Hosting, Software as a Service, USPS Address Lists, Transaction Fees, IT and Security Audit, Misc. Technology, Software Development and Incremental IT.
Operating Reserve	T4.5	Operating Reserve is an unrestricted fund balance set aside to provide a cushion against unexpected events. The current operating reserve is 15% of total operating expenditures.
Incremental Labor	T4.1	Incremental Labor, Overhead and Technology Costs are amounts calculated with each new city to determine the maximum amount which costs can increase as new cities are added.
Incremental Overhead	T4.3	Incremental Labor, Overhead and Technology Costs are amounts calculated with each new city to determine the maximum amount which costs can increase as new cities are added.
Incremental Technology Cos	T4.4	Incremental Labor, Overhead and Technology Costs are amounts calculated with each new city to determine the maximum amount which costs can increase as new cities are added.

Washington Cities Business License and Tax Portal Agency
Summary of Budget
FY2021-FY2025
5/3/2020 FY2021-FY2025 Draft Budget

		Actual (A), Projection (P), Budget (B)							B/(W)					
		2019 (A)	2020 (B)	2021 (B)	2022 (B)	2023 (B)	2024 (B)	2025 (B)	2020 (B) vs. 2019 (A)	2021 (B) vs. 2020 (B)	2022 (B) vs. 2021 (B)	2023 (B) vs. 2022 (B)	2024 (B) vs. 2023 (B)	2025 (B) vs. 2024 (B)
Revenue:														
Fund Carryover	T4	-	36,292	-	-	-	-	-	36,292	(36,292)	-	-	-	-
User Fees	T1	350,568	398,010	496,025	619,269	648,269	681,113	718,374	47,442	98,015	123,244	29,001	32,844	37,261
Reimbursable Costs	T3	793,216	818,386	846,299	818,479	826,456	841,418	855,221	25,170	27,913	(27,820)	7,977	14,962	13,803
Capital Cost Recovery Charges	T2	18,000	21,000	15,500	16,000	16,500	23,000	23,000	3,000	(5,500)	500	500	6,500	-
Total Revenue B/(W)		1,161,784	1,273,688	1,357,823	1,453,748	1,491,225	1,545,531	1,596,595	111,904	84,135	95,924	37,478	54,306	51,064
Expenditures														
Regular Expenditures:														
Labor	T4.1	398,257	377,037	390,610	404,672	419,241	434,333	449,969	21,220	(13,573)	(14,062)	(14,568)	(15,093)	(15,636)
Contracts	T4.2	64,757	61,044	62,387	63,759	65,098	66,465	67,861	3,713	(1,343)	(1,373)	(1,339)	(1,367)	(1,396)
Overhead	T4.3	24,870	47,770	48,820	49,895	50,942	52,012	53,104	(22,900)	(1,051)	(1,074)	(1,048)	(1,070)	(1,092)
Technology Costs	T4.4	607,580	678,603	741,137	817,352	843,047	871,008	901,543	(71,023)	(62,534)	(76,215)	(25,696)	(27,960)	(30,535)
Operating Reserve	T4.5	-	12,972	13,384	14,192	6,674	7,106	7,587	(12,972)	(411)	(809)	7,518	(432)	(481)
Capital Cost Recovery Payments	T4.6	18,000	21,000	15,500	16,000	16,500	23,000	23,000	(3,000)	5,500	(500)	(500)	(6,500)	-
Total Regular Expenditures		1,113,464	1,198,425	1,271,837	1,365,870	1,401,503	1,453,924	1,503,064	(84,961)	(73,412)	(94,033)	(35,633)	(52,421)	(49,140)
Incremental Expenses from The New Partners:														
Incremental Labor	T4.1	-	50,976	55,395	56,614	57,802	59,016	60,256	(50,976)	(4,419)	(1,219)	(1,189)	(1,214)	(1,239)
Incremental Overhead	T4.3	-	8,191	8,802	8,996	9,184	9,377	9,574	(8,191)	(611)	(194)	(189)	(193)	(197)
Incremental Technology Cost	T4.4	-	16,096	21,789	22,268	22,736	23,214	23,701	(16,096)	(5,693)	(479)	(468)	(477)	(487)
Total Incremental Expenditures		-	75,263	85,986	87,878	89,723	91,607	93,531	(75,263)	(10,723)	(1,892)	(1,845)	(1,884)	(1,924)
Total Expenditures B/(W)		1,113,464	1,273,688	1,357,823	1,453,748	1,491,225	1,545,531	1,596,595	(160,224)	(84,135)	(95,924)	(37,478)	(54,306)	(51,064)
Excess (Deficit)		48,320	-	-	-	-	-	-	(48,320)	(0)	-	0	(0)	(0)

Revenue	
T4	FY2020 (B) Fund Carryover is $36k. This is due to FY2019 labor charges accrued for FY2020 payment.
T1	FY2021 (B) user fees are up $98k compared to FY2020 (B). This is due to an increase in transaction count by approximately 23K.
T3	FY2021 (B) changes are due to changes in transaction estimates.
Expense	
T4.1	FY2021 (B) Labor increases by approximately 3.5%. The increase reflects the negotiated COLA increases.
T4.2	FY2021 (B) Contracts increased slightly, approximately 2%, due to the estimated CPI inflation adjustments.
T4.3	FY2021 (B) Overhead slightly increased versus FY2020, approximately 2%, primarily due to the estimated CPI inflation adjustments.
T4.4	FY2021 (B) Technology costs are up $63K. This is primarily due to the increase in transaction count, approximately 33K more transactions.
T4.1/.3/.4	FY2021 (B) increases in incremental labor, overhead and techonology costs were results of new members of Des Moines and Kent and also, CPI annual inflation.
T4.5	FY2021 (B) Operating Reserve increased by approximately $1K, primarily due to the accumulated operating reserves in previous years.

Washington Cities Business License and Tax Portal Agency
Summary of Budget
FY2020-FY2024 December 2019 Final
11/26/2019

		Actual (A), Projection (P), Budget (B)							B/(W)					
		2019 (P)	2020 (B)	2021 (B)	2022 (B)	2023 (B)	2024 (B)	Note <1>	2020 (B) vs. 2019 (P)	2021 (B) vs. 2020 (B)	2022 (B) vs. 2021 (B)	2023 (B) vs. 2022 (B)	2024 (B) vs. 2023 (B)	Note <1>
Revenue:														
Fund Carryover	T4	50,000	36,292	-	-	-	-		(13,708)	(36,292)	-	-	-	
User Fees	T1	319,800	395,010	488,825	610,629	637,901	668,672		75,210	93,815	121,804	27,273	30,771	
Reimbursable Costs	T3	816,611	809,343	829,799	803,802	812,175	827,678		(7,268)	20,455	(25,997)	8,373	15,503	
Capital Cost Recovery Charges	T2	20,000	20,000	20,000	20,000	20,000	20,000		-	-	-	-	-	
Total Revenue B/(W)		1,206,411	1,260,645	1,338,623	1,434,431	1,470,076	1,516,350		54,234	77,978	95,808	35,646	46,273	
Expenditures														
Regular Expenditures:														
Labor	T4.1	351,489	377,037	390,610	404,672	419,241	434,333		(25,548)	(13,573)	(14,062)	(14,568)	(15,093)	
Contracts	T4.2	59,788	61,044	62,387	63,759	65,098	66,465		(1,256)	(1,343)	(1,373)	(1,339)	(1,367)	
Overhead	T4.3	46,787	47,770	48,820	49,895	50,942	52,012		(983)	(1,051)	(1,074)	(1,048)	(1,070)	
Technology Costs	T4.4	636,228	677,003	737,297	812,744	837,518	864,372		(40,775)	(60,294)	(75,447)	(24,774)	(26,854)	
Operating Reserve	T4.5	27,094	11,402	11,658	14,017	6,478	6,881		15,692	(257)	(2,359)	7,540	(403)	
Capital Cost Recovery Payments	T4.6	20,000	20,000	20,000	20,000	20,000	20,000		-	-	-	-	-	
Total Regular Expenditures		1,141,386	1,194,254	1,270,772	1,365,087	1,399,276	1,444,063		(52,868)	(76,518)	(94,315)	(34,189)	(44,787)	
Incremental Expenses from The New Partners:														
Incremental Labor	T4.1	46,768	47,750	48,801	49,874	50,922	51,991		(982)	(1,051)	(1,074)	(1,047)	(1,069)	
Incremental Overhead	T4.3	7,609	7,769	7,940	8,114	8,285	8,459		(160)	(171)	(175)	(170)	(174)	
Incremental Technology Cost	T4.4	10,648	10,872	11,111	11,355	11,594	11,837		(224)	(239)	(244)	(238)	(243)	
Total Incremental Expenditures		65,025	66,391	67,851	69,344	70,800	72,287		(1,366)	(1,461)	(1,493)	(1,456)	(1,487)	
Total Expenditures B/(W)		1,206,411	1,260,645	1,338,623	1,434,431	1,470,076	1,516,350		(54,234)	(77,978)	(95,808)	(35,646)	(46,273)	
Excess (Deficit)		-	-	-	-	-	-		-	-	-	0	(0)	

Note <1>: The 2020 Budget adopted December 19, 2019 did not contain any forecast for 2025 and thus, no comparision

Washington Cities Business License and Tax Portal Agency
Summary of Budget
FY2021-FY2025 Amendment v.s. Dec 2019 Final

		Actual (A), Projection (P), Budget (B)							B/(W)					
		2019 (P/A)	2020 (B)	2021 (B)	2022 (B)	2023 (B)	2024 (B)	Note <1>	2020 (B) vs. 2019 (A)	2021 (B) vs. 2020 (B)	2022 (B) vs. 2021 (B)	2023 (B) vs. 2022 (B)	2024 (B) vs. 2023 (B)	Note <1>
Revenue:														
Fund Carryover	T4	(50,000)	-	-	-	-	-		50,000	-	-	-	-	
User Fees	T1	30,768	3,000	7,200	8,640	10,368	12,442		(27,768)	4,200	1,440	1,728	2,074	
Reimbursable Costs	T3	(23,395)	9,043	16,500	14,677	14,281	13,740		32,438	7,457	(1,823)	(396)	(541)	
Capital Cost Recovery Charges	T2	(2,000)	1,000	(4,500)	(4,000)	(3,500)	3,000		3,000	(5,500)	500	500	6,500	
Total Revenue B/(W)		(44,627)	13,043	19,200	19,317	21,149	29,181		57,670	6,157	117	1,832	8,032	
Expenditures														
Regular Expenditures:														
Labor	T4.1	46,768	-	-	-	-	-		46,768	-	-	-	-	
Contracts	T4.2	4,969	-	-	-	-	-		4,969	-	-	-	-	
Overhead	T4.3	(21,917)	-	-	-	-	-		(21,917)	-	-	-	-	
Technology Costs	T4.4	(28,648)	1,600	3,840	4,608	5,530	6,636		(30,248)	(2,240)	(768)	(922)	(1,106)	
Operating Reserve	T4.5	(27,094)	1,571	1,725	175	197	225		(28,665)	(155)	1,550	(22)	(29)	
Capital Cost Recovery Payments	T4.6	(2,000)	1,000	(4,500)	(4,000)	(3,500)	3,000		(3,000)	5,500	(500)	(500)	(6,500)	
Total Regular Expenditures		(27,922)	4,171	1,065	783	2,226	9,861		(32,093)	3,105	282	(1,443)	(7,635)	
Incremental Expenses from The New Partners:														
Incremental Labor	T4.1	(46,768)	3,226	6,594	6,739	6,881	7,025		(49,994)	(3,368)	(145)	(142)	(144)	
Incremental Overhead	T4.3	(7,609)	422	862	881	900	919		(8,031)	(440)	(19)	(19)	(19)	
Incremental Technology Cost	T4.4	(10,648)	5,224	10,678	10,913	11,142	11,376		(15,872)	(5,454)	(235)	(229)	(234)	
Total Incremental Expenditures		(65,025)	8,872	18,135	18,534	18,923	19,320		(73,897)	(9,263)	(399)	(389)	(397)	
Total Expenditures B/(W)		(92,947)	13,043	19,200	19,317	21,149	29,181		(105,990)	(6,157)	(117)	(1,832)	(8,032)	
Excess (Deficit)		48,320	-	-	-	-	-		(48,320)	(0)	-	0	0	

Note <1>: The 2020 budget adopted in December 2019 did not contain any forecast for FY 2025 and thus, no comparison.

Washington Cities Business License and Tax Portal Agency
Supplemental Schedules
FY2021-FY2025
5/3/2020 FY2021-FY2025 Draft Budget

	Reimbursable Costs							Actual (A), Projection (P), Budget (B)					
	2019 (A)	2020 (B)	2021 (B)	2022 (B)	2023 (B)	2024 (B)	2025 (B)	2020 (B) vs. 2019 (A)	2021 (B) vs. 2020 (B)	2022 (B) vs. 2021 (B)	2023 (B) vs. 2022 (B)	2024 (B) vs. 2023 (B)	2025 (B) vs. 2024 (B)
T3. Reimbursement	$ 793,216	$ 818,386	$ 846,299	$ 818,479	$ 826,456	$ 841,418	$ 855,221						
Bellevue	$ 70,517	$ 69,763	$ 72,142	$ 69,771	$ 70,451	$ 71,726	$ 72,903	754	(2,379)	2,372	(680)	(1,275)	(1,177)
Bremerton	$ 36,091	$ 35,787	$ 37,008	$ 35,791	$ 36,140	$ 36,794	$ 37,398	304	(1,221)	1,217	(349)	(654)	(604)
Everett	$ 32,760	$ 32,464	$ 33,572	$ 32,468	$ 32,785	$ 33,378	$ 33,926	295	(1,107)	1,104	(316)	(594)	(548)
Lake Forest Park	$ 7,932	$ 7,895	$ 8,164	$ 7,896	$ 7,973	$ 8,117	$ 8,250	37	(269)	268	(77)	(144)	(133)
Renton	$ 35,060	$ 34,761	$ 35,946	$ 34,765	$ 35,104	$ 35,739	$ 36,325	299	(1,186)	1,182	(339)	(635)	(586)
Seattle	$ 483,703	$ 479,246	$ 495,592	$ 479,300	$ 483,972	$ 492,733	$ 500,816	4,457	(16,346)	16,291	(4,672)	(8,761)	(8,083)
Shoreline	$ 13,326	$ 13,201	$ 13,651	$ 13,202	$ 13,331	$ 13,572	$ 13,795	125	(450)	449	(129)	(241)	(223)
Tacoma	$ 113,827	$ 112,787	$ 116,633	$ 112,799	$ 113,899	$ 115,961	$ 117,863	1,040	(3,847)	3,834	(1,099)	(2,062)	(1,902)
Des Moines	N/A	$ 15,565	$ 16,095	$ 15,566	$ 15,718	$ 16,003	$ 16,265	(15,565)	(531)	529	(152)	(285)	(263)
Snoqualmie	N/A	$ 16,918	$ 17,495	$ 16,920	$ 17,085	$ 17,394	$ 17,679	(16,918)	(577)	575	(165)	(309)	(285)
Total	$ 793,216	$ 818,386	$ 846,299	$ 818,479	$ 826,456	$ 841,418	$ 855,221	(25,170)	(27,913)	27,820	(7,977)	(14,962)	(13,803)

Washington Cities Business License and Tax Portal Agency
Reimbursement
FY2020-FY2024 December 2019 Final

	Reimbursable Costs							Actual (A), Projection (P), Budget (B)						
	2019 (P)	2020 (B)	2021 (B)	2022 (B)	2023 (B)	2024 (B)	Note <1>	2019 (B) vs. 2018 (A)	2020 (B) vs. 2019 (P)	2021 (B) vs. 2020 (B)	2022 (B) vs. 2021 (B)	2023 (B) vs. 2022 (B)	2024 (B) vs. 2023 (B)	Note <1>
T3. Reimbursement	$ 816,611	$ 809,343	$ 829,799	$ 803,802	$ 812,175	$ 827,678								
Bellevue	$ 72,597	$ 71,951	$ 73,769	$ 71,458	$ 72,202	$ 73,581		8,608	646	(1,818)	2,311	(744)	(1,378)	
Bremerton	$ 37,156	$ 36,825	$ 37,756	$ 36,573	$ 36,954	$ 37,659		(24,237)	331	(931)	1,183	(381)	(705)	
Everett	$ 33,726	$ 33,426	$ 34,271	$ 33,197	$ 33,543	$ 34,183		4,061	300	(845)	1,074	(346)	(640)	
Lake Forest Park	$ 8,166	$ 8,093	$ 8,298	$ 8,038	$ 8,122	$ 8,277		1,023	73	(205)	260	(84)	(155)	
Renton	$ 36,094	$ 35,773	$ 36,677	$ 35,528	$ 35,898	$ 36,583		(15,943)	321	(904)	1,149	(370)	(685)	
Seattle	$ 497,969	$ 493,538	$ 506,011	$ 490,158	$ 495,264	$ 504,718		59,856	4,432	(12,474)	15,853	(5,106)	(9,454)	
Shoreline	$ 13,719	$ 13,597	$ 13,941	$ 13,504	$ 13,645	$ 13,905		(7,861)	122	(344)	437	(141)	(260)	
Tacoma	$ 117,184	$ 116,141	$ 119,076	$ 115,346	$ 116,547	$ 118,772		14,095	1,043	(2,935)	3,731	(1,202)	(2,225)	
Total	$ 816,611	$ 809,343	$ 829,799	$ 803,802	$ 812,175	$ 827,678		39,601	7,268	(20,455)	25,997	(8,373)	(15,503)	

Washington Cities Business License and Tax Portal Agency
Summary of Budget
FY2021-FY2025 Draft v.s. Dec 2019 Final

	Reimbursable Costs							Actual (A), Projection (P), Budget (B)						
	2019 (P)	2020 (B)	2021 (B)	2022 (B)	2023 (B)	2024 (B)	Note <1>	2019 (B) vs. 2018 (A)	2020 (B) vs. 2019 (A)	2021 (B) vs. 2020 (B)	2022 (B) vs. 2021 (B)	2023 (B) vs. 2022 (B)	2024 (B) vs. 2023 (B)	Note <1>
T3. Reimbursement	$ (23,395)	$ 9,043	$ 16,500	$ 14,677	$ 14,281	$ 13,740								
Bellevue	$ (2,080)	$ (2,188)	$ (1,627)	$ (1,687)	$ (1,751)	$ (1,854)		-	108	(561)	60	64	103	
Bremerton	$ (1,064)	$ (1,038)	$ (748)	$ (782)	$ (814)	$ (865)		-	(27)	(290)	34	32	51	
Everett	$ (966)	$ (961)	$ (699)	$ (729)	$ (758)	$ (805)		-	(5)	(262)	30	29	47	
Lake Forest Park	$ (234)	$ (198)	$ (134)	$ (142)	$ (149)	$ (160)		-	(36)	(65)	8	7	11	
Renton	$ (1,034)	$ (1,012)	$ (731)	$ (763)	$ (795)	$ (844)		-	(22)	(281)	33	31	50	
Seattle	$ (14,266)	$ (14,292)	$ (10,420)	$ (10,858)	$ (11,293)	$ (11,985)		-	26	(3,872)	439	434	692	
Shoreline	$ (393)	$ (396)	$ (290)	$ (302)	$ (314)	$ (333)		-	3	(107)	12	12	19	
Tacoma	$ (3,357)	$ (3,354)	$ (2,443)	$ (2,546)	$ (2,648)	$ (2,811)		-	(3)	(911)	104	102	163	
Des Moines	N/A	$ 15,565	$ 16,095	$ 15,566	$ 15,718	$ 16,003		N/A	(15,565)	(531)	529	(152)	(285)	
Snoqualmie	N/A	$ 16,918	$ 17,495	$ 16,920	$ 17,085	$ 17,394		N/A	(16,918)	(577)	575	(165)	(309)	
Total	$ (23,395)	$ 9,043	$ 16,500	$ 14,677	$ 14,281	$ 13,740		-	(32,437)	(7,457)	1,823	396	541	

Note <1>: The 2020 budget adopted in December 2019 did not contain any forecast for FY 2025 and thus, no comparison.

January Postmortem

May 2020

Project Team

- Avenu Team was created to address the January Issues

System Performance Issues

- **Software**

Number	Task
1	Batch Processor - Improve error handling/logging/notification
2	Notification for batch summary report
3	Record Kubra file import, associate with processed transactions
4	Refactor Website Code (Entity Framework)
5	Examine batch process processes for improvement to data fetching and updating
6	Enhance Relational DB Model
7	Add Data Base Referential Integrity
8	Add logic to restrict deletion of data during certain stages of the filing process
9	Change the PCS logging

System Performance Issues (continued)

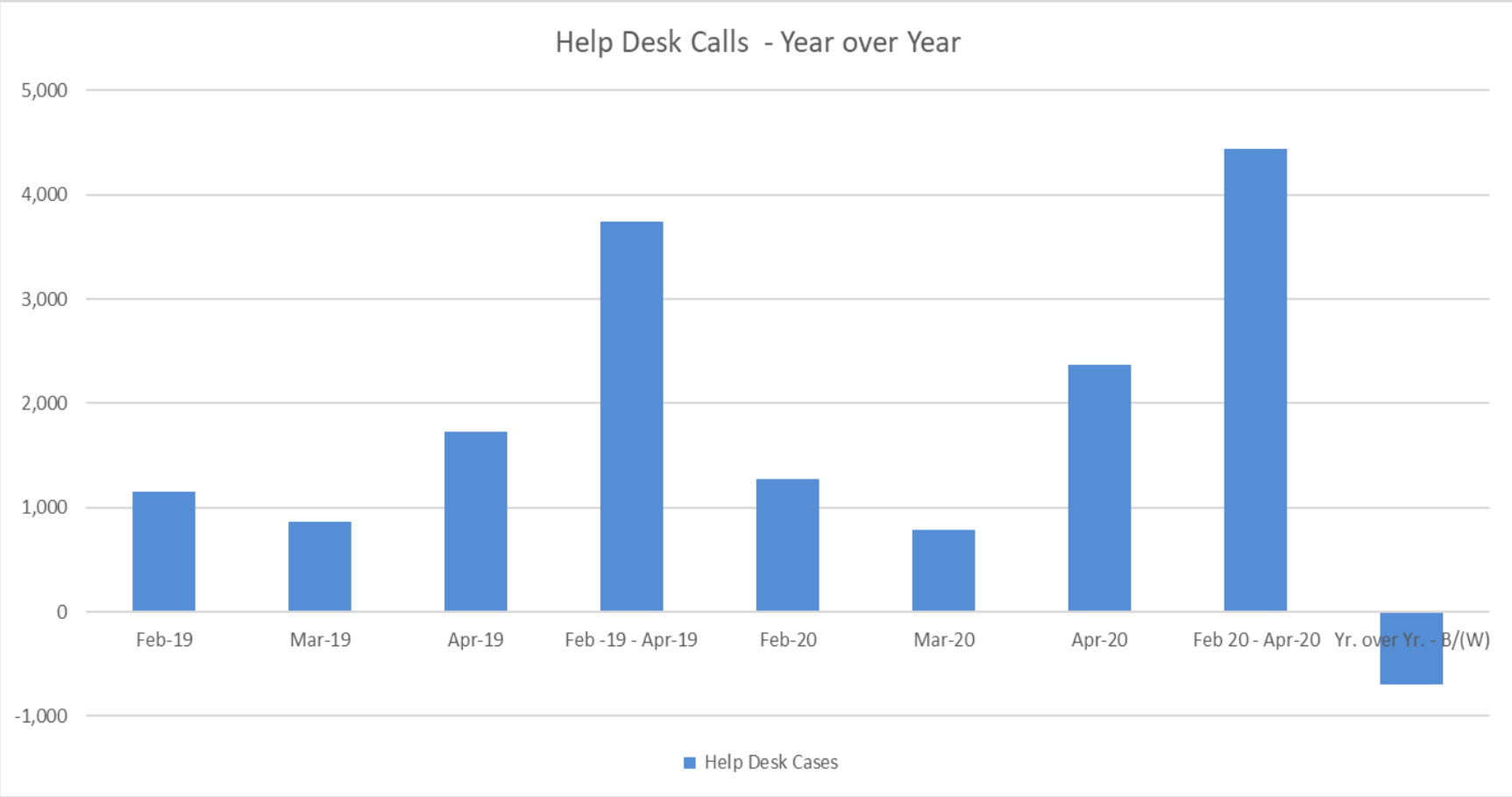
- **Hardware**
  - Short Term (January 2020)
    - Added CPU, RAM and Hardware Storage
  - Longer Term
    - New Windows Server OS
    - Microsoft SQL
- **Measurement**
  - Baseline versus Improvement

- **Monitoring**
  - Nightly Batch Process – Improve error handling/logging/notification
  - Utilization Reports – Daily Monitoring Reports
    - RAM Utilization
    - Storage Utilization
    - CPU Utilization
  - Help Desk Monitoring – customized to reflect FileLocal specific metrics.

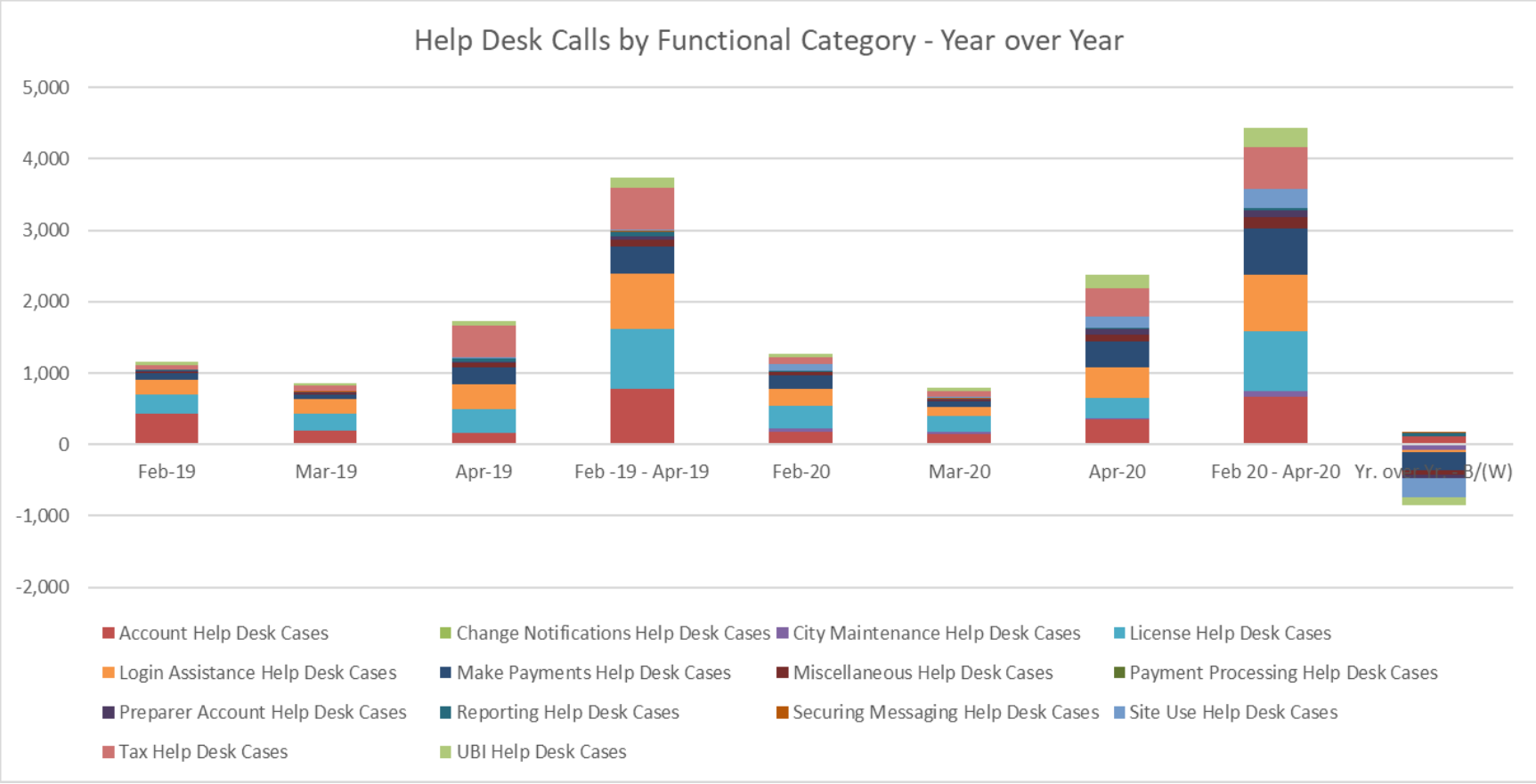
- **Help Desk**
  - New Help Desk Software acquired and was planned for deployment 4-1-20 but delayed due to COVID-19. Agency to work with Avenu on the timing.
  - Help Desk Staffing
    - Staff is currently at 12 with an additional 30 staff members trained to answer calls
      - Codesmart – third party vendor to take overflow
- **Batch/Form Issues**
  - Avenu is working on clearing January batch issues.

FileLocal: Monthly Business Review

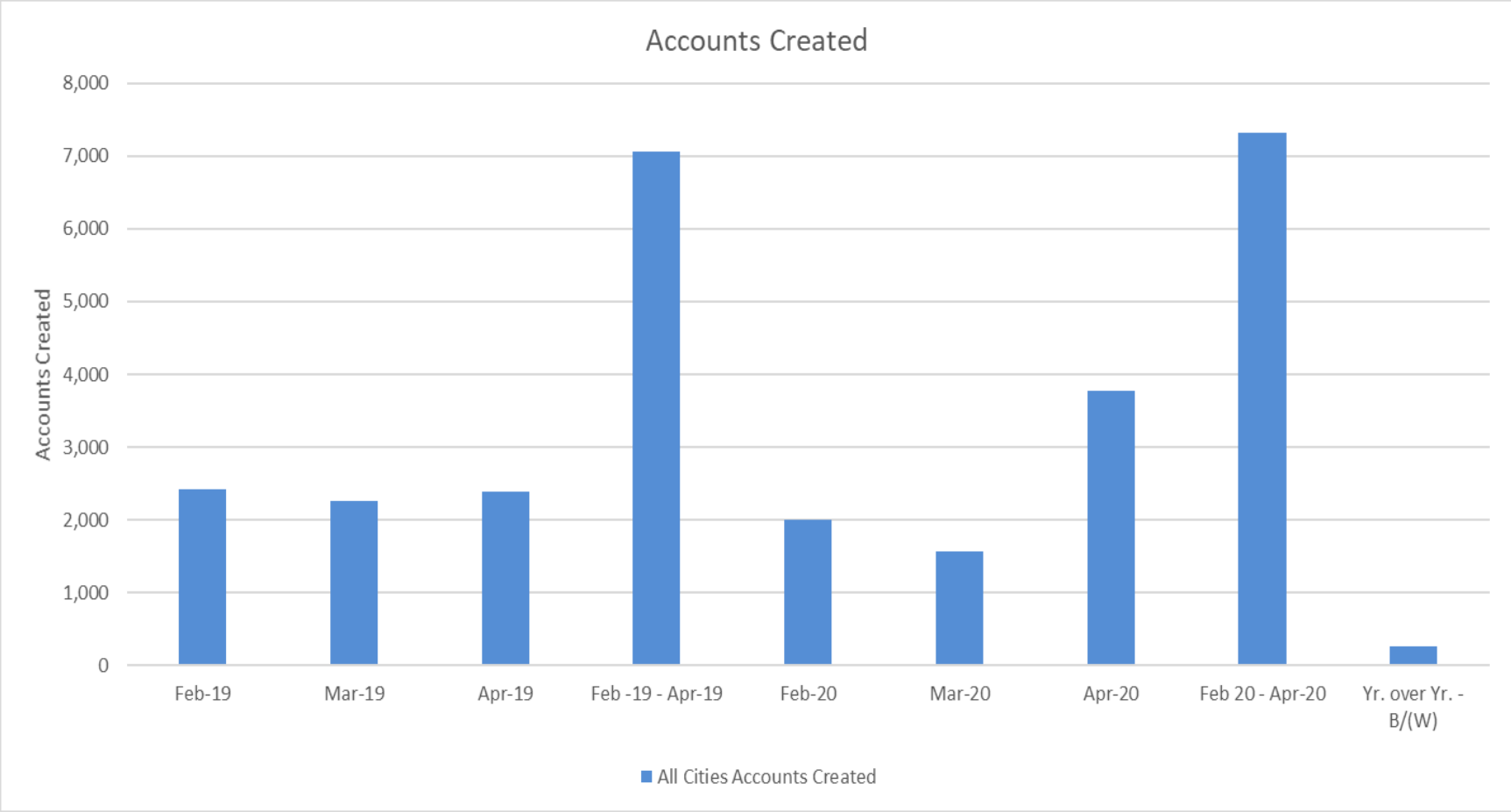
April 2020



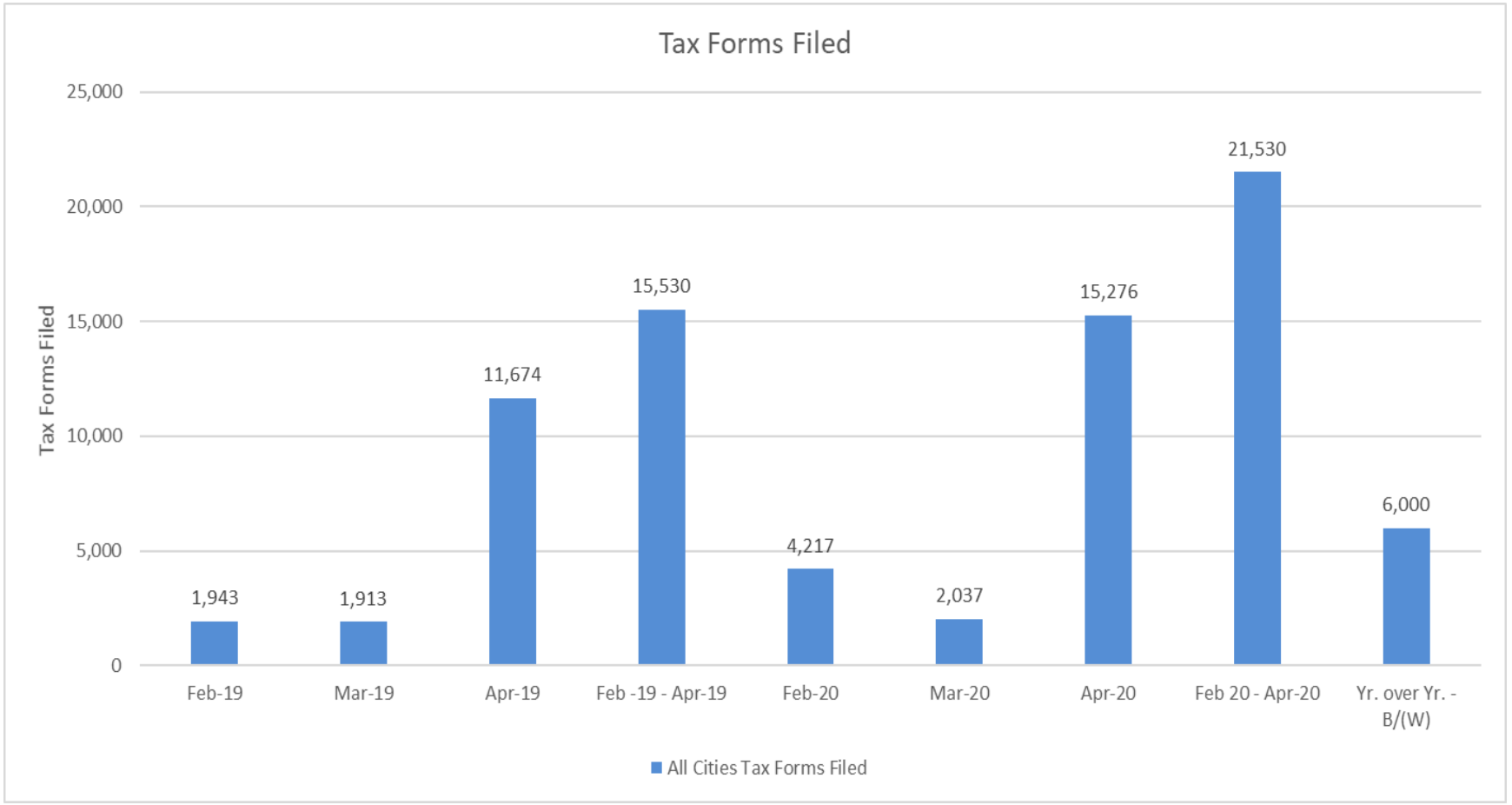
Help Desk Calls by Functional Category	Help desk calls totaled 4,435 for the three months ending April 2020. This is 12.5% of the accounts created and transactions processed which is .7% higher than the three months in the prior year. Three categories have ranked high for the last three months and make up 52% of the calls. The three sub categories make up the highest percentage and include Login Assistance (18%), Account Assistance (15%), Licenses (19%)



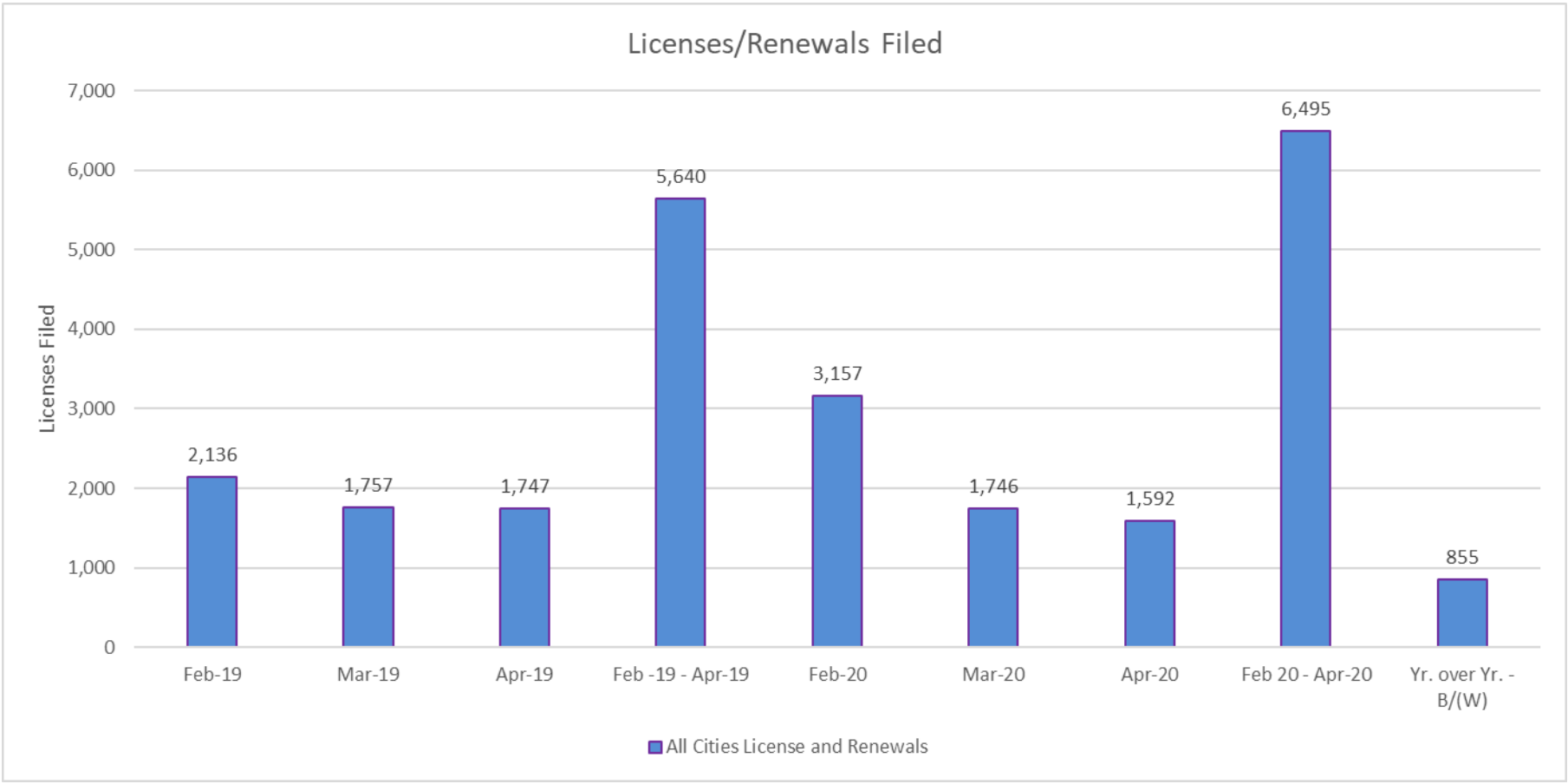
Help Desk Calls by Functional Category	Help desk calls totaled 4,435 for the three months ending April 2020. This is 12.5% of the accounts created and transactions processed which is .7% higher than the three months in the prior year. Three categories have ranked high for the last three months and make up 52% of the calls. The three sub categories make up the highest percentage and include Login Assistance (18%), Account Assistance (15%), Licenses (19%)



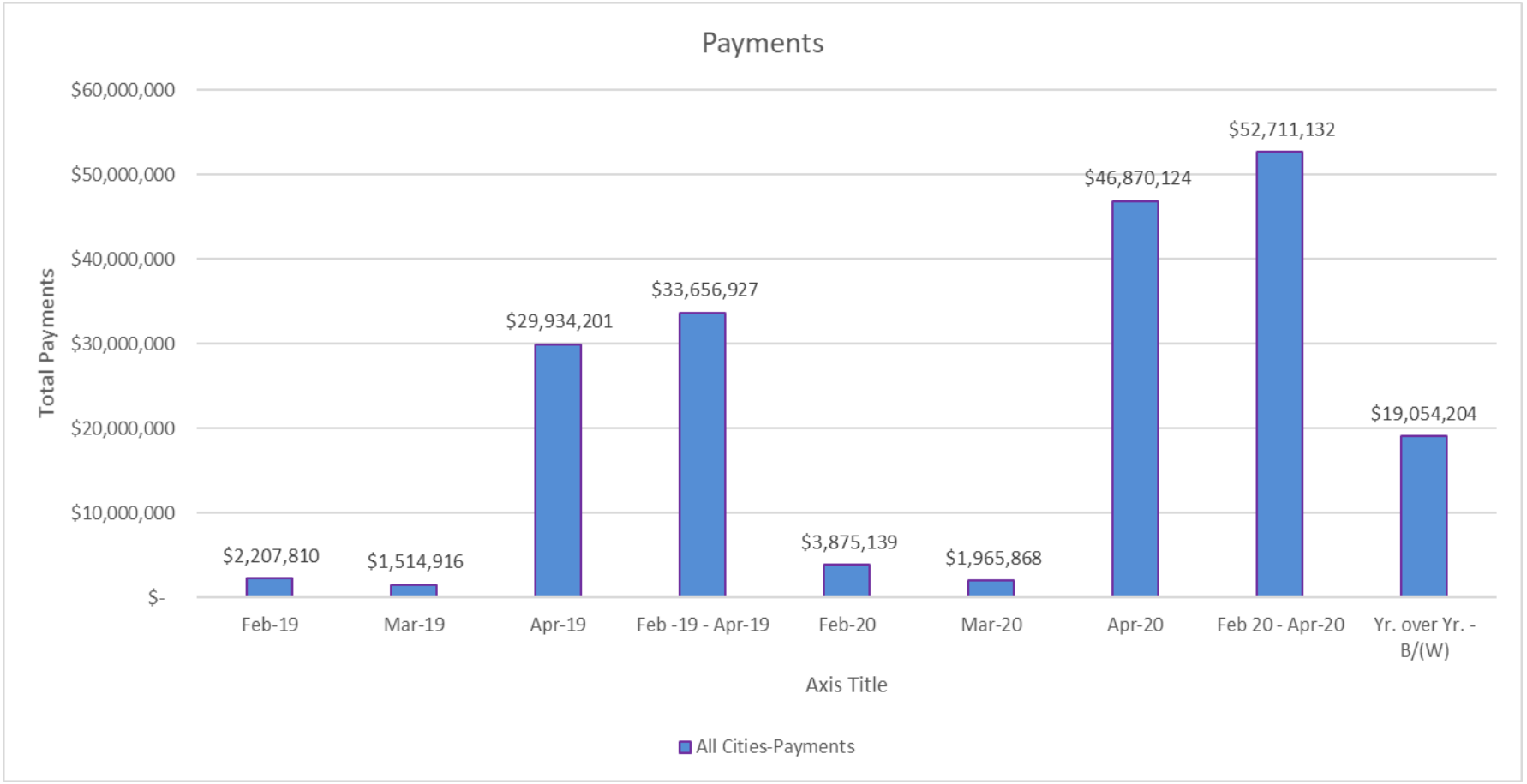
Accounts Created	Accounts created for the 3 months ended April 2020 were 7,327 which is up 262 accounts compared to the same 3 months in the prior year. 3 of the cities were down with Bellevue down 102, Bremerton up 87, Everett up 48, Lake Forest Park up 18, Renton down 304, Seattle up 672, Shoreline up 38 and Tacoma down 195.



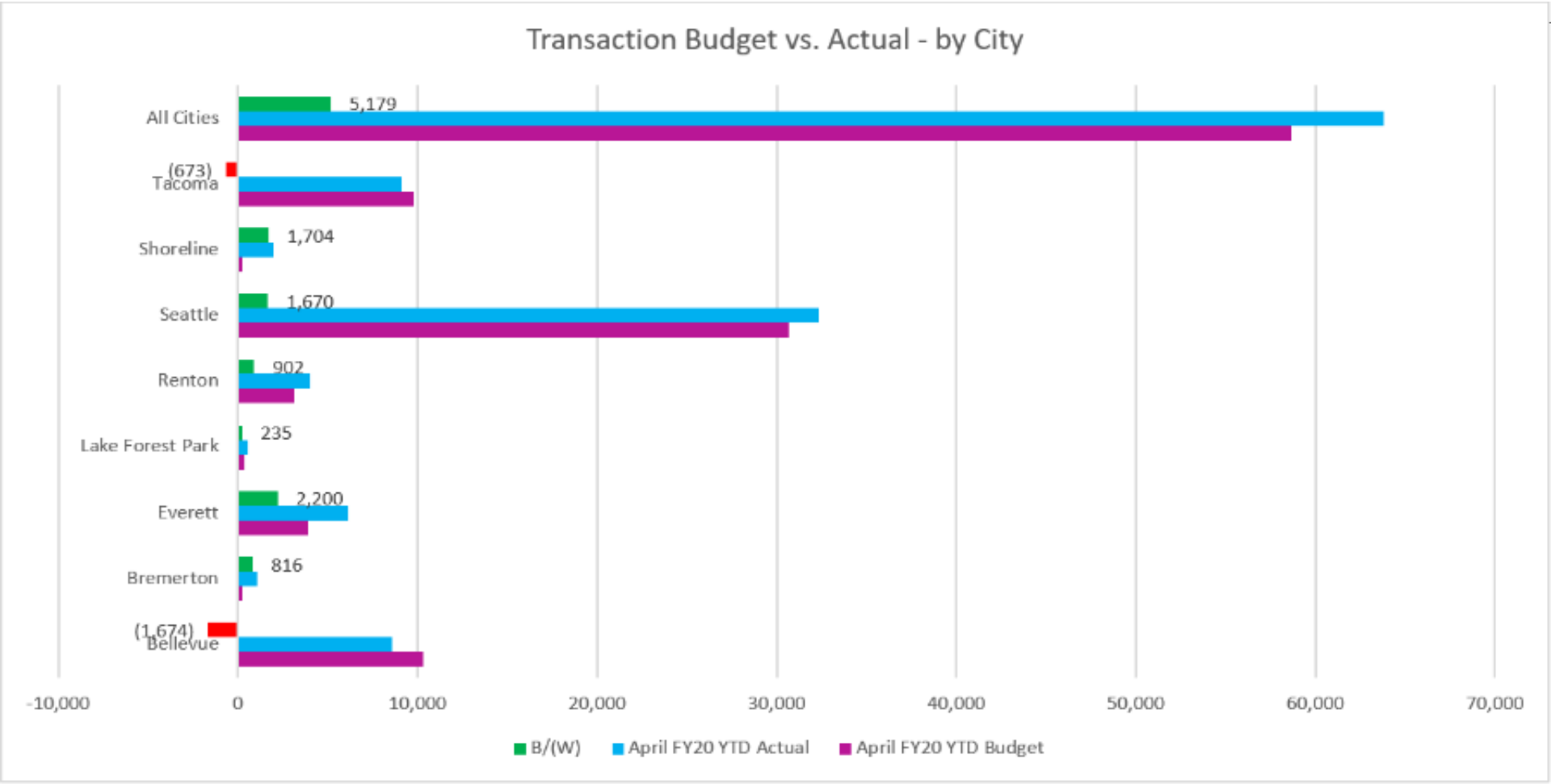
Tax Forms Filed	Tax Forms filed for the 3 months ended April 2020 were 21,530 which is up 6,000 filings compared to the same 3 months from the prior year. Six cities were up. Bellevue was down 128, Bremerton up 181, Everett up 538, Lake Forest Park up 64, Renton down 125, Seattle up 5,030, Shoreline up 158 and Tacoma up 282.



Licenses/Renewals Filed	License/Renewals created for the 3 months ended April 2020 were 6,495 which is up 855 filings compared to the same 3 months from the prior year. Six of the eight cities were up with Bellevue 176, Bremerton up 124, Everett up 84, Lake Forest Park up 28, Renton down 71, Seattle up 422, Shoreline up 115 and Tacoma down 23.



Payments Made by City	Payments made for the 3 months ended April 2020 were $57,711m which is up $19.1m compared to the same 3 months from the prior year. Seven of the eight cities were up with Bellevue up $690k, Bremerton up $331k, Everett up $189k, Lake Forest Park down $8k, Renton down $200k, Seattle up $17,107k, Shoreline up $176k and Tacoma up $750k.



Transactions YTD Budget versus YTD Actual	Transactions YTD Budget versus Actual were favorable by 5,180. Six cities were up. Bellevue was down by 1,674, Bremerton was up by 816, Everett was up 2,200, Lake Forest Park was up 235, Renton was up 902, Seattle was up 1,670, Shoreline was up 1,704 and Tacoma was down 673.

User Account Sign-Up Metrics

Description	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20
Users that completed email validation	8,411	2,080	1,985	2,086	1,308	1,460	2,003	1,974	1,379	2,618	2,774	4,346	5,544	1,766	1,395	3,165
% of users that completed email validation	90%	89%	95%	97%	97%	98%	98%	98%	98%	96%	93%	98%	95%	98%	98%	98%
Users that completed email validation and not assigned a license	5,468	1,412	1,325	1,471	929	998	1,475	1,397	941	1,992	1,358	2,977	3,549	1,095	899	2,364
% of users that completed email validation and assigned a license	65%	68%	67%	71%	71%	68%	74%	71%	68%	76%	49%	68%	64%	62%	64%	75%
Filed a Tax Return for the First Time	3,550	731	682	855	480	558	825	760	514	857	557	1,511	1,793	602	459	1,522

Seattle Import Account Sign-Up Metrics

Description	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20
Seattle Import Started	2,315	353	180	314	124	92	262	93	94	718	211	262	166	34	24	139
Seattle Import Completed	2,155	329	166	297	117	87	237	82	78	662	185	242	142	31	22	132
Seattle - % that started and completed import	93%	93%	92%	95%	94%	95%	90%	88%	83%	92%	88%	92%	86%	91%	92%	95%

New Cities Update

May 2020

New City Status

Your one stop for local business licensing and tax filing

www.filelocal-wa.gov

City	Launch	Type	Notes
Des Moines	~2020.2	Principal	City has signed with FileLocal and will join using Standard Implementation in 2020.2. City will convert to web service following implementation of a new SOR.
Snoqualmie	~2020.2	Subscriber	City has signed with FileLocal and will join using Standard Implementation in 2020.2. City will convert to web service following implementation of a new SOR.
Kent	2021	Principal	City has notified the Agency that they would like to join FileLocal for Licensing only. City is working internally on next steps including a possible legislative request to extend the 7-2020 date to accommodate back-end system of record work being done by the city.

Vendor Warrant List

March 2020

FileLocal
Quarterly Warrant List
March 31, 2020

Vendor Name	Payment for Current Quarter	Payments Year-To-Date
Madrona Law Group, PLLC	$ 660.00	$ 660.00
Leviathan Security Groups, Inc.	3,937.50	3,937.50
Lund Consulting	4,562.50	4,562.50
E-gov	20,557.50	20,557.50
Kevin Fizpatrick	586.70	586.70
City of Seattle	109,589.02	109,589.02
Total	**$ 139,893.22**	**$ 139,893.22**