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

Kari Roller
City of Renton

Glen Lee, Chair
City of Seattle

Andy Cherullo, Vice Chair
City of Tacoma

Executive Board Meeting Agenda

March 18, 2021

CONFERENCE CALL
SEATTLE, WA

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

2. **PUBLIC COMMENT***

3. **APPROVAL OF 12-17-20 MEETING SUMMARY**
   a. 12-17-20 Meeting Summary

4. **REVIEW OF JANUARY 2021, DECEMBER 2020 AND NOVEMBER 2020 FINANCIAL STATEMENTS**
   a. January 2021 Financial Statements
   b. December 2020 Financial Statements
   c. November 2020 Financial Statements

5. **ACTION ITEMS**
   a. Resolution **FL2021-01 ILA Amendment – Extension of Use of 2012 Historical Count Allocation Percentages (**Supermajority Vote)
      i. Briefing Paper: **FL2021-01**
      ii. Resolution: **FL2021-01**
      iii. Attachment A: **FL2021-01 ILA Amendment No. 2**
      iv. Attachment B: **FL2021-01 Transaction Comparison**
   b. Resolution **FL2021-02: City of Kent Admission** (Supermajority Vote)
      i. Briefing Paper: **FL2021-02**
      ii. Resolution: **FL2021-02**
      iii. Attachment A: **FL2021-02 Addendum**
      iv. Attachment B: **FL2021-02 Discussion Points**

6. **OPERATIONAL UPDATES**
   a. Monthly Business Report (MBR)
   b. January 2020 Issues Update
   c. Draft Budget 2022-2026
   d. New Cities Update
   e. Vendor warrants

*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.

7. ADJOURNMENT

Executive Board Meeting Summary

Executive Board:

Toni Call, Chair
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, Chair
City of Seattle

Andy Cherullo, Vice-Chair
City of Tacoma

December 17, 2020

CONFERENCE CALL

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

Standing Items

1. CALL TO ORDER

The 12-17-20 meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 11:06a.m. and conducted by conference call.

ROLL CALL

Board Members Present: Toni Call (phone) Beth Ann Wroe (phone), Susy Haugen (phone), Lindsey Vaughn (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 Susy Haugen, the board approved the 09-30-20 meeting summary.

4. REVIEW OF FINANCIAL STATEMENT

Kevin Fitzpatrick summarized the October 2020 financial statements and cash status. There were no questions or comments.

5. ACTION ITEMS

A. Resolution FL2020-09 Board Meeting Schedule 2021

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

i. Motion to accept: Beth Anne Wroe
ii. Motion seconded: Andy Cherullo
iii. Majority vote: Passed

VOTE FL2020-09	City	Member
YES	Bellevue	Toni Call
YES	Des Moines	Beth Ann Wroe
YES	Everett	Susy Haugen
YES	Lake Forest Park	Lindsey Vaughn
ABSENT	Renton	Jan Hawn
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

B. Resolution FL2020-10: Final Budget 2021-2025

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 FL2020-10	City	Member
YES	Bellevue	Toni Call
YES	Des Moines	Beth Ann Wroe
YES	Everett	Susy Haugen
YES	Lake Forest Park	Lindsey Vaughn
ABSENT	Renton	Jan Hawn
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

C. Resolution FL2020-11: Francis and Company Accounting Contract 2021-2022

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

iv. Motion to accept: Andy Cherullo
v. Motion seconded: Toni Call
vi. Majority vote: Passed

VOTE FL2020-11	City	Member
YES	Bellevue	Toni Call
YES	Des Moines	Beth Ann Wroe
YES	Everett	Susy Haugen
YES	Lake Forest Park	Lindsey Vaughn
ABSENT	Renton	Jan Hawn
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

6. DISCUSSION ITMS:

A. November Monthly Business Review

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

B. January 2020 Postmortem

Avenu formed a new dedicated Project Team in February. Kevin Fitzpatrick is meeting weekly with Avenu to go over reconciliations.

System Performance Issues

Software work included the Kubra File Import and Refactoring Web Codes. Hardware improvements included a SQL Server upgrade in August and a Web Server upgrade in November.

Help Desk

Help Desk software was upgraded Q3'20 to separate FileLocal calls from other Avenu calls. The Help Desk is currently staffed at 12 with an additional 30 Avenu personnel trained to answer calls. A third-party vendor is available to take call overflows and is expected to be utilized during the January filing period.

Monitoring

Avenu is providing daily utilization reports for RAM, Storage, and CPU. Monthly utilization charts are now included in the Monthly Business Review (MBR) report.

Kevin Fitzpatrick shared that FileLocal is receiving monthly reconciliation reports and is working with Avenu on providing cities with Daily Reconciliation Reports, hopefully by the end of December 2020.

There were no question or comments regarding the January 2020 Postmortem update.

C. Workplan 2021

Kevin Fitzpatrick presented the 2021 Workplan. The workplan includes important dates and deadlines, expiring contracts and agreements, and a focus on SLA deliverables and monitoring.

There were no question or comments regarding the Workplan 2021..

D. ADA Update

Kevin stated that no ADA work was scheduled for fourth quarter. Work will resume once the foundational software is completed. There were no questions or comments.

E. New Cities Update

Kent was granted a Legislative extension and will join FileLocal as a principal city Q2'21. Kevin Fitzpatrick expects to bring documents to the board for approval Q1'21.

ACTION; Glen Lee asked Kevin to provide a 10-15-minute overview at the next board meeting on where we are with Legislative Deadlines.

F. Vendor Warrants

Kevin reviewed the vendor warrant list. There were no questions or comments.

7. ADJOURNMENT

On a motion made by Glen Lee and seconded by Andy Cherullo, the meeting of the Executive Board adjourned at 11:50 a.m.

Respectfully Submitted,

Julie Panick
Secretary, FileLocal

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

FileLocal
Financial Statements
January 31, 2021

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FILELOCAL
STATEMENT OF FINANCIAL POSITION
JANUARY 31, 2021

ASSETS		
Cash	$	334,602
LGIP Investment		714,425
Dues from cities		895,715
Prepaid		4,735
Total Current Assets		1,949,477
TOTAL ASSETS	**$**	**1,949,477**
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	$	110,884
Accrued liabilities		97,605
Total Current Liabilities		208,489
TOTAL LIABILITIES		208,489
NET ASSETS		
Net assets, unrestricted		847,076
Change in net assets		893,912
TOTAL NET ASSETS		1,740,988
TOTAL LIABILITIES AND NET ASSETS	**$**	**1,949,477**

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 JANUARY 31, 2021

	January	YTD
REVENUES		
User fees	$ 110,564	**$ 110,564**
Reimbursable cost/Capital cost recovery charges		
City of Seattle	495,593	**495,593**
City of Bellevue	76,142	**76,142**
City of Tacoma	120,633	**120,633**
City of Everett	35,572	**35,572**
City of Lake Forest Park	8,664	**8,664**
City of Bremerton	37,508	**37,508**
City of Renton	37,946	**37,946**
City of Des Moines	17,095	**17,095**
City of Snoqualmie	18,495	**18,495**
City of Shoreline	14,151	**14,151**
Total direct reimbursable costs	861,799	**861,799**
Interest income	88	**88**
Total revenues	$ 972,451	**$ 972,451**
EXPENSES		
Accounting fees	$ 6,545	**$ 6,545**
Agency IT costs	-	**-**
Bank fees	41	**41**
Capital Recovery Payment		**-**
Conference cost	-	**-**
Consulting	-	**-**
Insurance	430	**430**
Labor costs	35,399	**35,399**
Legal fees		**-**
License and membership fees	110	**110**
Meals and entertainment	-	**-**
Office and operation supplies	-	**-**
Printing and copying	-	**-**
Technology costs		**-**
Transaction fees	36,014	**36,014**
Travel Expense	-	**-**
Other Expense	-	**-**
Total expenses	$ 78,539	**$ 78,539**
CHANGE IN NET ASSETS	$ 893,912	**$ 893,912**

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FILELOCAL
SCHEDULE OF BUDGET AND ACTUAL
FOR THE YEAR TO DATE ENDED JANUARY 31, 2021

	Budget (Final)	YTD Budget	YTD Actual	Variance
REVENUES				
User fees	$ 496,025	$ 41,335	$ 110,564	$ 69,229
Reimbursable cost/Capital cost recovery charges				
City of Seattle	495,593	495,593	495,593	-
City of Bellevue	76,142	76,142	76,142	-
City of Tacoma	120,633	120,633	120,633	-
City of Everett	35,572	35,572	35,572	-
City of Lake Forest Park	8,664	8,664	8,664	-
City of Bremerton	37,508	37,508	37,508	-
City of Renton	37,946	37,946	37,946	-
City of Des Moines	17,095	17,095	17,095	-
City of Snoqualmie	18,495	18,495	18,495	-
City of Shoreline	14,151	14,151	14,151	-
Total direct reimbursable costs	861,799	861,799	861,799	-
Interest income	-	-	88	88
Fund carryover		-	-	-
Total sources	$ 1,357,824	$ 903,134	$ 972,451	$ 69,317
EXPENSES				
Labor costs	$ 446,005	$ 37,167	$ 35,399	$ 1,768
Contracts	69,730	5,811	7,016	(1,205)
Overhead	57,622	4,801	110	4,691
Technology costs	762,926	63,577	36,014	27,563
Operating reserve	13,384	1,115	-	1,115
Capital cost recovery payments	15,500	1,292	-	1,292
Total operating expenses	$ 1,365,167	$ 113,763	$ 78,539	$ 35,224
CHANGE IN NET ASSETS			893,912	
NET ASSETS, AS OF JANUARY 1, 2021			847,076	
NET ASSETS, AS OF JANUARY 31, 2021			$ 1,740,988	
Schedule I - Contracts				
Accounting	$ 50,000	$ 4,167	$ 6,545	$ (2,378)
Auditing	11,689	974	-	974
Insurance	6,430	536	430	106
Bank fees	1,611	134	41	93
Total Contracts	$ 69,730	$ 5,811	$ 7,016	$ (1,205)
Schedule II - Overhead				
Legal	$ 41,093	$ 3,424	$ -	$ 3,424
Office and operating supplies	2,440	203	-	203
Printing	2,440	203	-	203
Licenses/Memberships	2,440	203	110	93
Agency IT costs	2,758	230	-	230
Marketing	6,451	538	-	538
Total Overhead	$ 57,622	$ 4,801	$ 110	$ 4,691

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FILELOCAL
STATEMENT OF CASHFLOW
FOR THE YEAR TO DATE ENDED JANUARY 31, 2021

		January 31, 2021
Change in Net Assets		$ 893,912
Adjustments to reconcile Change in Net Assets		
to net cash provided by operations:		
	Accounts Receivable	1,000
	Dues from Cities	(834,054)
	Prepaid	540
	Accounts Payable and Accrued Liabilities	64,838
Cash provided by operating activities		126,236
	Contributions to LGIP	
	Net interest earned	(88)
Cash (used) for investing activities		(88)
Net cash increase (decrease)		126,148
Cash at January 1, 2021		208,454
Cash at January 31, 2021		**334,602**
Less Operating Reserve		**1,115**
Cash Available		**$ 333,487**

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700 5th Avenue, Suite 4350
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FileLocal
Financial Statements
December 31, 2020

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FILELOCAL
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2020

ASSETS		
Cash	$	208,454
LGIP Investment		714,341
Dues from cities		61,661
Prepaid		5,598
Total Current Assets		990,054
TOTAL ASSETS	**$**	**990,054**
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	$	2,685
Accrued liabilities		125,844
Total Current Liabilities		128,529
TOTAL LIABILITIES		128,529
NET ASSETS		
Net assets, unrestricted		499,242
Change in net assets		362,283
TOTAL NET ASSETS		861,525
TOTAL LIABILITIES AND NET ASSETS	**$**	**990,054**

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 ACTIVITIES
FOR THE MONTH
AND YEAR-TO-DATE ENDED DECEMBER 31, 2020

	October	November	December	YTD
REVENUES				
User fees	$ 72,836	$ 47,940	$ 46,544	**$ 437,628**
Reimbursable cost/Capital cost recovery charges				
City of Seattle	-	-	-	**493,538**
City of Bellevue	-	-	-	**75,951**
City of Tacoma	-	-	-	**122,141**
City of Everett	-	-	-	**34,426**
City of Lake Forest Park	-	-	-	**9,093**
City of Bremerton	-	-	-	**38,825**
City of Renton	-	-	-	**39,773**
City of Des Moines	-	10,662	500	**11,162**
City of Snoqualmie	-	19,325	500	**19,825**
City of Shoreline	-	-	-	**15,597**
Total direct reimbursable costs	-	29,987	1,000	**860,331**
Interest income	117	98	98	**605**
Total revenues	$ 72,953	$ 78,025	$ 47,642	**$ 1,298,564**
EXPENSES				
Accounting fees	$ 2,500	$ 10,607	$ (12,316)	**$ 46,509**
Agency IT costs	-	-	-	**-**
Bank fees	29	31	35	**207**
Capital Recovery Payment	-	-	21,000	**21,000**
Conference cost	-	-	-	**-**
Consulting	-	-	-	**-**
Insurance	430	430	430	**5,137**
Labor costs	58,667	35,399	35,399	**416,809**
Legal fees	1,050	180	390	**12,653**
License and membership fees	-	-	-	**410**
Meals and entertainment	-	-	-	**-**
Office and operation supplies	-	-	-	**88**
Printing and copying	-	-	-	**-**
Technology costs	50,686	28,843	(23,309)	**241,566**
Transaction fees	25,526	12,898	19,647	**186,598**
Travel Expense	-	-	-	**213**
Other Expense	-	-	-	**5,091**
Total expenses	$ 138,888	$ 88,388	$ 41,276	**$ 936,281**
CHANGE IN NET ASSETS	$ (65,935)	$ (10,363)	$ 6,366	**$ 362,283**

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

	Budget (Final)	YTD Budget	YTD Actual	Variance
REVENUES				
User fees	$ 395,010	$ 395,010	$ 437,628	$ 42,618
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 Des Moines			11,162	11,162
City of Snoqualmie			19,825	19,825
City of Shoreline	15,597	15,597	15,597	-
Total direct reimbursable costs	829,344	829,344	860,331	30,987
Interest income	-	-	605	605
Fund carryover	36,292	36,292	-	(36,292)
Total sources	$ 1,260,646	$ 1,260,646	$ 1,298,564	$ 37,918
EXPENSES				
Labor costs	$ 424,786	$ 424,786	$ 416,809	$ 7,977
Contracts	61,044	61,044	51,853	9,191
Overhead	55,539	55,539	13,364	42,175
Technology costs	687,875	687,875	433,255	254,620
Operating reserve	11,402	11,402	-	11,402
Capital cost recovery payments	20,000	20,000	21,000	(1,000)
Total operating expenses	$ 1,260,646	$ 1,260,646	$ 936,281	$ 324,365
CHANGE IN NET ASSETS			362,283	
NET ASSETS, AS OF JANUARY 1, 2020			499,242	
NET ASSETS, AS OF DECEMBER 31, 2020			$ 861,525	
Schedule I - Contracts				
Accounting	$ 41,740	$ 41,740	$ 46,509	$ (4,769)
Auditing	11,437	11,437	-	11,437
Insurance	6,291	6,291	5,137	1,154
Bank fees	1,576	1,576	207	1,369
Total Contracts	$ 61,044	$ 61,044	$ 51,853	$ 9,191
Schedule II - Overhead				
Legal	$ 39,607	$ 39,607	$ 12,653	$ 26,954
Office and operating supplies	2,659	2,659	88	2,571
Printing	2,352	2,352	-	2,352
Licenses/Memberships	2,352	2,352	410	1,942
Agency IT costs	2,352	2,352	-	2,352
Marketing	6,217	6,217	213	6,004
Total Overhead	$ 55,539	$ 55,539	$ 13,364	$ 42,175

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

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

		December 31, 2020
Change in Net Assets		$ 362,283
Adjustments to reconcile Change in Net Assets		
to net cash provided by operations:		
	Accounts Receivable	7,604
	Dues from Cities	37,630
	Prepaid	(5,302)
	Accounts Payable and Accrued Liabilities	(58,753)
Cash provided by operating activities		343,462
	Contributions to LGIP	(713,752)
	Net interest earned	(590)
Cash (used) for investing activities		(714,342)
Net cash increase (decrease)		(370,880)
Cash at January 1, 2020		579,334
Cash at December 31, 2020		**208,454**
Less Operating Reserve		**11,402**
Cash Available		**$ 197,052**

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FileLocal
Financial Statements
November 30, 2020

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FILELOCAL
STATEMENT OF FINANCIAL POSITION
NOVEMBER 30, 2020

ASSETS		
Cash	$	227,508
LGIP Investment		714,246
Accounts receivable		-
Dues from cities		14,849
Prepaid		15,252
Total Current Assets		971,855
TOTAL ASSETS	**$**	**971,855**
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	$	18,000
Accrued liabilities		88,697
Total Current Liabilities		106,697
TOTAL LIABILITIES		106,697
NET ASSETS		
Net assets, unrestricted		499,242
Change in net assets		365,916
TOTAL NET ASSETS		865,158
TOTAL LIABILITIES AND NET ASSETS	**$**	**971,855**

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 NOVEMBER 30, 2020

	September	October	November	YTD
REVENUES				
User fees	$ 6,736	$ 72,836	$ 47,940	**$ 391,084**
Reimbursable cost/Capital cost recovery charges				
City of Seattle	-	-	-	**493,538**
City of Bellevue	-	-	-	**75,951**
City of Tacoma	-	-	-	**122,141**
City of Everett	-	-	-	**34,426**
City of Lake Forest Park	-	-	-	**9,093**
City of Bremerton	-	-	-	**38,825**
City of Renton	-	-	-	**39,773**
City of Des Moines	-	-	10,662	**10,662**
City of Snoqualmie	-	-	19,325	**19,325**
City of Shoreline	-	-	-	**15,597**
Total direct reimbursable costs	-	-	29,987	**859,331**
Interest income	293	117	97	**507**
Total revenues	$ 7,029	$ 72,953	$ 78,024	**$ 1,250,922**
EXPENSES				
Accounting fees	$ 2,500	$ 2,500	$ 607	**$ 48,825**
Agency IT costs	-	-	-	**-**
Bank fees	32	29	34	**173**
Capital Recovery Payment	-	-	-	**-**
Conference cost	-	-	-	**-**
Consulting	-	-	-	**-**
Insurance	430	430	430	**4,707**
Labor costs	35,399	58,667	35,399	**381,410**
Legal fees	-	1,050	180	**12,263**
License and membership fees	-	-	-	**410**
Meals and entertainment	-	-	-	**-**
Office and operation supplies	-	-	-	**88**
Printing and copying	-	-	-	**-**
Technology costs	14,950	50,686	28,843	**264,875**
Transaction fees	2,567	25,526	12,898	**166,951**
Travel Expense	-	-	-	**213**
Other Expense	-	-	-	**5,091**
Total expenses	$ 55,878	$ 138,888	$ 78,391	**$ 885,006**
CHANGE IN NET ASSETS	$ (48,849)	$ (65,935)	$ (367)	**$ 365,916**

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

	Budget (Final)	YTD Budget	YTD Actual	Variance
REVENUES				
User fees	$ 395,010	$ 362,093	$ 391,084	$ 28,991
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 Des Moines			10,662	10,662
City of Snoqualmie			19,325	19,325
City of Shoreline	15,597	15,597	15,597	-
Total direct reimbursable costs	829,344	829,344	859,331	29,987
Interest income	-	-	507	507
Fund carryover	36,292	36,292	-	(36,292)
Total sources	$ 1,260,646	$ 1,227,729	$ 1,250,922	$ 23,193
EXPENSES				
Labor costs	$ 424,786	$ 389,387	$ 381,410	$ 7,977
Contracts	61,044	55,957	53,705	2,252
Overhead	55,539	50,911	12,974	37,937
Technology costs	687,875	630,552	436,917	193,635
Operating reserve	11,402	10,452	-	10,452
Capital cost recovery payments	20,000	18,333	-	18,333
Total operating expenses	$ 1,260,646	$ 1,155,592	$ 885,006	$ 270,586
CHANGE IN NET ASSETS			365,916	
NET ASSETS, AS OF JANUARY 1, 2020			499,242	
NET ASSETS, AS OF NOVEMBER 30, 2020			$ 865,158	
Schedule I - Contracts				
Accounting	$ 41,740	$ 38,262	$ 48,825	$ (10,563)
Auditing	11,437	10,484	-	10,484
Insurance	6,291	5,767	4,707	1,060
Bank fees	1,576	1,445	173	1,272
Total Contracts	$ 61,044	$ 55,958	$ 53,705	$ 2,253
Schedule II - Overhead				
Legal	$ 39,607	$ 36,306	$ 12,263	$ 24,043
Office and operating supplies	2,659	2,437	88	2,349
Printing	2,352	2,156	-	2,156
Licenses/Memberships	2,352	2,156	410	1,746
Agency IT costs	2,352	2,156	-	2,156
Marketing	6,217	5,699	213	5,486
Total Overhead	$ 55,539	$ 50,910	$ 12,974	$ 37,936

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 CASHFLOW
FOR THE YEAR TO DATE ENDED NOVEMBER 30, 2020

		November 30, 2020
Change in Net Assets		$ 365,916
Adjustments to reconcile Change in Net Assets		
to net cash provided by operations:		
	Accounts Receivable	8,604
	Dues from Cities	83,441
	Prepaid	(14,957)
	Accounts Payable and Accrued Liabilities	(80,584)
Cash provided by operating activities		362,420
	Contributions to LGIP	(713,752)
	Net interest earned	(494)
Cash (used) for investing activities		(714,246)
Net cash increase (decrease)		(351,826)
Cash at January 1, 2020		579,334
Cash at November 30, 2020		**227,508**
Less Operating Reserve		**10,452**
Cash Available		**$ 217,056**

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

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

File Local Resolution FL2021-01
Briefing Paper
ILA Amendment – Extension of Use of 2012 Historical Count Allocation Percentages

Date: *March 18, 2021*

Issue: Shall the Washington Multi-City Business License and Tax Portal (Agency) Executive Board amend the Interlocal Agreement signed in March 2014 to extend the use of 2012 historical transaction counts for an additional three years (through 2024) as the basis for deriving the cost allocation percentages to the Principals?

Operating Committee Recommendation: The Portal Agency Executive Board should pass Resolution FL2021-01 approving the extension of the 2012 historical count allocation by 3 years through 2024.

Rationale: The Interlocal Agreement (ILA) was signed by the four founding cities in March 2014. Under this agreement, for the years 2014-2018, the allocation of the Agency's costs to the Original Principals was to be based on their 2012 historical transaction counts. From and ~~a~~after 2019, the allocation was to be based on the most recent actual number of transactions processed via the tax portal. See ILA section 13.g. The ILA was amended in 2017 (Reso. FL2017-04) to extend the use of 2012 transaction counts for an additional three years (through 2021), with the most recent year's transaction counts being used for 2022 and beyond. So, for 2025, the 2023 actual transaction counts would be used.

The 2012 historical transaction count percentage adjusted to reflect new city additions, which has been used to allocate costs for years 2014-2021, is as follows: Bellevue 9%, Everett 4%, Seattle 59%, and Tacoma 14%. Using actual counts through December 2020, the allocation percentages are materially different: Bellevue 12%, Everett 9%, Seattle 55%, and Tacoma 14%. These differences are currently being addressed through the closure of the existing SELF system in Seattle.

Resolution FL2021-01 extends the use of the 2012 historical transaction counts by 3 additional years to allow for the actions in Seattle to fully take effect. That said, any amendment to the ILA for changes in Principal contribution responsibilities (section 18.e) requires consent of the legislative authorities of all the Principals. If the Executive Board approves the use of 2012 historical transaction counts for the years 2022-2024, the Board members will need to work with their individual legislative bodies to adopt city-level resolutions approving this change to the ILA before it becomes effective.

RESOLUTION NO. 2021-01

A Resolution of the Washington Multi-City Business License and Tax Portal Agency Executive Board regarding an Amendment of the Interlocal Agreement to Extend Use of Historical Transaction Counts.

Whereas, the Washington Multi-City Business License and Tax Portal Agency ("Agency") was originally established under the Interlocal Agreement By and Between the Cities of Bellevue, Everett, Seattle, and Tacoma, dated March 1, 2014 ("Interlocal Agreement"); and

Whereas, Section 13.g. of the Interlocal Agreement was amended in 2017 via Resolution FL2017-04 to provide that, for the years 2014-2021, the allocation of Agency costs among the Original Principals shall generally be based on 2012 transaction counts of each Original Principal as set forth in Exhibit A to the Interlocal Agreement, and to further provide that, beginning in 2022 and afterward, Agency costs shall be allocated among the Original Principals based on the actual number of transactions processed through the Portal for each of such city; and

Whereas, due to various city-specific factors associated with implementation of the Portal in the Original Principal cities, the Original Principals have determined that converting to use of actual transaction counts as the basis for allocating Agency costs beginning in 2022 would be inequitable, and that continuing to use 2012 historical transaction counts of the Original Principals for an additional three years, through 2024, would be a preferable way to allocate Agency costs; and

Whereas, Section 18.e. of the Interlocal Agreement requires that any changes to the contribution responsibilities of Principal cities must be approved by the legislative authorities of all Principals;

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

SECTION 1. Subject to the approval of each of the legislative bodies of the Principal Cities of Bellevue, Everett, Seattle, Tacoma, Lake Forest Park, Renton, and Des Moines, Section 13.g. of the Interlocal Agreement is hereby amended as reflected in Attachment 1 hereto.

SECTION 2. Each member of the Executive Board, or his or her designee, is directed to work with the legislative body of his or her city to obtain its approval of the Interlocal Agreement as reflected in Attachment 1, hereto.

ADOPTED this_____day of_____, 2021.

ATTEST:

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

_____
Board Secretary

_____
Board Chair

AMENDMENT NO. 2 TO THE WASHINGTON MULTI-CITY BUSINESS LICENSE AND TAX PORTAL AGENCY INTERLOCAL AGREEMENT BY AND BETWEEN THE CITIES OF BELLEVUE, EVERETT, SEATTLE, AND TACOMA

This Amendment modifies that certain Washington Multi-City Business License and Tax Portal Agency Interlocal Agreement, dated March 1, 2014 ("ILA"), entered into by and between the Cities of Bellevue, Everett, Seattle, and Tacoma (collectively, the "Original Principals"), and as amended by Amendment No. 1 thereto, pursuant to FileLocal Resolution No. FL2017-04, adopted on June 12, 2017.

WHEREAS, Section 13.g. of the ILA, as amended on June 12, 2017, pursuant to FileLocal Resolution No. FL2017-04, provides a method for allocating Agency costs among the Participating Cities for the years 2014-2021; and

WHEREAS, the Principals (the cities of Bellevue, Des Moines, Everett, Lake Forest Park, Renton, Seattle, and Tacoma) now desire to further amend Section 13.g. of the ILA to revise how Agency costs are allocated among Participating Cities during the years 2022-2024, so that the allocation method used in years 2014-2021 may continue to be used through 2024; and

WHEREAS, Section 18 of the ILA allows amendments to the ILA, and specifically allows amendments affecting the contribution responsibilities of the Principals, so long as such amendments are approved by the legislative authorities of all Principals;

NOW THEREFORE, the Principals hereby agree to amend the ILA as follows:

1. Section 13.g. of the ILA is hereby amended to read as follows:

g. <u>Cost Allocation and Cost Recovery Principles</u>. The PORTAL AGENCY budget shall be generally allocated between all Participating Cities based on the number of Transactions processed for each City on the Portal. In years 2014 through 2024, the number of Transactions for the Original Principals shall be based on 2012 historical actual pre-Portal use Transaction Counts (as set forth in Exhibit A). In years 2014 through 2021, the City Transaction Count for any other Participating City shall be based on the most recent historical data for that City prior to it joining the Portal. From and after 2022, the allocation among other Participating Cities will be determined by considering the actual number of Transactions (if the City had joined before 2022), historical tax and license information, and the experience of the Original Principals as to how quickly businesses have adopted use of the Portal since its launch. The details of the cost allocation calculation shall be set forth in the Portal Operations Policy. Nothing in this Agreement shall be construed to prohibit the Executive Board from including factors in addition to the number of City Transactions in the cost allocation formulas as between Participating Cities, so long as the primary basis for allocation remains the City Transaction count.

2. All other terms of the ILA remain in full force and effect.

//

AGREED TO BY:

City of Bellevue

_____
City Manager

_____
Date

Approved as to Form:

_____
City Attorney

_____
Date

City of Everett

_____
Mayor

_____
Date

Approved as to Form:

_____
City Attorney

_____
Date

City of Seattle

_____
Mayor

_____
Date

Approved as to Form:

_____
City Attorney

_____
Date

City of Tacoma

_____
City Manager

_____
Date

Approved as to Form:

_____
City Attorney

_____
Date

_____
Finance Director

_____
Date

Attest:

_____
City Clerk

AGREED TO BY:

City of Lake Forest Park

_____
Mayor

_____
Date

Approved as to Form:

_____
City Attorney

_____
Date

City of Renton

_____
Mayor

_____
Date

Approved as to Form:

_____
City Attorney

_____
Date

City of Des Moines

_____
City Manager

_____
Date

Attest as to Form:

_____
City Attorney

_____
Date

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Transaction Comparison
Feb FY2021

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City Allocation – FY20 Actual Transactions

	2020 Actual Transaction/%	
	Transactions	Percent
City		
Bellevue	16,937	11.68%
Bremerton	1,761	1.21%
Des Moines	390	0.27%
Everett	12,934	8.92%
Lake Forest Park	1,441	0.99%
Renton	7,196	4.96%
Seattle	81,028	55.87%
Shoreline	3,283	2.26%
Snoqualmie	330	0.23%
Tacoma	19,740	13.61%
Total	145,040	100%

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Transaction History 1 of 2

	Actual (A, Budget (B), Projected (P)				FY20 Budgets - including Des Moines and Snoqualmie adds			Delta		
	2017 (A)	2018 (A)	2019 (A)	2020 (A)	2021 (B/P)	2022 (B)	2023 (B)	20 (A) vrs 21 (B/P)	21 (B/P) vrs 22 (B)	22 (B) vrs 23 (B)
Actual/Budget										
Bellevue	10,609	16,118	17,624	16,937	25,410	27,951	30,746	8,473	2,541	2,795
Bremerton	0	0	733	1,761	720	864	1,037	-1,041	144	173
Des Moines	0	0	0	390	1,200	1,440	1,728	810	240	288
Everett	1,754	5,062	11,375	12,934	9,680	10,648	11,713	-3,254	968	1,065
Lake Forest Park	1	426	1,035	1,441	936	1,123	1,348	-505	187	225
Renton	0	571	6,141	7,196	8,400	10,080	12,096	1,204	1,680	2,016
Seattle	5,126	29,932	59,298	81,028	92,948	125,479	125,479	11,920	32,532	0
Shoreline	0	1	1,695	3,283	648	778	933	-2,635	130	156
Snoqualmie				330	1,200	1,440	1,728	870	240	288
Tacoma	9,626	13,649	17,619	19,740	24,200	26,620	29,282	4,460	2,420	2,662
Total	27,116	65,759	115,520	145,040	165,342	206,423	216,090	20,302	41,081	9,667

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Transaction Proposed Estimates 1 of 2

	Acutal (A), Projected (P)		March 2021 Proposed Budget Transactions					March 2021 Proposed XXXXX				
	2020 (A)	2021 (B/P)	2022 (B)	2023 (B)	2024 (B)	2025 (B)	2026 (B)	2022 (B) vrs 2021 (B/P)	2023 (B) vrs 2022 (B)	2024 (B) vrs 2023 (B)	2025 (B) vrs 2024 (B)	2026 (B) vrs 2025 (P)
City												
Bellevue	16,937	18,000	19,000	19,890	20,288	20,693	21,107	1,000	890	398	406	414
Bremerton	1,761	2,000	2,400	2,512	2,563	2,614	2,666	400	112	50	51	52
Des Moines	390	1,000	1,200	1,256	1,281	1,307	1,333	200	56	25	26	26
Everett	12,934	13,500	14,000	14,656	14,949	15,248	15,553	500	656	293	299	305
Lake Forest Park	1,441	2,000	2,400	2,512	2,563	2,614	2,666	400	112	50	51	52
Renton	7,196	8,000	9,000	9,421	9,610	9,802	9,998	1,000	421	188	192	196
Seattle	81,028	94,842	105,000	109,917	112,116	114,358	116,645	10,158	4,917	2,198	2,242	2,287
Shoreline	3,283	4,000	4,800	5,025	5,125	5,228	5,332	800	225	100	103	105
Snoqualmie	330	1,000	1,200	1,256	1,281	1,307	1,333	200	56	25	26	26
Tacoma	19,740	21,000	23,100	24,182	24,665	25,159	25,662	2,100	1,082	484	493	503
Total	145,040	165,342	182,100	190,628	194,440	198,329	202,296	16,758	8,528	3,813	3,889	3,967

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City Allocation – w FY20 Actual Transactions

	FY15 -FY17 Allocation %	FY18 Allocation %	FY19 Allocation %	FY20 Allocation %	FY21 Allocation %	FY21 Reimbursement	2020 Actual Transaction %	FY21 Reimbursement	Delta %	Delta $'s
Bellevue	10%	9%	9%	9%	9%	$ 72,142	12%	$ 98,826	3%	26,684
Bremerton	0%	5%	5%	4%	4%	$ 37,008	1%	$ 10,275	-3%	(26,733)
Des Moines	0%	0%	0%	2%	2%	$ 16,095	0%	$ 2,276	-2%	(13,819)
Everett	5%	4%	4%	4%	4%	$ 33,572	9%	$ 75,469	5%	41,897
Lake Forest Park	1%	1%	1%	1%	1%	$ 8,164	1%	$ 8,408	0%	244
Renton	0%	4%	4%	4%	4%	$ 35,946	5%	$ 41,988	1%	6,042
Seattle	68%	61%	61%	59%	59%	$ 495,593	56%	$ 472,793	-3%	(22,800)
Shoreline	0%	2%	2%	2%	2%	$ 13,651	2%	$ 19,156	1%	5,505
Snoqualmie	0%	0%	0%	2%	2%	$ 17,495	0%	$ 1,926	-2%	(15,569)
Tacoma	17%	14%	14%	14%	14%	$ 116,633	14%	$ 115,182	0%	(1,451)
Total	100%	100%	100%	100%	100%	$ 846,299	100%	$ 846,299	0%	0

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City Allocation - Extending Historical Count Allocation %

										Resolution 2021-01 - Extending Historical Count Usage		
	FY15 Allocation %	FY16 Allocation %	FY17 Allocation %	FY18 Allocation %	FY19 Allocation %	2020 Allocation %	FY21 Allocation %	FY21 Based on 2020 Actual Transaction %	2020 Budget to Actual Delta (W/(B)	FY22 Allocation %	FY23 Allocation %	FY24 Allocation %
Bellevue	10%	10%	10%	10%	9%	9%	9%	12%	3%	9%	9%	9%
Bremerton				1%	5%	4%	4%	1%	-3%	4%	4%	4%
Des Moines						2%	2%	0%	-2%	2%	2%	2%
Everett	5%	5%	5%	4%	4%	4%	4%	9%	5%	4%	4%	4%
Lake Forest Park			1%	1%	1%	1%	1%	1%	0%	1%	1%	1%
Renton				2%	4%	4%	4%	5%	1%	4%	4%	4%
Seattle	69%	69%	68%	65%	61%	59%	59%	56%	-3%	59%	59%	59%
Shoreline				1%	2%	2%	2%	2%	1%	2%	2%	2%
Snoqualmie						2%	2%	0%	-2%	2%	2%	2%
Tacoma	16%	16%	17%	15%	14%	14%	14%	14%	0%	14%	14%	14%
Total	100%	100%	100%	100%	100%	100%	100%	100%	0%	100%	100%	100%

File Local Resolution FL2021-02
Briefing Paper
Admission of City of Kent as Principal City

Date: March 18, 2021

Issue: Shall the Washington Multi-City Business License and Tax Portal Agency ("Agency") Executive Board approve the addition of a new city – City of Kent – as a Principal City?

Recommendation: The FileLocal Agency Executive Board should pass Resolution FL2021 – 02 approving the addition of the City of Kent as a Principal City.

Rationale: The Agency was founded through an Interlocal Agreement ("ILA") signed in March 2014 by the cities of Bellevue, Everett, Seattle and Tacoma. The founding cities ("Principals") created a web application gateway ("Portal") to collectively administer business licensing and tax collection that allows businesses in participating cities to use a "one-stop" system for licensing and tax payments. The ILA anticipates the addition of new cities either as Principals or Subscribers, with the costs of operating the Portal thereby being spread among a greater number of participants. New cities may join as Principals by becoming signatories to the ILA after approval by a super-majority vote of the Executive Board. Cities joining as Principals obtain a voting seat on the Executive Board. By contrast, Subscriber cities do not have voting rights on the Executive Board. Here, the City of Kent has indicated its desire to become a Principal City, which will require it to become a signatory to the ILA. To become a signatory, the Kent City Council will need to approve the ILA "as is" and authorize the Mayor to execute the ILA by signing the Fourth Addendum to the ILA, which is attached as Attachment A to this Resolution.

This Resolution approves the admittance of the City of Kent as a Principal City, which will entitle Kent to a new position as a voting member of the Board.

RESOLUTION NO. FL2021-02

A Resolution of the Washington Multi-City Business License and Tax Portal Agency Executive Board Approving the Addition of the City of Kent as a Principal City.

Whereas, the Washington Multi-City Business License and Tax Portal Agency ("Agency") was originally established under the Interlocal Agreement By and Between the Cities of Bellevue, Everett, Seattle, and Tacoma, dated March 1, 2014 ("Interlocal Agreement"); and

Whereas, Section 8.c. and 8.d. of the Interlocal Agreement authorize the Executive Board of the Agency to approve, by super-majority vote, the admission of new cities as either Principals and Subscribers; and

Whereas, the City of Kent has indicated its interest and desire to become a Principal of the Agency, and its willingness to execute the Interlocal Agreement, upon approval of its legislative body, and to fulfill any and all financial terms and conditions included therein as the Executive Board may deem appropriate and consistent with the Agency's Bylaws and Portal Operations Policy;

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 approves admission of the City of Kent, Washington, as a Principal of the Agency, pursuant to Section 8 of the ILA.

SECTION 2. The addition of the City of Kent as a Principal City is conditioned upon the consent of the Kent City Council to the terms of the ILA. The Mayor of the City

of Kent shall signify the City Council's consent and approval of the ILA by signing the form attached hereto as Attachment A by no later than June 30, 2021.

SECTION 3. The addition of the City of Kent as a Principal City is further conditioned upon its written consent to comply with the Agency's Portal Operations Policy.

ADOPTED by super-marority vote, this 18th day of March, 2021.

ATTEST:

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

Board Secretary

Board Chair

FOURTH ADDENDUM TO PAGE 31 OF THE WASHINGTON MULTI-CITY BUSINESS LICENSE AND TAX PORTAL AGENCY INTERLOCAL AGREEMENT DATED MARCH 1, 2014, TO ADD THE CITY OF KENT AS A PRINCIPAL

Pursuant to FileLocal Resolution FL2021-02 and Section 8 of the foregoing, this Agreement has been executed by the City of Kent to become a Principal City on the date set forth below:

City of Kent

_____
Mayor

_____
Date

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Kent 3-18-21

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Key New City Onboarding Activities

- 3-27-19 Agency/City Meeting
- 10-29-20 Agency/City Meeting
- 11-2020 Completed
- Q2’21 – scheduling dates in progress
- 3-3-21 Agency/City Meeting
- Q2’21 Principal City
- 3-18-21 Board Meeting

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Onboarding Option/Schedule/Fees

- Onboarding Option – Standardized City Template
  1. General Business Licensing, GBL Renewals
  2. Web Services – web services as part of the implementation.

Implementation Costs

Plus Implementation	City Calculation
Software Development Fee	$3,000
Capital Cost Recovery	$2,000
Kubra Setup	$8,662
Web Service	$5,560
Plus Implementation Sub Total	$19,222
General Updates	
Custom City Account Number	$8,618
Standard GBL Implementation	$8,618
License Only Implementation	$1,529
General Updates Sub Total	$18,765
Customizations	
City/Portal Calculation	$16,819
GBL Renewal	$18,487
Customizations Sub Total	$35,306
Sub Total - Excluding Testing and Release	$73,293
Testing and Release	$30,000
Total All	$103,293

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Yearly Agency Fee's

- **Kent Key Assumptions**
  - Starting Budget is the December 2020 December Final (2021-2025) Budget
  - City of Kent will onboard Q2'21
    - FY21 Annual Costs 50% of the full year
  - 2021 Full Year Kent Transactions 6,900. Assumes 390 transactions in FY2021 growing by 39% in FY2022

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Yearly Agency Fee's

Yearly Fees	Reimbursable Costs						
	2019 (A)	2020 (B)	2021 (P)	2022 (P)	2023 (P)	2024 (P)	2025 (P)
Total Yearly Costs - Kent	0	0	$ 9,094	$ 17,166	$ 17,332	$ 17,633	$ 17,911

	Reimbursable Costs						
	2019 (A)	2020 (B)	2021 (P)	2022 (P)	2023 (P)	2024 (P)	2025 (P)
T3. Reimbursement	$ 793,216	$ 818,386	$ 848,653	$ 822,882	$ 831,070	$ 845,939	$ 859,645
Bellevue	$ 70,517	$ 69,763	$ 70,878	$ 68,725	$ 69,409	$ 70,651	$ 71,796
Bremerton	$ 36,091	$ 35,787	$ 36,359	$ 35,255	$ 35,606	$ 36,243	$ 36,830
Des Moines	N/A	$ 15,565	$ 15,813	$ 15,333	$ 15,486	$ 15,763	$ 16,018
Everett	$ 32,760	$ 32,464	$ 32,983	$ 31,982	$ 32,300	$ 32,878	$ 33,411
Kent			$ 8,594	$ 16,666	$ 16,832	$ 17,133	$ 17,411
Lake Forest Park	$ 7,932	$ 7,895	$ 8,021	$ 7,778	$ 7,855	$ 7,996	$ 8,125
Renton	$ 35,060	$ 34,761	$ 35,316	$ 34,244	$ 34,585	$ 35,203	$ 35,774
Seattle	$ 483,703	$ 479,246	$ 486,905	$ 472,119	$ 476,817	$ 485,347	$ 493,211
Shoreline	$ 13,326	$ 13,201	$ 13,411	$ 13,004	$ 13,134	$ 13,369	$ 13,585
Snoqualmie	N/A	$ 16,918	$ 17,188	$ 16,666	$ 16,832	$ 17,133	$ 17,411
Tacoma	$ 113,827	$ 112,787	$ 114,589	$ 111,109	$ 112,215	$ 114,222	$ 116,073
Total	$ 793,216	$ 818,386	$ 848,653	$ 822,882	$ 831,070	$ 845,939	$ 859,645

	2019 (A)	2020 (B)	2021 (P)	2022 (P)	2023 (P)	2024 (P)	2025 (P)
T2 Capital Cost Recovery Charge							
Bellevue	$ 6,000	$ 4,000	$ 4,000	$ 4,000	$ 4,000	$ 6,000	$ 6,000
Bremerton	$ 1,000	$ 2,000	$ 500	$ 500	$ 1,000	$ 1,000	$ 1,000
Des Moines	N/A	$ 500	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000
Everett	$ 2,000	$ 1,000	$ 2,000	$ 4,000	$ 4,000	$ 4,000	$ 4,000
Kent	$ -	$ -	$ 500	$ 500	$ 500	$ 500	$ 500
Lake Forest Park	$ 1,000	$ 1,000	$ 500	$ 1,000	$ 1,000	$ 1,000	$ 1,000
Renton	$ 1,000	$ 4,000	$ 2,000	$ 2,000	$ 2,000	$ 4,000	$ 4,000
Shoreline	$ 1,000	$ 2,000	$ 500	$ 500	$ 500	$ 1,000	$ 1,000
Snoqualmie	N/A	$ 500	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000
Tacoma	$ 6,000	$ 6,000	$ 4,000	$ 4,000	$ 4,000	$ 6,000	$ 6,000
Total	$ 12,000	$ 21,000	$ 16,000	$ 18,500	$ 19,000	$ 25,500	$ 25,500

FileLocal

Your one stop for local business licensing and tax filing

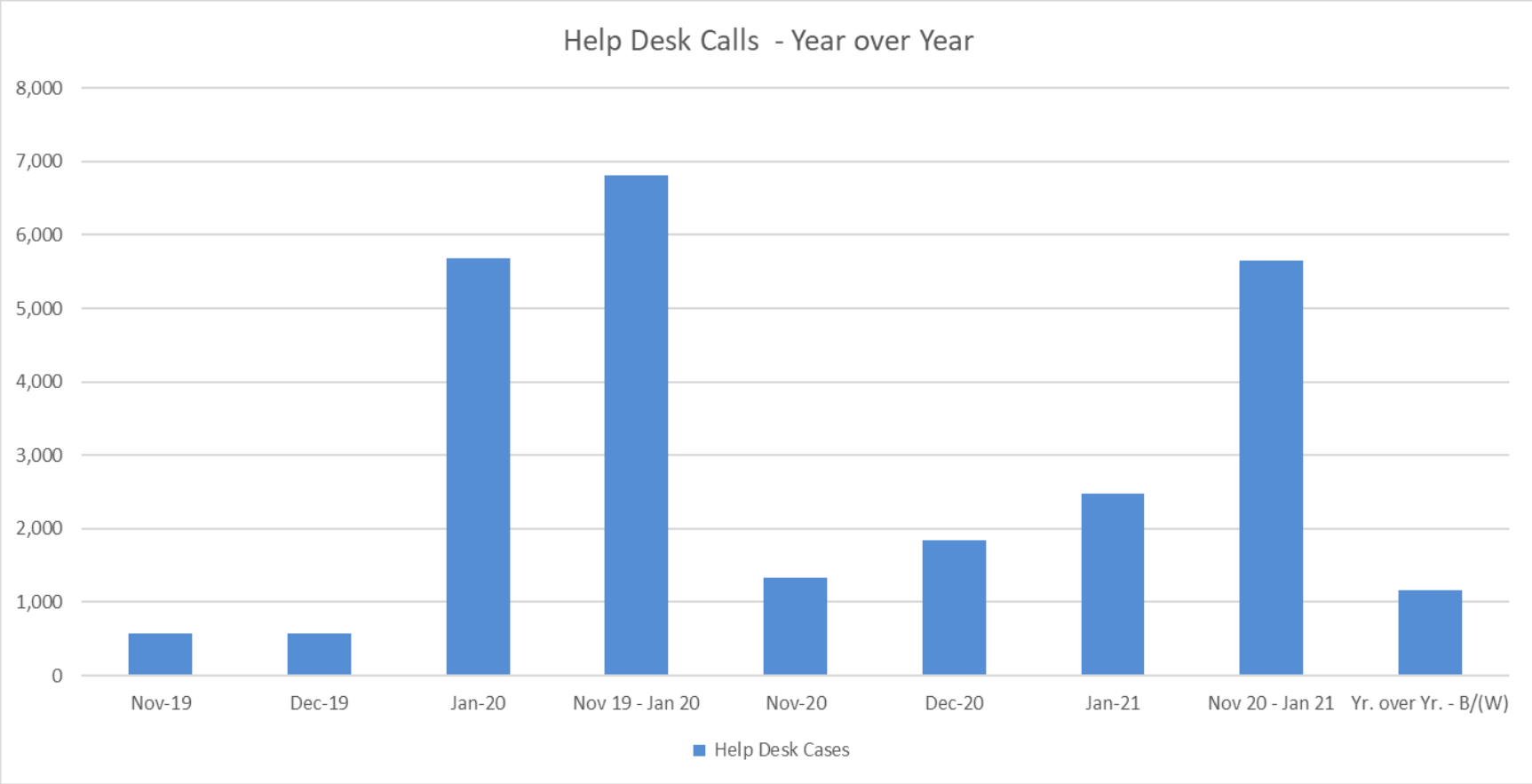
www.filelocal-wa.gov

Onboarding City Type

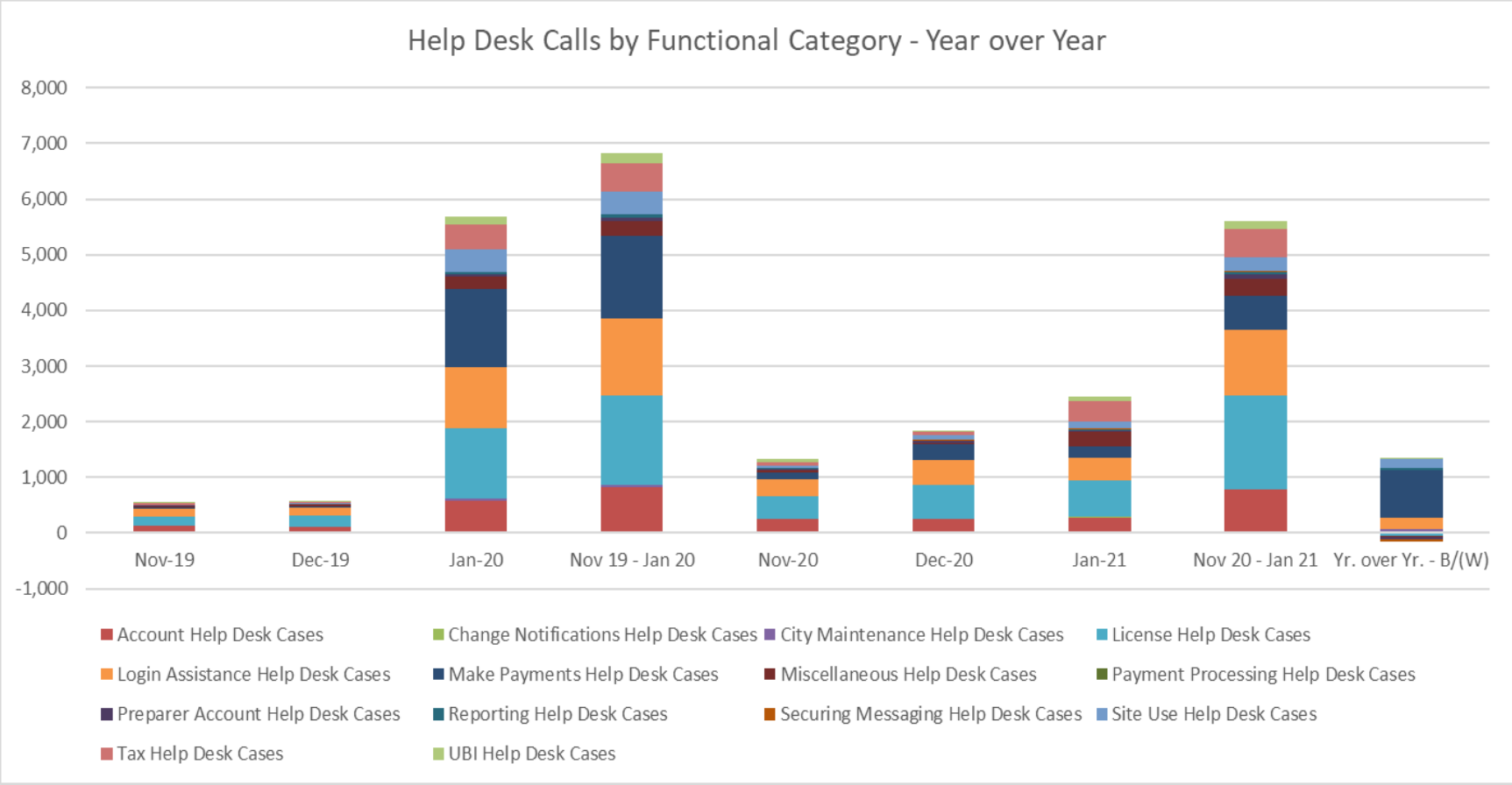
1. Interlocal Agreement – City Legislative Authorization
2. Assist with the Management of the Agency
3. Voting Member of the Executive Board

FileLocal: Monthly Business Review

January 2021



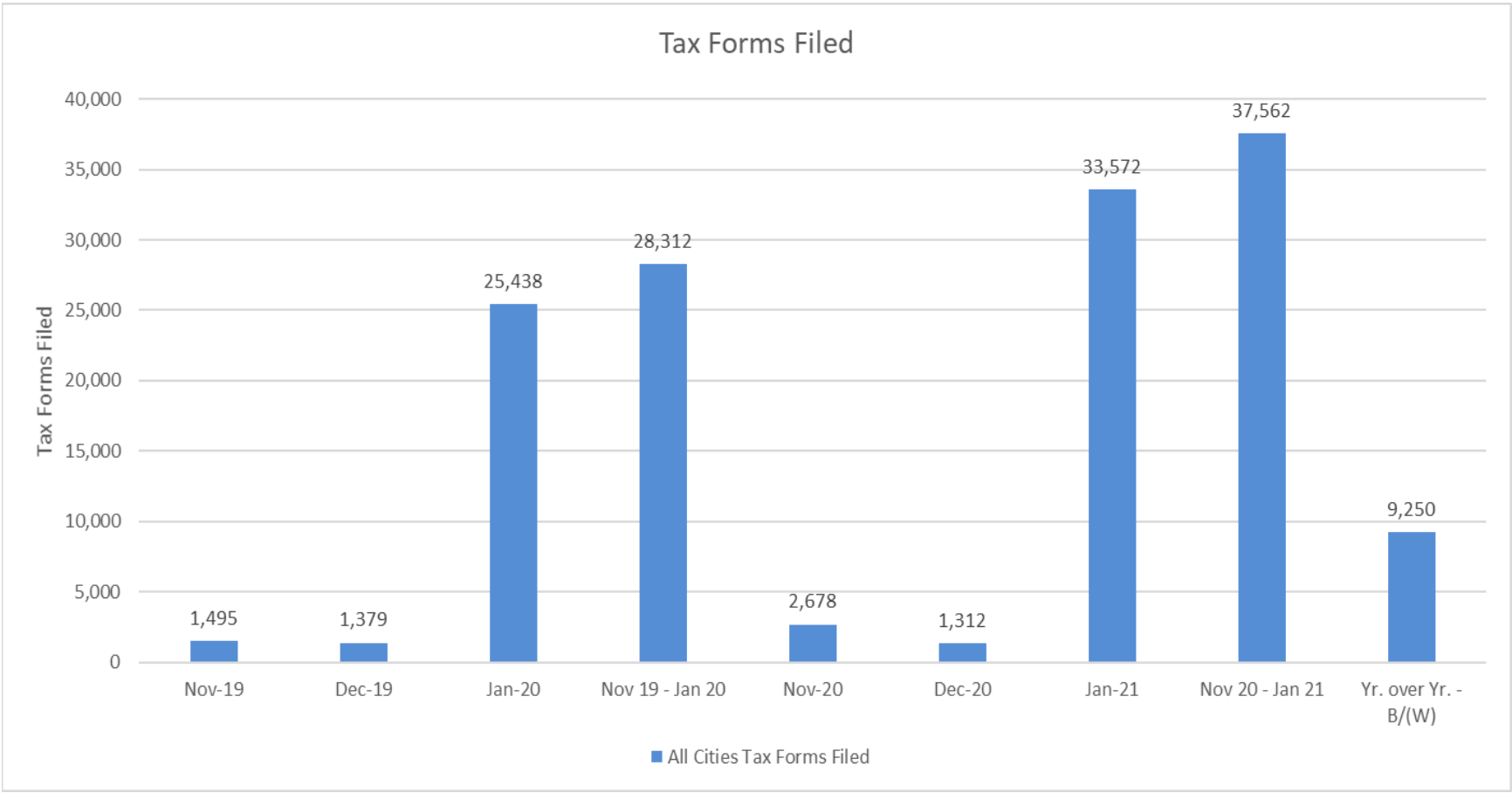
Help Desk Calls by Functional Category	Help desk calls totaled 5,653 for the three months ending January 2021. This is 6.9% of the accounts created and transactions processed which is 3% lower than the three months in the prior year. Three items make up 62% of the calls. Licenses (30%), Login Assistance (21%) and Account Help Desk Cases (11%).



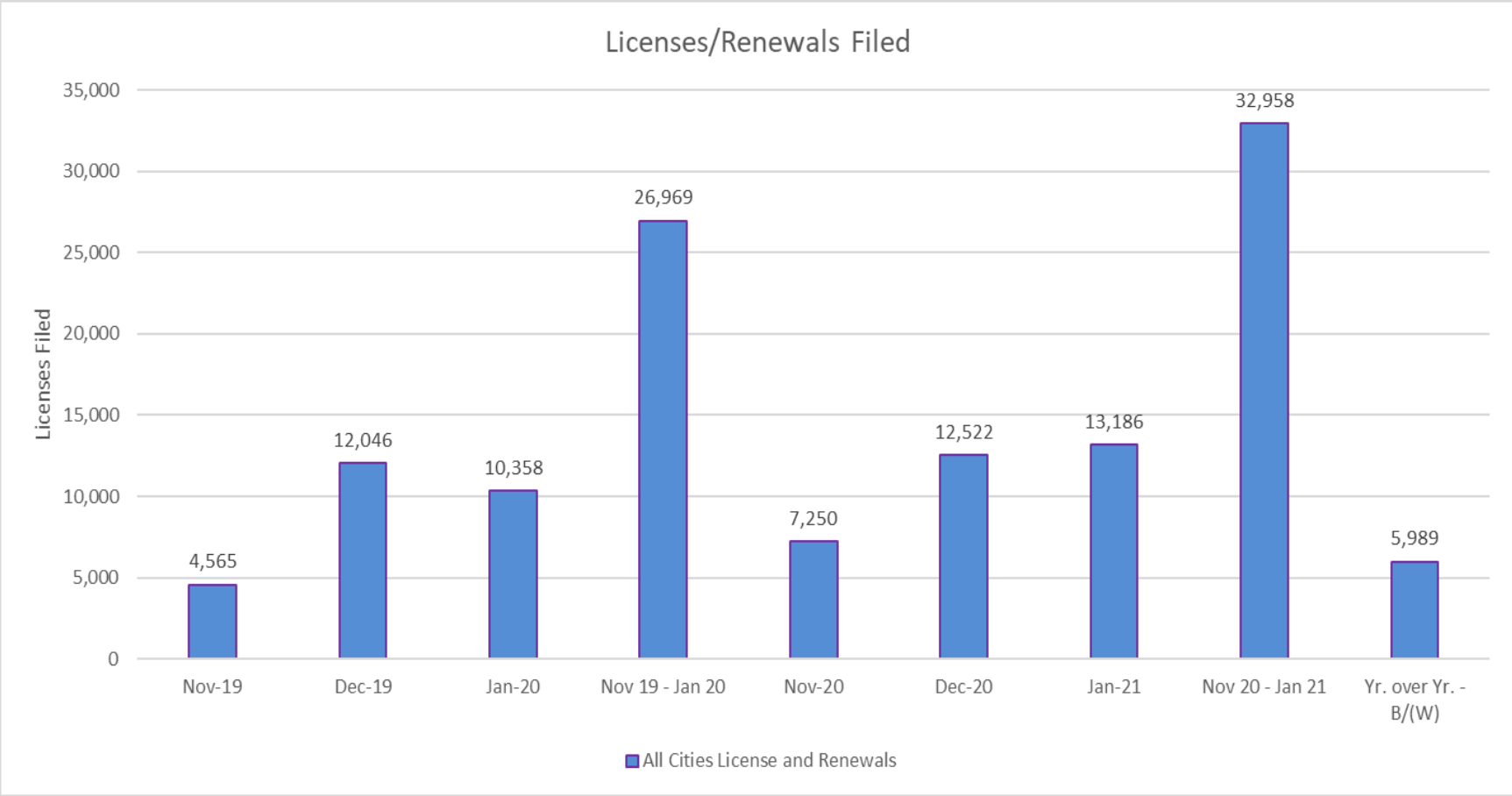
Help Desk Calls by Functional Category	Help desk calls totaled 5,653 for the three months ending January 2021. This is 6.9% of the accounts created and transactions processed which is 3% lower than the three months in the prior year. Three items make up 62% of the calls. Licenses (30%), Login Assistance (21%) and Account Help Desk Cases (11%).



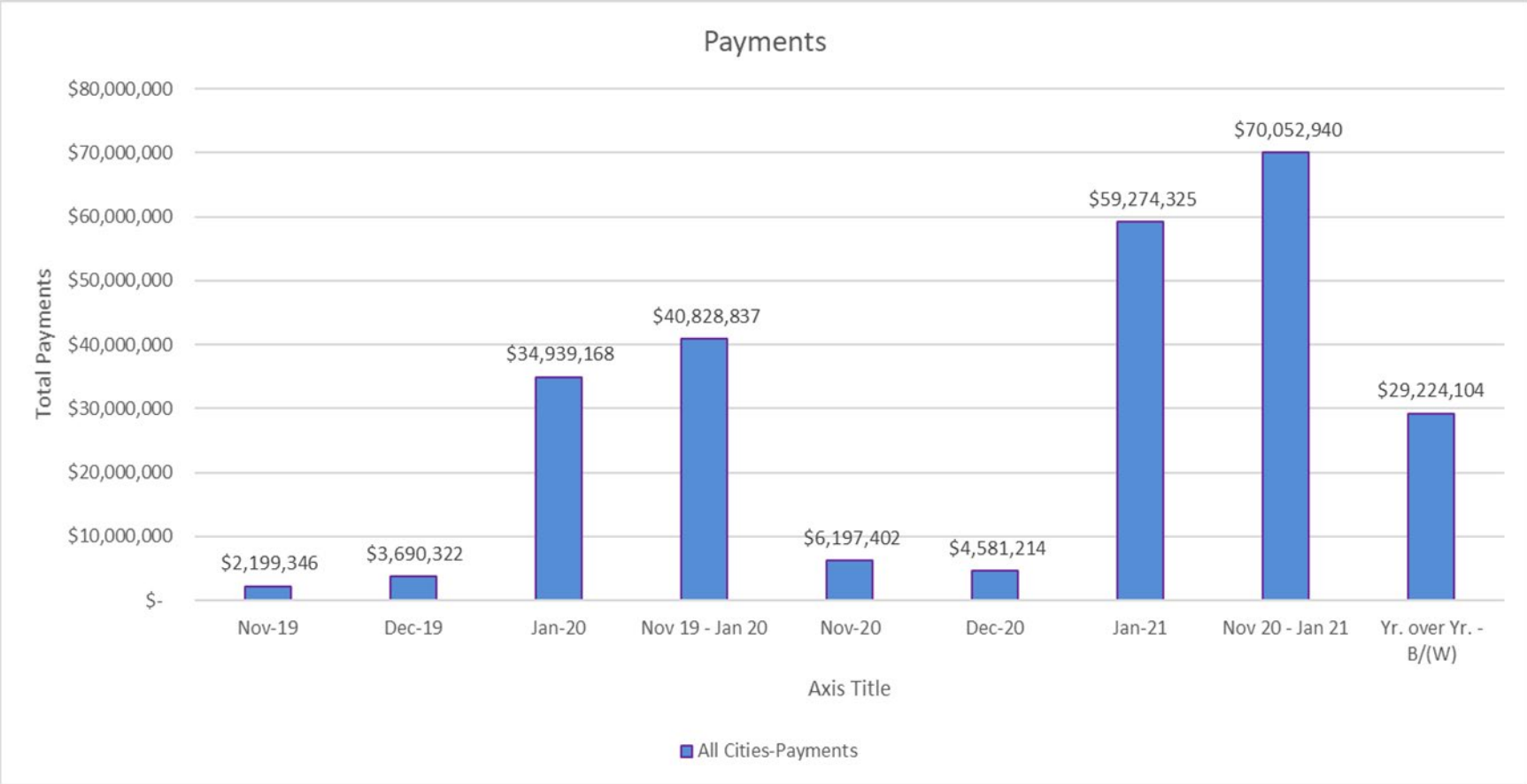
Accounts Created	Accounts created for the 3 months ended January 2021 were 11,615 which is down 2,239 accounts compared to the same 3 months in the prior year. 2 of the cities were up and 8 cities were down - Bellevue down 278, Bremerton down 118, Des Moines up 104, Everett down 255, Lake Forest Park down 7, Renton down 209, Seattle down 1,064, Shoreline down 199, Snoqualmie up 66 and Tacoma down 279.



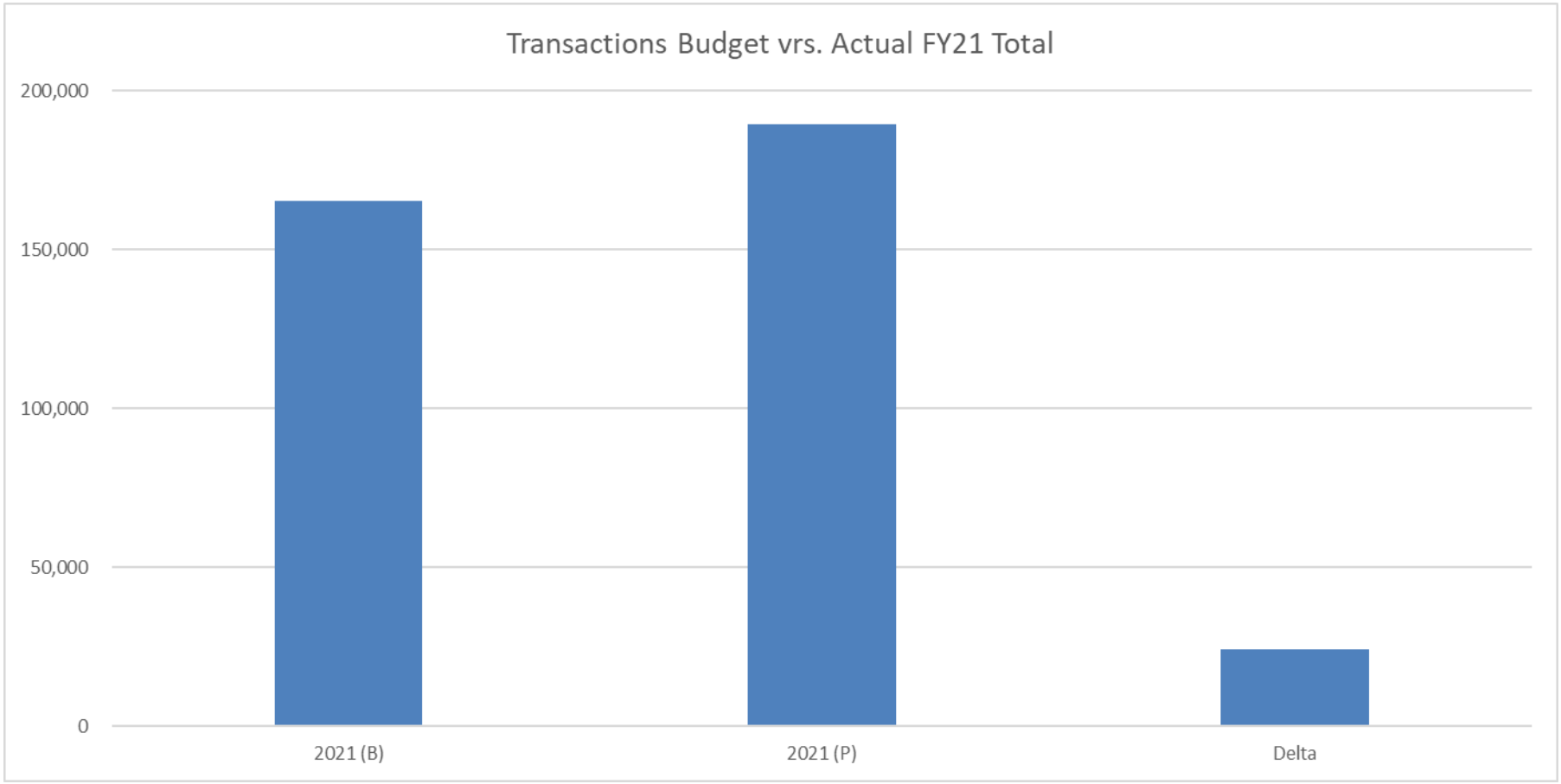
Tax Forms Filed	Tax Forms filed for the 3 months ended January 2021 were 37,562 which is up 9,250 filings compared to the same 3 months from the prior year. Ten cities were - Bellevue was up 1055, Bremerton up 123, Des Moines up 268, Everett up 694, Lake Forest Park up 150, Renton up 206, Seattle up 5,595, Shoreline up 42, Snoqualmie up 372 and Tacoma up 745.



Licenses/Renewals Filed	License/Renewals created for the 3 months ended January 2021 were 32,958 which is up 5,989 filings compared to the same 3 months from the prior year. Seven cities were up and three cities were down - Bellevue down 235, Bremerton down 249, Des Moines up 412, Everett up 313, Lake Forest Park up 77, Renton up 312, Seattle up 4,234, Shoreline down 103, Snoqualmie up 68 and Tacoma up 1,160.



Payments Made by City	Payments made for the 3 months ended January 2021 were $70,053k which is up $29,224k compared to the same 3 months from the prior year. 10 cities were up. Bellevue up $1,473k Bremerton up $132k, Des Moines up 96k, Everett up $309k, Lake Forest Park up $17k, Renton down $228k, Seattle up $24,603k, Shoreline up $10k, Snoqualmie up $57k and Tacoma up $2,755k.



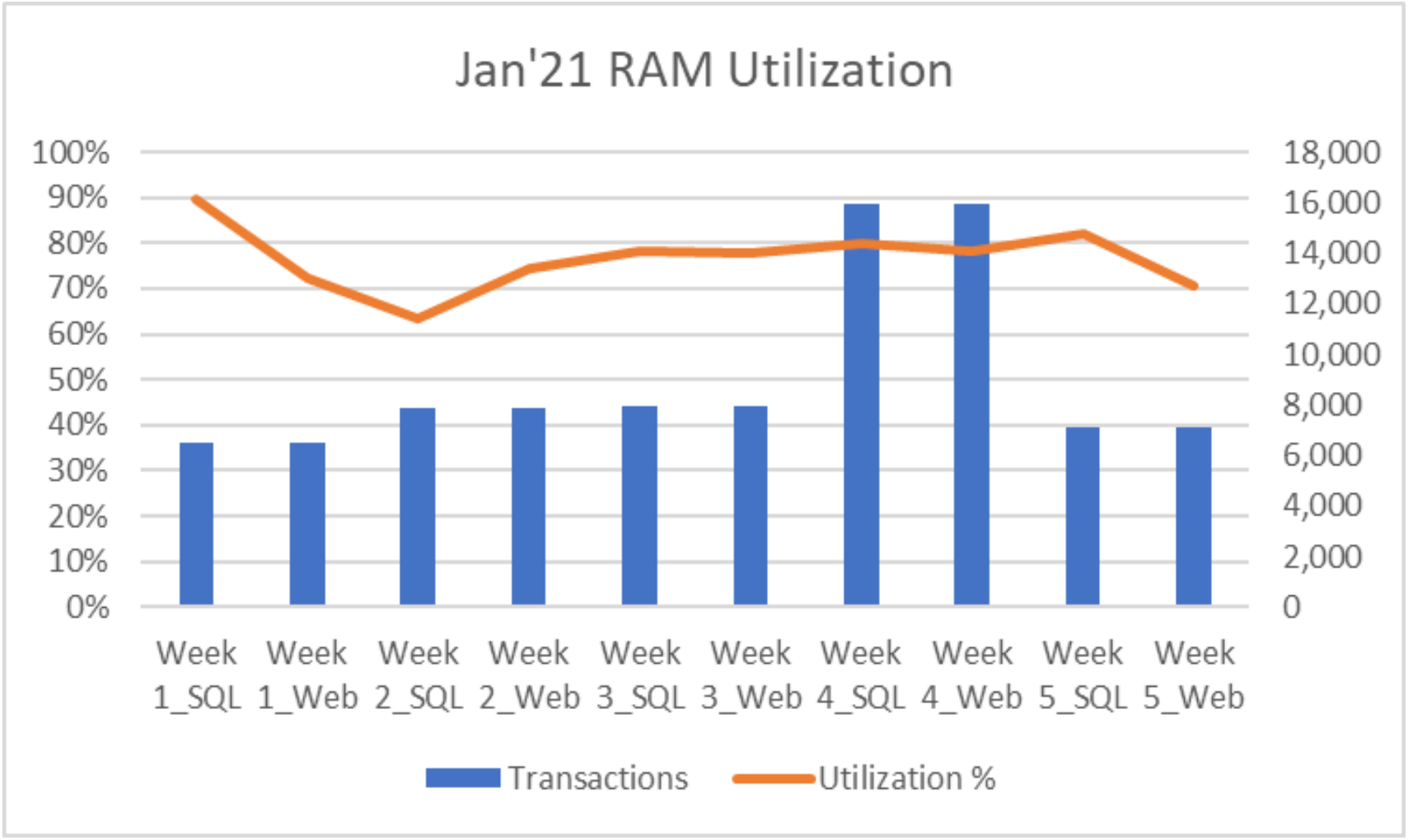
Transactions YTD Budget versus YTD Actual	Transactions FY21 Budget versus Actual is 40,807 (B) compared to 46, 758 (A) which is favorable by 5,951 or 15%. Total collections for FY21 is $70,052k which is up . This projects to $240,170k which is up $29,827k or 14% to the budget.

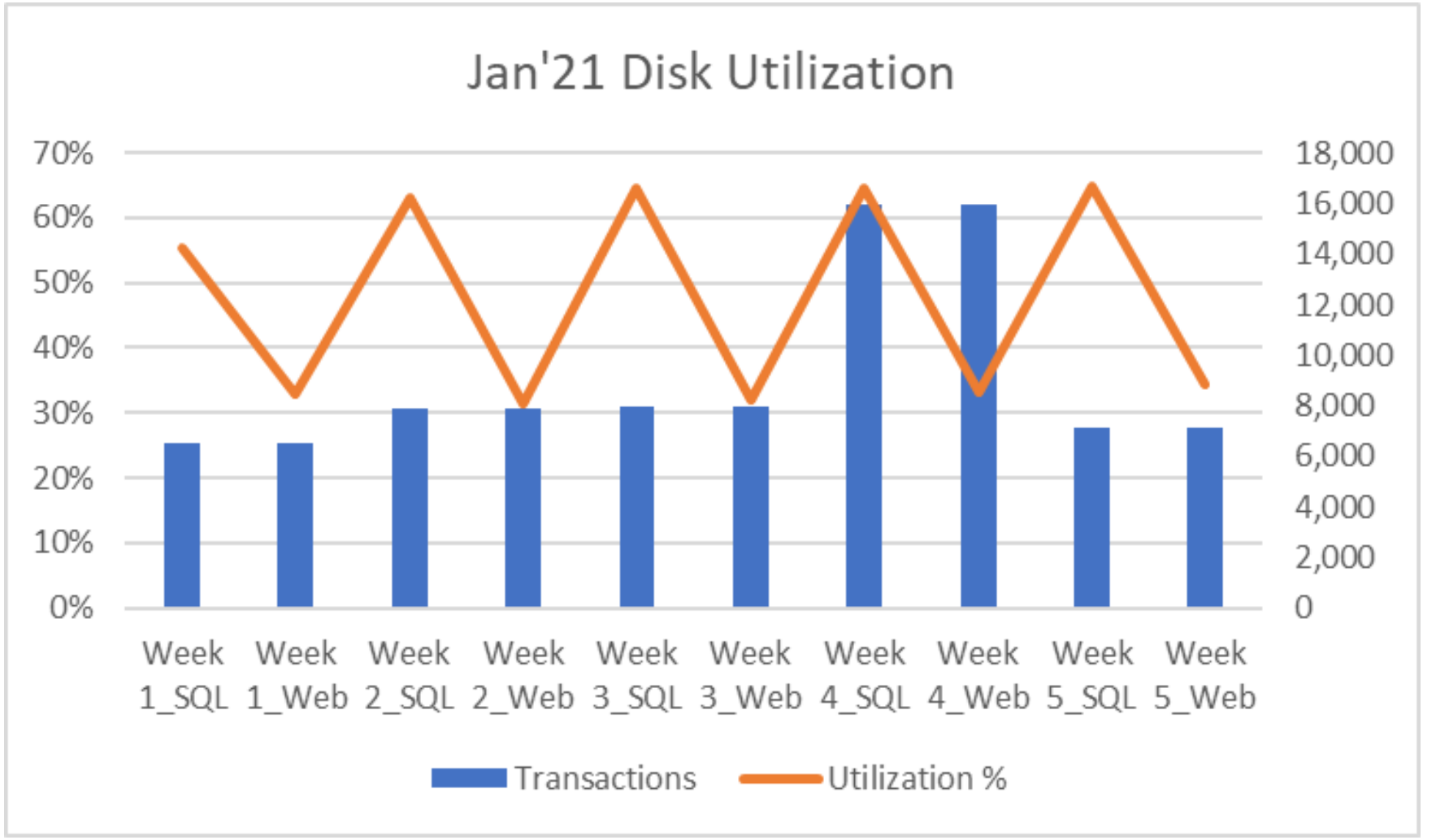
User Account Sign-Up Metrics

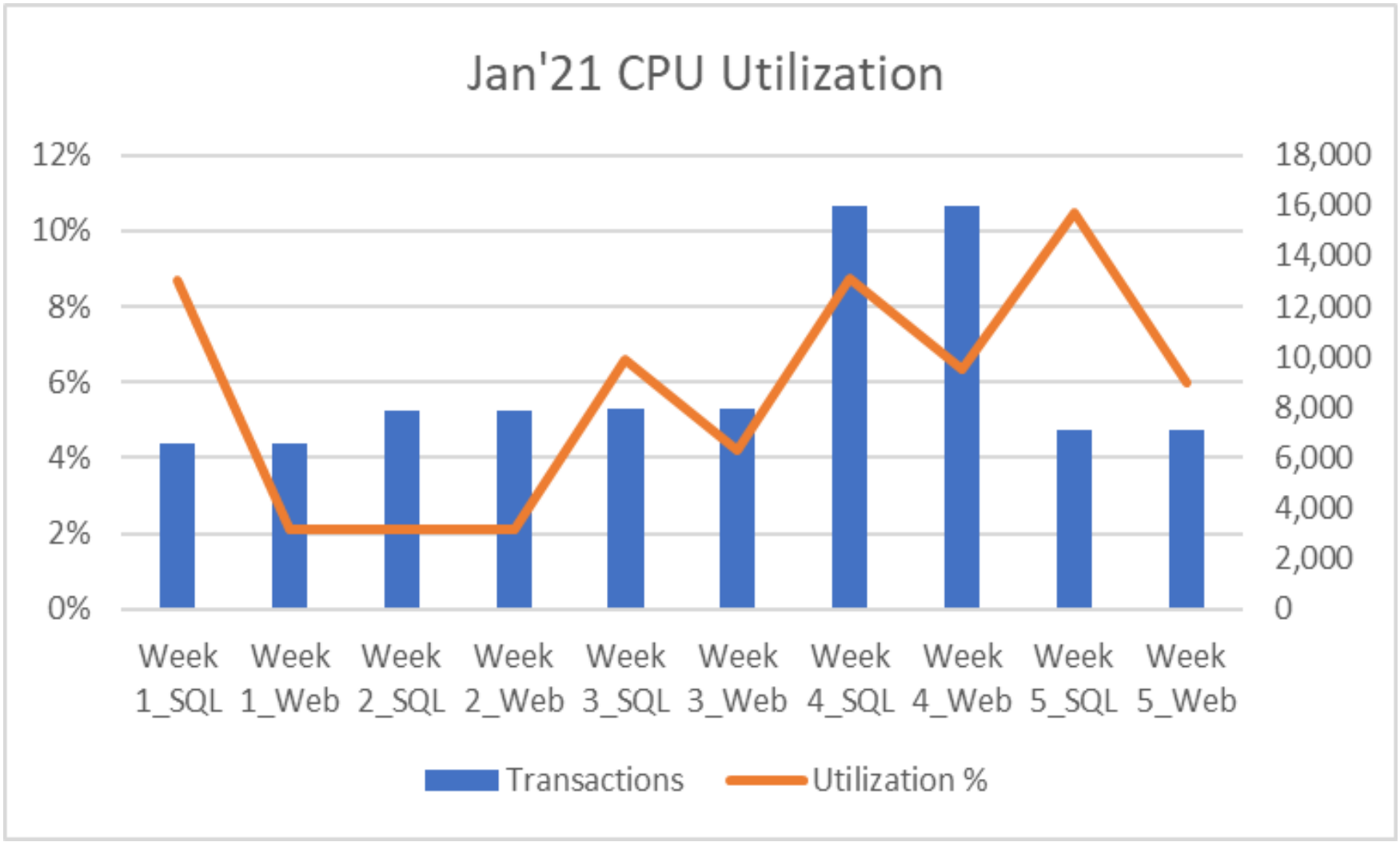
Description	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21
Users that completed email validation	5,544	1,766	1,395	3,165	1,242	1,155	1,680	1,015	1,073	1,742	2,028	2,616	3,168
% of users that completed email validation	95%	98%	98%	98%	97%	98%	97%	97%	98%	96%	98%	98%	98%
Users that completed email validation and assigned a license	3,549	1,095	899	2,364	898	796	1,173	722	728	1,220	1,363	1,665	2,116
% of users that completed email validation and assigned a license	64%	62%	64%	75%	72%	69%	70%	71%	68%	70%	67%	64%	67%
Filed a Tax Return for the First Time	1,793	602	459	1,522	485	430	662	332	350	662	649	768	1,246

Seattle Import Account Sign-Up Metrics

Description	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21
Seattle Import Started	166	34	24	139	28	14	36	9	12	42	31	53	70
Seattle Import Completed	142	31	22	132	24	13	34	7	10	37	27	43	66
Seattle - % that started and completed import	86%	91%	92%	95%	86%	93%	94%	78%	83%	88%	87%	81%	94%


Jan'21 RAM Utilization
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
18,000
16,000
14,000
12,000
10,000
8,000
6,000
4,000
2,000
0
Week 1_SQL
Week 1_Web
Week 2_SQL
Week 2_Web
Week 3_SQL
Week 3_Web
Week 4_SQL
Week 4_Web
Week 5_SQL
Week 5_Web
Transactions
Utilization %


Jan'21 Disk Utilization
70%
60%
50%
40%
30%
20%
10%
0%
18,000
16,000
14,000
12,000
10,000
8,000
6,000
4,000
2,000
0
Week 1_SQL
Week 1_Web
Week 2_SQL
Week 2_Web
Week 3_SQL
Week 3_Web
Week 4_SQL
Week 4_Web
Week 5_SQL
Week 5_Web
Transactions
Utilization %


Jan'21 CPU Utilization
12%
10%
8%
6%
4%
2%
0%
18,000
16,000
14,000
12,000
10,000
8,000
6,000
4,000
2,000
0
Week 1_SQL
Week 1_Web
Week 2_SQL
Week 2_Web
Week 3_SQL
Week 3_Web
Week 4_SQL
Week 4_Web
Week 5_SQL
Week 5_Web
Transactions
Utilization %

January 2020 Postmortem

March 2021

Project Team

- Avenu Team hardware, software and project manager team was created to address the January Issues

January 2020 System Performance Issues

- **Hardware**
- **Software**
- **Help Desk**
  - **Tickets**
  - **Calls**

Agency Focus

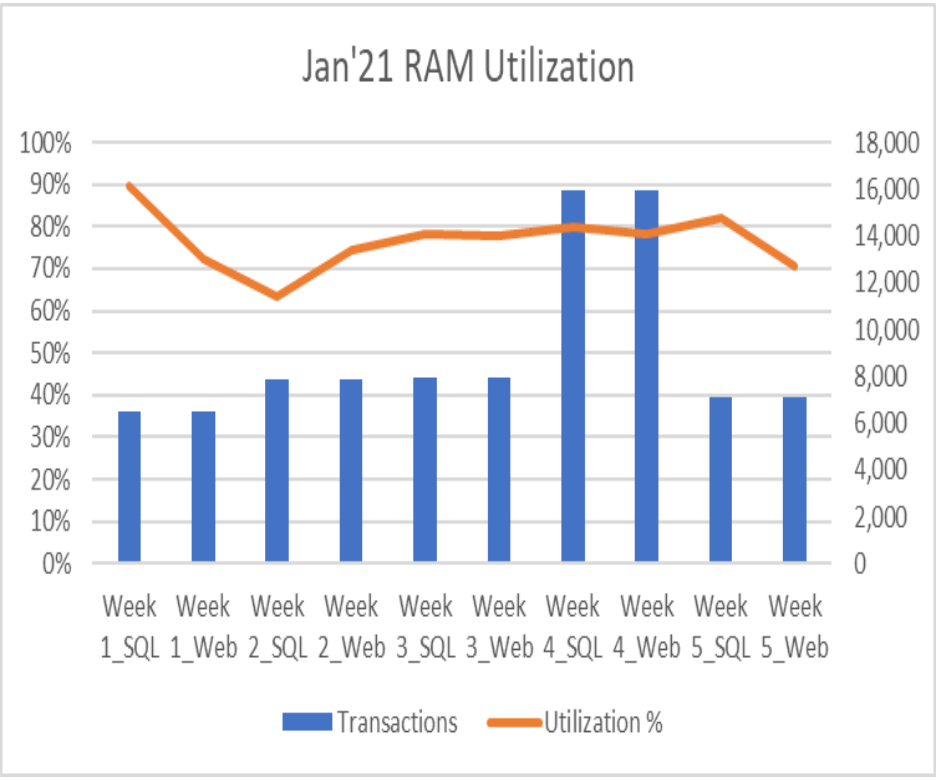
Process Review

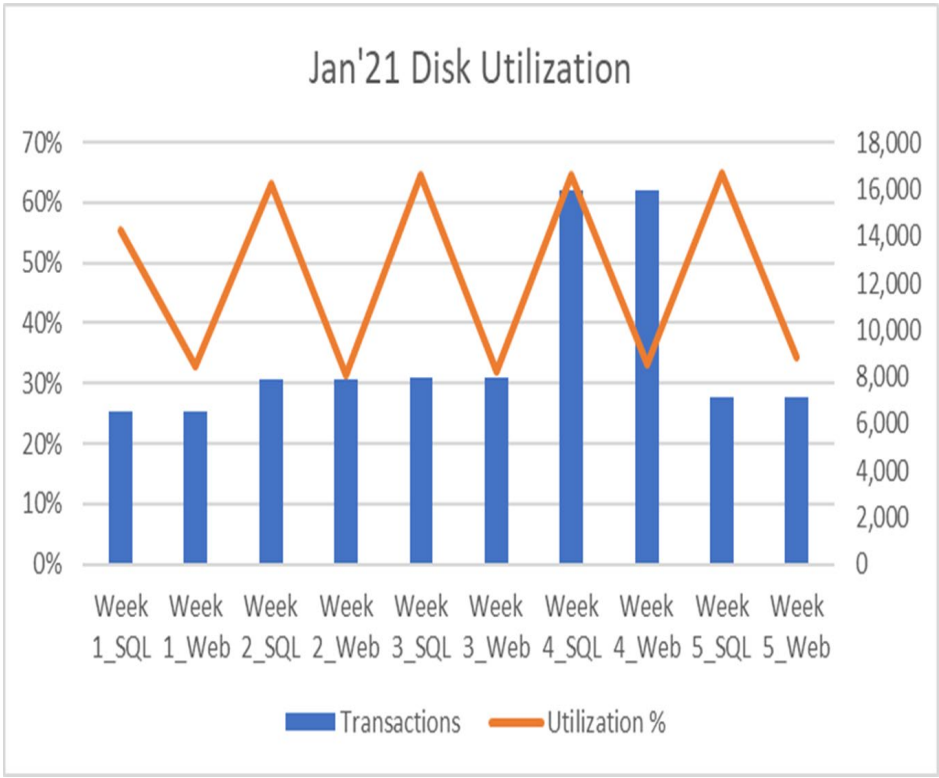
Process Improvements

Monitoring

Monitoring

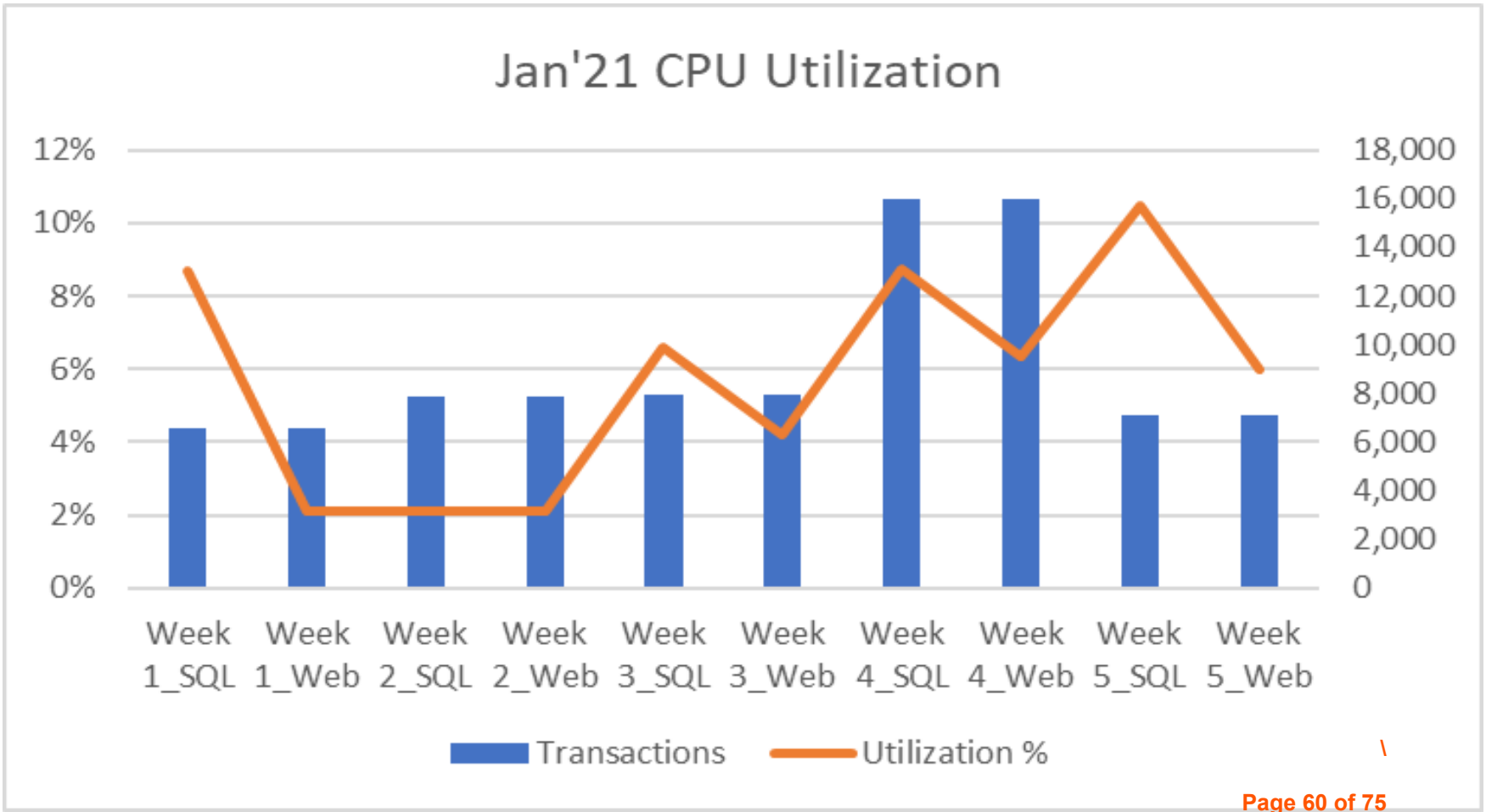
Hardware





Monitoring

Hardware



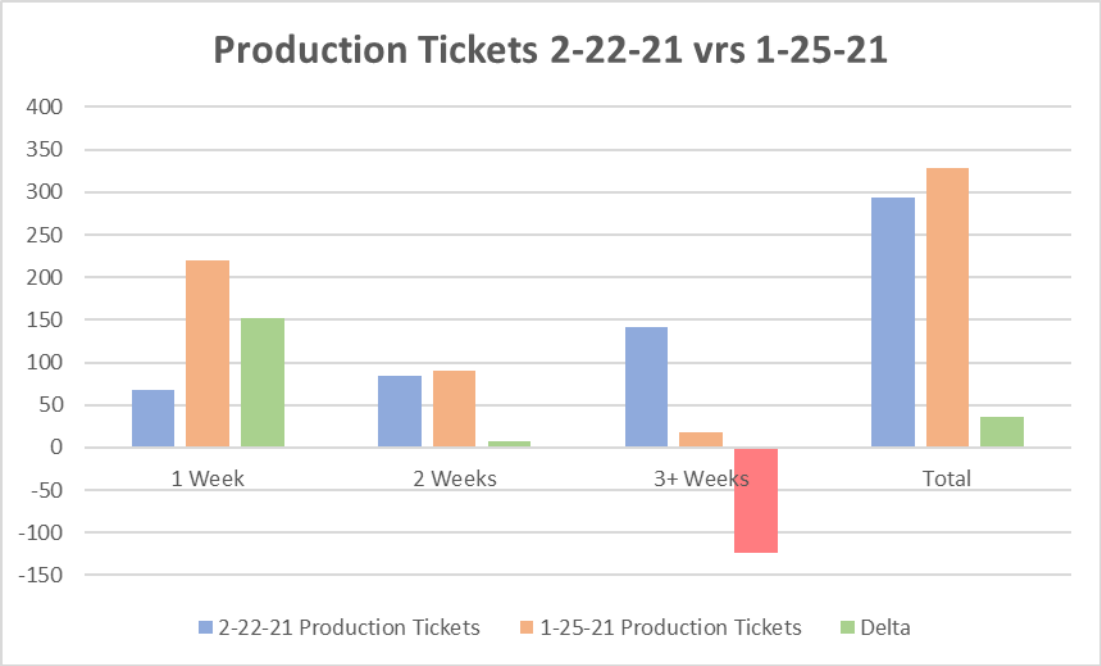
Monitoring

Software

- Daily Reconciliation Reports
  - Production issue opened and city's notified
  - Manual through March
  - Automated after March

Monitoring

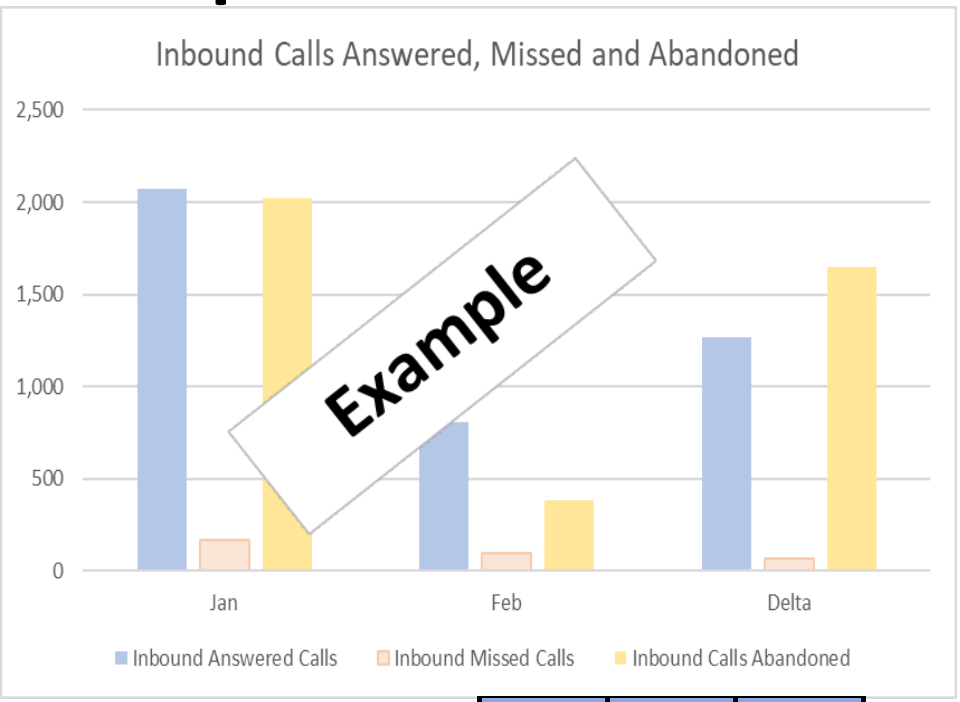
Help Desk Tickets

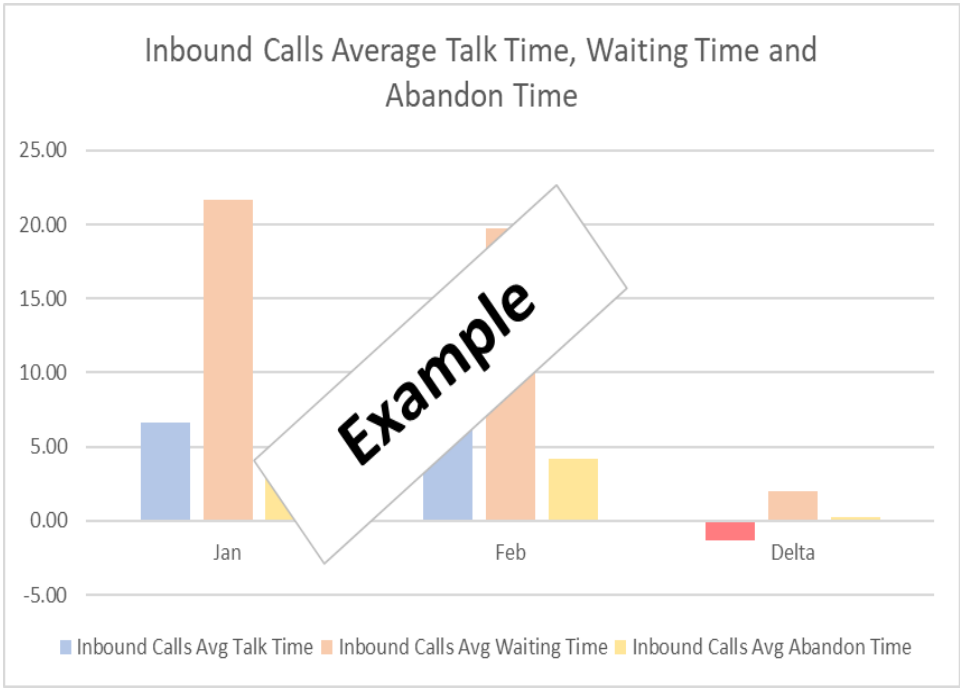


	1 Week	2 Weeks	3+ Weeks	Total
2-22-21 Production Tickets	68	84	141	293
1-25-21 Production Tickets	220	91	18	329
Delta	152	7	-123	36

Monitoring

Help Desk Calls





	Jan	Feb	Delta
Inbound Answered Calls	2,073	804	1,269
Inbound Missed Calls	164	94	70
Inbound Calls Abandoned	2,025	380	1,645
Total Inbound Calls	4,262	1,278	1,581

	Jan	Feb	Delta
Inbound Calls Avg Talk Time	6.67	8.01	-1.34
Inbound Calls Avg Waiting T	21.67	19.71	1.96
Inbound Calls Avg Abandon	4.43	4.19	0.24

Budget FY2022-FY2026

March, 2021

Washington Cities Business License and Tax Portal Agency
Summary of Budget
FY2022-FY2026
2/24/2021 FY2022-FY2026 Budget including Kent

		Actual (A), Projection (P), Budget (B)							B/(W)					
		2020 (A)	2021 Budget Approved - Dec 2020	2022 (B)	2023 (B)	2024 (B)	2025 (B)	2026 (B)	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)	2026 (B) vs. 2025 (B)
Revenue:														
Fund Carryover	T4	-	-	-	-	-	-	-	-	-	-	-	-	-
User Fees	T1	437,628	497,196	549,300	575,481	587,091	598,833	610,806	59,568	52,104	26,181	11,610	11,742	11,973
Reimbursable Costs	T3	839,331	849,041	779,159	810,486	840,532	874,949	910,631	9,710	(69,883)	31,327	30,046	34,416	35,683
Capital Cost Recovery Charges	T2	21,000	16,000	19,000	19,500	26,000	26,000	26,000	(5,000)	3,000	500	6,500	-	-
Total Revenue B/(W)		1,297,959	1,362,237	1,347,459	1,405,467	1,453,623	1,499,782	1,547,437	64,278	(14,779)	58,008	48,156	46,158	47,656
Expenditures														
Regular Expenditures:														
Labor	T4.1	416,739	390,610	416,665	437,499	459,374	482,342	506,460	26,128	(26,055)	(20,833)	(21,875)	(22,969)	(24,117)
Contracts	T4.2	52,175	62,387	71,762	73,341	74,998	76,895	78,841	(10,212)	(9,375)	(1,579)	(1,657)	(1,897)	(1,945)
Overhead	T4.3	20,379	48,820	50,243	51,348	52,509	53,837	55,200	(28,441)	(1,423)	(1,105)	(1,160)	(1,328)	(1,362)
Technology Costs	T4.4	429,723	741,761	783,438	808,191	825,712	844,943	864,625	(312,038)	(41,677)	(24,754)	(17,521)	(19,231)	(19,682)
Operating Reserve	T4.5	12,972	13,894	(507)	7,435	6,403	6,856	7,110	(922)	14,401	(7,942)	1,032	(453)	(254)
Capital Cost Recovery Payments	T4.6	21,000	16,000	19,000	19,500	26,000	26,000	26,000	5,000	(3,000)	(500)	(6,500)	-	-
Total Regular Expenditures		952,988	1,273,472	1,340,601	1,397,314	1,444,996	1,490,874	1,538,236	(320,485)	(67,129)	(56,713)	(47,682)	(45,878)	(47,361)
Incremental Expenses from The New Partners:														
Incremental Labor	T4.1	-	56,314	2,288	2,754	2,967	3,115	3,272	(56,314)	54,026	(466)	(213)	(148)	(157)
Incremental Overhead	T4.3	-	8,917	276	323	339	348	357	(8,917)	8,641	(47)	(16)	(9)	(9)
Incremental Technology Cost	T4.4	-	23,535	4,293	5,075	5,321	5,444	5,573	(23,535)	19,241	(782)	(245)	(123)	(129)
Total Incremental Expenditures		-	88,765	6,857	8,153	8,627	8,907	9,202	(88,765)	81,908	(1,295)	(474)	(280)	(294)
Total Expenditures B/(W)		952,988	1,362,237	1,347,459	1,405,467	1,453,623	1,499,782	1,547,437	(409,250)	14,779	(58,008)	(48,156)	(46,158)	(47,656)
Excess (Deficit)		344,971	-	-	-	-	-	-	(344,971)	0	(0)	(0)	-	0

Revenue

T1	FY2021 (B) user fees are up $58k compared to FY2020 (B). This is due to an increase in transaction count by approximately 21K.
T3	FY2021 (B) changes are due to changes in transaction estimates.

Expense

T4.1	FY2021 (B) Labor increases by approximately 5%.
T4.2	FY2021 (B) Contracts increased by $10 k, due to the estimated CPI inflation adjustments and additional costs for accounting
T4.3	FY2021 (B) Overhead increased versus FY2020, approximately $28K, primarily due to the increase in the budgeted legal costs, $21K and estimated CPI inflation adjustments.
T4.4	FY2021 (B) Technology costs are up by $300K. This is primarily due to the lower Software Development costs, $180 K, increase in transaction count by 17K, and estimated CPI inflation
T4.1/.3/.4	FY2021 (B) increases in incremental labor, overhead and techonology costs were results of a new member, Kent and also, CPI annual inflation.

Washington Cities Business License and Tax Portal Agency
Key Assumptions for Budget
FY2022-FY2026
2/24/2021 FY2022-FY2026 Budget including Kent

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
FY2022-FY2026
2/24/2021 FY2022-FY2026 Budget including Kent

		Actual (A), Projection (P), Budget (B)							B/(W)					
		2020 (A)	2021 Budget Approved - Dec 2020	2022 (B)	2023 (B)	2024 (B)	2025 (B)	2026 (B)	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)	2026 (B) vs. 2025 (B)
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Contracts	T4.2	52,175	62,387	71,762	73,341	74,998	76,895	78,841	(10,212)	(9,375)	(1,579)	(1,657)	(1,897)	(1,945)
Overhead	T4.3	20,379	48,820	50,243	51,348	52,509	53,837	55,200	(28,441)	(1,423)	(1,105)	(1,160)	(1,328)	(1,362)
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Excess (Deficit)		344,971	-	-	-	-	-	-	(344,971)	0	(0)	(0)	-	0

Washington Cities Business License and Tax Portal Agency
Summary of Budget
FY2021-FY2025
11/20/2020 FY2021-FY2025 Final Budget adding New City - Kent (2/2021)

		Actual (A), Projection (P), Budget (B)											
		2020 (B)	2021 (P)	2022 (B)	2023 (B)	2024 (B)	2025 (B)	2026 (B)	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)	2026 (B) vs. 2024 (B)
Revenue:														
Fund Carryover	T4	36,292	-	-	-	-	-		(36,292)	-	-	-	-	-
User Fees	T1	398,010	497,585	623,269	653,070	686,138	723,497		99,575	125,684	29,801	33,068	37,359	(723,497)
Reimbursable Costs	T3	818,386	848,653	822,882	831,070	845,939	859,645		30,266	(25,771)	8,189	14,868	13,707	(859,645)
Capital Cost Recovery Charges	T2	21,000	16,000	19,000	19,500	26,000	26,000		(5,000)	3,000	500	6,500	-	(26,000)
Total Revenue B/(W)		1,273,688	1,362,237	1,465,150	1,503,640	1,558,077	1,609,143		88,549	102,913	38,490	54,437	51,066	(1,609,143)
Expenditures														
Regular Expenditures:														
Labor	T4.1	377,037	390,610	404,672	419,241	434,333	449,969		(13,573)	(14,062)	(14,568)	(15,093)	(15,636)	449,969
Contracts	T4.2	61,044	62,387	63,759	65,098	66,465	67,861		(1,343)	(1,373)	(1,339)	(1,367)	(1,396)	67,861
Overhead	T4.3	47,770	48,820	49,895	50,942	52,012	53,104		(1,051)	(1,074)	(1,048)	(1,070)	(1,092)	53,104
Technology Costs	T4.4	678,603	741,761	818,952	844,968	873,018	903,592		(63,158)	(77,191)	(26,016)	(28,050)	(30,574)	903,592
Operating Reserve	T4.5	12,972	13,894	14,844	6,891	7,152	7,594		(922)	(950)	7,953	(260)	(442)	7,594
Capital Cost Recovery Payments	T4.6	21,000	16,000	19,000	19,500	26,000	26,000		5,000	(3,000)	(500)	(6,500)	-	26,000
Total Regular Expenditures		1,198,425	1,273,472	1,371,122	1,406,640	1,458,979	1,508,120		(75,047)	(97,650)	(35,518)	(52,340)	(49,140)	1,508,120
Incremental Expenses from The New Partners:														
Incremental Labor	T4.1	50,976	56,314	58,569	60,124	61,411	62,653		(5,338)	(2,255)	(1,555)	(1,287)	(1,242)	62,653
Incremental Overhead	T4.3	8,191	8,917	9,237	9,466	9,664	9,857		(726)	(320)	(230)	(198)	(193)	9,857
Incremental Technology Cost	T4.4	16,096	23,535	26,222	27,410	28,022	28,513		(7,439)	(2,688)	(1,187)	(613)	(490)	28,513
Total Incremental Expenditures		75,263	88,765	94,028	97,000	99,097	101,023		(13,503)	(5,263)	(2,972)	(2,097)	(1,925)	101,023
Total Expenditures B/(W)		1,273,688	1,362,237	1,465,150	1,503,640	1,558,077	1,609,143		(88,549)	(102,913)	(38,490)	(54,437)	(51,066)	1,609,143
Excess (Deficit)		-	-	-	-	-	-		(0)	0	-	-	0	-

Washington Cities Business License and Tax Portal Agency
Summary of Budget
11/20/2020
Feb 24, 2021 vs Dec 2020 final

			Actual (A), Projection (P), Budget (B)							B/(W)					
			2020 (A)	2021 Budget Approved - Dec 2020	2022 (B)	2023 (B)	2024 (B)	2025 (B)	2026 (B)	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)	2026 (B) vs. 2025 (B)
Revenue:															
	Fund Carryover	T4	(36,292)	-	-	-	-	-	-	36,292	-	-	-	-	-
	User Fees	T1	39,618	(389)	(73,969)	(77,589)	(99,047)	(124,664)	610,806	(40,007)	(73,580)	(3,620)	(21,458)	(25,617)	735,470
	Reimbursable Costs	T3	20,945	389	(43,723)	(20,584)	(5,406)	15,303	910,631	(20,556)	(44,111)	23,138	15,178	20,710	895,328
	Capital Cost Recovery Charges	T2	-	-	-	-	-	-	26,000	-	-	-	-	-	26,000
	Total Revenue B/(W)		24,271	0	(117,691)	(98,173)	(104,453)	(109,361)	1,547,437	(24,271)	(117,692)	19,518	(6,281)	(4,907)	1,656,798
Expenditures															
Regular Expenditures:															
	Labor	T4.1	39,702	-	11,993	18,258	25,041	32,373	506,460	39,702	(11,993)	(6,265)	(6,782)	(7,333)	(474,086)
	Contracts	T4.2	(8,869)	-	8,003	8,243	8,533	9,035	78,841	(8,869)	(8,003)	(240)	(290)	(502)	(69,806)
	Overhead	T4.3	(27,390)	-	349	406	497	733	55,200	(27,390)	(349)	(58)	(91)	(236)	(54,466)
	Technology Costs	T4.4	(248,880)	0	(35,514)	(36,776)	(47,306)	(58,649)	864,625	(248,880)	35,514	1,262	10,529	11,343	(923,274)
	Operating Reserve	T4.5	-	0	(15,351)	544	(748)	(738)	7,110	(0)	15,351	(15,895)	1,292	(11)	(7,848)
	Capital Cost Recovery Payments	T4.6	-	-	-	-	-	-	26,000	-	-	-	-	-	(26,000)
	Total Regular Expenditures		(245,438)	0	(30,521)	(9,326)	(13,983)	(17,245)	1,538,236	(245,438)	30,521	(21,195)	4,658	3,262	(1,555,481)
Incremental Expenses from The New Partners:															
	Incremental Labor	T4.1	(50,976)	-	(56,281)	(57,370)	(58,444)	(59,538)	3,272	(50,976)	56,281	1,089	1,074	1,094	(62,810)
	Incremental Overhead	T4.3	(8,191)	-	(8,961)	(9,143)	(9,325)	(9,509)	357	(8,191)	8,961	183	182	185	(9,866)
	Incremental Technology Cost	T4.4	(16,096)	-	(21,929)	(22,334)	(22,702)	(23,068)	5,573	(16,096)	21,929	405	367	367	(28,641)
	Total Incremental Expenditures		(75,263)	-	(87,171)	(88,847)	(90,470)	(92,115)	9,202	(75,263)	87,171	1,677	1,623	1,645	(101,317)
	Total Expenditures B/(W)		(320,700)	0	(117,691)	(98,173)	(104,453)	(109,361)	1,547,437	(320,701)	117,692	(19,518)	6,281	4,907	(1,656,798)
Excess (Deficit)			344,971	-	-	-	-	-	-	(344,971)	-	(0)	-	(0)	-

Washington Cities Business License and Tax Portal Agency
Reimbursement
2/24/2021 FY2022-FY2026 Budget including Kent

	Reimbursable Costs							Actual (A), Projection (P), Budget (B)					
	2020 (A)	2021 (B)	2022 (B)	2023 (B)	2024 (B)	2025 (B)	2026 (B)	2021 (B) vs. 2020 (A)	2022 (B) vs. 2021 (B)	2023 (B) vs. 2022 (B)	2024 (B) vs. 2023 (B)	2025 (B) vs. 2024 (B)	2026 (B) vs. 2025 (B)
T3. Reimbursement	$ 839,331	$ 849,041	$ 779,159	$ 810,486	$ 840,532	$ 874,949	$ 910,631	(11,290)	(69,883)	31,327	30,046	34,416	35,683
Bellevue	$ 71,951	$ 70,910	$ 65,074	$ 67,690	$ 70,200	$ 73,074	$ 76,054	(1,041)	(5,836)	2,616	2,509	2,874	2,980
Bremerton	$ 36,825	$ 36,376	$ 33,382	$ 34,724	$ 36,011	$ 37,486	$ 39,014	(449)	(2,994)	1,342	1,287	1,475	1,529
Des Moines	$ 10,662	$ 15,821	$ 14,518	$ 15,102	$ 15,662	$ 16,303	$ 16,968	5,159	(1,302)	584	560	641	665
Everett	$ 33,426	$ 32,998	$ 30,282	$ 31,500	$ 32,668	$ 34,005	$ 35,392	(428)	(2,716)	1,218	1,168	1,338	1,387
Kent	$ -	$ 17,196	$ 15,781	$ 16,415	$ 17,024	$ 17,721	$ 18,444	17,196	(1,415)	634	609	697	723
Lake Forest Park	$ 8,093	$ 8,025	$ 7,364	$ 7,660	$ 7,944	$ 8,270	$ 8,607	(68)	(661)	296	284	325	337
Renton	$ 35,773	$ 35,332	$ 32,424	$ 33,728	$ 34,978	$ 36,411	$ 37,896	(441)	(2,908)	1,304	1,250	1,432	1,485
Seattle	$ 493,538	$ 487,128	$ 447,033	$ 465,007	$ 482,245	$ 501,991	$ 522,464	(6,410)	(40,094)	17,974	17,239	19,746	20,472
Shoreline	$ 13,597	$ 13,418	$ 12,313	$ 12,808	$ 13,283	$ 13,827	$ 14,391	(179)	(1,104)	495	475	544	564
Snoqualmie	$ 19,325	$ 17,196	$ 15,781	$ 16,415	$ 17,024	$ 17,721	$ 18,444	(2,129)	(1,415)	634	609	697	723
Tacoma	$ 116,141	$ 114,641	$ 105,206	$ 109,435	$ 113,492	$ 118,140	$ 122,958	(1,500)	(9,436)	4,230	4,057	4,647	4,818
Total	$ 839,331	$ 849,041	$ 779,159	$ 810,486	$ 840,532	$ 874,949	$ 910,631	9,710	(69,883)	31,327	30,046	34,416	35,683

Washington Cities Business License and Tax Portal Agency
Summary of Budget
FY2021-FY2025
11/20/2020 FY2021-FY2025 Final Budget adding New City - Kent (2/2021)

	Reimbursable Costs						Actual (A), Projection (P), Budget (B)					
	2020 (B)	2021 (P)	2022 (B)	2023 (B)	2024 (B)	2025 (B)	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)	2026 (B) vs. 2025 (B)
T3. Reimbursement	$ 818,386	$ 848,653	$ 822,882	$ 831,070	$ 845,939	$ 859,645	30,266	(25,771)	8,189	14,868	13,707	(859,645)
Bellevue	$ 69,763	$ 70,878	$ 68,725	$ 69,409	$ 70,651	$ 71,796	1,115	(2,152)	684	1,242	1,145	(71,796)
Bremerton	$ 35,787	$ 36,359	$ 35,255	$ 35,606	$ 36,243	$ 36,830	572	(1,104)	351	637	587	(36,830)
Des Moines	$ 15,565	$ 15,813	$ 15,333	$ 15,486	$ 15,763	$ 16,018	249	(480)	153	277	255	(16,018)
Everett	$ 32,464	$ 32,983	$ 31,982	$ 32,300	$ 32,878	$ 33,411	519	(1,002)	318	578	533	(33,411)
Kent		$ 17,188	$ 16,666	$ 16,832	$ 17,133	$ 17,411	17,188	(522)	166	301	278	(17,411)
Lake Forest Park	$ 7,895	$ 8,021	$ 7,778	$ 7,855	$ 7,996	$ 8,125	126	(244)	77	141	130	(8,125)
Renton	$ 34,761	$ 35,316	$ 34,244	$ 34,585	$ 35,203	$ 35,774	555	(1,072)	341	619	570	(35,774)
Seattle	$ 479,246	$ 486,905	$ 472,119	$ 476,817	$ 485,347	$ 493,211	7,659	(14,786)	4,698	8,531	7,864	(493,211)
Shoreline	$ 13,201	$ 13,411	$ 13,004	$ 13,134	$ 13,369	$ 13,585	211	(407)	129	235	217	(13,585)
Snoqualmie	$ 16,918	$ 17,188	$ 16,666	$ 16,832	$ 17,133	$ 17,411	270	(522)	166	301	278	(17,411)
Tacoma	$ 112,787	$ 114,589	$ 111,109	$ 112,215	$ 114,222	$ 116,073	1,802	(3,480)	1,106	2,008	1,851	(116,073)
Total	$ 818,386	$ 848,653	$ 822,882	$ 831,070	$ 845,939	$ 859,645	30,266	(25,771)	8,189	14,868	13,707	(859,645)

Washington Cities Business License and Tax Portal Agency
Reimbursement

Feb 24, 2021 vs Dec 2020 final

	Reimbursable Costs						
	2020 (B)	2021 (B)	2022 (B)	2023 (B)	2024 (B)	2025 (B)	2026 (B)
T3. Reimbursement	$ 41,945	$ 389	$ (43,723)	$ (20,584)	$ (5,406)	$ 15,303	$ 910,631
Bellevue	$ 2,188	$ 32	$ (3,652)	$ (1,719)	$ (452)	$ 1,278	$ 76,054
Bremerton	$ 1,038	$ 17	$ (1,873)	$ (882)	$ (232)	$ 656	$ 39,014
Des Moines	$ (4,903)	$ 7	$ (815)	$ (384)	$ (101)	$ 285	$ 16,968
Everett	$ 962	$ 15	$ (1,699)	$ (800)	$ (210)	$ 595	$ 35,392
Kent	$ -	$ 8	$ (886)	$ (417)	$ (109)	$ 310	$ 18,444
Lake Forest Park	$ 198	$ 4	$ (413)	$ (195)	$ (51)	$ 145	$ 8,607
Renton	$ 1,012	$ 16	$ (1,820)	$ (857)	$ (225)	$ 637	$ 37,896
Seattle	$ 14,292	$ 223	$ (25,085)	$ (11,810)	$ (3,102)	$ 8,780	$ 522,464
Shoreline	$ 396	$ 6	$ (691)	$ (325)	$ (85)	$ 242	$ 14,391
Snoqualmie	$ 2,407	$ 8	$ (886)	$ (417)	$ (109)	$ 310	$ 18,444
Tacoma	$ 3,354	$ 52	$ (5,904)	$ (2,779)	$ (730)	$ 2,066	$ 122,958
Total	$ 20,945	$ 389	$ (43,723)	$ (20,584)	$ (5,406)	$ 15,303	$ 910,631

	Actual (A), Projection (P), Budget (B)					
	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)	2026 (B) vs. 2025 (B)
T3. Reimbursement	(41,556)	(44,111)	23,138	15,178	20,710	895,328
Bellevue	(2,156)	(3,684)	1,932	1,268	1,730	74,776
Bremerton	(1,021)	(1,890)	991	650	887	38,359
Des Moines	4,910	(822)	431	283	386	16,683
Everett	(946)	(1,714)	899	590	805	34,797
Kent	8	(893)	469	307	419	18,134
Lake Forest Park	(194)	(417)	219	143	196	8,462
Renton	(996)	(1,836)	963	632	862	37,259
Seattle	(14,069)	(25,308)	13,275	8,708	11,882	513,684
Shoreline	(390)	(697)	366	240	327	14,149
Snoqualmie	(2,399)	(893)	469	307	419	18,134
Tacoma	(3,302)	(5,956)	3,124	2,049	2,796	120,891
Total	(20,556)	(44,111)	23,138	15,178	20,710	895,328

New Cities Update

March 2021

New City Status

Your one stop for local business licensing and tax filing

www.filelocal-wa.gov

City	Launch	Type	Notes
Auburn	Q1'2022	TBD	• City of Auburn Finance Director contacted the Agency about joining FileLocal as a tax only city.

Vendor Warrants

March 2021

FileLocal
Quarterly Warrant List
12/31/2020

Vendor Name	Payment for Current Quarter	Payments Year-To-Date
Association Recreational Council	-	10.00
Association of Washington Cities	-	300.00
City of Seattle Treasury Dept	168,465.12	477,914.09
City of Tacoma Tax & License	110.00	220.00
e.Gov Systems	132,155.50	471,658.00
Francis & Company	43,471.50	86,699.25
Keeney's	-	73.34
Kevin Fitzpatrick	-	620.29
Kubra	-	25,987.00
Leviathan	4,562.50	13,812.50
Lund Consulting	-	4,562.50
Madrona Law Group, PLLC	2,100.00	13,793.00
Washington Cities Insurance Authority	5,165.00	10,329.00
Wendy Thomaston	-	31.08