FileLocal

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

Executive Board:

Jamie Thomas
City of Auburn

Jamie Robinson
City of Bellevue

Beth Anne Wroe
City of Des Moines

Susy Haugen
City of Everett

Paula Painter
City of Kent

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 24, 2022

TEAMS CONFERENCE CALL
SEATTLE, WA

1. **CALL TO ORDER**
   a. Introductions
      i. Welcome Jamie Thomas, City of Auburn

2. **PUBLIC COMMENT***

3. **APPROVAL OF 12-16-21 MEETING SUMMARY**
   a. 12-16-21 Meeting Summary

4. **REVIEW OF FEBRUARY 2022, JANUARY 2022, AND DECEMBER 2021 FINANCIAL STATEMENTS**
   a. February 2022 Financial Statements
   b. January 2022 Financial Statements
   c. December 2021 Financial Statements

5. **ACTION ITEMS**
   a. Resolution **FL2022-01: Election of Officers** (Majority Vote)
      i. Briefing Paper**: FL2022-01**
      ii. Resolution: **FL2022-01**

6. **OPERATIONAL UPDATES**
   a. Risk Assessment Update
   b. MBR
   c. Draft Budget 2023-2027
   d. Program Manager Transition
   e. 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.

FileLocal

700 5th Avenue, Suite 4350
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Executive Board Meeting Summary

December 16, 2021

CONFERENCE CALL

Executive Board:

Jamie Robinson
City of Bellevue

Beth Anne Wroe
City of Des Moines

Susy Haugen
City of Everett

Paula Painter
City of Kent

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

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

Standing Items

1. CALL TO ORDER

The 12-16-21 meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 11:03 a.m. and conducted by conference call.

ROLL CALL

Board Members Present: Jamie Robinson (phone) Beth Anne Wroe (phone),
Sharon Fuller (phone) for Susy Haugen, Paula Painter (phone), Lindsey Vaughn (phone), Kari Roller (phone), Glen Lee (phone), Andy Cherullo (phone)

Staff and Guests: Horace Francis (phone), David Linehan (phone), Kevin Fitzpatrick (phone), Wendy Thomaston (phone), 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 Paula Painter, the board approved the 09-30-21 meeting summary.

4. REVIEW OF FINANCIAL STATEMENTS

Kevin Fitzpatrick summarized the November 2021 financial statements and cash status. There were no questions or comments.

5. ACTION ITEMS

A. Resolution FL2021-04: Admission of the City of Auburn.

a. Kevin Fitzpatrick reviewed the resolution. Auburn is joining as a principal city (Taxes only). There were no questions or

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comments.

i. Motion to accept: Kari Roller
ii. Motion seconded: Andy Cherullo
iii. Supermajority vote: Passed

VOTE FL2021-04	City	Member
YES	Bellevue	Jamie Robinson
YES	Des Moines	Beth Ann Wroe
YES	Everett	Sharon Fuller (for Susy Haugen)
YES	Kent	Paula Painter
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Kari Roller
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

B. Resolution FL2021-05: Final Budget 2022-2026

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

i. Motion to accept: Andy Cherullo
ii. Motion seconded: Paula Painter
iii. Supermajority vote: Passed

VOTE FL2021-05	City	Member
YES	Bellevue	Jamie Robinson
YES	Des Moines	Beth Ann Wroe
YES	Everett	Sharon Fuller (for Susy Haugen)
YES	Kent	Paula Painter
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Kari Roller
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

C. Resolution FL2021-06: Legal Services – Madrona Law Group

a. Kevin Fitzpatrick reviewed the resolution. There were no questions or comments.
   i. Motion to accept: Andy Cherullo
   ii. Motion seconded: Lindsey Vaughn
   iii. Majority vote: Passed

VOTE FL2021-06	City	Member
YES	Bellevue	Jamie Robinson
YES	Des Moines	Beth Ann Wroe
YES	Everett	Sharon Fuller (for Susy Haugen)
YES	Kent	Paula Painter
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Kari Roller
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

D. Resolution FL2021-07: Information Technology (IT) Manual Additions

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

   i. Motion to accept: Andy Cherullo
   ii. Motion seconded: Kari Roller
   iii. Majority vote: Passed

VOTE FL2021-07	City	Member
YES	Bellevue	Jamie Robinson
YES	Des Moines	Beth Ann Wroe
YES	Everett	Sharon Fuller (for Susy Haugen)
YES	Kent	Paula Painter
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Kari Roller
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

ACTION: Leviathan presentation of Risk Assessment findings at March 2022 board meeting).

E. Resolution FL2021-08: Meeting Schedule 2022

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

i. Motion to accept: Glen Lee
ii. Motion seconded: Andy Cherullo
iii. Majority vote: Passed

VOTE FL2021-08	City	Member
YES	Bellevue	Jamie Robinson
YES	Des Moines	Beth Ann Wroe
YES	Everett	Sharon Fuller (for Susy Haugen)
YES	Kent	Paula Painter
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Kari Roller
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

6. DISCUSSION ITEMS:

A. November Monthly Business Review

Kevin Fitzpatrick reviewed the Monthly Business Review. Continued focus on Hardware, Production Support Tickets, and Call Center. For Hardware, RAM, Storage, and CPU usage were all within guidelines. Production Support tickets were down 32 tickets month over month. Programmatic improvements to the batch process resulted in a material reduction in batch issues. Transactions were up 78% in November over the previous year which contributed to an increase in Help Desk Calls.

Kevin Fitzpatrick indicated the process for the Reconciliation by City Report should be defined by the end of December.

ACTION: Kevin will update MBR to include a separate batch process report.

ACTION: Kevin to provide an updated reconciliation report for batches.

B. Workplan 2022

Kevin Fitzpatrick presented the 2022 Workplan. The plan includes important dates and deadlines, expiring contracts and agreements, and a focus on SLA deliverables and monitoring. There were no questions or comments.

C. Vendor Warrants

Kevin Fitzpatrick reviewed the 3rd Quarter 2021 Vendor Warrant list. There were no questions or comments.

7. ADJOURNMENT

On a motion made by Andy Cherullo and seconded by Glen Lee, the meeting of the Executive Board adjourned at 12:00p.m.

Respectfully Submitted,

Julie Panick
Secretary, FileLocal



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FileLocal
Financial Statements
February 28, 2022

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FILELOCAL
STATEMENT OF FINANCIAL POSITION
FEBRUARY 28, 2022

ASSETS		
Cash	$	161,945
LGIP Investment		1,115,498
Due from cities		821,059
Prepaid		129,306
Total Current Assets		2,227,808
TOTAL ASSETS	**$**	**2,227,808**
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	$	18,644
Accrued liabilities		189,571
Total Current Liabilities		208,215
TOTAL LIABILITIES		208,215
NET ASSETS		
Net assets, unrestricted		1,282,904
Change in net assets		736,689
TOTAL NET ASSETS		2,019,593
TOTAL LIABILITIES AND NET ASSETS	**$**	**2,227,808**

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 FEBRUARY 28, 2022

	January	February	YTD
REVENUES			
User fees	$ 118,692	$ 52,352	**$ 171,044**
Reimbursable cost/Capital cost recovery charges			
City of Seattle	462,720	-	**462,720**
City of Bellevue	71,357	-	**71,357**
City of Tacoma	112,897	-	**112,897**
City of Everett	35,345	-	**35,345**
City of Lake Forest Park	8,623	-	**8,623**
City of Auburn	10,397	-	**10,397**
City of Renton	35,562	-	**35,562**
City of Des Moines	16,028	-	**16,028**
City of Snoqualmie	17,335	-	**17,335**
City of Shoreline	14,745	-	**14,745**
City of Kent	17,335	-	**17,335**
Total direct reimbursable costs	802,344	-	**802,344**
Interest income	92	98	**190**
Total revenues	$ 921,128	$ 52,450	**$ 973,578**
EXPENSES			
Accounting fees	$ 4,288	$ 4,288	**8,576**
Agency IT costs	-	-	**-**
Bank fees	90	64	**154**
Capital Cost recovery	20,500	-	**20,500**
Insurance	431	431	**862**
Labor costs	35,399	35,399	**70,798**
Legal fees	-	155	**155**
License and membership fees	410	-	**410**
Office and operating supplies	-	-	**-**
Technology costs	22,460	18,175	**40,635**
Transaction fees	80,874	13,925	**94,799**
Travel Expense	-	-	**-**
Other Expense	-	-	**-**
Total expenses	164,452	72,437	**236,889**
CHANGE IN NET ASSETS	**$ 756,676**	**$ (19,987)**	**$ 736,689**

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FILELOCAL
SCHEDULE OF BUDGET AND ACTUAL
FOR THE YEAR TO DATE ENDED FEBRUARY 28, 2022

	Budget (Final)	YTD Budget	YTD Actual	Variance
REVENUES				
User fees	$ 550,500	$ 91,750	$ 171,044	$ 79,294
Reimbursable cost/Capital cost recovery charges				
City of Seattle	462,720	462,720	462,720	-
City of Bellevue	71,357	71,357	71,357	-
City of Tacoma	112,897	112,897	112,897	-
City of Everett	35,345	35,345	35,345	-
City of Lake Forest Park	8,623	8,623	8,623	-
City of Auburn	10,397	10,397	10,397	-
City of Renton	35,562	35,562	35,562	-
City of Des Moines	16,028	16,028	16,028	-
City of Snoqualmie	17,335	17,335	17,335	-
City of Shoreline	14,745	14,745	14,745	-
City of Kent	17,335	17,335	17,335	-
Total direct reimbursable costs	802,344	802,344	802,344	-
Interest income	-	-	190	190
Fund carryover	-	-	-	-
Total sources	$ 1,352,844	$ 894,094	$ 973,578	$ 79,484
EXPENSES				
Labor costs	$ 425,579	$ 70,930	$ 70,798	$ 132
Contracts	71,762	11,960	9,592	2,368
Overhead	70,187	11,700	565	11,135
Technology costs	764,816	127,469	135,434	(7,965)
Operating reserve	0	0	-	0
Capital cost recovery payments	20,500	20,500	20,500	-
Total operating expenses	$ 1,352,844	$ 242,559	$ 236,889	$ 5,670
CHANGE IN NET ASSETS			736,689	
NET ASSETS, AS OF JANUARY 1, 2022			1,282,904	
NET ASSETS, AS OF FEBRUARY 28, 2022			$ 2,019,593	
Schedule I - Contracts				
Accounting	$ 51,457	$ 8,576	$ 8,576	$ -
Auditing	12,030	2,005	-	2,005
Insurance	6,617	1,103	862	241
Bank fees	1,658	276	154	122
Total Contracts	$ 71,762	$ 11,960	$ 9,592	$ 2,368
Schedule II - Overhead				
Legal	$ 35,831	$ 5,972	$ 155	$ 5,817
Office and operating supplies	2,127	355	-	355
Printing	2,127	355	-	355
Licenses/Memberships	2,127	355	410	(55)
Agency IT Costs	21,963	3,661	-	3,661
Miscellaneous	6,012	1,002	-	1,002
Total Overhead	$ 70,187	$ 11,700	$ 565	$ 11,135

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FILELOCAL
STATEMENT OF CASHFLOW
FOR THE YEAR-TO-DATE ENDED FEBRUARY 28, 2022

		Feb 28, 2022
Change in Net Assets		$ 736,689
Adjustments to reconcile Change in Net Assets		
to net cash provided by operations:		
	Due from Cities	(731,256)
	Prepaid	(129,306)
	Accounts Payable and Accrued Liabilities	55,201
Cash provided by operating activities		(68,672)
	Net interest earned	(179)
Cash (used) for investing activities		(179)
Net cash increase (decrease)		(68,851)
Cash at January 1, 2022		230,796
Cash at February 28, 2022		**161,945**
Less Operating Reserve		**-**
Cash Available		**$ 161,945**

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FileLocal
Financial Statements
January 31, 2022

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FILELOCAL
STATEMENT OF FINANCIAL POSITION
JANUARY 31, 2022

ASSETS		
Cash	$	370,141
LGIP Investment		1,115,406
Due from cities		821,059
Prepaid		4,737
Total Current Assets		2,311,343
TOTAL ASSETS	**$**	**2,311,343**
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	$	111,379
Accrued liabilities		145,884
Total Current Liabilities		257,263
TOTAL LIABILITIES		257,263
NET ASSETS		
Net assets, unrestricted		1,282,904
Change in net assets		771,176
TOTAL NET ASSETS		2,054,080
TOTAL LIABILITIES AND NET ASSETS	**$**	**2,311,343**

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FILELOCAL
STATEMENT OF ACTIVITIES
FOR THE MONTH
AND YEAR-TO-DATE ENDED JANUARY 31, 2022

	January	YTD
REVENUES		
User fees	$ 118,692	**$ 118,692**
Reimbursable cost/Capital cost recovery charges		
City of Seattle	462,720	**462,720**
City of Bellevue	71,357	**71,357**
City of Tacoma	112,897	**112,897**
City of Everett	35,345	**35,345**
City of Lake Forest Park	8,623	**8,623**
City of Auburn	10,397	**10,397**
City of Renton	35,562	**35,562**
City of Des Moines	16,028	**16,028**
City of Snoqualmie	17,335	**17,335**
City of Shoreline	14,745	**14,745**
City of Kent	17,335	**17,335**
Total direct reimbursable costs	802,344	**802,344**
Interest income	92	**92**
Total revenues	$ 921,128	**$ 921,128**
EXPENSES		
Accounting fees	$ 4,288	**4,288**
Agency IT costs	-	**-**
Bank fees	90	**90**
Capital Cost recovery	20,500	**20,500**
Insurance	431	**431**
Labor costs	35,399	**35,399**
Legal fees	-	**-**
License and membership fees	410	**410**
Office and operating supplies	-	**-**
Technology costs	7,960	**7,960**
Transaction fees	80,874	**80,874**
Travel Expense	-	**-**
Other Expense	-	**-**
Total expenses	149,952	**149,952**
CHANGE IN NET ASSETS	**$ 771,176**	**$ 771,176**

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FILELOCAL
SCHEDULE OF BUDGET AND ACTUAL
FOR THE YEAR TO DATE ENDED JANUARY 31, 2022

	Budget (Final)	YTD Budget	YTD Actual	Variance
REVENUES				
User fees	$ 550,500	$ 45,875	$ 118,692	$ 72,817
Reimbursable cost/Capital cost recovery charges				
City of Seattle	462,720	462,720	462,720	-
City of Bellevue	71,357	71,357	71,357	-
City of Tacoma	112,897	112,897	112,897	-
City of Everett	35,345	35,345	35,345	-
City of Lake Forest Park	8,623	8,623	8,623	-
City of Auburn	10,397	10,397	10,397	-
City of Renton	35,562	35,562	35,562	-
City of Des Moines	16,028	16,028	16,028	-
City of Snoqualmie	17,335	17,335	17,335	-
City of Shoreline	14,745	14,745	14,745	-
City of Kent	17,335	17,335	17,335	-
Total direct reimbursable costs	802,344	802,344	802,344	-
Interest income	-	-	92	92
Fund carryover	-	-	-	-
Total sources	$ 1,352,844	$ 848,219	$ 921,128	$ 72,909
EXPENSES				
Labor costs	$ 425,579	$ 35,465	$ 35,399	$ 66
Contracts	71,762	5,980	4,809	1,171
Overhead	70,187	5,848	410	5,438
Technology costs	764,816	63,735	88,834	(25,099)
Operating reserve	199,852	16,654	-	16,654
Capital cost recovery payments	20,500	1,708	20,500	(18,792)
Total operating expenses	$ 1,552,696	$ 129,390	$ 149,952	$ (20,562)
CHANGE IN NET ASSETS			771,176	
NET ASSETS, AS OF JANUARY 1, 2022			1,282,904	
NET ASSETS, AS OF JANUARY 31, 2022			$ 2,054,080	
Schedule I - Contracts				
Accounting	$ 51,457	$ 4,288	$ 4,288	$ -
Auditing	12,030	1,003	-	1,003
Insurance	6,617	551	431	120
Bank fees	1,658	138	90	48
Total Contracts	$ 71,762	$ 5,980	$ 4,809	$ 1,171
Schedule II - Overhead				
Legal	$ 35,831	$ 2,986	$ -	$ 2,986
Office and operating supplies	2,127	177	-	177
Printing	2,127	177	-	177
Licenses/Memberships	2,127	177	410	(233)
Agency IT Costs	21,963	1,830	-	1,830
Miscellaneous	6,012	501	-	501
Total Overhead	$ 70,187	$ 5,848	$ 410	$ 5,438

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FILELOCAL
STATEMENT OF CASHFLOW
FOR THE YEAR-TO-DATE ENDED JANUARY 31, 2022

		Jan 31, 2022
Change in Net Assets		$ 771,176
Adjustments to reconcile Change in Net Assets		
to net cash provided by operations:		
	Due from Cities	(731,256)
	Prepaid	(4,737)
	Accounts Payable and Accrued Liabilities	104,248
Cash provided by operating activities		139,431
	Net interest earned	(86)
Cash (used) for investing activities		(86)
Net cash increase (decrease)		139,345
Cash at January 1, 2021		230,796
Cash at December 31, 2021		**370,141**
Less Operating Reserve		**16,654**
Cash Available		**$ 353,487**

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FileLocal
Financial Statements
December 31, 2021

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FILELOCAL
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2021

ASSETS		
Cash	$	230,794
LGIP Investment		1,115,320
Due from cities		73,584
Prepaid		-
Total Current Assets		1,419,698
TOTAL ASSETS	**$**	**1,419,698**
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	$	6,153
Accrued liabilities		132,537
Total Current Liabilities		138,690
TOTAL LIABILITIES		138,690
NET ASSETS		
Net assets, unrestricted		867,695
Change in net assets		413,313
TOTAL NET ASSETS		1,281,008
TOTAL LIABILITIES AND NET ASSETS	**$**	**1,419,698**

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FILELOCAL
STATEMENT OF ACTIVITIES
FOR THE MONTH
AND YEAR-TO-DATE ENDED DECEMBER 31, 2021

	October	November	December	YTD
REVENUES				
User fees	$ 65,228	$ 72,652	$ 68,536	**$ 592,800**
Reimbursable cost/Capital cost recovery charges				
City of Seattle	-	-	-	**495,593**
City of Bellevue	-	-	-	**76,142**
City of Tacoma	-	-	-	**120,633**
City of Everett	-	-	-	**35,572**
City of Lake Forest Park	-	-	-	**8,664**
City of Bremerton	-	-	-	**37,508**
City of Renton	-	-	-	**37,946**
City of Des Moines	-	-	-	**17,095**
City of Snoqualmie	-	-	-	**18,495**
City of Shoreline	-	-	-	**14,151**
City of Kent	-	-	-	**9,094**
Total direct reimbursable costs	-	-	-	**870,893**
Interest income	95	84	91	**1,022**
Total revenues	$ 65,323	$ 72,736	$ 68,627	**$ 1,464,715**
EXPENSES				
Accounting fees	$ 7,452	$ 4,167	$ (3,530)	**48,967**
Agency IT costs	-	-	-	**-**
Bank fees	57	36	40	**447**
Capital Cost recovery	-	-	-	**16,000**
Insurance	430	430	430	**5,164**
Labor costs	37,776	35,399	35,399	**398,016**
Legal fees	210	270	1,290	**6,840**
License and membership fees	-	-	-	**410**
Office and operating supplies	-	-	-	**10**
Technology costs	26,149	14,500	19,603	**282,288**
Transaction fees	38,525	18,524	34,441	**293,260**
Travel Expense	-	-	-	**-**
Other Expense	-	-	-	**-**
Total expenses	110,599	73,326	87,673	**1,051,402**
CHANGE IN NET ASSETS	**$ (45,276)**	**$ (590)**	**$ (19,046)**	**$ 413,313**

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

	Budget (Final)	YTD Budget	YTD Actual	Variance
REVENUES				
User fees	$ 497,585	$ 497,585	$ 592,800	$ 95,215
Reimbursable cost/Capital cost recovery charges				
City of Seattle	495,501	495,501	495,593	92
City of Bellevue	74,878	74,878	76,142	1,264
City of Tacoma	118,589	118,589	120,633	2,044
City of Everett	34,983	34,983	35,572	589
City of Lake Forest Park	8,521	8,521	8,664	143
City of Bremerton	36,859	36,859	37,508	649
City of Renton	37,316	37,316	37,946	630
City of Des Moines	16,813	16,813	17,095	282
City of Snoqualmie	18,188	18,188	18,495	307
City of Shoreline	13,911	13,911	14,151	240
City of Kent	9,094	9,094	9,094	-
Total direct reimbursable costs	864,653	864,653	870,893	6,240
Interest income	-	-	1,022	1,022
Fund carryover	-	-	-	-
Total sources	$ 1,362,238	$ 1,362,238	$ 1,464,715	$ 102,477
EXPENSES				
Labor costs	$ 446,924	$ 446,924	$ 398,016	$ 48,908
Contracts	62,387	62,387	54,578	7,809
Overhead	57,737	57,737	7,260	50,477
Technology costs	765,296	765,296	575,548	189,748
Operating reserve	13,894	13,894	-	13,894
Capital cost recovery payments	16,000	16,000	16,000	-
Total operating expenses	$ 1,362,238	$ 1,362,238	$ 1,051,402	$ 310,836
CHANGE IN NET ASSETS			413,313	
NET ASSETS, AS OF JANUARY 1, 2021			867,695	
NET ASSETS, AS OF DECEMBER 31, 2021			$ 1,281,008	
Schedule I - Contracts				
Accounting	$ 42,657	$ 42,657	$ 48,967	$ (6,310)
Auditing	11,689	11,689	-	11,689
Insurance	6,430	6,430	5,164	1,266
Bank fees	1,611	1,611	447	1,164
Total Contracts	$ 62,387	$ 62,387	$ 54,578	$ 7,809
Schedule II - Overhead				
Legal	$ 41,175	$ 41,175	$ 6,840	$ 34,335
Office and operating supplies	2,445	2,445	10	2,435
Printing	2,445	2,445	-	2,445
Licenses/Memberships	2,445	2,445	410	2,035
Agency IT costs	2,763	2,763	-	2,763
Marketing	6,464	6,464	-	6,464
Total Overhead	$ 57,737	$ 57,737	$ 7,260	$ 50,477

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 CASHFLOW
FOR THE YEAR ENDED DECEMBER 31, 2021

		Dec 31, 2021
Change in Net Assets		$ 413,313
Adjustments to reconcile Change in Net Assets		
to net cash provided by operations:		
	Due from Cities	(2,389)
	Prepaid	5,275
	Accounts Payable and Accrued Liabilities	7,587
Cash provided by operating activities		423,786
	Contributions to LGIP	(400,000)
	Net interest earned	(989)
Cash (used) for investing activities		(400,989)
Net cash increase (decrease)		22,797
Cash at January 1, 2021		207,997
Cash at December 31, 2021		**230,794**
Less Operating Reserve		**13,894**
Cash Available		**$ 216,900**

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.

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

File Local Resolution FL2022-01
Briefing Paper – Election of Officers 2022-2024

Date: March 24, 2022

Issue: Should the Executive Board of the Washington Multi-City Business License and Tax Portal Agency ("Portal Agency") elect a new Board Chair and Vice-Chair?

Operating Committee Recommendation: The Executive Board should pass a Resolution to elect a new Chair and Vice-Chair per the Portal Agency by-laws and Interlocal Agreement.

Rationale:

1. Interlocal Agreement and Portal Agency by-laws call for the election of a new Chair and Vice-Chair every two years.

2. Officers of an organization are responsible for the day-to-day operations of the organization.

3. Organizational officers include a president (here, the Chair), one or more vice Presidents (here, the Vice-Chair), a secretary, and a treasurer.

4. Officers improve the effectiveness of a board by overseeing board affairs, developing agendas, presiding over meetings, and serving as a representative of the board to staff, community, and media (president/vice president); overseeing the board's financial responsibilities and ensuring the appropriate reports are available to the board for review (treasurer); and serving as the custodian of an organization's records and archives and ensuring the accuracy of all records as well as adequate notice of meetings and distribution of materials (secretary).

RESOLUTION NO. FL2022-01

A Resolution of the Washington Multi-City Business License and Tax Portal Agency Executive Board to elect new officers for a two-year term 2022-2024.

Whereas, the Washington Multi-City Business License and Tax Portal Agency ("Portal Agency") bylaws Article 5 Section 5.1 calls for the Portal Agency to elect a chair and vice-chair:

Whereas, the Portal Agency bylaws Article 5 Section 5.2 sets a two-year term for the chair and vice-chair;

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

SECTION 1. The slate of officers for the Portal Agency commencing April 1, 2022, shall be:

Andy Cherullo, City of Tacoma, Chair (two-year term)
Susy Haugen, City of Everett, Vice-Chair (two-year term)
Julie Panick, FileLocal, Secretary (indefinite term)
Horace Francis, Francis and Company, Treasurer (indefinite term)

ADOPTED this _____ day of March 2022.

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

ATTEST:

_____ _____

Board Secretary **Board Chair**

FileLocal Risk Assessment Overview

MARCH 16, 2022

Agenda

- Introduction to Leviathan
- Introduction to Security Risk Assessment
- Third-Party Risk for FileLocal
- City Security Considerations
- FileLocal Security Considerations

Introduction

- Leviathan Security Group
  - Seattle-based security consultancy
  - Founded in 2006
  - Have been providing security consulting services for FileLocal since 2016
- Shea Nangle
  - Practice Lead at Leviathan Security Group
- Kelly Ohlert
  - Practice Lead at Leviathan Security Group

What is Risk?

- Security Risk is About Recognizing and Accounting For Known and Unknown Threats
- Why Risk Assessment?
- What Does This Get Us?

Third-Party Risk

- Kubra
  - Possible Risks Identified
    - Malicious Attacks
      - Kubra systems are compromised due to ransomware
    - Misconfiguration
      - Service is configured insecurely, resulting in unauthorized access
    - Insecure Operations
      - Unpatched vulnerability leads to information breach
    - Environmental Disaster/Systems Not Available
      - Accidental cable cut results in systems not being available

Third-Party Risk

- Kubra
  - Third-party Assessments Performed Re: Kubra Operations/Processes
    - Third-party assessments are a common method of assessing information security
    - Third-party attestations mean that an independent source has verified security practices and procedures
    - Kubra has undergone two well-known audits: PCI DSS and SOC 2 Type 2
  - Mitigation
    - Given Kubra's audits/certification, we have good confidence that appropriate risk mitigations are in place

Third-Party Risk

- Avenu
  - Possible risks identified
    - Malicious Attacks
      - Attacker uses unresolved vulnerabilities to compromise system
    - Misconfiguration
      - System misconfiguration leads to service not being available
    - Insecure Operations
      - Use of shared passwords results in unauthorized access
    - Environmental Disaster/Systems Not Available
      - Hurricane results in systems being unavailable

Third-Party Risk

- Avenu Concerns
  - Third-party assessment limited to SOC 1 audit and technical assessment
    - SOC 1 is primarily focused on financial reporting, rather than security
    - Leviathan cannot currently attest to secure/appropriate operations by Avenu
    - Given Avenu's lack of third-party assessment, low confidence that appropriate mitigations are in place
    - Recommendation
      - Assessment of Avenu by Leviathan

City Risk

- Possible Risks
  - Ransomware
    - Increasingly common
  - Insider Threats
    - Disgruntled or careless employee
  - Phishing
    - Email scams, social engineering

City Risk

- Mitigation
  - Awareness Training
  - Technical Countermeasures
    - System updates
    - Antimalware
    - Backups

FileLocal Risk

- Possible Risks
  - Essentially the same as the City
    - Ransomware
    - Insider Threats
    - Phishing

FileLocal Risk

- Mitigation
  - Again, the same concepts, tailored to FileLocal
    - Awareness Training
    - Technical Countermeasures
      - System updates
      - Antimalware
      - Backups

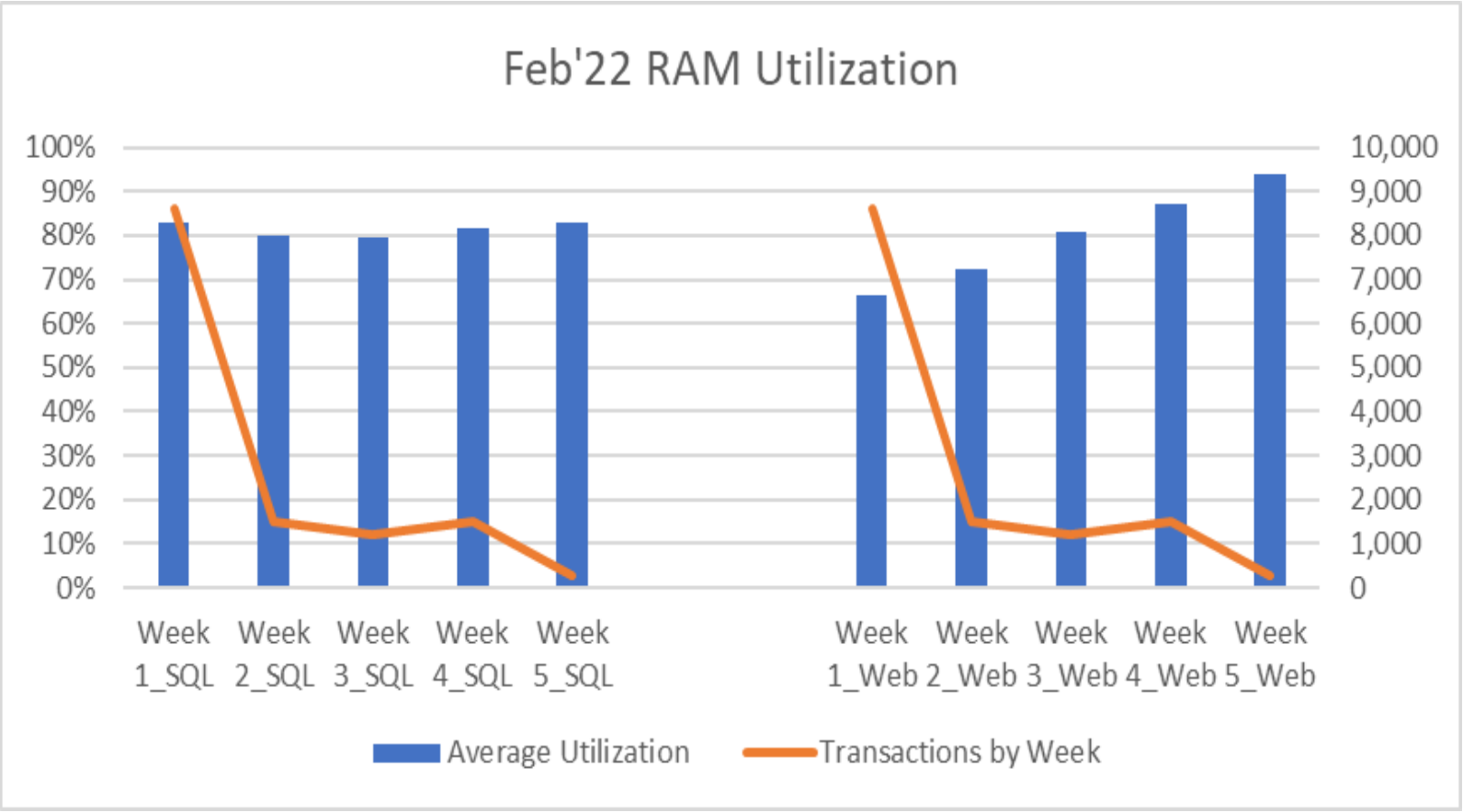
Conclusions/Summary

- Biggest overall risk is Avenu
  - Currently discussing near-term assessment by Leviathan
  - We continue to monitor their risk
- Recommendations for City operations and FileLocal operations
  - Continue operations/implement new processes if needed

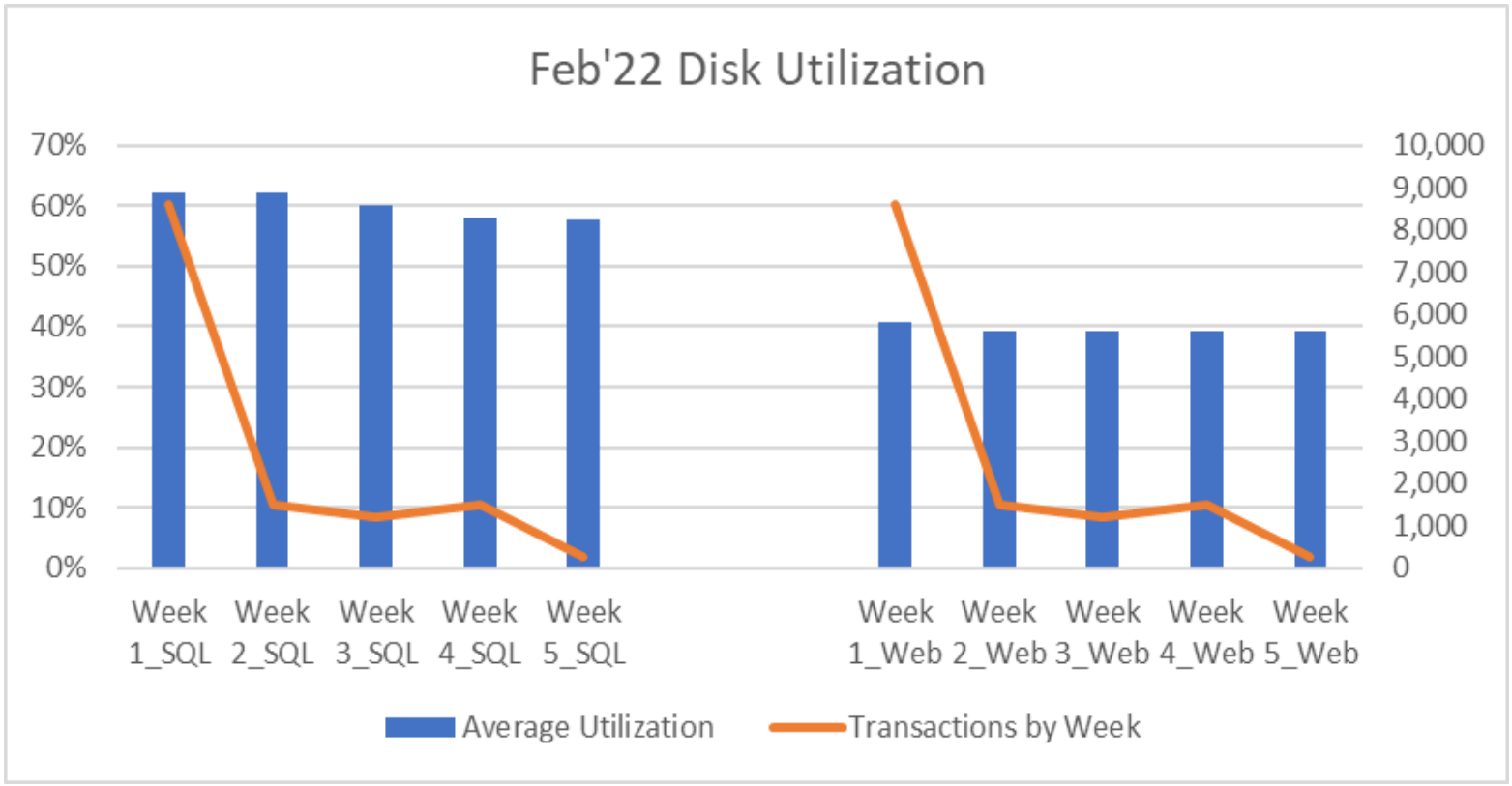
Questions?

FileLocal: Monthly Business Review

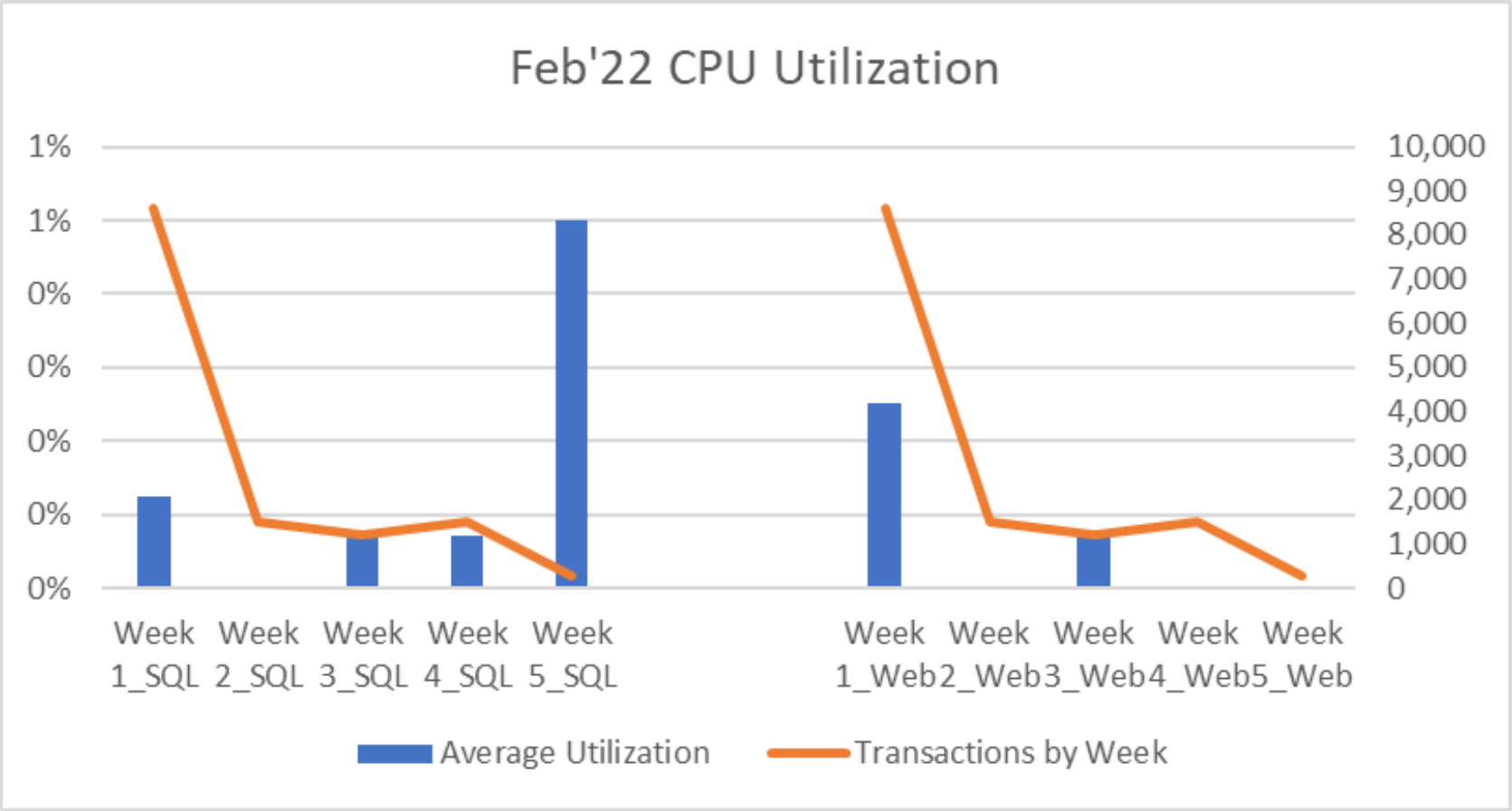
February 2022



RAM Utilization averaged 81% for the SQL Servers and 80% for the Web Servers. Both percentages are within acceptable bounds



Disk Utilization averaged 60% for the SQL Servers and 40% for the Web Servers. Both percentages are within acceptable bounds.



CPU Utilization averaged 0% for the SQL Servers and 0% for the Web Servers. Both percentages are within acceptable bounds.

Production Support Tickets

February'22	1 Week	2 Weeks	3+ Weeks	Total
In Progress	5	2	38	45
Ready to Start	34	49	183	266
Escalated	1	1	7	9
Waiting for customer	9	2	35	46
Pending	0	1	18	19
Subtotal FY22	49	55	281	385
<FY21	0	0	1	1
Total Tickets	49	55	282	386

January'22	1 Week	2 Weeks	3+ Weeks	Total
In Progress	6	13	33	52
Ready to Start	185	170	19	374
Escalated	11	4	5	20
Waiting for customer	7	7	22	36
Pending	0	3	7	10
Subtotal FY22	209	197	86	492
<FY21	0	0	1	1
Total Tickets	209	197	87	493

Delta	1 Week	2 Weeks	3+ Weeks	Total
In Progress	1	11	-5	7
Ready to Start	151	121	-164	108
Escalated	10	3	-2	11
Waiting for customer	-2	5	-13	-10
Pending	0	2	-11	-9
Subtotal FY22	160	142	-195	107
<FY21	0	0	0	0
Total Tickets	160	142	-195	107

Production support tickets are down by 107 tickets month over month. During the prior quarter, Avenu focused on a few key objectives. Programmatically improving the batch process, and working down the 2 and 3+ week buckets.

Overall outstanding tickets improved by 107 tickets but growth in the 3+ week bucket is concerning. Current month focus is on the reduction of 3+ week items.

Call Center Metrics

	# Handled	Average Handle Time (AHT)	Average Speed of Answer (ASA)	# Abandoned	% Abandoned	# Missed	% Missed
February Call Center Info	3037	5.25	18.60	160	5.25%	203	7.50%
January Call Center Info	4352	5.05	22.33	415	11.00%	261	6.00%
Month over Month Change	1315	-0.20	3.73	255	5.75%	58	-1.50%

Call Center metrics are showing improvement in February over January. Improvement is primarily related to a 43% reduction in call volumes month over month and a staffing adjustment made week 1 of January.

January call volumes were negatively impacted by three items:
- week 1 staffing issue.
- week ~3 system slowdown - hot fix
- week 5 web server - obtained additional server space

Average MOS (Mean Option Score)

The average rating across all calls to indicate the quality of service rendered. It is based on a scale of 1 – 5, with 5 being the best score, and 1 being the worst score. Industry averages are around 4.3, which is considered excellent. - (Higher is better).

 # Handled

The total number of calls that were answered by agents.

AHT (Average Handle Time)

The average time, from start to finish, that a contact was connected with an agent (average handle time). It includes talk time, hold time, and After Contact Work (ACW) time. AHT is calculated by averaging the amount of time between the contact being answered by an agent and the completion of work on that contact by an agent.

ASA (Average Speed of Answer)

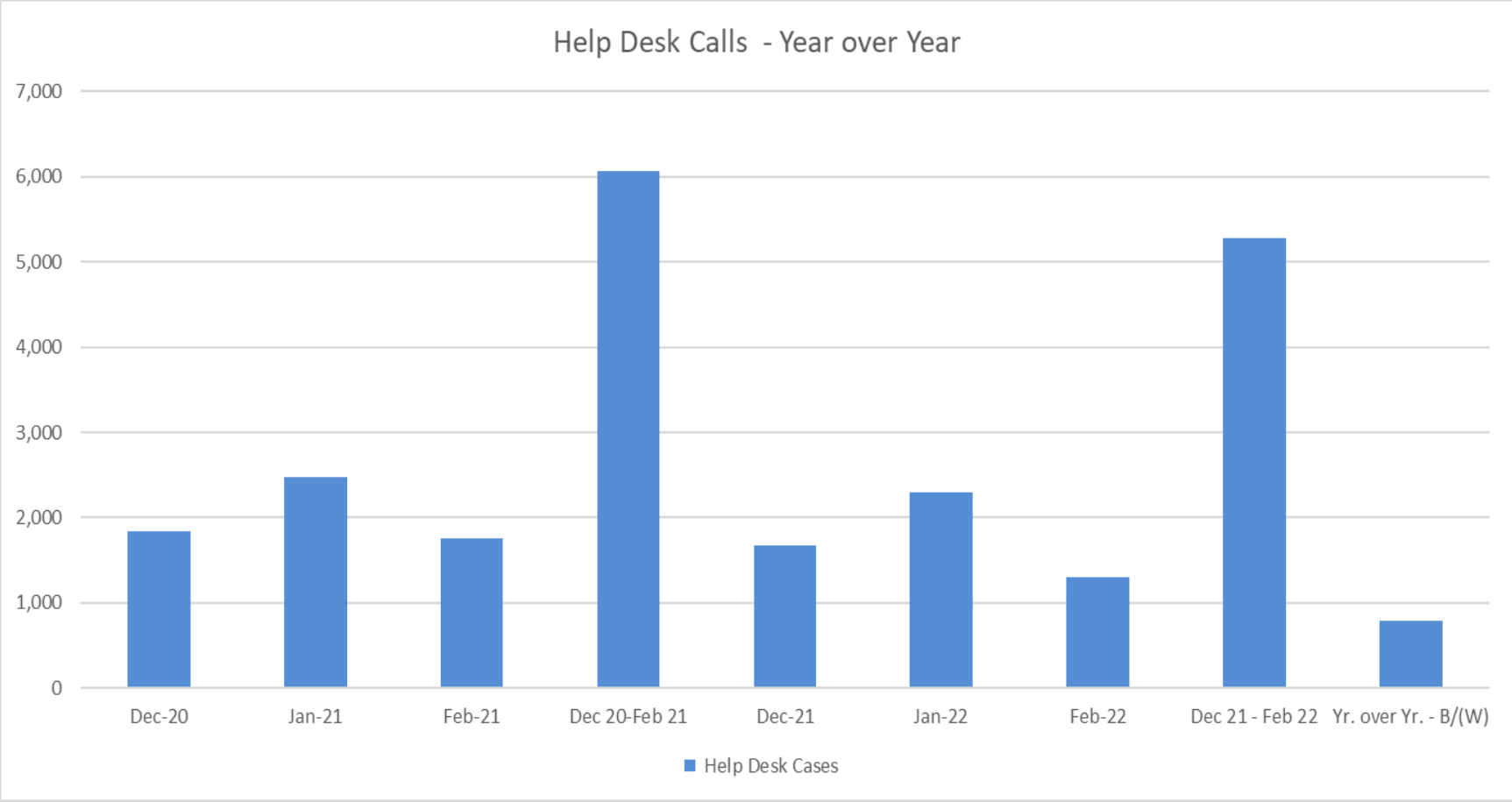
The average time from when a call is in the queue, to the time that it is answered by an agent.

Abandoned /Abandoned %

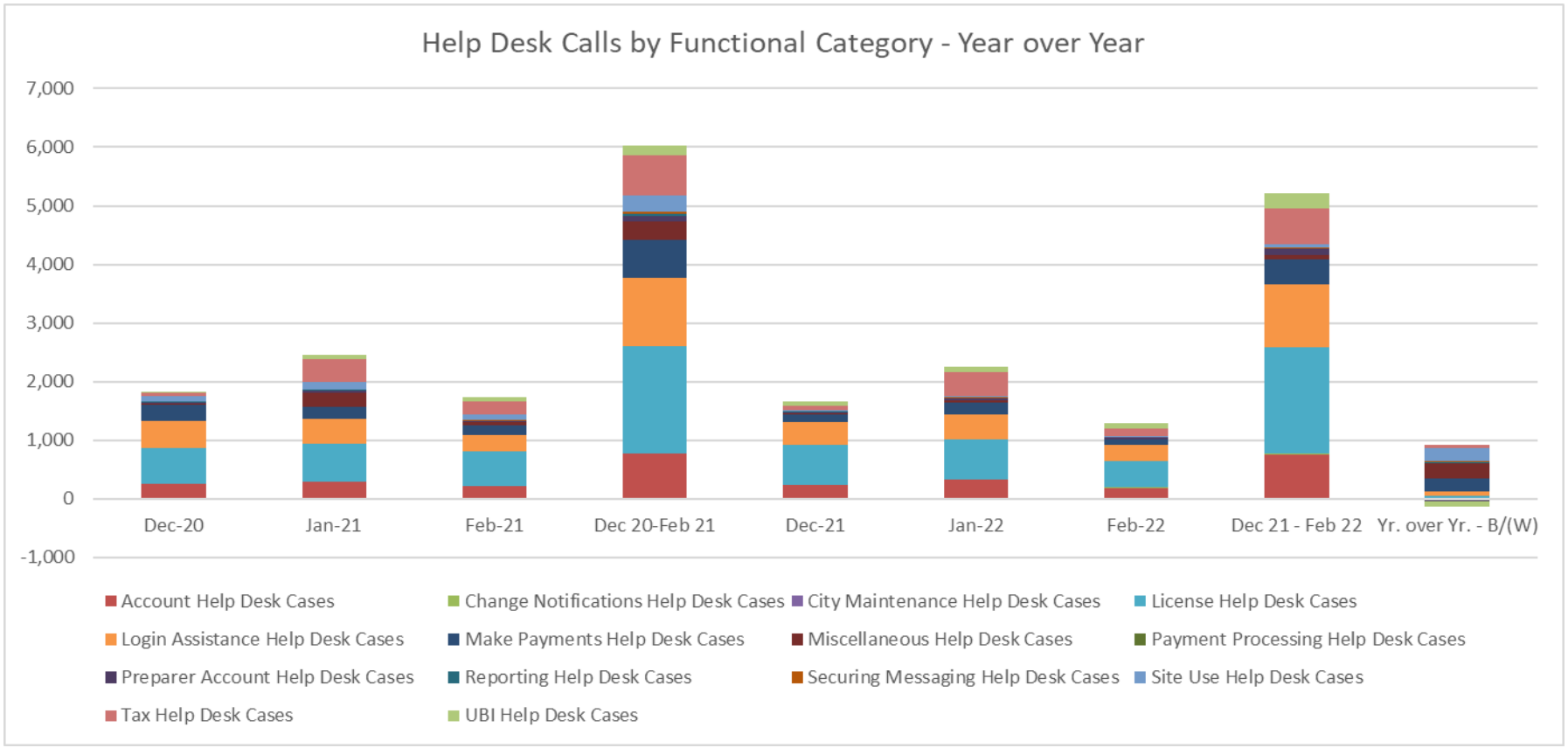
Count of calls disconnected by the customer while in the queue during the specified time range. Calls queued for callback are not counted as abandoned.

Missed / Missed %

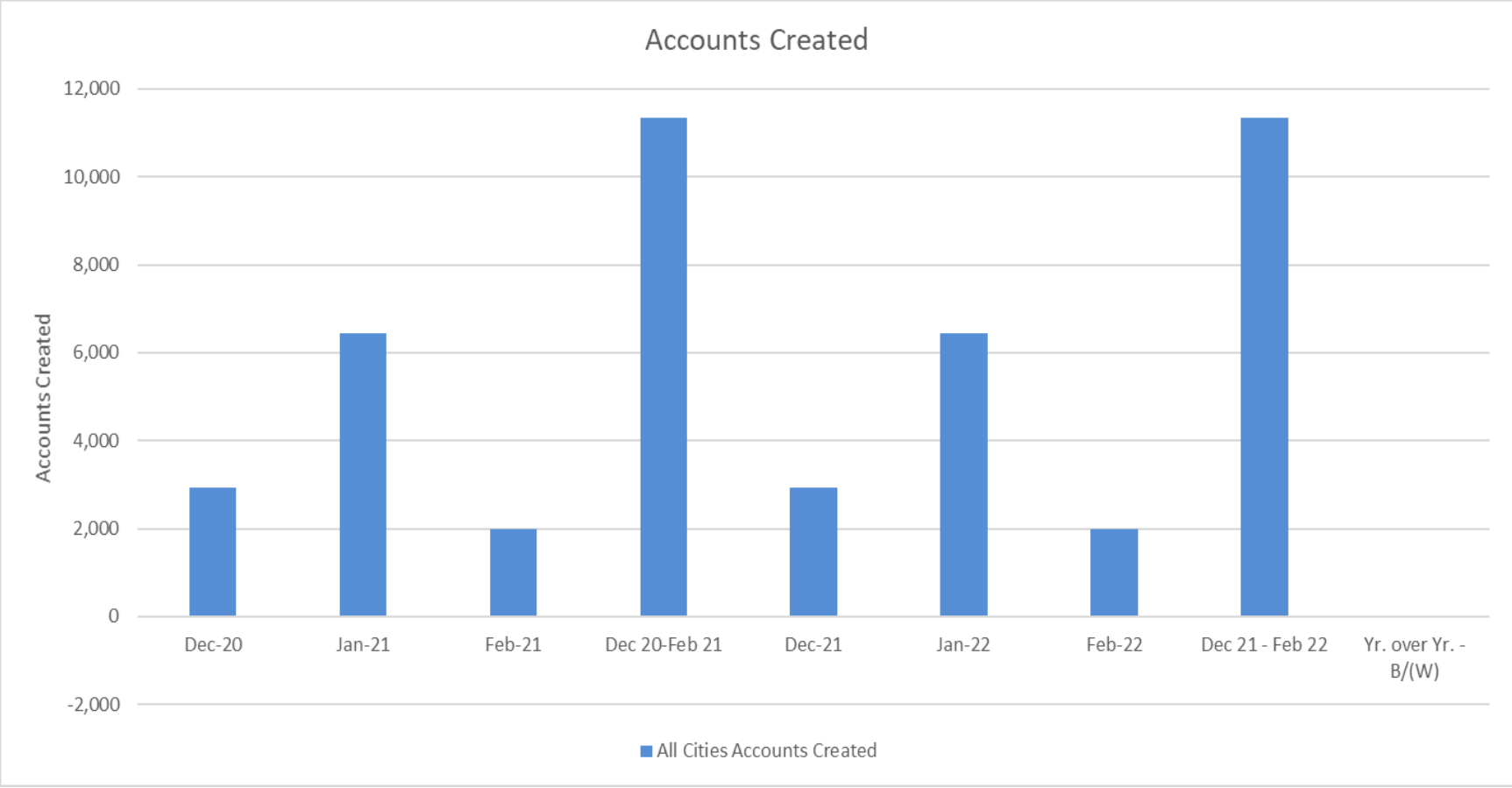
Count of calls routed to an agent but not answered by that agent, including calls abandoned by the customer. If a call is not answered by a given agent, we attempt to route it to another agent to handle; the call is not dropped. Because a single call can be missed multiple times (including by the same agent), it can be counted multiple times: once for each time it is routed to an agent but not answered.



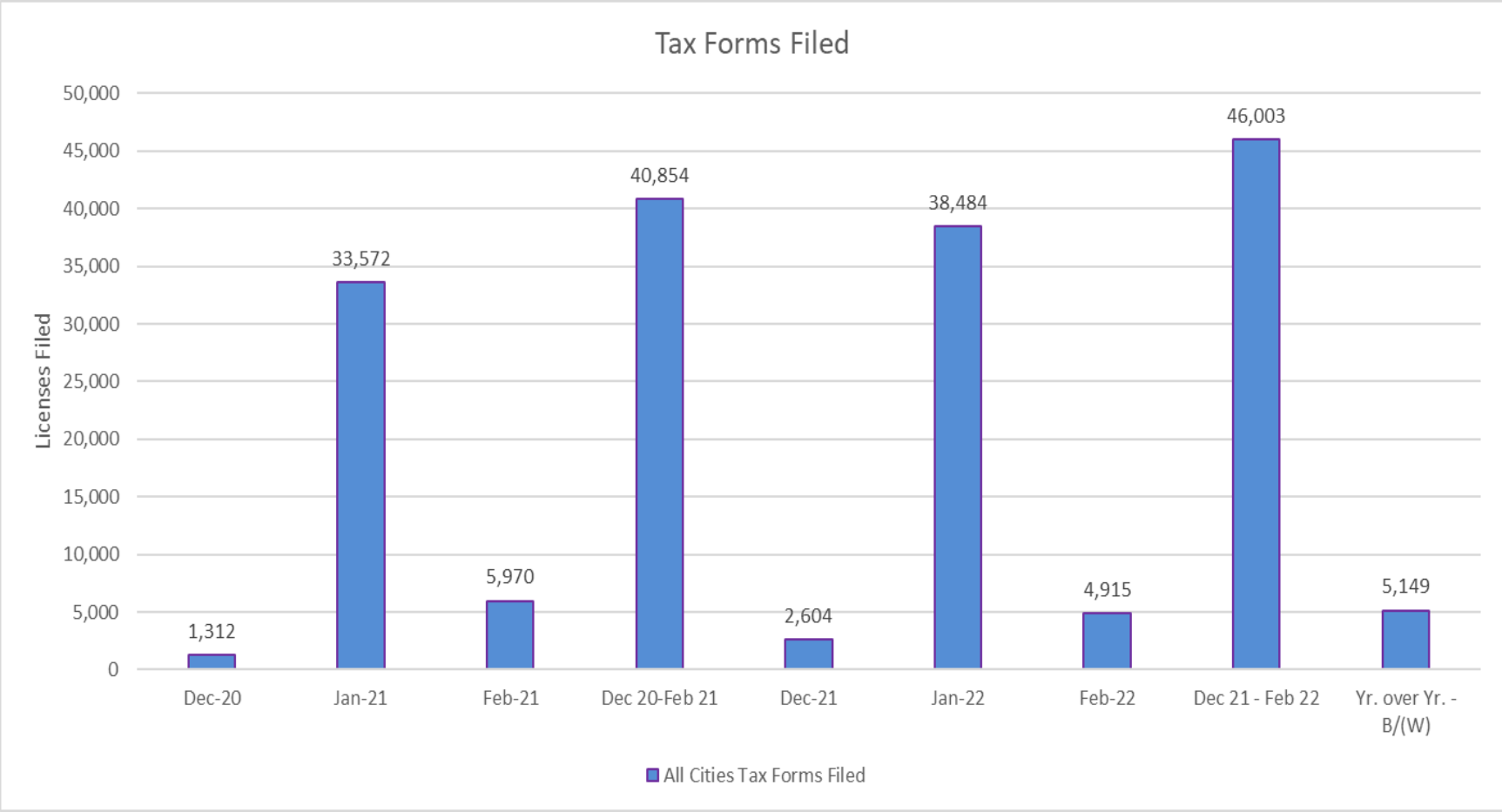
Help Desk Calls by Functional Category	Help desk calls totaled 5,276 for the three months ending February 2022. This is 5.6% of the accounts created and transactions processed which is 1.8% lower than the same three months in the prior year. Three items make up 68% of the calls. Licenses (34%), Login Assistance (20%), and Help Desk Cases (14%).



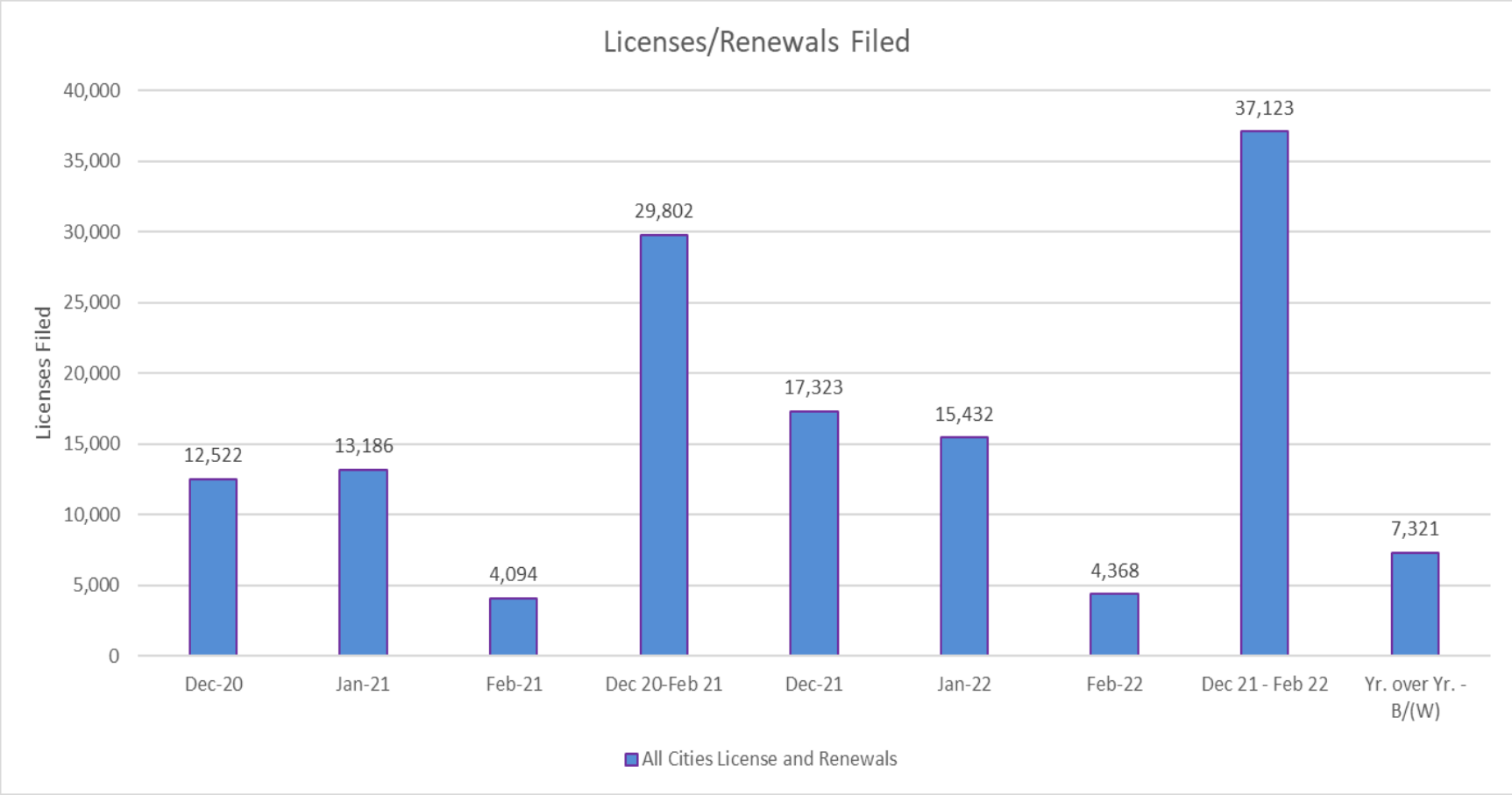
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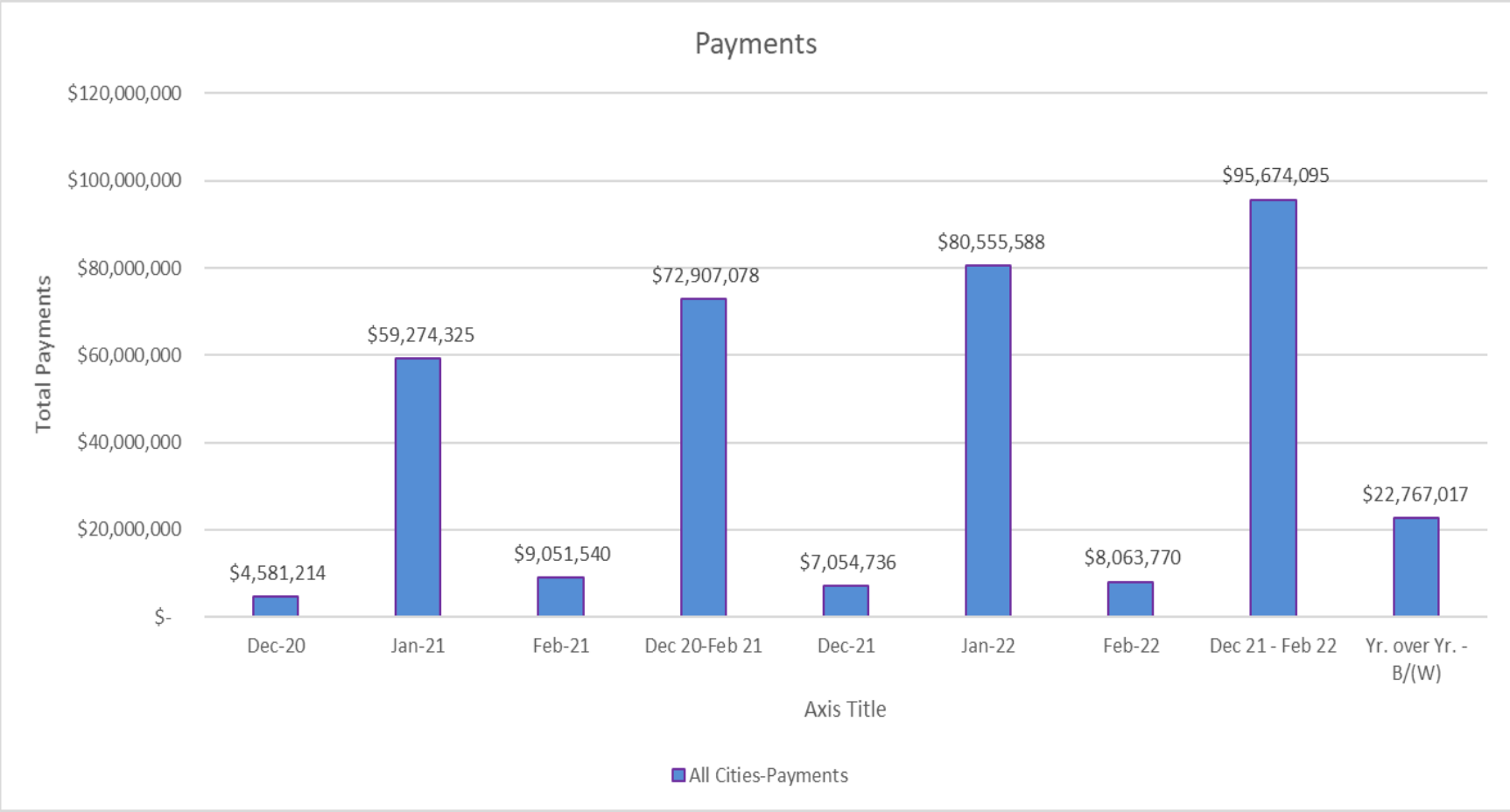
Accounts Created	Accounts created for the 3 months ended February 2022 were 11,336 which is down 17 compared to the same 3 months in the prior year.



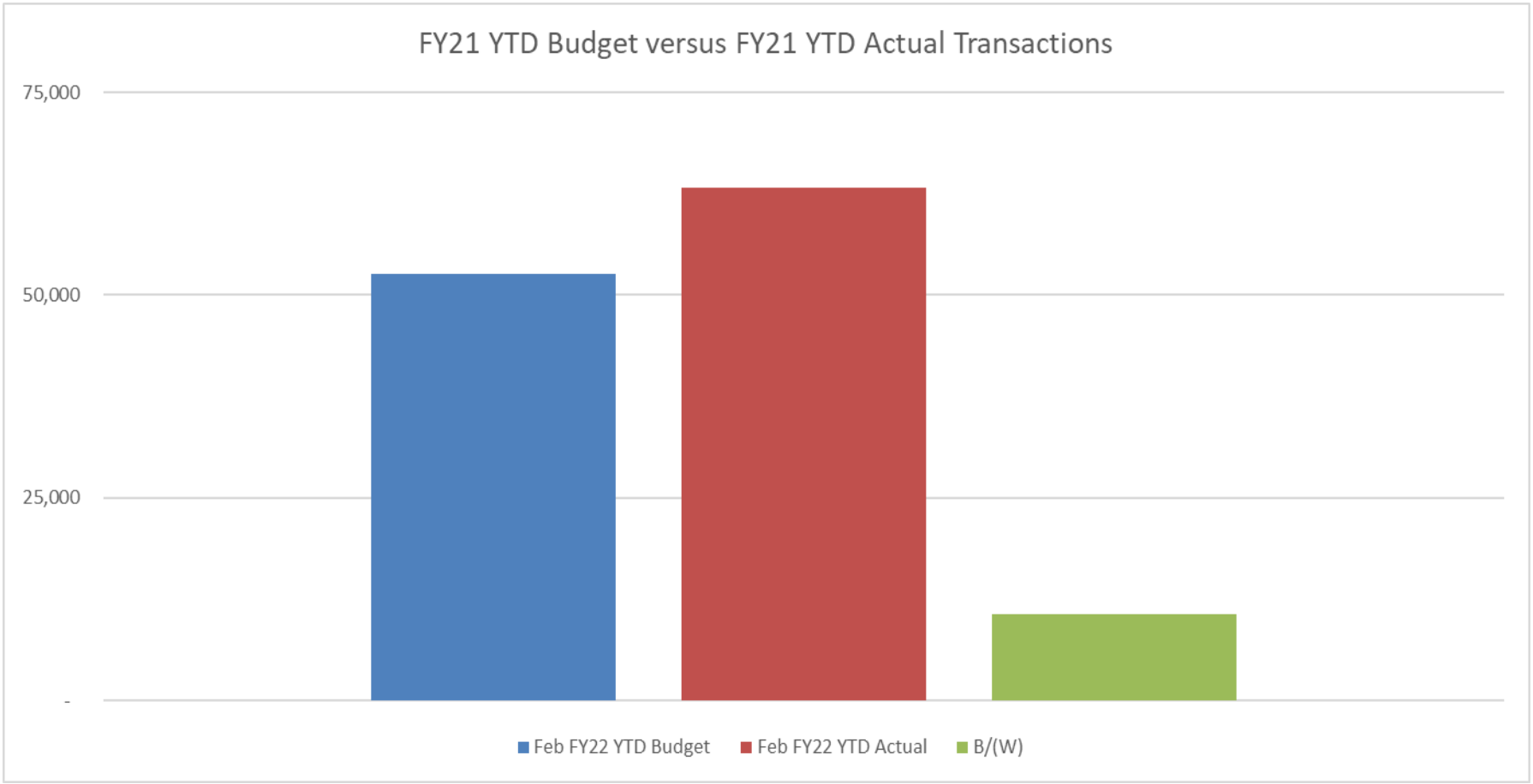
Tax Forms Filed	Tax Forms filed for the 3 months ended February 2022 were 46,003 which is up 5,149.



Licenses/Renewals Filed	License/Renewals created for the 3 months ended February 2022 were 37,123 which is up 7,321



Payments Made by City	Payments made for the 3 months ended February 2022 were $95,195k which is up $22,767k (31%) compared to the same 3 months from the prior year.



Transactions YTD Budget versus YTD Actual	YTD Transactions FY22 Actual versus Budget is 63,199 (A) compared to 52,580 (B) which is favorable by 10,619 or 20%. Projected payments are $308,601k YTD which is up 3% versus FY21 actuals.

User Account Sign-Up Metrics

Description	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22
Users that completed email validation	3,168	1,799	1,680	2,531	1,371	1,377	1,543	1,407	1,426	1,590	1,806	2,049	2,628	1,527
% of users that completed email validation	98%	97%	98%	97%	99%	97%	98%	98%	98%	97%	97%	98%	97%	98%
Users that completed email validation and assigned a license	2,116	1,184	1,142	1,678	914	944	1,073	962	941	1,089	1,249	1,395	1,925	1,088
% of users that completed email validation and assigned a license	67%	66%	68%	66%	67%	69%	70%	68%	66%	68%	69%	68%	73%	71%
Filed a Tax Return for the First Time	1,246	625	633	1,014	471	446	608	564	550	621	647	729	1,085	602

Seattle Import Account Sign-Up Metrics

Description	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22
Seattle Import Started	70	39	16	58	10	7	11	5	8	3	7	4	14	4
Seattle Import Completed	66	35	13	52	10	7	7	5	8	3	4	3	11	3
Seattle - % that started and completed import	94%	90%	81%	90%	100%	100%	64%	100%	100%	100%	57%	75%	79%	75%

Draft Budget FY2023-FY2027

March 2022

Washington Cities Business License and Tax Portal Agency
Summary of Budget
March 2022 Draft FY2023-FY2027

		Actual (A), Projection (P), Budget (B)							B/(W) - Actual (A), Budget (B), Projection (P)					
		2021 (A)	2022 Budget Approved - Dec 2021	2023 (B)	2024 (B)	2025 (B)	2026 (B)	2027 (B)	2022 (B) vs. 2021 (A)	2023 (B) vs. 2022 (B)	2024 (B) vs. 2023 (B)	2025 (B) vs. 2024 (B)	2026 (B) vs. 2025 (B)	2027 (B) vs. 2026 (B)
Revenue:														
Fund Carryover	T4	-	-	-	-	-	-	-	-	-	-	-	-	-
User Fees	T1	592,800	550,500	576,921	588,747	600,655	612,719	625,030	(42,300)	26,421	11,826	11,908	12,064	12,312
Reimbursable Costs	T3	854,893	781,844	762,744	797,798	831,027	865,501	889,665	(73,049)	(19,100)	35,053	33,229	34,474	24,164
Capital Cost Recovery Charges	T2	16,000	20,500	20,500	20,500	20,500	20,500	20,500	4,500	-	-	-	-	-
Interest Income		1,022	-	-	-	-	-	-	(1,022)	-	-	-	-	-
Total Revenue B/(W)		1,464,715	1,352,844	1,360,165	1,407,045	1,452,181	1,498,720	1,535,195	(111,871)	7,321	46,879	45,137	46,538	36,475
Expenditures														
Regular Expenditures:														
Labor	T4.1	398,016	422,376	435,047	448,099	461,542	475,388	489,650	(24,360)	(12,671)	(13,051)	(13,443)	(13,846)	(14,262)
Contracts	T4.2	54,578	71,762	73,341	74,998	76,896	78,841	80,836	(17,184)	(1,579)	(1,658)	(1,897)	(1,945)	(1,995)
Overhead	T4.3	7,260	69,801	71,512	73,295	75,259	77,276	79,231	(62,541)	(1,711)	(1,784)	(1,964)	(2,017)	(1,955)
Technology Costs	T4.4	575,548	758,810	758,810	783,913	811,283	839,770	859,315	(183,262)	(0)	(25,102)	(27,371)	(28,487)	(19,545)
Operating Reserve	T4.5	-	0	955	6,239	6,701	6,944	5,663	(0)	(955)	(5,284)	(462)	(243)	1,281
Capital Cost Recovery Payments	T4.6	16,000	20,500	20,500	20,500	20,500	20,500	20,500	(4,500)	-	-	-	-	-
Total Regular Expenditures		1,051,402	1,343,249	1,360,165	1,407,045	1,452,181	1,498,720	1,535,195	(291,847)	(16,916)	(46,879)	(45,137)	(46,538)	(36,475)
									-					-
Incremental Expenses from The New Partners:									-					-
Incremental Labor	T4.1	-	3,203	-	-	-	-	-	(3,203)	3,203	-	-	-	-
Incremental Overhead	T4.3	-	386	-	-	-	-	-	(386)	386	-	-	-	-
Incremental Technology Cost	T4.4	-	6,006	-	-	-	-	-	(6,006)	6,006	-	-	-	-
Total Incremental Expenditures		-	9,596	-	-	-	-	-	(9,596)	9,596	-	-	-	-
									-					-
Total Expenditures B/(W)		1,051,402	1,352,844	1,360,165	1,407,045	1,452,181	1,498,720	1,535,195	(301,442)	(7,321)	(46,879)	(45,137)	(46,538)	(36,475)
Excess (Deficit)		413,313	-	-	-	-	-		(413,313)	(0)	0	(0)	0	-

Revenue

T1 FY2023 (B) user fees are up $26k compared to FY2022 (B). This is due to an increase in transaction count by approximately 9K.
T3 FY2023 (B) reimbursable costs increased by $31K primarily due to the increase in expenditures budgeted in 2023. Total expenditures are up to $57K while user fees are up to $26K in 2023.

Expense

T4.1 FY2023 (B) Labor increases by approximately 3%.
T4.2 FY2023 (B) Contracts increases by $2k, due to the estimated CPI inflation adjustments and additional costs for accounting
T4.3 FY2023 (B) Overhead increases $2K due to estimated CPI inflation adjustments.
T4.4 FY2023 (B) Technology costs are up by $32K. This is primarily due to the higher transaction numbers.
T4.1/.3/.4 Incremental labor, overhead and technology costs are reflecting the incremental costs from Auburn and Kent.

Washington Cities Business License and Tax Portal Agency
Key Assumptions for Budget
March 2022 Draft FY2023-FY2027
FY2023-FY2027 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 and Other.
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.

FileLocal

Your one stop for local business licensing and tax filing

www.filelocal-wa.gov

Summary of Budget
FY2023-FY2027
March 2022 Draft FY23-FY27 Budget v.s. December 2021 Final Budget

		March Draft FY2022 FY 2023- FY 2027							Final FY 2022- FY 2026 Budget (December 2021)					
		Actual (A), Projection (P), Budget (B)							Actual (A), Projection (P), Budget (B)					
		2021 (A)	2022 Budget Approved - Dec 2021	2023 (B)	2024 (B)	2025 (B)	2026 (B)	2027 (B)	2021 Budget Approved - Dec 2020	2022 (B)	2023 (B)	2024 (B)	2025 (B)	2026 (B)
Transaction counts:		197,873	183,500	192,307	196,249	200,218	204,240	208,343	165,732	183,500	192,307	196,249	200,218	204,240
Revenue:														
Fund Carryover	T4	-	-	-	-	-	-	-	-	-	-	-	-	-
User Fees	T1	592,800	550,500	576,921	588,747	600,655	612,719	625,030	497,196	550,500	576,921	588,747	600,655	612,719
Reimbursable Costs	T3	854,893	781,844	762,744	797,798	831,027	865,501	889,665	849,041	781,844	812,641	842,648	877,057	912,767
Capital Cost Recovery Charges	T2	16,000	20,500	20,500	20,500	20,500	20,500	20,500	16,000	20,500	20,500	20,500	20,500	20,500
Interest Income	T2	1,022	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue B/(W)		1,464,715	1,352,844	1,360,165	1,407,045	1,452,181	1,498,720	1,535,195	1,362,237	1,352,844	1,410,062	1,451,895	1,498,211	1,545,985
Expenditures														
Regular Expenditures:														
Labor	T4.1	398,016	422,376	435,047	448,099	461,542	475,388	489,650	390,611	422,376	435,047	448,099	461,542	475,388
Contracts	T4.2	54,578	71,762	73,341	74,998	76,896	78,841	80,836	62,387	71,762	73,341	74,998	76,896	78,841
Overhead	T4.3	7,260	69,801	71,512	73,295	75,259	77,276	79,231	48,820	69,801	71,512	73,295	75,259	77,276
Technology Costs	T4.4	575,548	758,810	758,810	783,913	811,283	839,770	859,315	741,760	758,810	791,248	817,084	845,293	874,641
Operating Reserve	T4.5	-	0	955	6,239	6,701	6,944	5,663	13,894	0	7,463	6,430	6,880	7,129
Capital Cost Recovery Payment	T4.6	16,000	20,500	20,500	20,500	20,500	20,500	20,500	16,000	20,500	20,500	20,500	20,500	20,500
Total Regular Expenditures		1,051,402	1,343,249	1,360,165	1,407,045	1,452,181	1,498,720	1,535,195	1,273,472	1,343,249	1,399,111	1,440,406	1,486,370	1,533,775
Incremental Expenses from The New Partners:														
Incremental Labor	T4.1	-	3,203	-	-	-	-	-	56,314	3,203	3,689	3,924	4,096	4,278
Incremental Overhead	T4.3	-	386	-	-	-	-	-	8,916	386	436	454	466	478
Incremental Technology Cost	T4.4	-	6,006	-	-	-	-	-	23,535	6,006	6,826	7,111	7,279	7,455
Total Incremental Expenditures		-	9,596	-	-	-	-	-	88,765	9,596	10,951	11,489	11,841	12,211
Total Expenditures B/(W)		1,051,402	1,352,844	1,360,165	1,407,045	1,452,181	1,498,720	1,535,195	1,362,237	1,352,844	1,410,062	1,451,895	1,498,211	1,545,985
Excess (Deficit)		413,313	-	-	-	-	-		(0)	-	-	-	-	-

Summary of Budget
FY2023-FY2027
March 2022 Draft FY2023-2027 Budget vs December 2021 Final Budget
Delta

			Delta						
			Actual (A), Projection (P), Budget (B)						
			2021	2022	2023 (B)	2024 (B)	2025 (B)	2026 (B)	2027(B)
Transaction counts:			32,141	-	-	-	-	-	-
Revenue:									
	Fund Carryover	T4	-	-	-	-	-	-	-
	User Fees	T1	95,604	-	-	-	-	-	-
	Reimbursable Costs	T3	5,852	-	(49,897)	(44,850)	(46,030)	(47,265)	-
	Capital Cost Recovery Charges	T2	-	-	-	-	-	-	-
	Interest Income	T2	1,022	-	-	-	-	-	-
	Total Revenue B/(W)		102,478	-	(49,897)	(44,850)	(46,030)	(47,265)	-
Expenditures									
Regular Expenditures:									
	Labor	T4.1	(7,405)	-	-	-	-	-	-
	Contracts	T4.2	7,809	-	-	-	-	-	-
	Overhead	T4.3	41,560	-	-	-	-	-	-
	Technology Costs	T4.4	166,212	-	32,438	33,171	34,010	34,870	-
	Operating Reserve	T4.5	13,894	-	6,508	191	179	184	-
	Capital Cost Recovery Payments	T4.6	-	-	-	-	-	-	-
	Total Regular Expenditures		222,070	-	38,946	33,361	34,189	35,055	-
Incremental Expenses from The New Partners:									
	Incremental Labor	T4.1	56,314	-	3,689	3,924	4,096	4,278	-
	Incremental Overhead	T4.3	8,916	-	436	454	466	478	-
	Incremental Technology Cost	T4.4	23,535	-	6,826	7,111	7,279	7,455	-
	Total Incremental Expenditures		88,765	-	10,951	11,489	11,841	12,211	-
			-	-	-	-	-	-	
	Total Expenditures B/(W)		310,835	-	49,897	44,850	46,030	47,265	-
Excess (Deficit)			(413,313)	-	-	-	-	-	-

Supplemental Schedules
Reimbursable Cost
March 2022 Draft FY2023-2027

	March Draft FY2022 FY 2023- FY 2027							Final FY 2022- FY 2026 Budget (December 2021)					
	Actual (A), Projection (P), Budget (B)							Actual (A), Projection (P), Budget (B)					
	2021 (A)	2022 Budget Approved - Dec 2021	2023 (B)	2024 (B)	2025 (B)	2026 (B)	2027 (B)	2021 Budget Approved - Dec 2020	2022 (B)	2023 (B)	2024 (B)	2025 (B)	2026 (B)
Reimbursable Costs													
Auburn	-	9,897	9,655	10,099	10,519	10,956	11,261	-	9,897	10,286	10,666	11,102	11,554
Bellevue	72,142	67,357	65,712	68,732	71,595	74,565	76,646	70,910	67,357	70,011	72,596	75,560	78,637
Bremertion	37,008	-	-	-	-	-	-	36,376	-	-	-	-	-
Des Moines	16,095	15,028	14,661	15,334	15,973	16,636	17,100	15,821	15,028	15,620	16,197	16,858	17,544
Everett	33,572	31,345	30,579	31,985	33,317	34,699	35,668	32,998	31,345	32,580	33,783	35,162	36,594
Kent	8,594	16,335	15,936	16,668	17,362	18,082	18,587	17,196	16,335	16,978	17,605	18,324	19,070
Lake Forest Park	8,164	7,623	7,437	7,778	8,102	8,438	8,674	8,025	7,623	7,923	8,216	8,551	8,899
Renton	35,946	33,562	32,742	34,247	35,673	37,153	38,191	35,332	33,562	34,884	36,172	37,649	39,182
Seattle	495,593	462,720	451,416	472,162	491,828	512,231	526,532	487,128	462,720	480,947	498,706	519,070	540,204
Shoreline	13,651	12,745	12,434	13,005	13,547	14,109	14,503	13,418	12,745	13,247	13,737	14,297	14,880
Snoqualmie	17,495	16,335	15,936	16,668	17,362	18,082	18,587	17,196	16,335	16,978	17,605	18,324	19,070
Tacoma	116,633	108,897	106,237	111,119	115,748	120,549	123,915	114,641	108,897	113,187	117,366	122,159	127,133
Total	854,893	781,844	762,744	797,798	831,027	865,501	889,665	849,041	781,844	812,641	842,648	877,057	912,767

Supplemental Schedules
Reimbursable Cost
March 2022 Draft FY2023-FY2027
Delta

	Delta						
	Actual (A), Projection (P), Budget (B)						
	2021	2022	2023 (B)	2024 (B)	2025 (B)	2026 (B)	2027(B)
Reimbursable Costs							
Auburn	-	-	(632)	(568)	(583)	(598)	11,261
Bellevue	1,232	-	(4,299)	(3,864)	(3,966)	(4,072)	76,646
Bremertion	632	-	-	-	-	-	-
Des Moines	274	-	(959)	(862)	(885)	(908)	17,100
Everett	574	-	(2,000)	(1,798)	(1,845)	(1,895)	35,668
Kent	(8,602)	-	(1,042)	(937)	(962)	(987)	18,587
Lake Forest Park	139	-	(486)	(437)	(449)	(461)	8,674
Renton	614	-	(2,142)	(1,925)	(1,976)	(2,029)	38,191
Seattle	8,465	-	(29,530)	(26,544)	(27,242)	(27,973)	526,532
Shoreline	233	-	(813)	(731)	(750)	(771)	14,503
Snoqualmie	299	-	(1,042)	(937)	(962)	(987)	18,587
Tacoma	1,992	-	(6,950)	(6,247)	(6,411)	(6,583)	123,915
Total	5,852	-	(49,897)	(44,850)	(46,030)	(47,265)	889,665

Supplemental Schedules
Capital Cost Recovery Charge
March 2022 Draft FY2023-2027

	Per Interlocal Agreement					Actual			Projected	Capital Cost Recovery Charge				
	<1000	<4001	<14401	<31001	>31001	2019 (A)	2020 (A)	2021 (A)	2022 (B/P)	2023 (B)	2024 (B)	2025 (B)	2026 (B)	2027 (B)
Capital Cost Recovery Charge	$500	$1,000	$2,000	$4,000	$6,000									
Auburn						N/A	N/A	N/A	$ 500	$ 500	$ 500	$ 500	$ 500	$ 500
Bellevue						$ 6,000	$ 4,000	$ 4,000	$ 4,000	$ 4,000	$ 4,000	$ 4,000	$ 4,000	$ 4,000
Bremertion						$ 1,000	$ 2,000	$ 500	N/A	N/A	N/A	N/A	N/A	N/A
Des Moines						N/A	$ 500	$ 1,000	$ 1,000	$ 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	$ 4,000	$ 4,000
Kent						N/A	$ -	$ 500	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000
Lake Forest Park						$ 1,000	$ 1,000	$ 500	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000
Renton						$ 1,000	$ 4,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000
Shoreline						$ 1,000	$ 2,000	$ 500	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000
Snoqualmie						N/A	$ 500	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000
Tacoma						$ 6,000	$ 6,000	$ 4,000	$ 4,000	$ 4,000	$ 4,000	$ 4,000	$ 4,000	$ 4,000
Total						$ 18,000	$ 21,000	$ 16,000	$ 20,500	$ 20,500	$ 20,500	$ 20,500	$ 20,500	$ 20,500

FileLocal

Program Manager Transition

Program Manager Transition

- **Current Program Manager retirement 5/2/22**
  - **Documenting a transition plan**
- **Job posting closes 3/29/22**
- **Interviews planned 4/22**
- **Member cities participation in the interview process**
  1. Troy Lucas - Bellevue
  2. Fred Hall - Renton
  3. Joseph Cunha - Seattle
  4. Danielle Larson – Tacoma

Vendor Warrant List – 4rd Quarter 2021

March 2022

FileLocal
Quarterly Warrant List
12/31/2021

Vendor Name	Payment for Current Quarter	Payments Year-To-Date
Association of Washington Cities		310.00
City of Seattle Treasury Dept	108,574.01	399,994.20
e.Gov Systems	136,116.22	767,352.67
Francis & Company	12,141.25	45,900.25
Kevin Fitzpatrick		400.00
Kubra		8,662.00
Leviathan	14,052.00	29,501.00
Madrona Law Group, PLLC	1,770.00	6,840.00