FileLocal

700 5th Avenue, M/S SMT 60-70
P.O. Box 94669
Seattle, WA 98124-4669

Executive Board:

Jamie Thomas
City of Auburn

Jamie Robinson
City of Bellevue

Jeff Friend
City of Des Moines

Susy Haugen, Vice-Chair
City of Everett

Paula Painter
City of Kent

Lindsey Vaughn
City of Lake Forest Park

Kari Roller
City of Renton

Jamie Carnell
City of Seattle

Andy Cherullo, Chair
City of Tacoma

Executive Board Meeting Agenda

December 14, 2023

700 5TH AVE, ROOM 4096
SEATTLE, WA
TEAMS CONFERENCE CALL

1. **CALL TO ORDER**
   a. Roll Call

2. **PUBLIC COMMENT***

3. **APPROVAL OF 09-28-23 MEETING SUMMARY**
   a. 09-28-23 Meeting Summary

4. **REVIEW OF OCTOBER 2023 AND SEPTEMBER 2023 FINANCIAL STATEMENTS**
   a. October 2023 Financial Statements
   b. September 2023 Financial Statements

5. **ACTION ITEMS**
   a. Resolution **FL2023-07 Meeting Schedule 2024** (Majority Vote)
      i. Briefing Paper: **FL2023-07**
      ii. Resolution: **FL2023-07**
      iii. Attachment A: **Meeting Schedule 2024**
   b. Resolution **FL2023-08 Final Budget 2024-2028** (Supermajority Vote)
      i. Briefing Paper: **FL2023-08**
      ii. Resolution: **FL2023-08**
      iii. Attachment A: **Final Budget 2024-2028**

6. **DISCUSSION ITEMS**
   a. MBR
   b. Wokrplan 2024
   c. Vendor warrants

7. **ADJOURNMENT**

*A public comment period is provided to allow the public to briefly present information, topics or issues that they feel should be considered by the board. Presentation should be limited to three minutes and be summary in nature. The board may decide to discuss the topic briefly at that time or to request its placement on a future agenda.

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Executive Board Meeting Summary

September 28, 2023

700 5TH AVE, ROOM 4096
TEAMS CONFERENCE CALL
SEATTLE, WA

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

Standing Items

1. CALL TO ORDER

The 9-28-23 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 Teams meeting.

ROLL CALL

Board Members Present: Jamie Robinson (phone), Jeff Friend (phone), Susy Haugen (phone), Paula Painter (phone), Kari Roller (phone), and Andy Cherullo (phone)

Staff and Guests: Scott Hitchcock (phone), Julie Panick (phone) Jan McConnell (phone), David Linehan (phone), Horace Francis (phone)

2. PUBLIC COMMENT

There were no public comments.

3. APPROVAL OF MEETING SUMMARY

On a motion made by Paula Painter and seconded by Kari Roller, the board approved the 8-30-23 and 6-1-23 meeting summaries.

4. REVIEW OF FINANCIAL STATEMENTS

Scott Hitchcock summarized the August 2023 financial statements and cash status. There were no questions or comments.

*A public comment period is provided to allow the public to briefly present information, topics or issues that they feel should be considered by the board. Presentation should be limited to three minutes and be summary in nature. The board may decide to discuss the topic briefly at that time or to request its placement on a future agenda.

5. **ACTION ITEMS**

A. Resolution FL2023-04 Revised Final Budget 2023

a. Scott Hitchcock reviewed the resolution, The Avenu contract extension resulted in an increased cost of $225K for 2023. Increased 2023 revenue offsets the increase in software/technology cost for the Avenu contract. The Agency will fund the $209K net deficit for 2023 with the increased revenue.

i. Motion to accept: Paula Painter
ii. Motion seconded: Jamie Robinson
iii. Supermajority vote: Passed

VOTE FL2023-04	City	Member
	Auburn	Jamie Thomas (absent)
YES	Bellevue	Jamie Robinson
YES	Des Moines	Jeff Friend
YES	Everett	Susy Haugen
YES	Kent	Paula Painter
	Lake Forest Park	Lindsey Vaughn (absent)
YES	Renton	Kari Roller
	Seattle	Jamie Carnell (absent)
YES	Tacoma	Andy Cherullo

B. Resolution FL2023-05 Accounting Contract, Francis and Company 2023-2024 Amendment 1.

a. Scott Hitchcock reviewed the resolution. Increased frequency of planning and budget-tracking activities.

i. Motion to accept: Kari Roller
ii. Motion seconded: Paula Painter
iii. Supermajority vote: Passed

VOTE FL2023-05	City	Member
	Auburn	Jamie Thomas (absent)
YES	Bellevue	Jamie Robinson
YES	Des Moines	Jeff Friend
YES	Everett	Susy Haugen
YES	Kent	Paula Painter
	Lake Forest Park	Lindsey Vaughn (absent)
YES	Renton	Kari Roller
	Seattle	Jamie Carnell (absent)
YES	Tacoma	Andy Cherullo

C. Resolution FL2023-06 Revised Draft Budget 2024-2028

a. Scott Hitchcock reviewed the resolution. Increased cost due to Platform Contract extension (Avenu).

i. Motion to accept: Jeff Friend
ii. Motion seconded: Paula Painter
iii. Supermajority vote: Passed

VOTE FL2023-06	City	Member
	Auburn	Jamie Thomas (absent)
YES	Bellevue	Jamie Robinson
YES	Des Moines	Jeff Friend
YES	Everett	Susy Haugen
YES	Kent	Paula Painter
	Lake Forest Park	Lindsey Vaughn (absent)
YES	Renton	Kari Roller
	Seattle	Jamie Carnell (absent)
YES	Tacoma	Andy Cherullo

6. DISCUSSION ITEMS:

A. Annual Financial Statements

Scott Hitchcock provided a copy of the 2022 Annual Financial Statements. There were no questions or comments.

B. August Monthly Business Report (MBR)

Scott Hitchcock reviewed the August MBR. There were no questions or comments.

C. Vendor Warrant List

Scott Hitchcock reviewed the 2nd Quarter Vendor Warrant List. There were no questions or comments.

7. ADJOURNMENT

On a motion made by Kari Roller and seconded by Paula Painter, the meeting of the Executive Board adjourned at 11:28 a.m.

Respectfully Submitted,

Julie Panick

Secretary, FileLocal

FileLocal

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

FileLocal
Financial Statements
October 31, 2023

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FileLocal
Statement of Financial Position
October 31, 2023

ASSETS		**October**		**September**
Wells Fargo checking	$	294,023	$	303,406
Cash Clearing		21,156		212
Due from other governments		70,838		70,838
LGIP Investment Pool		1,612,641		1,605,282
Prepaid		-		-
Total Current Assets		1,998,658		1,979,738
TOTAL ASSETS	**$**	**1,998,658**	**$**	**1,979,738**
LIABILITIES AND NET ASSETS				
LIABILITIES				
Account Payable		191,318		2,000
Credit card payable		-		-
Accrued Expenses		19,206		160,670
Total Current Liabilities		210,524		162,670
TOTAL LIABILITIES	**$**	**210,524**	**$**	**162,670**
NET ASSETS				
Temp. Restricted Net Assets		231,371		231,371
Unrestricted Net Assets		1,348,737		1,348,737
Net Revenue		208,026		236,960
TOTAL NET ASSETS		1,788,134		1,817,068
TOTAL LIABILITIES AND NET ASSETS	**$**	**1,998,658**	**$**	**1,979,738**
		-		-

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 ended
October 31, 2023

REVENUES	**October**	**September**	**August**	**YTD**
Interest Income	$ 7,368	$ 7,367	$ 8,235	$ 7,368
Reimbursable Costs				
City of Auburn	-	-	-	-
City of Bellevue	-	-	-	-
City of Des Moines	-	-	-	-
City of Everett	-	-	-	-
City of Kent	-	-	-	-
City of Lake Forest Park	-	-	-	-
City of Renton	-	-	-	-
City of Seattle	-	-	-	-
City of Shoreline	-	-	-	-
City of Snoqualmie	-	-	-	-
City of Tacoma	-	-	-	-
Total direct reimbursable costs	-	-	-	-
User Fees	101,912	12,880	78,920	101,912
Total revenues	**109,280**	**20,247**	**87,155**	**109,280**
EXPENSES				
Accounting Fees	3,257	2,201	4,466	3,257
Agency IT Costs	-	-	-	-
Bank Fees	-	-	-	-
Capital Cost	-	-	-	-
Insurance	-	-	-	-
Investment Expense	9	9	10	9
Labor Expenses	52,950	40,547	85,782	52,950
Legal Fees	6,847	1,248	160	6,847
License and Membership Fees	-	-	-	-
Meals and Entertainment	240	-	-	240
Office and Operating Supplies	-	-	-	-
Operating Reserve	-	26,994	-	-
State Auditor Fees	-	-	-	-
Technology Costs	74,911	69,533	24,838	74,911
Transaction Fees	-	7,946	43,412	-
Travel expense	-	-	-	-
Total expenses	$ 138,214	$ 148,478	$ 158,668	$ 138,214
CHANGE IN NET ASSETS	**$ (28,934)**	**$ (128,231)**	**$ (71,513)**	**$ (28,934)**

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FileLocal
Schedule of Budget and Actual for the year-to-date
October 31, 2023

REVENUES	**Budget (Revised)**	**YTD Budget**	**YTD Actual**	**Variance**
Interest income	$ 79,607	$ 69,607	$ 74,341	$ 4,734
Reimbursable Costs	778,175			
City of Auburn	9,850	9,850	9,850	-
City of Bellevue	67,041	67,041	67,041	-
City of Des Moines	14,957	14,957	14,957	-
City of Everett	31,198	31,198	31,198	-
City of Kent	16,258	16,258	16,258	-
City of Lake Forest Park	7,587	7,587	7,587	-
City of Renton	33,405	33,405	33,405	-
City of Seattle	460,549	460,549	460,549	-
City of Shoreline	12,686	12,686	12,686	-
City of Snoqualmie	16,258	16,258	16,258	-
City of Tacoma	108,386	108,386	108,386	-
Total direct reimbursable costs	778,175	778,175	778,175	-
User Fees	757,594	619,515	603,004	(16,511)
Total revenues	**1,615,376**	**1,467,297**	**1,455,520**	**(11,777)**
EXPENSES				
Contracts	78,098	66,078	59,533	6,545
Labor Expenses	521,783	437,268	446,250	(8,982)
Operating Reserve	31,519	31,519	31,519	-
Overhead	40,011	28,579	25,478	3,101
Technology Costs	655,599	444,940	437,732	7,208
Transaction Fees	246,983	246,983	246,983	-
Total expenses	**1,573,993**	**1,255,367**	**1,247,495**	**7,872**
CHANGE IN NET ASSETS	**$ 41,383**	**$ 211,930**	**$ 208,025**	**$ (3,905)**
Schedules				
Accounting Fees	75,361	63,361	56,819	6,542
Bank Fees	355	355	355	-
Insurance	5,165	5,165	5,165	-
Investment Expense	109	89	87	2
State Auditor Fees	(2,892)	(2,892)	(2,892)	-
Contracts	**$ 78,098**	**$ 66,078**	**$ 59,534**	**$ 6,544**
Agency IT Costs	12,486	8,714	4,944	3,770
Legal Fees	22,239	16,140	18,131	(1,991)
License and Membership Fees	1,717	1,353	991	362
Meals and Entertainment	1,299	949	839	110
Office and Operating Supplies	606	589	573	16
Travel expense	1,664	834	-	834
Overhead	**$ 40,011**	**$ 28,579**	**$ 25,478**	**$ 3,101**
Hosting	5,400	4,500	4,050	450
Other technology costs	129,266	39,121	7,980	31,141
Project Management	29,628	29,628	46,295	(16,667)
SAAS fees	399,000	286,500	286,500	-
Software Development	79,727	79,727	79,727	-
Software Development Recovery	(1,647)	(1,647)	1,480	(3,127)
Web security	14,224	7,110	11,700	(4,590)
Technology Costs	**$ 655,598**	**$ 444,939**	**$ 437,732**	**$ 7,207**

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 Cash Flow for the year-to-date ended
October 31, 2023

OPERATING ACTIVITIES		
Net Revenue	$	(28,934)
Adjustments to reconcile Net Revenue to Net Cash provided by operations:		
LGIP Investment Pool		(7,359)
Cash Clearing		(20,944)
Account Payable		189,318
Accrued Expenses		(141,464)
Net cash provided by operating activities	**$**	**(9,383)**
Net cash increase for period		(9,383)
Cash at beginning of period		303,406
Cash at end of period	**$**	**294,023**

-

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Financial Statements
September 30, 2023

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FileLocal
Statement of Financial Position
September 30, 2023

ASSETS		**September**		**August**
Wells Fargo checking	$	303,406	$	238,625
Cash Clearing		212		-
Due from other governments		70,838		36,344
LGIP Investment Pool		1,605,282		1,736,549
Prepaid		-		-
Total Current Assets		1,979,738		2,011,518
TOTAL ASSETS	**$**	**1,979,738**	**$**	**2,011,518**
LIABILITIES AND NET ASSETS				
LIABILITIES				
Account Payable		2,000		2,000
Credit card payable		-		-
Accrued Expenses		160,670		91,213
Total Current Liabilities		162,670		93,213
TOTAL LIABILITIES	**$**	**162,670**	**$**	**93,213**
NET ASSETS				
Temp. Restricted Net Assets		231,371		204,377
Unrestricted Net Assets		1,348,737		1,348,737
Net Revenue		236,960		365,191
TOTAL NET ASSETS		1,817,068		1,918,305
TOTAL LIABILITIES AND NET ASSETS	**$**	**1,979,738**	**$**	**2,011,518**
		-		-

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FileLocal
Statement of Activities for the month ended
September 30, 2023

REVENUES	**September**	**August**	**July**	**YTD**
Interest Income	$ 7,367	$ 8,341	$ 8,235	$ 66,973
Reimbursable Costs				
City of Auburn	-	-	-	9,850
City of Bellevue	-	-	-	67,041
City of Des Moines	-	-	-	14,957
City of Everett	-	-	-	31,198
City of Kent	-	-	-	16,258
City of Lake Forest Park	-	-	-	7,587
City of Renton	-	-	-	33,405
City of Seattle	-	-	-	460,549
City of Shoreline	-	-	-	12,686
City of Snoqualmie	-	-	-	16,258
City of Tacoma	-	-	-	108,386
Total direct reimbursable costs	-	-	-	778,175
User Fees	12,880	32,748	78,920	501,092
Total revenues	**20,247**	**41,089**	**87,155**	**1,346,240**
EXPENSES				
Accounting Fees	2,201	8,709	4,466	53,562
Agency IT Costs	-	-	-	4,944
Bank Fees	-	-	-	355
Capital Cost	-	-	-	-
Insurance	-	-	-	5,165
Investment Expense	9	10	10	78
Labor Expenses	40,547	38,071	85,782	393,300
Legal Fees	1,248	1,344	160	11,284
License and Membership Fees	-	-	-	991
Meals and Entertainment	-	-	-	599
Office and Operating Supplies	-	-	-	573
Operating Reserve	26,994	-	-	31,519
State Auditor Fees	-	-	-	(2,892)
Technology Costs	69,533	8,401	24,838	362,821
Transaction Fees	7,946	8,972	43,412	246,983
Travel expense	-	-	-	-
Total expenses	$ 148,478	$ 65,507	$ 158,668	$ 1,109,282
CHANGE IN NET ASSETS	**$ (128,231)**	**$ (24,418)**	**$ (71,513)**	**$ 236,958**

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FileLocal
Schedule of Budget and Actual for the year-to-date
September 30, 2023

REVENUES	**Budget (Revised)**	**YTD Budget**	**YTD Actual**	**Variance**
Interest income	$ 79,607	$ 64,607	$ 66,973	$ 2,366
Reimbursable Costs	778,175			
City of Auburn	9,850	9,850	9,850	-
City of Bellevue	67,041	67,041	67,041	-
City of Des Moines	14,957	14,957	14,957	-
City of Everett	31,198	31,198	31,198	-
City of Kent	16,258	16,258	16,258	-
City of Lake Forest Park	7,587	7,587	7,587	-
City of Renton	33,405	33,405	33,405	-
City of Seattle	460,549	460,549	460,549	-
City of Shoreline	12,686	12,686	12,686	-
City of Snoqualmie	16,258	16,258	16,258	-
City of Tacoma	108,386	108,386	108,386	-
Total direct reimbursable costs	778,175	778,175	778,175	-
User Fees	757,594	505,766	501,092	(4,674)
Total revenues	**1,615,376**	**1,348,548**	**1,346,240**	**(2,308)**
EXPENSES				
Contracts	78,098	60,068	56,268	3,800
Labor Expenses	521,783	399,260	393,300	5,960
Operating Reserve	31,519	31,519	31,519	-
Overhead	40,011	23,036	18,391	4,645
Technology Costs	655,599	369,114	362,822	6,292
Transaction Fees	246,983	246,983	246,983	-
Total expenses	**1,573,993**	**1,129,980**	**1,109,283**	**20,697**
CHANGE IN NET ASSETS	**$ 41,383**	**$ 218,568**	**$ 236,957**	**$ 18,389**
Schedules				
Accounting Fees	75,361	57,361	53,562	3,799
Bank Fees	355	355	355	-
Insurance	5,165	5,165	5,165	-
Investment Expense	109	79	78	1
State Auditor Fees	(2,892)	(2,892)	(2,892)	-
Contracts	**$ 78,098**	**$ 60,068**	**$ 56,268**	**$ 3,800**
Agency IT Costs	12,486	6,829	4,944	1,885
Legal Fees	22,239	13,088	11,284	1,804
License and Membership Fees	1,717	1,172	991	181
Meals and Entertainment	1,299	949	599	350
Office and Operating Supplies	606	581	573	8
Travel expense	1,664	417	-	417
Overhead	**$ 40,011**	**$ 23,036**	**$ 18,391**	**$ 4,645**
Hosting	5,400	4,050	4,050	-
Other technology costs	129,266	23,550	7,980	15,570
Project Management	29,628	29,628	37,962	(8,334)
SAAS fees	399,000	230,250	230,250	-
Software Development	79,727	79,727	79,727	-
Software Development Recovery	(1,647)	(1,647)	(1,647)	-
Web security	14,224	3,555	4,500	(945)
Technology Costs	**$ 655,598**	**$ 369,113**	**$ 362,822**	**$ 6,291**

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FileLocal
Statement of Cash Flow for the year-to-date ended
September 30, 2023

OPERATING ACTIVITIES		
Net Revenue	$	(128,231)
Adjustments to reconcile Net Revenue to Net Cash provided by operations:		
Due from other governments		(34,494)
LGIP Investment Pool		131,267
Cash Clearing		(212)
Accrued Expenses		69,457
Net cash provided by operating activities	**$**	**37,787**
FINANCING ACTIVITIES		
Temp. Restricted Net Assets		26,994
Unrestricted Net Assets		-
Net cash provided by financing activities	**$**	**26,994**
Net cash increase for period		64,781
Cash at beginning of period		238,625
Cash at end of period	**$**	**303,406**

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FL2023-07 Executive Board Meeting Schedule 2024

December 14, 2023

RESOLUTION NO. FL2023-07

A Resolution of the Washington Multi-City Business License and Tax Portal Agency Executive Board establishing the place and times for meetings of the Executive Board in 2024.

Whereas, the Washington Multi-City Interlocal Business License and Tax Portal Agency ("Portal Agency") bylaws section 4.5 establishes that the Portal agency is required to hold an annual meeting in March of each year, and;

Whereas, the Executive Board may specify by resolution the time and place for holding any other regular Board meetings;

Now, therefore,

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

SECTION 1. The regular meetings of the Executive Board shall be held at the times and places described in Attachment A to this resolution.

SECTION 2. If by reason of fire, flood, earthquake, or other emergencies it shall be unsafe to meet in the place designated in Section 1 above, and if there is a need for expedited action by the Executive Board to respond to the emergency, the Board Chair may arrange for a remote meeting without a physical location, or for a meeting at which the physical attendance by some or all members of the public is limited due to a declared emergency meetings, and the notice requirements of chapter 42.30 RCW shall be suspended during such emergency.

ADOPTED this _____day of December 2023.

ATTEST:

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

Board Secretary

Board Chair

FileLocal

Executive Board Meetings, 2024

All Executive Board meetings will be held at the Seattle Municipal Tower (SMT) and via Microsoft Teams, The meeting call-in number is 206-686-8357. The dates and conference ID numbers are listed below.

Dates	Conference ID	Location	Time
March 21, 2024	**223 529 912 556**	**SMT 4096**	**11:00 a.m.**
June 6, 2024	**224 146 564 393**	**SMT 4096**	**11:00 a.m.**
September 26, 2024	**281 207 920 480**	**SMT 4096**	**11:00 a.m.**
December 19, 2024	**272 929 091 123**	**SMT 4096**	**11:00 a.m.**

Operations Committee Meetings, 2024

Date	Conference ID	Time
March 6, 2024	**261 849 891 449**	**11:00 a.m.**
May 22, 2024	**227 395 155 126**	**11:00 a.m.**
September 11, 2024	**231 520 837 306**	**11:00 a.m.**
December 4, 2024	**253 014 950 355**	**11:00 a.m.**

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FL2023-08 Final Budget 2024-2028

December 14, 2023

FileLocal

700 5th Avenue, M/S SMT 60-70
P.O. Box 94669
Seattle, WA 98124-4669

FL2023-08 Briefing Paper –Final Budget 2024-2028

Date: December 14, 2023

Issue: Shall the Washington Multi-City Business License and Tax Portal Agency ("Agency") Executive Board approve the final 2024-2028 budget?

Recommendation: The Portal Agency Executive Board should pass Resolution FL2023-08 approving the final 2024-2028 budget.

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

- No later than May 1 present a proposed budget to the Executive Board. The proposed budget was initially presented to the Board at their March 23, 2023 meeting and formalized in resolution FL2023-02 at the June 1, 2023 meeting.
- No later than June 15 the Executive Board shall (1) review and revise the draft budget as it deems appropriate; (2) approve the draft budget by Supermajority Vote, and (3) forward the same to the principal/subscriber cities no later than July 1.
- A final budget must be approved by December 31.

The Executive Board approved the 2024-2028 draft budget at the June 1, 2023 meeting included as an attachment to FL2023-02. The draft budget was submitted to each principal/subscriber city.

The Executive Board approved a revised 2024-2028 draft budget at the September 28 2023 meeting included as an attachment to FL2023-06.

By December 1 each principal city is to inform the Agency that their city has or will approve their shares of the Portal Agency budget.

The final budget is provided as Attachment A to Resolution FL2023-08.

RESOLUTION NO. FL2023-08

A Resolution of the Washington Multi-City Business License and Tax Portal Agency Executive Board adopting a final 2024-2028 Budget.

Whereas, the Washington Multi-City Business License and Tax Portal Agency ("Portal Agency") Interlocal Agreement ("Agreement") requires the Executive Board to adopt a draft Portal Agency 2024 budget by June 15;

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

Whereas, the Executive Board received a draft 2024-2028 budget for review on March 23, 2023, and approved the draft 2024-2028 Budget on June 1, 2023.

Whereas, the Executive Board approved a revised draft 2024-2028 budget on September 28, 2023,

Whereas, the cities of Auburn, Bellevue, Des Moines, Everett, Kent, Lake Forest Park, Renton, Seattle, and Tacoma have each informed the Portal Agency by December 1, 2023, that they will or have approved their shares of the Portal Agency budget for 2024-2028.

Now, Therefore,

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

SECTION 1. The Executive Board hereby adopts the final 2024-2028 budget for the Portal Agency as set forth in Exhibit A to this Resolution.

ADOPTED this_____day of December 2023.

ATTEST:

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

Board Secretary

Board Chair

Washington Cities Business License and Tax Portal Agency
Summary of Budget (12-5-23)
Final budget - 2024 to 2028

Budget		2019 (A)	2020 (A)	2021 (A)	2022 (A)	2023 (F)	2024 (B)	2025 (B)	2026 (B)	2027 (B)	2028 (B)	YOY Change 2023 (F)	YOY Change 2024 (B)	YOY Change Change
User Fees	1	350,568	437,628	599,239	637,552	757,594	791,749	870,924	958,016	1,053,818	1,159,200	757,594	791,749	34,155
Interest Income	2	-	605	1,022	26,693	79,607	-	-	-	-	-	79,607	-	(79,607)
Revenue		**350,568**	**438,233**	**600,261**	**664,245**	**837,201**	**791,749**	**870,924**	**958,016**	**1,053,818**	**1,159,200**	**837,201**	**791,749**	**(45,452)**
Contracts	3	(74,506)	(51,237)	(54,579)	(77,241)	(78,098)	(70,771)	(87,562)	(74,398)	(76,280)	(93,210)	(78,098)	(70,771)	7,326.18
Labor	4	(398,257)	(418,788)	(398,016)	(415,137)	(521,783)	(484,120)	(490,930)	(497,944)	(505,169)	(512,610)	(521,783)	(484,120)	37,662.63
Overhead	5	(15,119)	(10,116)	(7,800)	(26,096)	(40,011)	(41,023)	(42,061)	(43,125)	(44,216)	(45,335)	(40,011)	(41,023)	(1,012)
Technology Costs	6	(607,580)	(434,236)	(579,547)	(661,930)	(902,581)	(1,349,584)	(1,368,840)	(1,503,931)	(1,641,435)	(1,784,315)	(902,581)	(1,349,584)	(447,003)
Expenses		**(1,095,463)**	**(914,376)**	**(1,039,942)**	**(1,180,404)**	**(1,542,472)**	**(1,945,498)**	**(1,989,393)**	**(2,119,398)**	**(2,267,101)**	**(2,435,470)**	**(1,542,472)**	**(1,945,498)**	**(403,026)**
Collected from Cities	7	-	21,000	16,000	20,500	22,500	27,000	27,000	28,000	31,000	31,000	22,500	27,000	4,500
Paid to Seattle	8	-	(21,000)	(16,000)	(20,500)	(22,500)	(27,000)	(27,000)	(28,000)	(31,000)	(31,000)	(22,500)	(27,000)	(4,500)
Capital Cost Recovery		**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Operating Reserve	9	-	-	(199,852)	-	(31,519)	340,956	(6,584)	(19,501)	(22,155)	(25,255)	(31,519)	340,956	372,475
Operating Deficit	10	**(744,895)**	**(476,143)**	**(639,533)**	**(516,160)**	**(736,790)**	**(812,793)**	**(1,125,053)**	**(1,180,882)**	**(1,235,438)**	**(1,301,526)**	**(736,790)**	**(812,793)**	**(76,003)**
Cost Reimbursement	11	793,216	839,331	854,893	781,844	778,175	812,793	1,125,053	1,180,882	1,235,438	1,301,526	778,175	812,793	34,618
Surplus/ (Deficit)		**48,321**	**363,188**	**215,360**	**265,684**	**41,385**	**-**	**-**	**-**	**-**	**-**	**41,385**	**-**	**(41,385)**

Washington Cities Business License and Tax Portal
Agency Key Assumptions for Budget
FY2024-FY2028 Final Budget
12-14-23

Assumptions and Notes

Revenue		
User Fees	1	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.
Interest Income	2	Income generated by bank deposits and interest-bearing assets.
Expenses		
Contracts	3	Consultant and Service Fees - is comprised of Outside Accounting, State Auditor, Insurance, and Bank Fees
Labor	4	Labor is broken into two primary categories. Agency employees are budgeted based on the City of Seattle estimates and Incremental Labor is based on new city additions with the calculation determined in the Interlocal Agreement.
Overhead	5	Overhead is comprised of Legal, City of Seattle Technology Fees, Office and Operating Supplies, Printing, Licenses, Travel, Marketing,
Technology Cost	6	Incremental 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.
Capital Cost Recovery		
Collected from Cities	7	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.
Paid to Seattle	8	Annual Reimbursement for a portion of start-up costs for the Portal Agency
Operating Reserve		
Operating Reserve	9	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
Operating Deficit		
Operating Deficit	10	The amount by which the User Fees are less than the amount necessary to pay all Operating Expenses.
Cost Reimbursement		
Cost Reimbursement	11	Costs to be reimbursed by participating cities.

Washington Cities Business License and Tax Portal Agency
Reimbursable Costs Fnal Budget 2024-2028

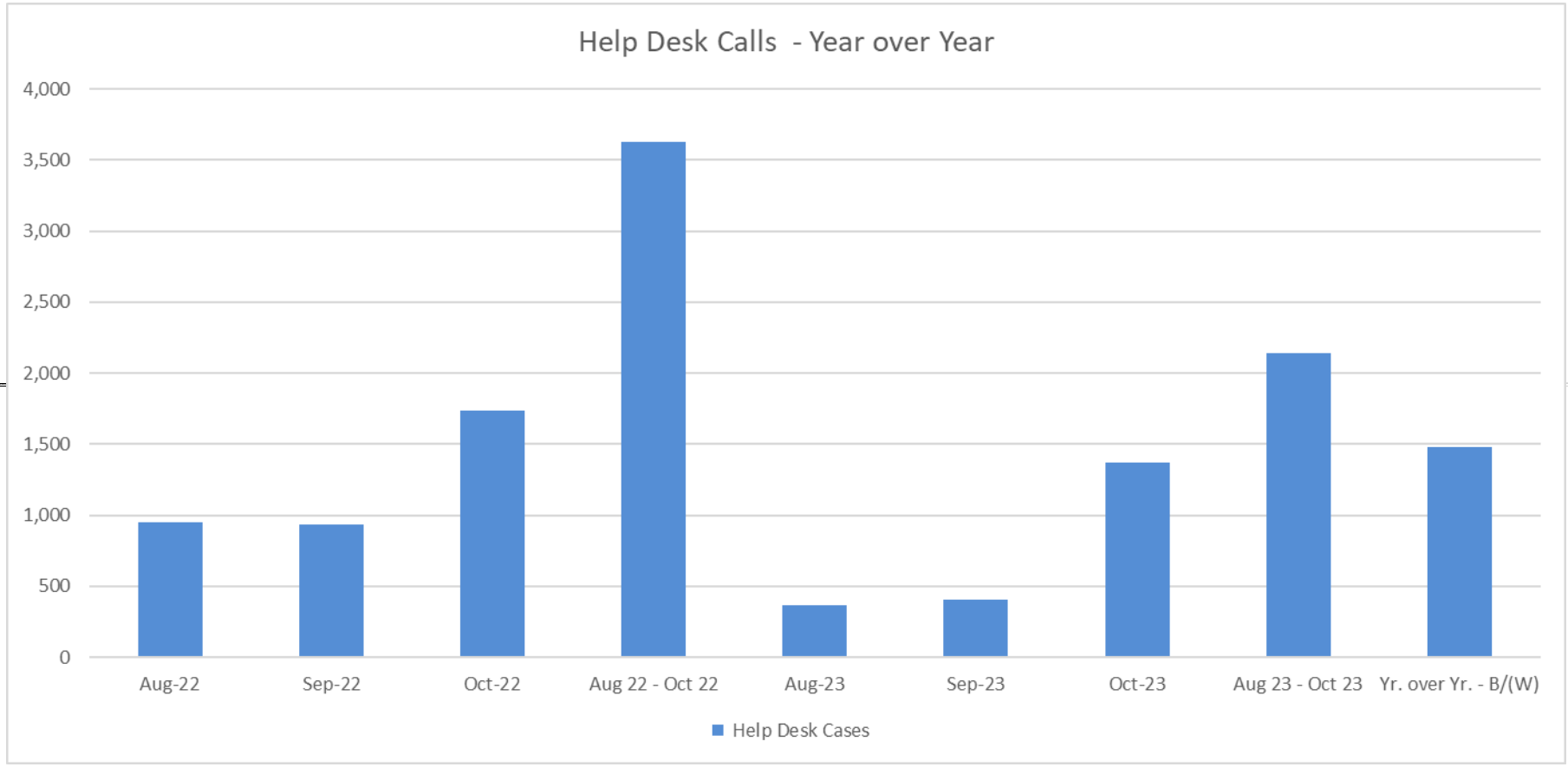
			Actual				Forecast	Estimated Reimbursable Costs				
Cost Reimbursement	**Transactions**	**Allocation**	2019 (A)	2020 (A)	2021 (A)	2022 (A)	2023 (F)	2024 (B)	2025 (B)	2026 (B)	2027 (B)	2028 (B)
Auburn	4,544	1.35%	-	-	-	9,897	9,850	10,978	6,808	7,052	7,378	7,772
Bellevue	30,927	9.19%	76,517	71,951	72,142	67,357	67,041	74,716	137,278	142,194	148,763	156,721
Bremerton	-	0.00%	37,091	36,825	37,008	-	-	-	-	-	-	-
Des Moines	2,977	0.88%	-	10,662	16,095	15,028	14,957	7,192	18,197	18,849	19,719	20,774
Everett	14,392	4.28%	34,760	33,426	33,572	31,345	31,198	34,769	101,579	105,217	110,078	115,967
Kent	4,236	1.26%	-	-	8,594	16,335	16,258	10,234	12,611	13,063	13,667	14,398
Lake Forest Park	2,539	0.75%	8,932	8,093	8,164	7,623	7,587	6,134	14,354	14,868	15,555	16,387
Renton	10,613	3.15%	36,060	35,773	35,946	33,562	33,405	25,640	61,392	63,590	66,528	70,087
Seattle	212,457	63.15%	483,703	493,538	495,593	462,720	460,549	513,272	587,240	608,271	636,372	670,414
Shoreline	3,752	1.12%	14,326	13,597	13,651	12,745	12,686	9,064	17,726	18,361	19,209	20,237
Snoqualmie	-	0.00%	-	19,325	17,495	16,335	16,258	-	-	-	-	-
Tacoma	50,000	14.86%	119,827	116,141	116,633	108,897	108,386	120,794	182,868	189,417	198,168	208,769
Total	**336,437**	**100%**	**811,216**	**839,331**	**854,893**	**781,844**	**778,175**	**812,793**	**1,140,053**	**1,180,882**	**1,235,438**	**1,301,526**

Captal Cost Recovery Charge
Final Budget FY2024-2028

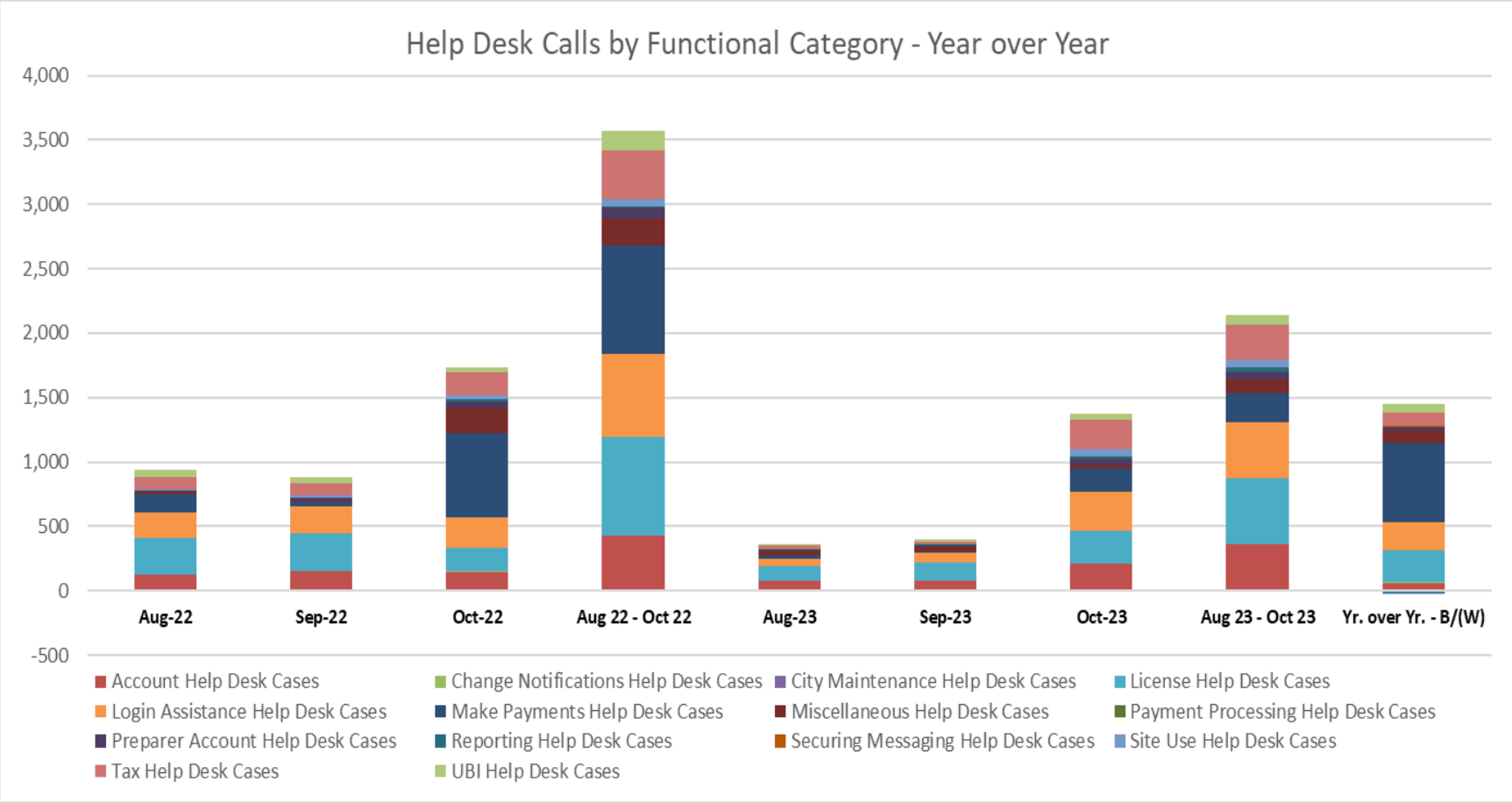
					Projected	Estimated Transaction Counts					YOY Change		
	2019 (A)	2020 (A)	2021 (A)	2022 (A)	2023 (P)	2024 (B)	2025 (B)	2026 (B)	2027 (B)	2028 (B)	**2023 (F)**	**2024 (B)**	**Change**
7. Collected from Cities													
Auburn	-	-	-	500	500	1,000	1,000	1,000	1,000	1,000	500	1,000	500
Bellevue	-	4,000	4,000	4,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	-
Bremerton	-	2,000	500	-	-	-	-	-	-	-	-	-	-
Des Moines	-	500	1,000	1,000	1,000	2,000	2,000	2,000	2,000	2,000	1,000	2,000	1,000
Everett	-	1,000	2,000	4,000	4,000	4,000	4,000	4,000	6,000	6,000	4,000	4,000	-
Kent	-	-	500	1,000	2,000	1,000	1,000	1,000	2,000	2,000	2,000	1,000	(1,000)
Lake Forest Park	-	1,000	500	1,000	1,000	1,000	1,000	2,000	2,000	2,000	1,000	1,000	-
Renton	-	4,000	2,000	2,000	2,000	4,000	4,000	4,000	4,000	4,000	2,000	4,000	2,000
Seattle	-	-	-	-	-	-	-	-	-	-	-	-	-
Snoqualmie	-	500	1,000	1,000	1,000	-	-	-	-	-	1,000	-	(1,000)
Tacoma	-	6,000	4,000	4,000	4,000	6,000	6,000	6,000	6,000	6,000	4,000	6,000	2,000
Total Charged to Cities	**-**	**21,000**	**16,000**	**20,500**	**22,500**	**27,000**	**27,000**	**28,000**	**31,000**	**31,000**	**22,500**	**27,000**	**4,500**
8. Paid to Seattle													
Capital Recovery Payment	-	(21,000)	(16,000)	(20,500)	(22,500)	(27,000)	(27,000)	(28,000)	(31,000)	(31,000)	(22,500)	(27,000)	(4,500)
Total Capital Recovery	**-**	**(21,000)**	**(16,000)**	**(20,500)**	**(22,500)**	**(27,000)**	**(27,000)**	**(28,000)**	**(31,000)**	**(31,000)**	**(22,500)**	**(27,000)**	**(4,500)**
Capital cost Recovery	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

FileLocal: Monthly Business Report

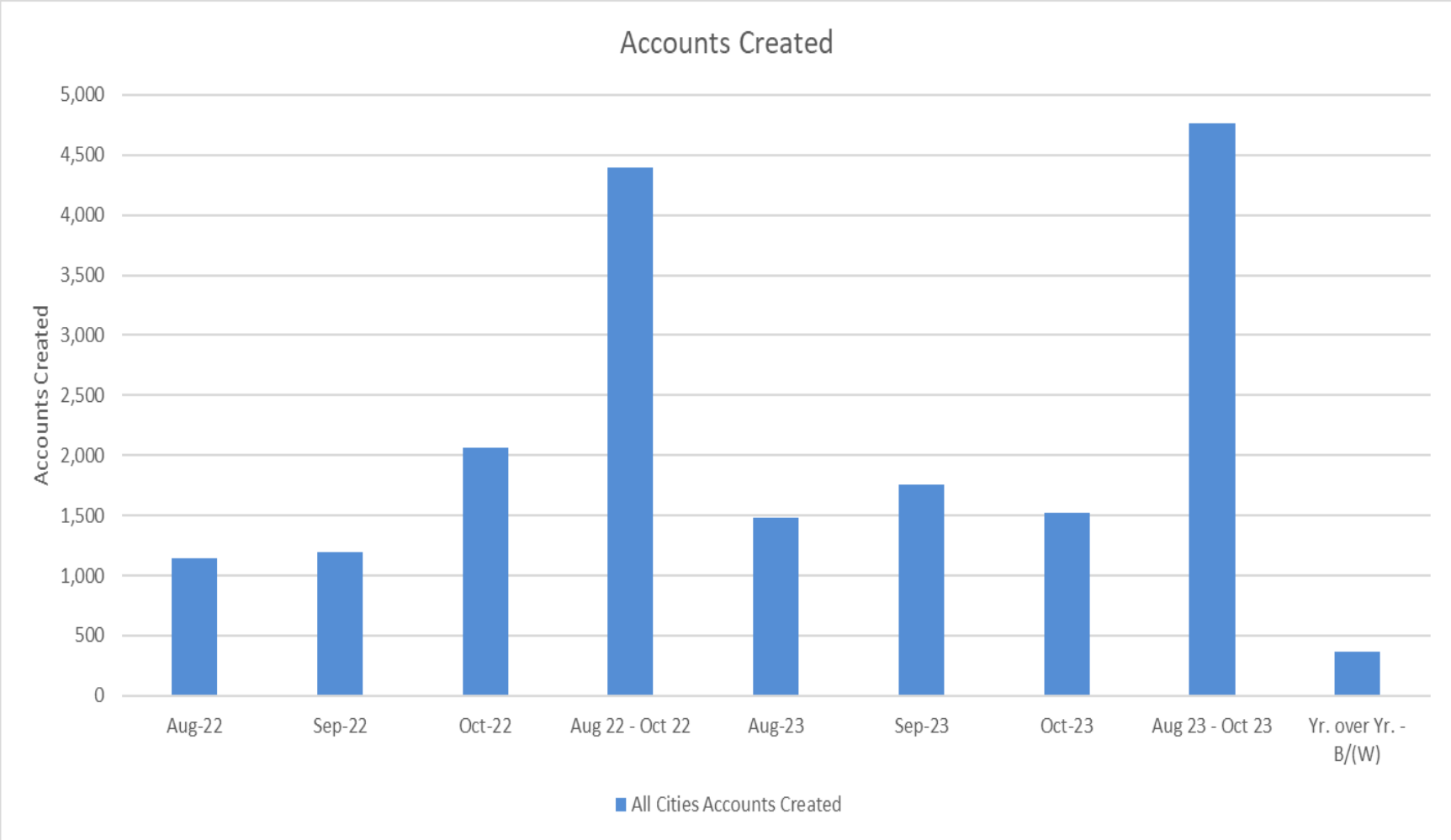
October 2023



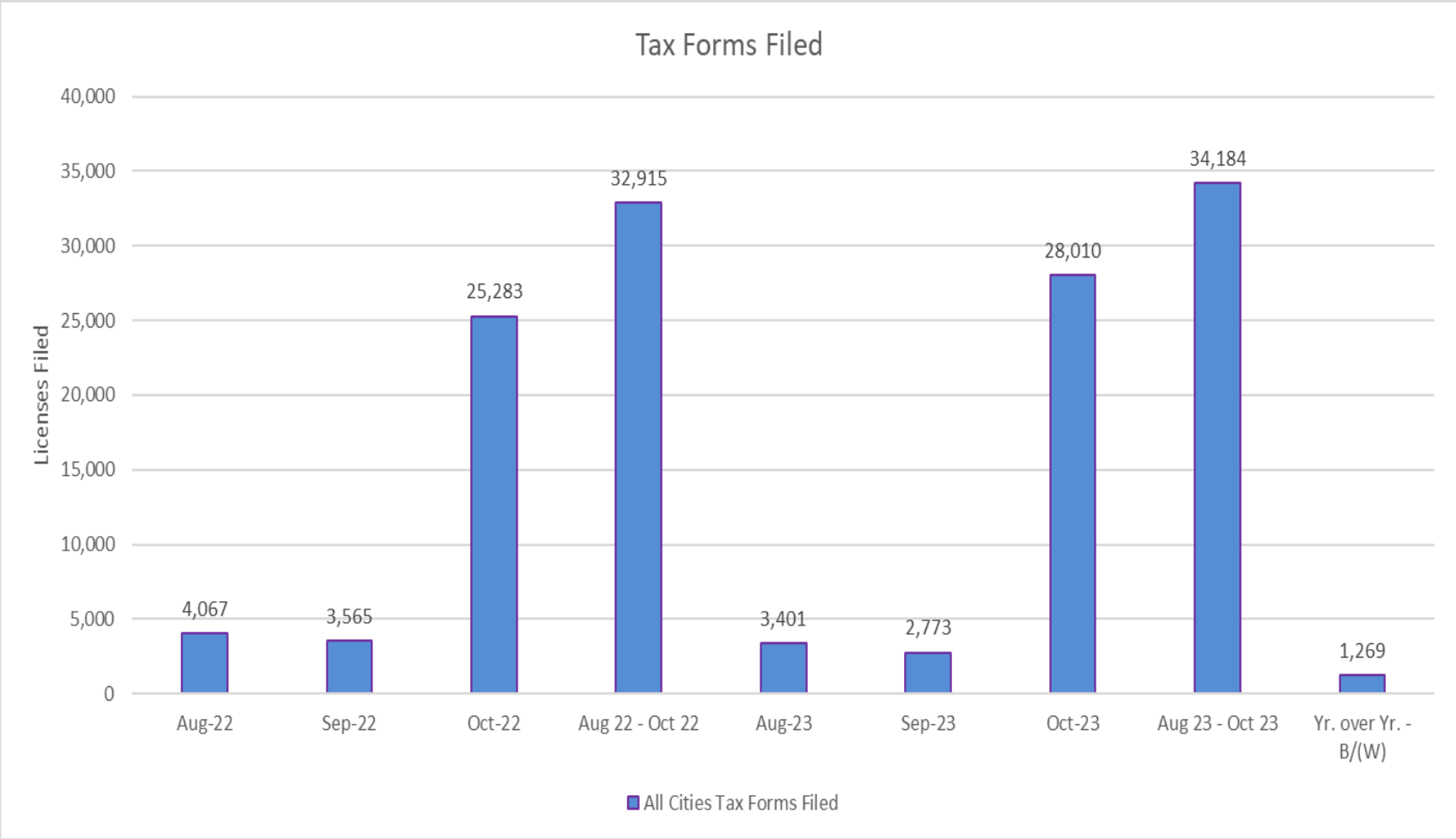
Help Desk Calls by Functional Category	Due to a reporting error by the Vendor, the number of help desk calls was significantly under reported over the last year. The October values are believed to be correct and the reporting process has been updated to ensure accurate reporting in the future. The help desk call volume for October is down by 21% when compared to October of last year.



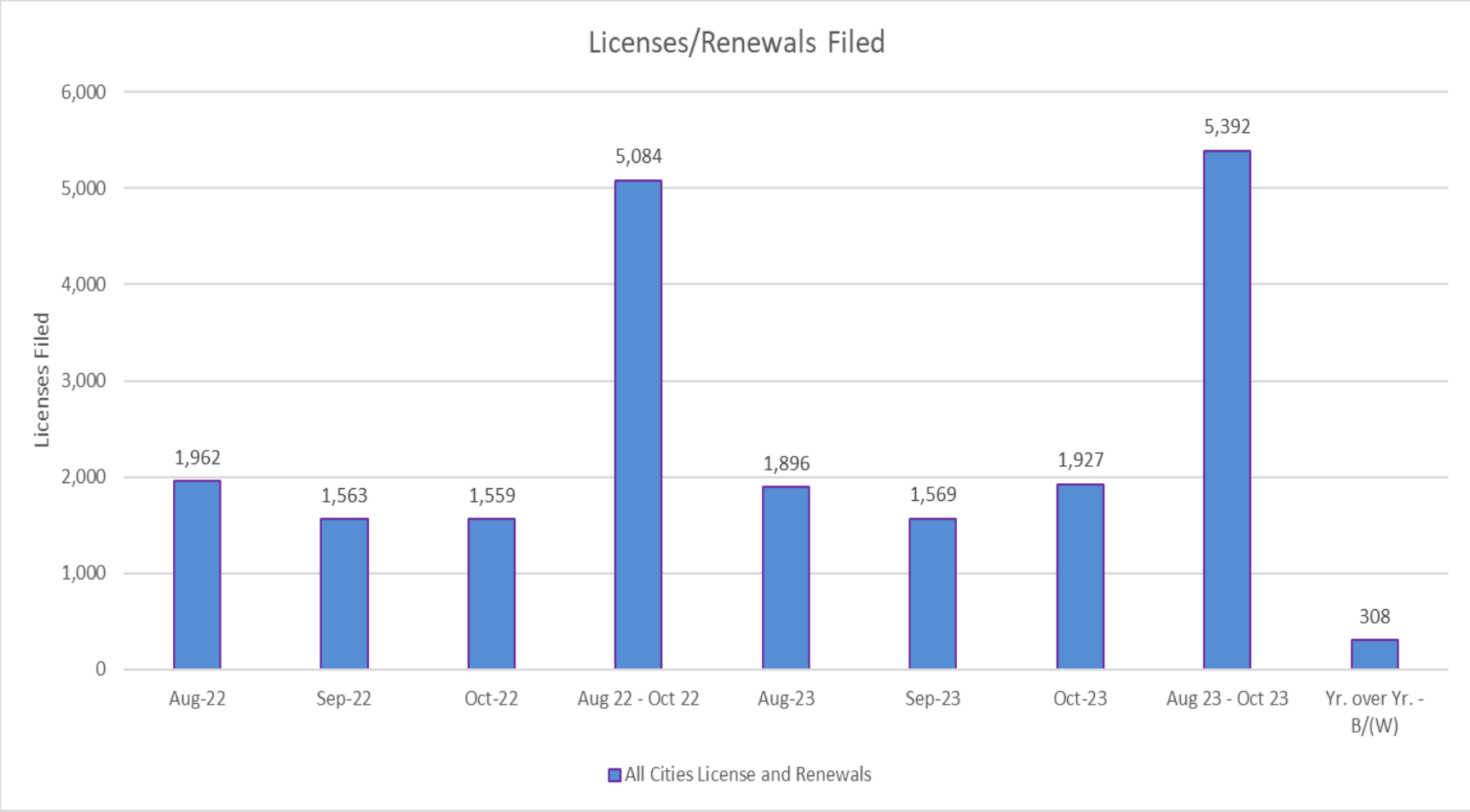
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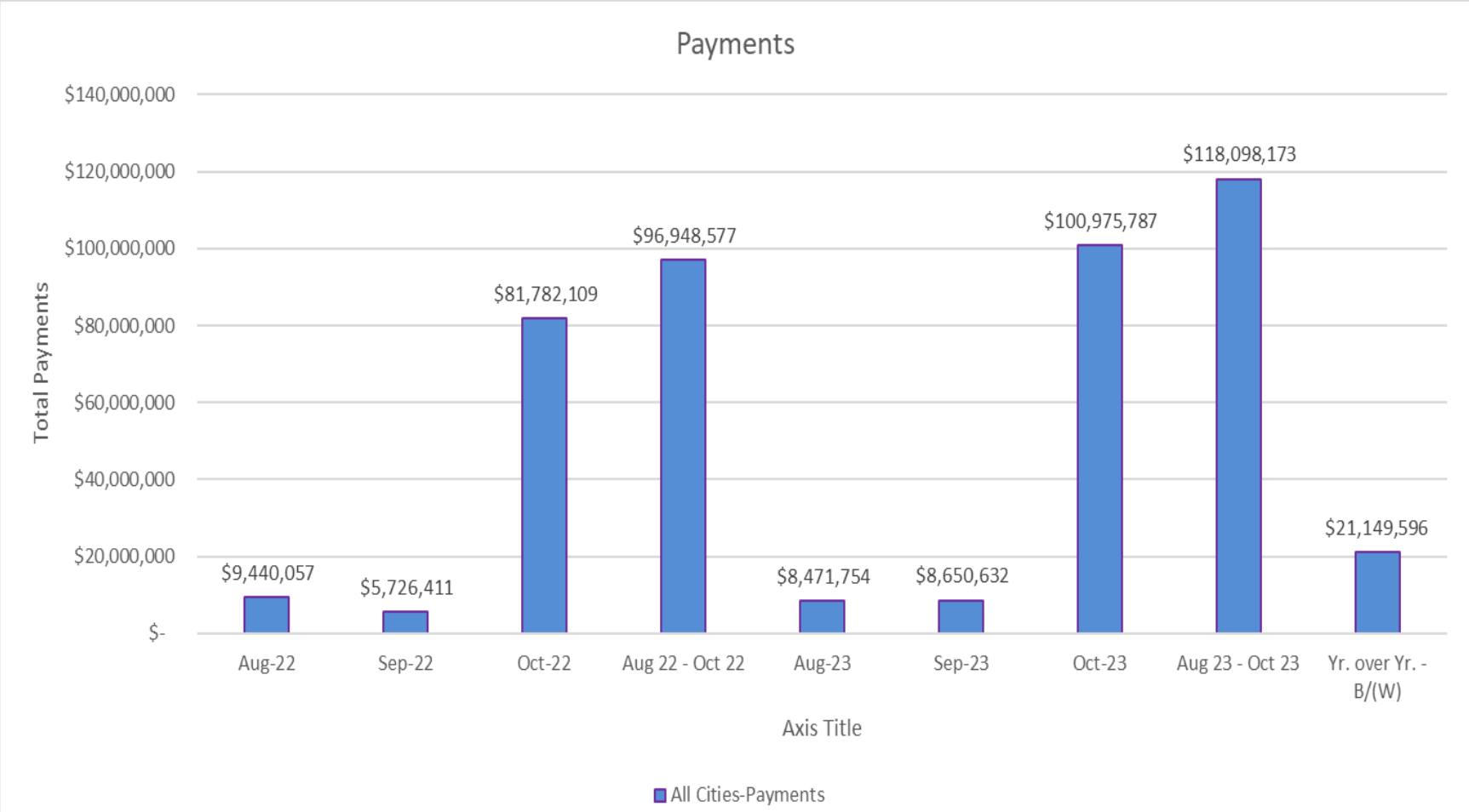
Accounts Created	Accounts created for the 3 months ending in October 2023 is up by 8% compared with the same 3 months in the prior year.



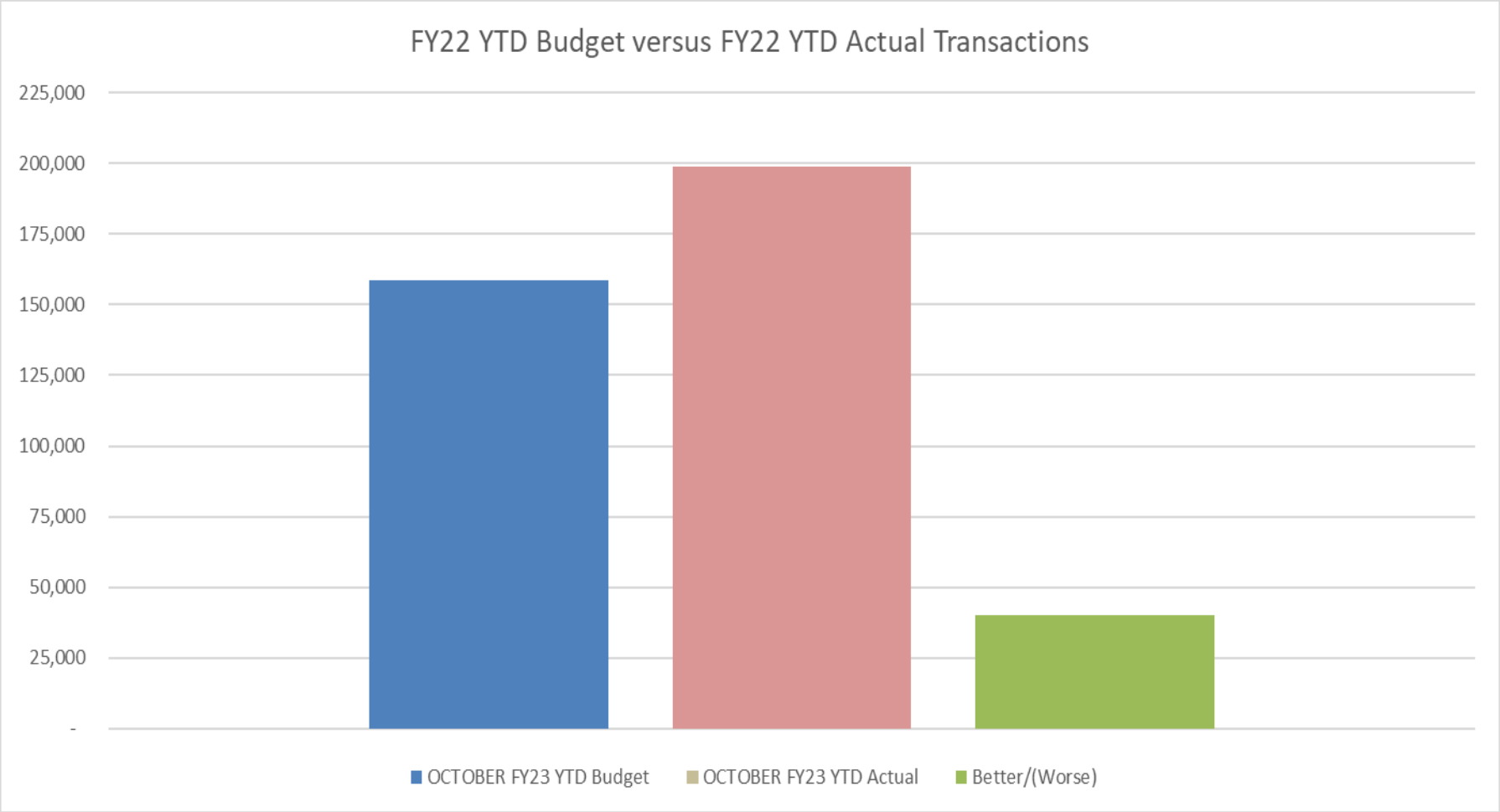
Tax Forms Filed	Tax Forms filed for the 3 months ending in October 2023 were up by 4% compared to the same period last year.



Licenses/Renewals Filed	Licenses transactions for the 3 months ending in Ocotber 2023 were up by 6% compared to same period last year.



Payments to all Cities	Payments made to all member cities for the 3 months ending in October 2023 were up 22% compared to the same 3 months from the prior year.



Transactions YTD Budget versus YTD Actual	YTD Transactions FY23 Actual versus Budget is favorable by 25%.

Workplan 2024

December 14, 2023

FileLocal Workplan 2024

2024 Schedule	Tasks
January	• *No board meeting, No operations committee meeting* • **Annual City Billings to Francis & Company by 1/15/24**
February	• *No board meeting, No operations committee meeting*
March **OC = 6th** **EB = 21st**	• Hold "annual meeting" per Bylaws (§4.5) • Other items (review minutes, financial statements, etc.) • Per ILA present a draft budget to the board • **RESOLUTION ELECTION OF OFFICERS** • **RESOLUTION FISCAL MANUAL UPDATES** • Operational Updates
April	• *No board meeting. No operations committee meeting* • *Status update on 2023 Annual Financial Report*
May **OC = 22nd**	• *No board meeting* • Other items (review minutes, financial statements, etc.) • **RESOLUTION Draft Budget 2025-2029** • **RESOLUTION SECURITY SERVICES CONTRACT (expires 7/15/24)** • Operational Updates • **2023 Annual Financial Report due to State Auditor by May 30th.**
June **EB = 6th**	• *No operations committee meeting* • **Send draft budget 2025-2029 to member cities by June 30th.**
July	• *No board meeting, No operations committee meeting* • ***Leviathan Security contract (expires 7/15/24)*** • ***Tamazari contract (expires 7/31/24)***
August	• *No board meeting, No operations committee meeting*
September **OC =11th** **EB = 26th**	• Other items (review minutes, financial statements, etc. • **RESOLUTION OPERATIONS MANUAL UPDATES** • Operational Updates
October	• *No board meeting, No operations committee meeting*
November	• No board meeting. No operations committee meeting
December OC 4th EB = 19th	• Other items (review minutes, financial statements, ect.) • **RESOLUTION MEETING SCHEDULE 2025** • **RESOLUTION FINAL BUDGET 2025-2029** • **RESOLUTION ACCOUNTING SERVICES CONTRACT** • **RESOLUTION LEGAL SERVICES CONTRACT** • **Send the Final 2025-2029 budget to member cities by 12/31/24.** • **Renew Annual Business License (expire 12/31/24)** • ***Francis and Company Contract (expires 12/31/24)*** • ***Madrona Contract (expires 12/31/24 - 12-month autorenewal unless 30-day written notice)***

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3rd Quarter 2023 Vendor Warrant List

December 14, 2023

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Quarterly Warrant List 9/30/2023

Vendor Name	Payments for Current Quarter	Payments Year-To-Date
Association of Washington Cities		$300.00
Avenu	$186,533.00	$753,448.00
City of Seattle Capital Recovery		$20,500.00
City of Seattle Treasury Dept	$140,097.00	$434,446.00
ITIL Process Maps		$6,850.00
City of Seattle Tax & License		$441.00
City of Bellevue Tax & License		$116.00
City of Renton Tax & License		$158.00
City of Shoreline Tax & License		$45.00
City of Snoqualmie Tax & License		$30.00
City of Tacoma Tax & License		$137.00
Francis & Company	$19,842.00	$72,965.00
Kubra		$22,130.00
Leviathan	$4,500.00	$4,500.00
Madrona Law Group, PLLC	$2,752.00	$12,276.00
Scott Hitchcock		$312.00
Julie Panick		$80.00
Tamazari, Inc.	$28,644.00	$28,644.00
Washington State Auditor		$9,020.00
Washington Cities Insurance Authority		$5,165.00
	$ 382,368.00	$ 1,371,563.00