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

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

June 1, 2023

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

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

2. **PUBLIC COMMENT***

3. **APPROVAL OF 03-23-23 MEETING SUMMARY**
   a. 03-23-23 Meeting Summary

4. **REVIEW OF APRIL 2023 AND MARCH 2023 FINANCIAL STATEMENTS**
   a. April 2023 Financial Statements
   b. March 2023 Financial Statements

5. **ACTION ITEMS**
   a. Resolution **FL2023-02 Draft Budget 2024-2028** (Supermajority Vote)
      i. Briefing Paper: **FL2023-02**
      ii. Resolution: **FL2023-02**
      iii. Attachment A: **Draft Budget 2024-2028**

6. **OPERATIONAL UPDATES**
   a. MBR
   b. Project Manager Position
   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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700 5th Avenue, Suite 4350
PO Box 94669
Seattle, WA 98124-4669

Executive Board Meeting Summary

March 23, 2023

TEAMS MEETING
SEATTLE, WA

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

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

Standing Items

1. CALL TO ORDER

The 3-23-23, 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: Troy Lucas (phone) for Jamie Robinson, Jeff Friend (phone), Paula Painter (phone), Lindsey Vaughn (phone), Kari Roller (phone), Joseph Cunha for Jamie Carnell (phone), and Andy Cherullo (phone)

Staff and Guests: Scott Hitchcock (phone), Michael Ervick (phone), Julie Panick (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 Kari Roller and seconded by Paula Painter, the board approved the 12-15-22 meeting summary.

4. REVIEW OF FINANCIAL STATEMENT

Scott Hitchcock summarized the February 2023 financial statements and cash status. Funds in excess of $250K in our Wells Fargo account will be transferred to our Government Investment Pool (LGIP) account to stay within bank FDIC-insured limits. There were no questions or comments.

5. ACTION ITEMS

A. Administrative Change to FL2022-07 Loan Staff Agreement

Scott Hitchcock explained this Resolution approved the new Loan Staff Agreement for a 6-year term whereas Agency policy limits contracts to 5-

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year terms. The term was corrected on the Agreement before it was signed, and the board approved an administrative change to the 5-year term without a new resolution.

B. Resolution FL2023-01 Francis and Company Contract Amendment

a. Scott Hitchcock reviewed the resolution. Agency had an unplanned state audit in November 2022 which required additional services from our accounting firm.

i. Motion to accept: Paula Painter
ii. Motion seconded: Joseph Cunha
iii. Majority vote: Passed

VOTE FL2023-01	City	Member
	Auburn	Jamie Thomas (absent)
YES	Bellevue	Troy Lucas for Jamie Robinson
YES	Des Moines	Jeff Friend
	Everett	Susy Haugen (absent)
YES	Kent	Paula Painter
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Kari Roller
YES	Seattle	Jamie Carnell
YES	Tacoma	Andy Cherullo

6. DISCUSSION ITEMS:

A. Strategic Plan and Budget Request

Scott has reviewed the draft Phase 1 Strategic Plan with the Operating Committee. The plan includes an effort to document operational processes. The committee has not reached a consensus on recommending this effort and Scott is working with them to develop a consensus on the best path forward. There were no questions or comments.

B. Project Manager Position

Scott shared that the Operations Committee is asking the Agency to fill the Project Manager Position. Scott is working with the committee on defining the roles and responsibilities of this position as little documentation currently exists. Currently, Seattle Human Resources has a hold on filling this position, so Scott is looking at bringing in a contractor. The cost of this position has not yet been determined. There were no additional questions or comments.

C. January Monthly Business Review

Scott Hitchcock reviewed the Monthly Business Review. Payments were up substantially this month. There were no questions or comments.

D. State Audit Update

The audit focus was on accountability (laws and regulations), not financial, and covered the period of January 1, 2018 – December 31, 2021. No material weaknesses were found. Scott shared that Agency policies around procurement and contracting need to be updated and he has asked our Legal Counsel, David Linehan, to look at this. There were no questions or comments.

E. Vendor Warrants

Scott Hitchcock reviewed the 4th Quarter 2022 Vendor Warrant list. There were no questions or comments.

7. ADJOURNMENT

On a motion made by Paula Painter and seconded by Kari Roller, the meeting of the Executive Board adjourned at 11:25 a.m.

Respectfully Submitted,

Julie Panick
Secretary, FileLocal

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Finance Statements – April 2023

June 1, 2023

FileLocal

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FileLocal
Financial Statements
April 30, 2023

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FileLocal
Statement of Financial Position
April 30, 2023

ASSETS		**April**		**March**
Wells Fargo checking	$	250,707	$	204,454
Due from other governments		112,386		127,072
LGIP Investment Pool		1,884,254		1,922,133
Prepaid		-		-
Total Current Assets		2,247,347		2,253,659
TOTAL ASSETS	**$**	**2,247,347**	**$**	**2,253,659**
LIABILITIES AND NET ASSETS				
LIABILITIES				
Account Payable		-		-
Credit card payable		-		-
Accrued Expenses		149,481		113,227
Total Current Liabilities		149,481		113,227
TOTAL LIABILITIES	**$**	**149,481**	**$**	**113,227**
NET ASSETS				
Temp. Restricted Net Assets		204,377		204,377
Unrestricted Net Assets		1,348,737		1,348,737
Net Revenue		544,752		587,318
TOTAL NET ASSETS		2,097,866		2,140,432
TOTAL LIABILITIES AND NET ASSETS	**$**	**2,247,347**	**$**	**2,253,659**
		-		-

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
April 30, 2023

REVENUES	**Apr**	**Mar**	**Feb**	**YTD**
Interest income	7,676	$ 7,224	$ 5,855	$ 26,914
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	79,204	25,172	62,180	319,592
Total revenues	**86,880**	**32,396**	**68,035**	**1,124,681**
EXPENSES				
Accounting Fees	16,297	(5,208)	8,237	23,792
Agency IT Costs	-	4,944	-	4,944
Bank Fees	-	-	-	355
Capital Cost	-	-	-	-
Insurance	-	-	-	5,165
Investment Expense	9	10	9	38
Labor Expenses	36,254	36,254	36,254	145,016
Legal Fees	512	800	1,920	3,232
License and Membership Fees	-	-	926	1,226
Meals and Entertainment	-	356	-	356
Office and Operating Supplies	-	36	537	573
Operating Reserve	-	-	-	4,525
State Auditor Fees	-	(6,027)	-	(6,027)
Technology Costs	61,218	25,794	10,080	271,541
Transaction Fees	15,156	16,485	36,164	125,193
Travel expense	-	-	-	-
Total expenses	129,446	$ 73,444	$ 94,127	$ 579,929
CHANGE IN NET ASSETS	**$ (42,566)**	**$ (41,048)**	**$ (26,092)**	**$ 544,752**

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

REVENUES	Budget (Final)	YTD Budget	YTD Actual	Variance
Interest income	$ -	$ -	$ 26,914	$ 26,914
Reimbursable Costs		778,175	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	588,860	266,695	319,592	52,897
Total revenues	**1,367,035**	**1,044,870**	**1,124,681**	**79,811**
EXPENSES				
Contracts	73,341	24,452	23,322	1,130
Labor Expenses	435,047	145,016	145,016	-
Operating Reserve	4,525	4,525	4,525	-
Overhead	66,512	22,172	10,331	11,841
Technology Costs	451,119	266,369	271,542	(5,173)
Transaction Fees	336,491	152,397	125,193	27,204
Total expenses	**1,367,035**	**614,931**	**579,929**	**35,002**
CHANGE IN NET ASSETS	**$ -**	**$ 429,939**	**$ 544,752**	**$ 114,813**
Schedules				
Accounting Fees	53,589	17,864	23,791	(5,927)
Bank Fees	694	232	355	(123)
Insurance	6,763	2,256	5,165	(2,909)
Investment Expense	-	-	38	(38)
State Auditor Fees	12,295	4,100	(6,027)	10,127
Contracts	**$ 73,341**	**$ 24,452**	**$ 23,322**	**$ 1,130**
Agency IT Costs	22,622	7,540	4,944	2,596
Legal Fees	36,619	12,208	3,232	8,976
License and Membership Fees	2,174	724	1,226	(502)
Meals and Entertainment	-	-	356	(356)
Office and Operating Supplies	97	32	573	(541)
Travel expense	5,000	1,668	-	1,668
Overhead	**$ 66,512**	**$ 22,172**	**$ 10,331**	**$ 11,841**
Hosting	5,800	1,932	1,800	132
Other technology costs	66,471	22,156	-	22,156
Project Management	-	13,934	-	13,934
SAAS fees	174,000	174,000	174,000	-
Software Development	162,184	103,820	111,709	(7,889)
Software Development Recovery	-	(63,692)	(15,966)	(47,726)
Web security	42,664	14,220	-	14,220
Technology Costs	**$ 451,119**	**$ 266,370**	**$ 271,543**	**$ (5,173)**

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

OPERATING ACTIVITIES		
Net Revenue	$	(42,566)
Adjustments to reconcile Net Revenue to Net Cash provided by operations:		
Due from other governments		14,686
LGIP Investment Pool		37,879
Prepaid		-
Account Payable		-
Credit card payable		-
Accrued Expenses		36,254
Net cash provided by operating activities	**$**	**46,253**
FINANCING ACTIVITIES		
Temp. Restricted Net Assets		-
Unrestricted Net Assets		-
Net cash provided by financing activities	**$**	**-**
Net cash increase for period		46,253
Cash at beginning of period		204,454
Cash at end of period	**$**	**250,707**

-

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Finance Statements – March 2023

June 1, 2023

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

FileLocal
Financial Statements
March 31, 2023

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FileLocal
Statement of Financial Position
March 31, 2023

		Mar		Feb
ASSETS				
Wells Fargo checking	$	204,454	$	636,030
Due from other governments		127,072		162,588
LGIP Investment Pool		1,922,133		1,659,246
Prepaid		-		-
Total Current Assets		2,253,659		2,457,864
TOTAL ASSETS	**$**	**2,253,659**	**$**	**2,457,864**
LIABILITIES AND NET ASSETS				
LIABILITIES				
Account Payable		-		196,377
Credit card payable		-		-
Accrued Expenses		113,227		80,008
Total Current Liabilities		113,227		276,385
TOTAL LIABILITIES	**$**	**113,227**	**$**	**276,385**
NET ASSETS				
Temp. Restricted Net Assets		204,377		204,377
Unrestricted Net Assets		1,348,737		1,348,737
Net Revenue		587,318		628,365
TOTAL NET ASSETS		2,140,432		2,181,479
TOTAL LIABILITIES AND NET ASSETS	**$**	**2,253,659**	**$**	**2,457,864**
		-		-

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FileLocal
Statement of Activities for the month ended
March 31, 2023

REVENUES	**Mar**	**Feb**	**Jan**	**YTD**
Interest income	$ 7,224	$ 5,855	$ 6,159	$ 19,238
Reimbursable Costs	-	-	778,175	778,175
City of Auburn	-	-	9,850	9,850
City of Bellevue	-	-	67,041	67,041
City of Des Moines	-	-	14,957	14,957
City of Everett	-	-	31,198	31,198
City of Kent	-	-	16,258	16,258
City of Lake Forest Park	-	-	7,587	7,587
City of Renton	-	-	33,405	33,405
City of Seattle	-	-	460,549	460,549
City of Shoreline	-	-	12,686	12,686
City of Snoqualmie	-	-	16,258	16,258
City of Tacoma	-	-	108,386	108,386
Total direct reimbursable costs	-	-	778,175	778,175
User Fees	25,172	62,180	153,036	240,388
Total revenues	**32,396**	**68,035**	**937,370**	**1,037,801**
EXPENSES				
Accounting Fees	(5,208)	8,237	4,466	7,495
Agency IT Costs	4,944	-	-	4,944
Bank Fees	-	-	355	355
Capital Cost	-	-	-	-
Insurance	-	-	5,165	5,165
Investment Expense	10	9	10	29
Labor Expenses	36,254	36,254	36,254	108,762
Legal Fees	800	1,920	-	2,720
License and Membership Fees	-	926	300	1,226
Meals and Entertainment	356	-	-	356
Office and Operating Supplies	36	537	-	573
Operating Reserve	-	-	4,525	4,525
State Auditor Fees	(6,027)	-	-	(6,027)
Technology Costs	25,794	10,080	174,450	210,324
Transaction Fees	16,485	36,164	57,389	110,037
Travel expense	-	-	-	-
Total expenses	$ 73,444	$ 94,127	$ 282,914	$ 450,484
CHANGE IN NET ASSETS	**$ (41,048)**	**$ (26,092)**	**$ 654,456**	**$ 587,317**

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

		15	14	
REVENUES	**Budget (Final)**	**YTD Budget**	**YTD Actual**	**Variance**
Interest income	$ -	$ -	$ 19,238	$ 19,238
Reimbursable Costs		778,175	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	588,860	147,212	240,388	93,176
Total revenues	**1,367,035**	**925,387**	**1,037,801**	**112,414**
EXPENSES				
Contracts	73,341	18,339	7,017	11,322
Labor Expenses	435,047	108,762	108,762	-
Operating Reserve	4,525	4,525	4,525	-
Overhead	66,512	16,629	9,819	6,810
Technology Costs	451,119	243,277	210,324	32,953
Transaction Fees	336,491	84,123	110,037	(25,914)
Total expenses	**1,367,035**	**475,655**	**450,484**	**25,171**
CHANGE IN NET ASSETS	**$ -**	**$ 449,732**	**$ 587,317**	**$ 137,585**
Schedules				
Accounting Fees	53,589	13,398	7,495	5,903
Bank Fees	694	174	355	(181)
Insurance	6,763	1,692	5,165	(3,473)
Investment Expense	-	-	29	(29)
State Auditor Fees	12,295	3,075	(6,027)	9,102
Contracts	**$ 73,341**	**$ 18,339**	**$ 7,017**	**$ 11,322**
Agency IT Costs	22,622	5,655	4,944	711
Legal Fees	36,619	9,156	2,720	6,436
License and Membership Fees	2,174	543	1,226	(683)
Meals and Entertainment	-	-	356	(356)
Office and Operating Supplies	97	24	573	(549)
Travel expense	5,000	1,251	-	1,251
Overhead	**$ 66,512**	**$ 16,629**	**$ 9,819**	**$ 6,810**
Hosting	5,800	1,449	1,350	99
Other technology costs	66,471	16,617	-	16,617
SAAS fees	174,000	174,000	174,000	-
Software Development	162,184	77,865	34,974	42,891
Web security	42,664	10,665	-	10,665
Technology Costs	**$ 451,119**	**$ 280,596**	**$ 210,324**	**$ 70,272**

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
March 31, 2023

OPERATING ACTIVITIES		
Net Revenue	$	(41,048)
Adjustments to reconcile Net Revenue to Net Cash provided by operations:		
Due from other governments		35,516
LGIP Investment Pool		(262,887)
Prepaid		-
Account Payable		(196,377)
Credit card payable		-
Accrued Expenses		33,220
Net cash provided by operating activities	**$**	**(431,576)**
FINANCING ACTIVITIES		
Temp. Restricted Net Assets		-
Unrestricted Net Assets		-
Net cash provided by financing activities	**$**	**-**
Net cash increase for period		(431,576)
Cash at beginning of period		636,030
Cash at end of period	**$**	**204,454**

-

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FL2023-02 Draft Budget 2024-2028

June 1, 2023

FileLocal

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

FileLocal Resolution FL2023-02
Briefing Paper
Draft Budget 2024-2028

Date: June 1, 2023

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

Recommendation: The Portal Agency Executive Board should pass Resolution FL2023-02 approving the draft 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 draft budget was presented to the Executive Board during the March 23, 2023, Board 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 principals no later than July 1.
- A final budget must be approved by December 31.

The Operations Committee discussed the draft budget at their March 8 2023 meeting and recommend approval of the draft budget included as Attachment A to Resolution FL2023-02.

RESOLUTION NO. FL2023-02

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

Whereas, the Washington Multi-City Business License and Tax Portal Agency ("Portal Agency") Interlocal Agreement, Section 13.b., requires the Executive Board to adopt a draft Portal Agency budget for the years 2024-2028 by June 15, 2023; and

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

Whereas, the Portal Agency Manager developed a draft 2024-2028 budget; and

Whereas, the Operations Committee reviewed and recommended a draft 2024-2028 budget on March 8, 2023, and transmitted the draft budget to the Executive Board on March 23, 2023; and

Whereas, the draft budget must be approved by a supermajority vote by June 15, 2023, and forwarded to the Principal Cities by no later than July 1, 2023;

Now, Therefore,

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

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

SECTION 2. The Executive Board directs the Portal Agency Program Manager to forward the approved draft budget to the Principals by July 1, 2023.

ADOPTED this ____ day of June 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
Draft - 2024 to 2028 Budget (June 2023)

Budget		Actual (A), Projection (P), Budget (B)							Actual (A), Projection (P), Budget (B)					
		2022 (A)	2023 Budget Approved	2024 (B)	2025 (B)	2026 (B)	2027 (B)	2028 (B)	2022 (A) vs 2023 (B)	2023 (F) vs 2024 (B)	2024 (B) vs 2025 (B)	2025 (B) vs 2026 (B)	2026 (B) vs 2027 (B)	2027 (B) vs 2028 (B)
Fund Carryover	1	-	-	-	-	-	-	-	-	-	-	-	-	-
User Fees	2	637,552	588,860	592,114	604,347	616,557	628,940	641,518	(48,692)	3,254	12,233	12,211	12,382	12,579
Reimbursable Costs	3	781,844	778,175	812,793	846,862	881,465	905,932	923,849	(3,669)	34,618	34,070	34,603	24,467	17,916
Capital Cost Recovery Charge	4	20,500	20,500	19,500	19,500	19,500	19,500	19,500	-	(1,000)	-	-	-	-
Interest Income	5	26,693	-	-	-	-	-	-	(26,693)	-	-	-	-	-
Revenue		**1,466,589**	**1,387,535**	**1,424,407**	**1,470,709**	**1,517,523**	**1,554,372**	**1,584,867**	**(79,054)**	**36,872**	**46,302**	**46,813**	**36,849**	**30,495**
Contracts	6	(77,241)	(73,341)	(74,998)	(76,896)	(78,841)	(80,836)	(82,881)	3,900	(1,657)	(1,897)	(1,945)	(1,995)	(2,045)
Labor	7	(415,137)	(435,047)	(448,099)	(461,542)	(475,388)	(489,650)	(504,339)	(19,910)	(13,052)	(13,443)	(13,846)	(14,262)	(14,689)
Overhead	8	(26,096)	(66,512)	(68,015)	(69,736)	(71,500)	(73,309)	(75,164)	(40,416)	(1,503)	(1,721)	(1,764)	(1,809)	(1,855)
Technology Costs	9	(339,233)	(451,119)	(469,914)	(490,934)	(512,987)	(525,965)	(531,678)	(111,886)	(18,795)	(21,020)	(22,053)	(12,979)	(5,712)
Transactions Fees	10	(322,697)	(336,491)	(338,351)	(345,341)	(352,319)	(359,394)	(366,582)	(13,795)	(1,860)	(6,990)	(6,977)	(7,076)	(7,188)
Operating Reserve	11	-	(4,525)	(5,530)	(6,761)	(6,988)	(5,718)	(4,723)	(4,525)	(1,005)	(1,231)	(227)	1,270	994
Capital Cost recovery Payment	4	(20,500)	(20,500)	(19,500)	(19,500)	(19,500)	(19,500)	(19,500)	-	1,000	-	-	-	-
Expenses		**(1,200,904)**	**(1,387,535)**	**(1,424,407)**	**(1,470,709)**	**(1,517,523)**	**(1,554,372)**	**(1,584,867)**	**(186,631)**	**(36,872)**	**(46,302)**	**(46,813)**	**(36,849)**	**(30,495)**
Surplus/ (Deficit)		**265,685**	**-**	**-**	**-**	**-**	**-**	**-**	**(265,685)**	**-**	**-**	**-**	**-**	**-**

Washington Cities Business License and Tax Portal Agency
Key Assumptions and notes for Budget
Draft Budget 2024-2028
06/01/23

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, and 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		
Collect 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 Reimb.	11	The amount by which the User Fees are less than the amount necessary to pay all Operating Expenses.

Washington Cities Business License and Tax Portal Agency
FY2023-FY2027
Draft 2024-2028 Budget (June 2023) v.s. Final 2023- 2027 Budget (December 2022)

		Draft 2024- 2028 Budget (March 2023)							Final 2023- 2027 Budget (December 2022)					
		Actual (A), Projection (P), Budget (B)							Actual (A), Projection (P), Budget (B)					
Budget		**2022 (A)**	**2023 Budget Approved**	**2024 (B)**	**2025 (B)**	**2026 (B)**	**2027 (B)**	**2028 (B)**	**2022 (A)**	**2023 (B)**	**2024 (B)**	**2025 (B)**	**2026 (B)**	**2027 (B)**
Fund Carryover	1	-	-	-	-	-	-	-	-	-	-	-	-	-
User Fees	2	637,552	588,860	592,114	604,347	616,557	628,940	641,518	550,500	588,860	601,179	613,593	625,989	638,559
Reimbursable Costs	3	781,844	778,175	812,793	846,862	881,465	905,932	923,849	781,844	778,175	809,685	842,915	877,439	901,826
Capital Cost Recovery Charge	4	20,500	20,500	19,500	19,500	19,500	19,500	19,500	20,500	20,500	20,500	20,500	20,500	20,500
Interest Income	5	26,693	-	-	-	-	-	-	-	-	-	-	-	-
Revenue		**1,466,589**	**1,387,535**	**1,424,407**	**1,470,709**	**1,517,523**	**1,554,372**	**1,584,867**	**1,352,844**	**1,387,535**	**1,431,364**	**1,477,008**	**1,523,928**	**1,560,885**
Contracts	6	(77,241)	(73,341)	(74,998)	(76,896)	(78,841)	(80,836)	(82,881)	(71,762)	(73,341)	(74,998)	(76,896)	(78,841)	(80,836)
Labor	7	(415,137)	(435,047)	(448,099)	(461,542)	(475,388)	(489,650)	(504,339)	(425,579)	(435,047)	(448,099)	(461,542)	(475,388)	(489,650)
Overhead	8	(26,096)	(66,512)	(68,015)	(69,736)	(71,500)	(73,309)	(75,164)	(70,187)	(66,512)	(68,015)	(69,736)	(71,500)	(73,309)
Technology Costs	9	(339,233)	(451,119)	(469,914)	(490,934)	(512,987)	(525,965)	(531,678)	(471,216)	(451,119)	(469,914)	(490,934)	(512,987)	(525,965)
Transactions Fees	10	(322,697)	(336,491)	(338,351)	(345,341)	(352,319)	(359,394)	(366,582)	(293,600)	(336,491)	(343,531)	(350,625)	(357,708)	(364,891)
Operating Reserve	11	-	(4,525)	(5,530)	(6,761)	(6,988)	(5,718)	(4,723)	-	(4,525)	(6,307)	(6,776)	(7,004)	(5,734)
Capital Cost recovery Payment	4	(20,500)	(20,500)	(19,500)	(19,500)	(19,500)	(19,500)	(19,500)	(20,500)	(20,500)	(20,500)	(20,500)	(20,500)	(20,500)
Expenses		**(1,200,904)**	**(1,387,535)**	**(1,424,407)**	**(1,470,709)**	**(1,517,523)**	**(1,554,372)**	**(1,584,867)**	**(1,352,844)**	**(1,387,535)**	**(1,431,364)**	**(1,477,008)**	**(1,523,928)**	**(1,560,885)**
Surplus/ (Deficit)		**265,685**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Washington Cities Business License and Tax Portal Agency
FY2023-FY2027
Draft 2024-2028 Budget (June 2023) v.s. Final 2023- 2027 Budget (December 2022)
Delta

		Delta						
		Actual (A), Projection (P), Budget (B)						
Budget		**2022**	**2023**	**2024 (B)**	**2025 (B)**	**2026 (B)**	**2027 (B)**	**2028 (B)**
Fund Carryover	1	-	-	-	-	-	-	-
User Fees	2	87,052	-	(9,065)	(9,246)	(9,431)	(9,620)	-
Reimbursable Costs	3	0	-	3,108	3,947	4,026	4,107	-
Capital Cost Recovery Charge	4	-	-	(1,000)	(1,000)	(1,000)	(1,000)	-
Interest Income	5	26,693	-	-	-	-	-	-
Revenue		**113,745**	**-**	**(6,957)**	**(6,299)**	**(6,405)**	**(6,513)**	**-**
Contracts	6	(5,479)	-	-	-	-	-	-
Labor	7	10,442	-	-	-	-	-	-
Overhead	8	44,091	-	-	-	-	-	-
Technology Costs	9	131,983	-	-	-	-	-	-
Transactions Fees	10	(29,097)	-	5,180	5,284	5,389	5,497	-
Operating Reserve	11	-	-	777	16	16	16	-
Capital Cost recovery Payment	4	-	-	1,000	1,000	1,000	1,000	-
Expenses		**151,940**	**-**	**6,957**	**6,299**	**6,405**	**6,513**	**-**
Surplus/ (Deficit)		**265,685**	**-**	**-**	**-**	**-**	**-**	**-**

Supplemental Schedules
Reimbursable Cost
Draft - 2024 to 2028 Budget (June 2023)

	Draft 2024- 2028 Budget (March 2023)							Final 2023- 2027 Budget (December 2022)					
	Actual (A), Projection (P), Budget (B)							Actual (A), Projection (P), Budget (B)					
	2022 (A)	2023 Budget Approved	2024 (B)	2025 (B)	2026 (B)	2027 (B)	2028 (B)	2022 (A)	2023 (B)	2024 (B)	2025 (B)	2026 (B)	2027 (B)
Auburn	9,897	9,850	11,025	11,487	11,957	12,288	12,532	9,897	9,850	10,249	10,670	11,107	11,415
Bellevue	67,357	67,041	75,038	78,184	81,378	83,637	85,291	67,357	67,041	69,756	72,619	75,593	77,694
Bremerton	-	-	-	-	-	-	-	-	-	-	-	-	-
Des Moines	15,028	14,957	6,798	7,083	7,373	7,578	7,727	15,028	14,957	15,563	16,202	16,865	17,334
Everett	31,345	31,198	34,919	36,383	37,870	38,921	39,690	31,345	31,198	32,461	33,793	35,178	36,155
Kent	16,335	16,258	8,190	8,534	8,882	9,129	9,309	16,335	16,258	16,916	17,611	18,332	18,841
Lake Forest Par	7,623	7,587	6,234	6,495	6,760	6,948	7,085	7,623	7,587	7,894	8,218	8,555	8,793
Renton	33,562	33,405	26,105	27,199	28,311	29,096	29,672	33,562	33,405	34,757	36,184	37,666	38,713
Seattle	462,720	460,549	515,484	537,092	559,037	574,555	585,917	462,720	460,549	479,198	498,864	519,296	533,729
Shoreline	12,745	12,686	7,684	8,006	8,333	8,564	8,733	12,745	12,686	13,199	13,741	14,304	14,701
Snoqualmie	16,335	16,258	-	-	-	-	-	16,335	16,258	16,916	17,611	18,332	18,841
Tacoma	108,897	108,386	121,315	126,400	131,565	135,217	137,891	108,897	108,386	112,775	117,404	122,212	125,609
Total	**781,844**	**778,175**	**812,793**	**846,862**	**881,465**	**905,932**	**923,849**	**781,844**	**778,175**	**809,685**	**842,915**	**877,439**	**901,826**

Supplemental Schedules
Reimbursable Cost
Draft - 2024 to 2028 Budget (June 2023)
Delta

	Delta						
	Actual (A), Projection (P), Budget (B)						
	2022	2023	2024 (B)	2025 (B)	2026 (B)	2027 (B)	2028 (B)
Auburn	-	-	776	818	850	873	-
Bellevue	-	-	5,282	5,565	5,785	5,943	-
Bremerton	-	-	-	-	-	-	-
Des Moines	-	-	(8,764)	(9,118)	(9,492)	(9,756)	-
Everett	-	-	2,458	2,590	2,692	2,766	-
Kent	-	-	(8,726)	(9,077)	(9,450)	(9,713)	-
Lake Forest Park	-	-	(1,661)	(1,723)	(1,795)	(1,845)	-
Renton	-	-	(8,652)	(8,984)	(9,355)	(9,616)	-
Seattle	-	-	36,287	38,228	39,741	40,825	-
Shoreline	-	-	(5,516)	(5,735)	(5,971)	(6,137)	-
Snoqualmie	-	-	(16,916)	(17,611)	(18,332)	(18,841)	-
Tacoma	-	-	8,540	8,997	9,353	9,608	-
Total	**-**	**-**	**3,108**	**3,947**	**4,026**	**4,107**	**-**

Washington Cities Business License and Tax Portal Agency
Captail Cost Recovery Charge
June 2023 Draft FY2024-2028

	Per InterLocal Agreement					Actual	Projected	Estimated Transaction Counts				
	<1000	<4001	<14401	<31001	>31001	2022 (A)	2023 (P)	2024 (B)	2025 (B)	2026 (B)	2027 (B)	2028 (B)
Captail Cost Recovery Charge	**$500**	**$100**	**$2,000**	**$4,000**	**$6,000**							
Auburn						500	500	500	500	500	500	500
Bellevue						4,000	4,000	4,000	4,000	4,000	4,000	4,000
Bremerton						-	-	-	-	-	-	-
Des Moines						1,000	1,000	1,000	1,000	1,000	1,000	1,000
Everett						4,000	4,000	4,000	4,000	4,000	4,000	4,000
Kent						2,000	2,000	2,000	2,000	2,000	2,000	2,000
Lake Forest Park						1,000	1,000	1,000	1,000	1,000	1,000	1,000
Renton						2,000	2,000	2,000	2,000	2,000	2,000	2,000
Shoreline						1,000	1,000	1,000	1,000	1,000	1,000	1,000
Snoqualmie						1,000	1,000	1,000	1,000	1,000	1,000	1,000
Tacoma						4,000	4,000	4,000	4,000	4,000	4,000	4,000
Total						**20,500**	**20,500**	**20,500**	**20,500**	**20,500**	**20,500**	**20,500**

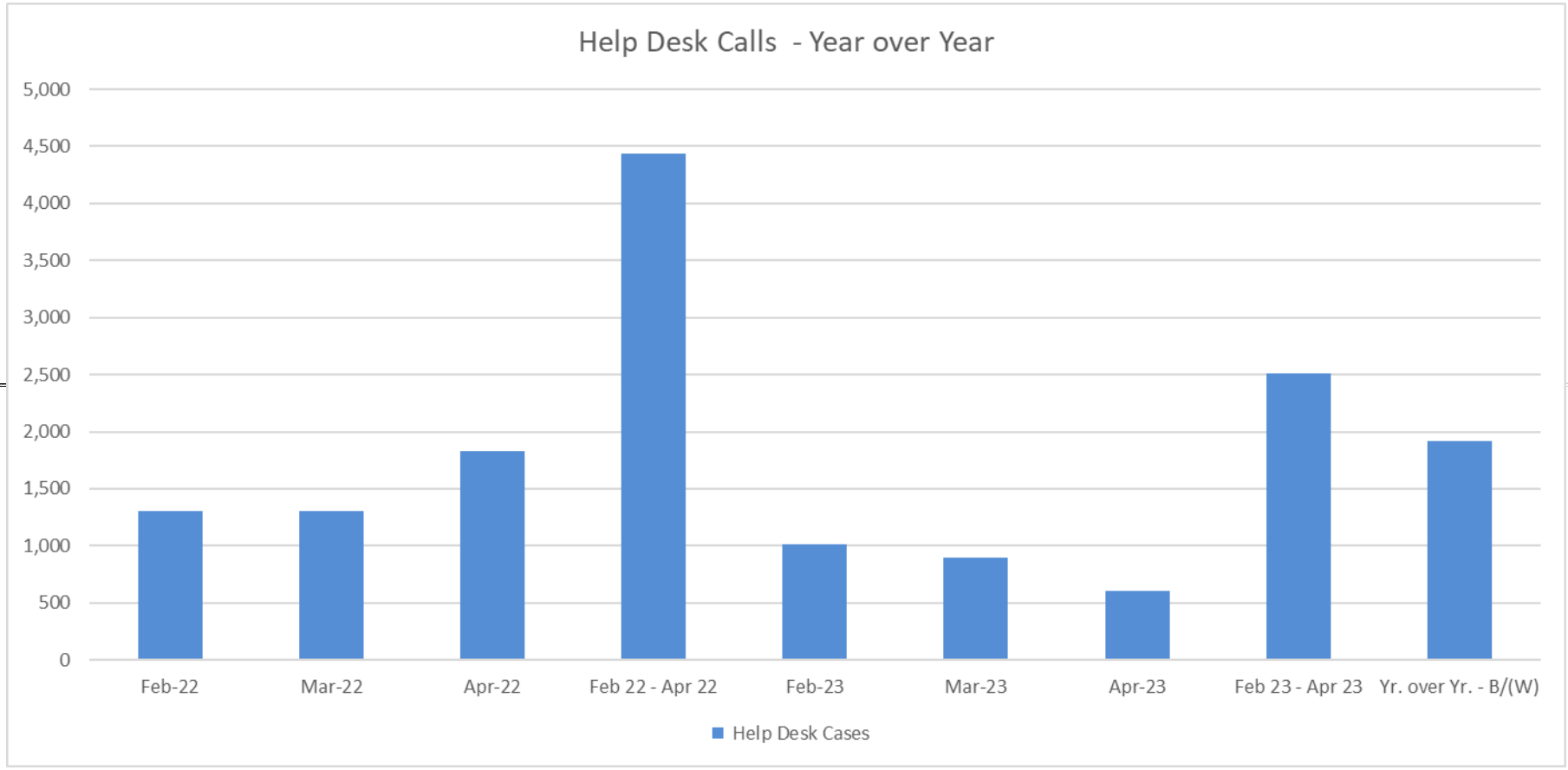
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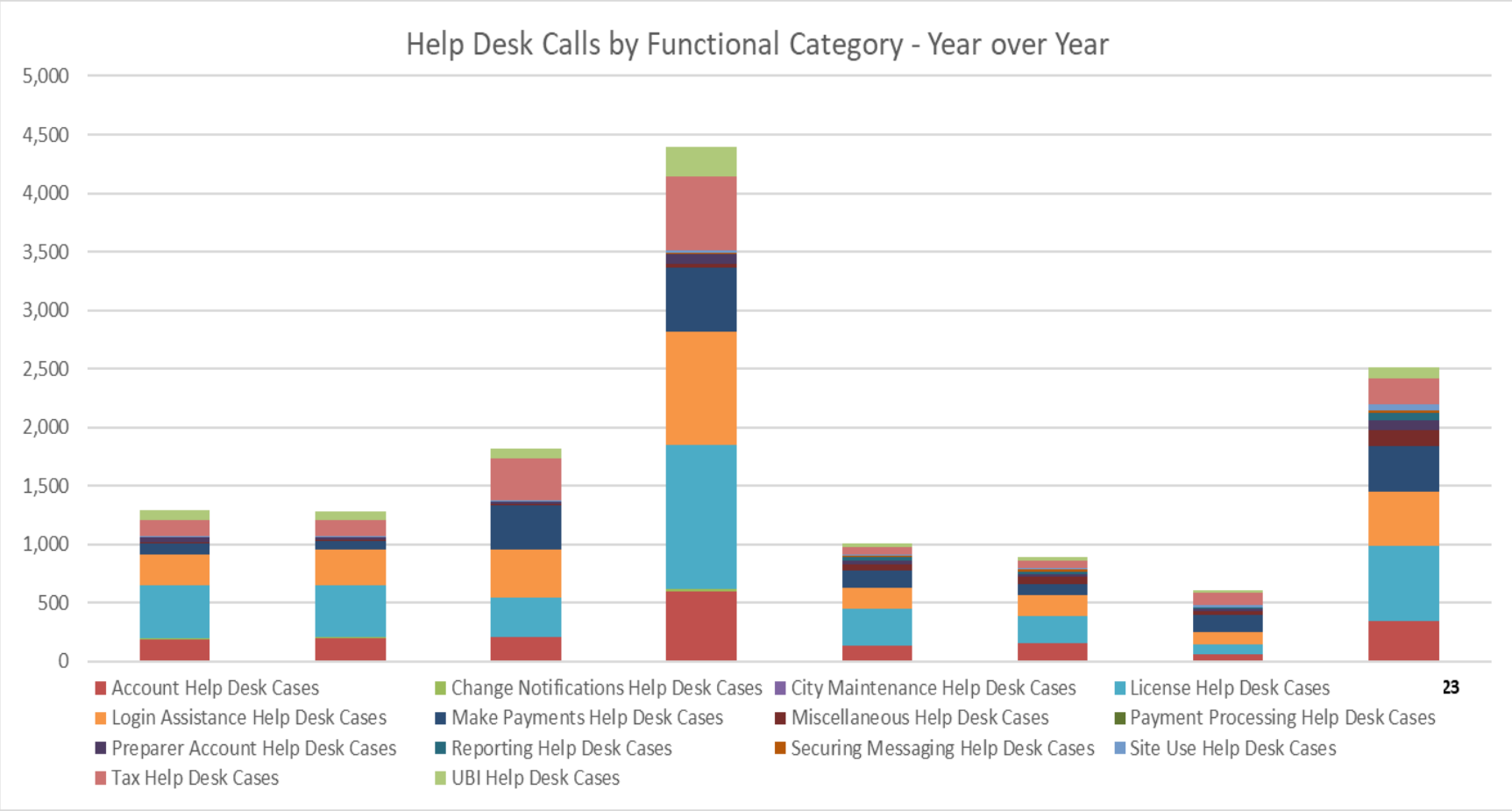
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FileLocal: Monthly Business Review

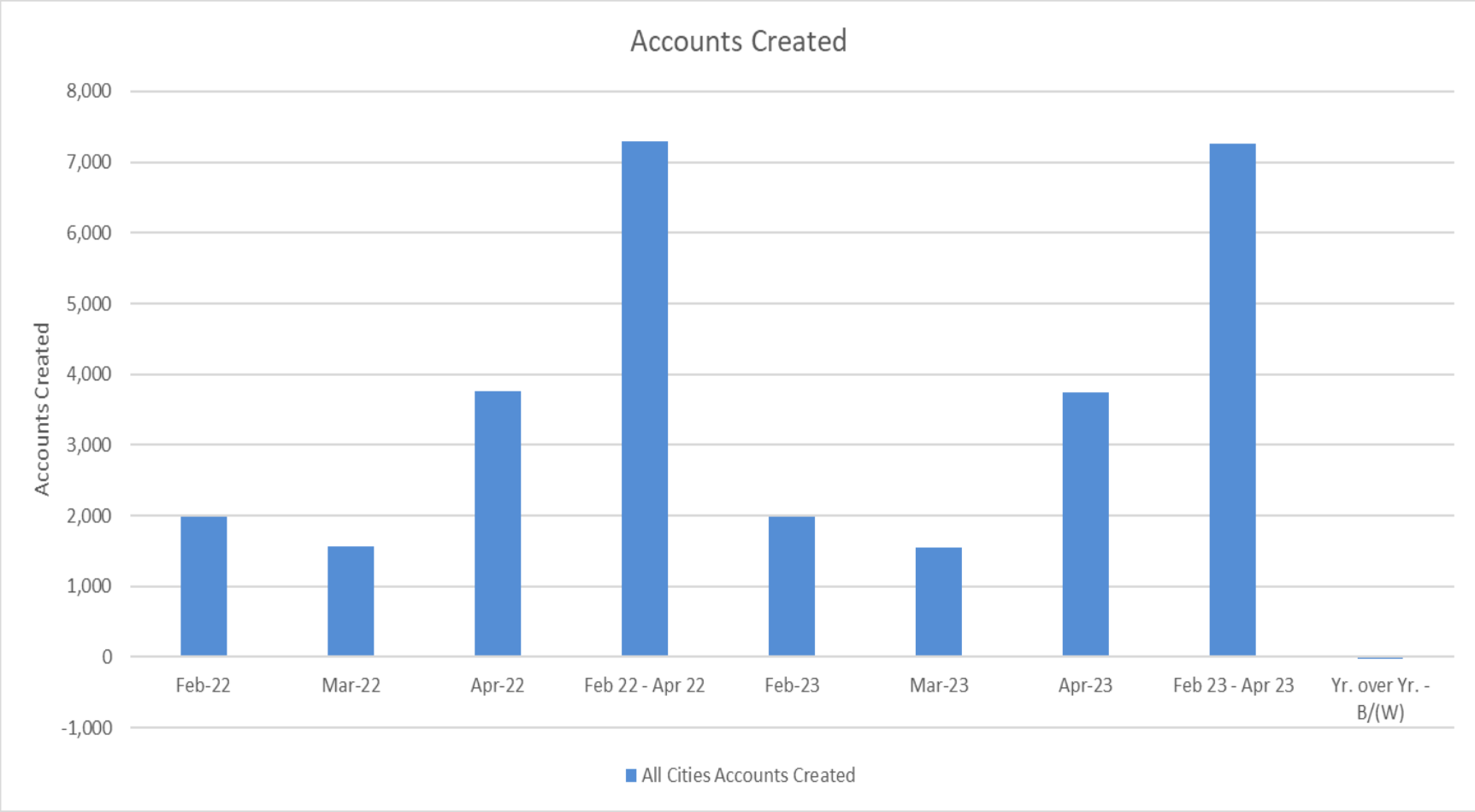
April 2023



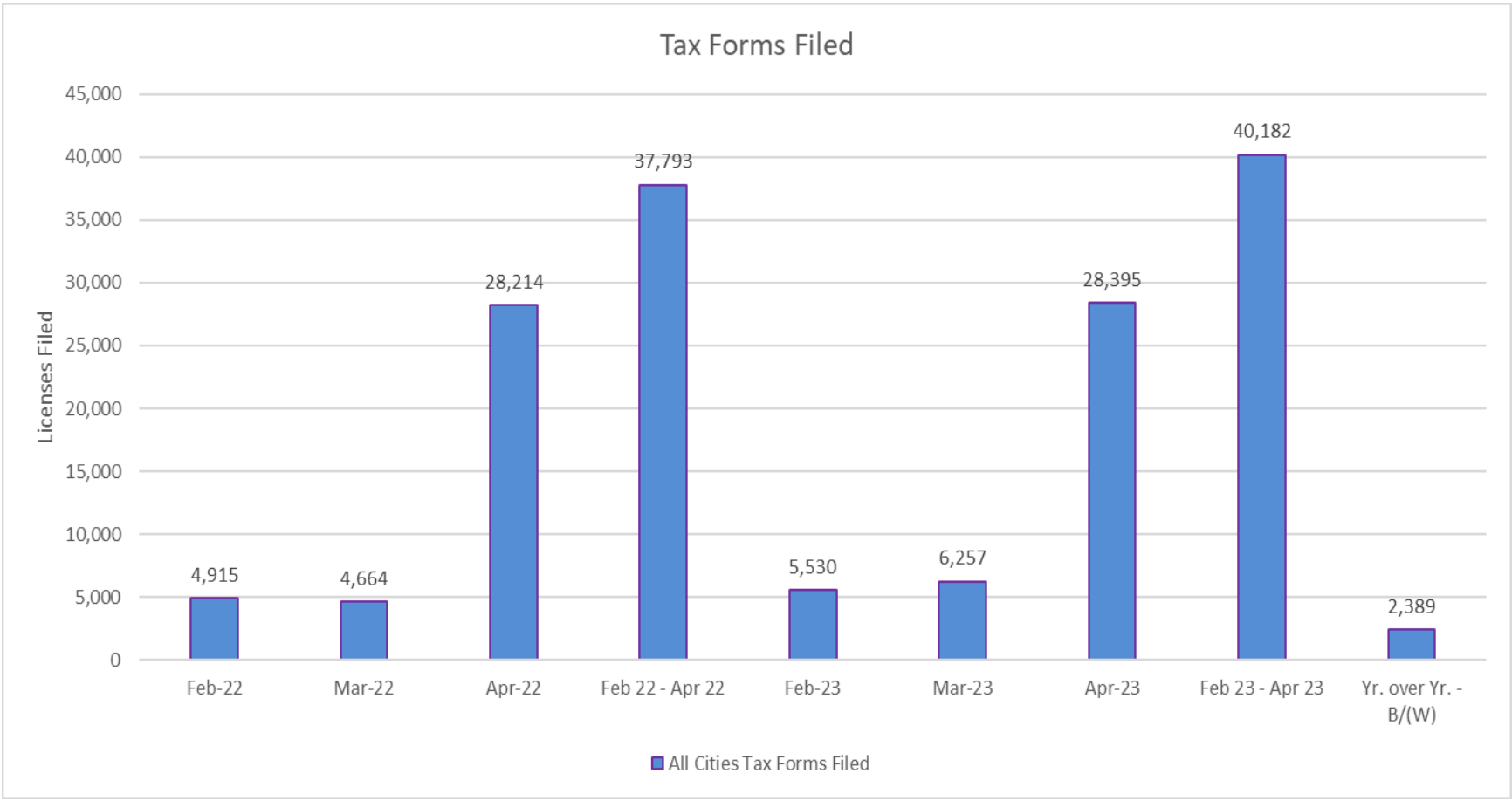
Help Desk Calls by Functional Category	Service Request call volumes are directly correlated to platform activity.



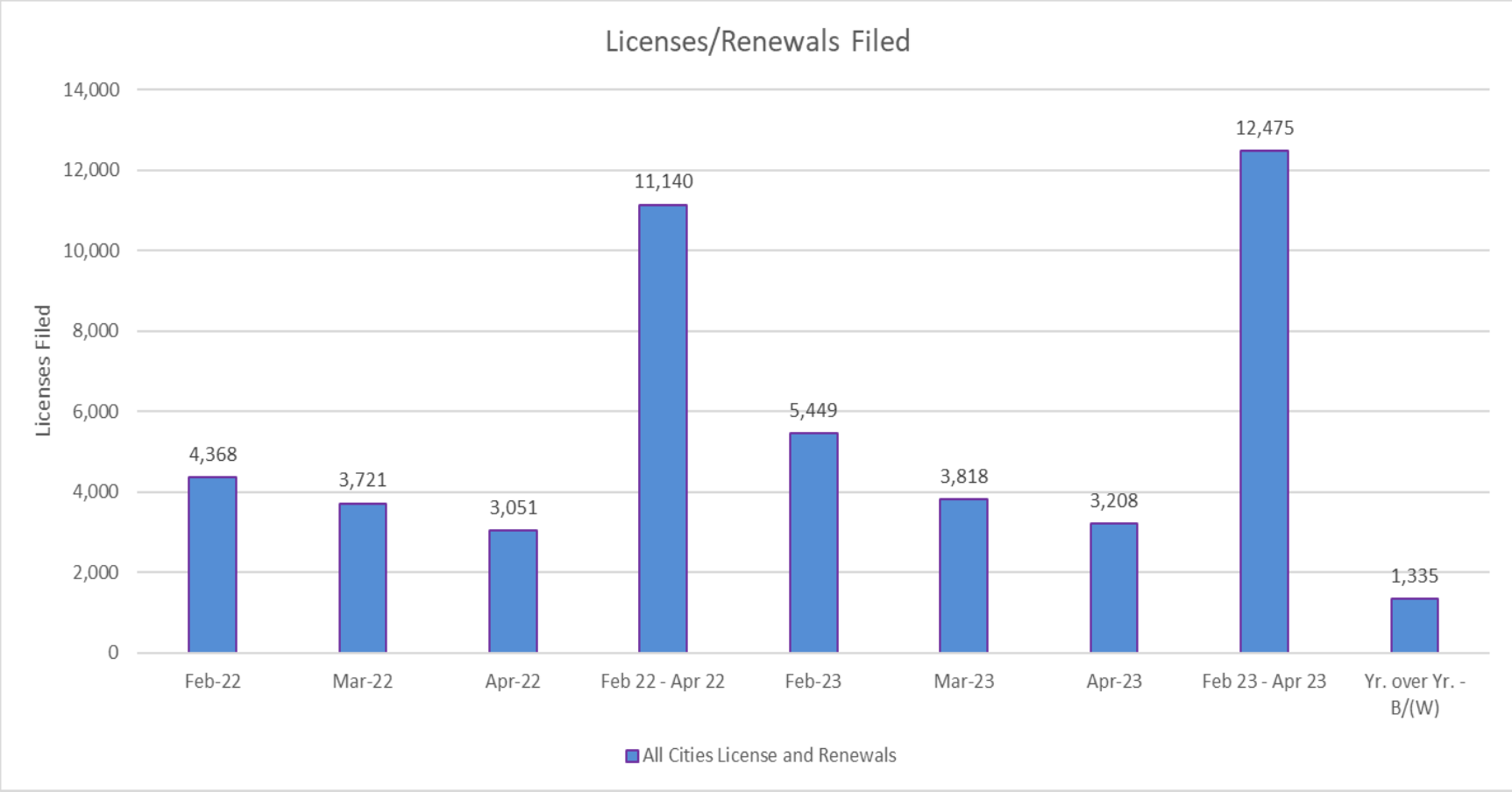
Help Desk Calls by Functional Category	Service Request call volumes are directly correlated to platform activity.



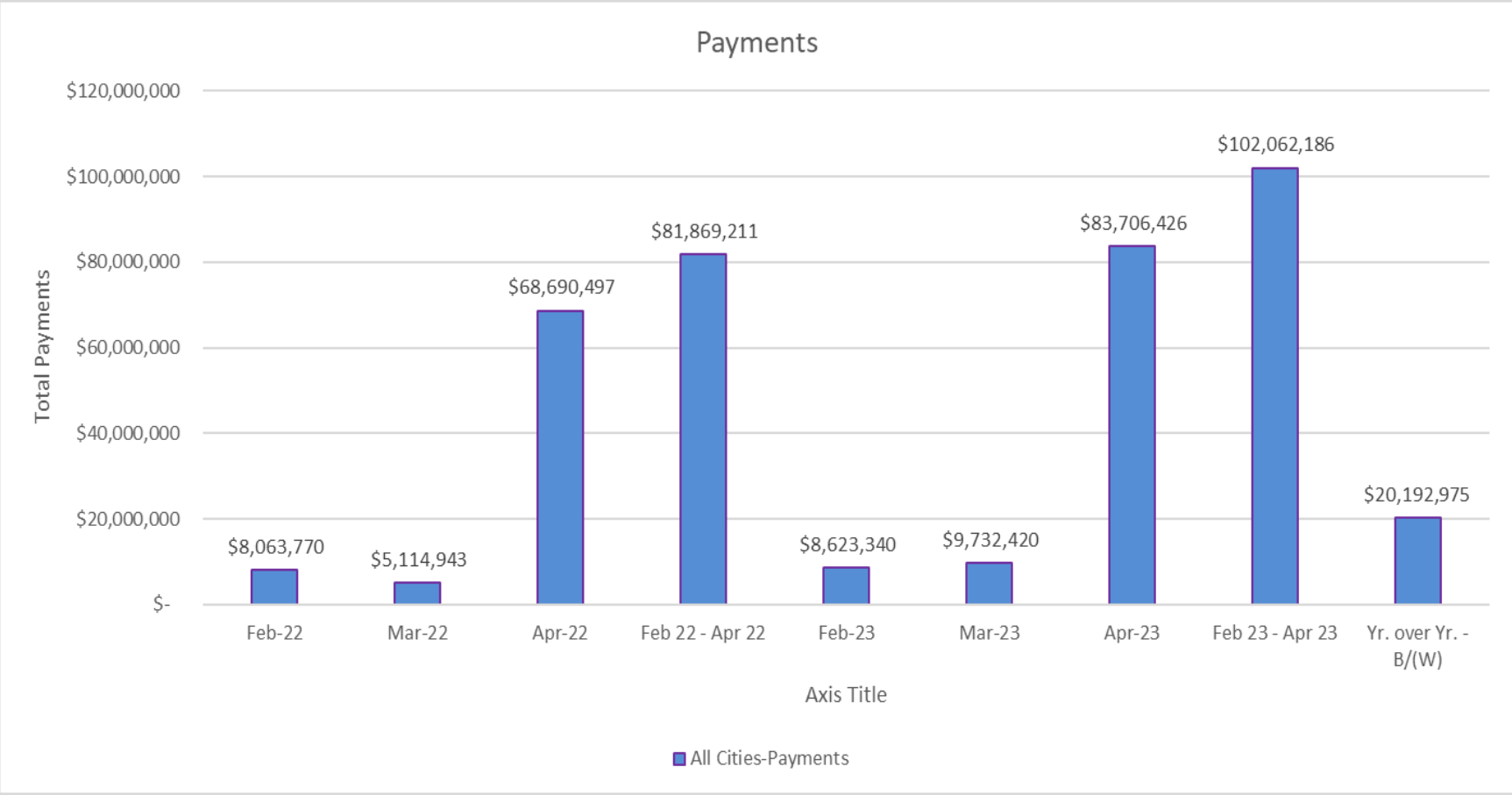
Accounts Created	Accounts created for the 3 months ended April 2023 was down by 30 accounts compared to the same 3 months in the prior year.



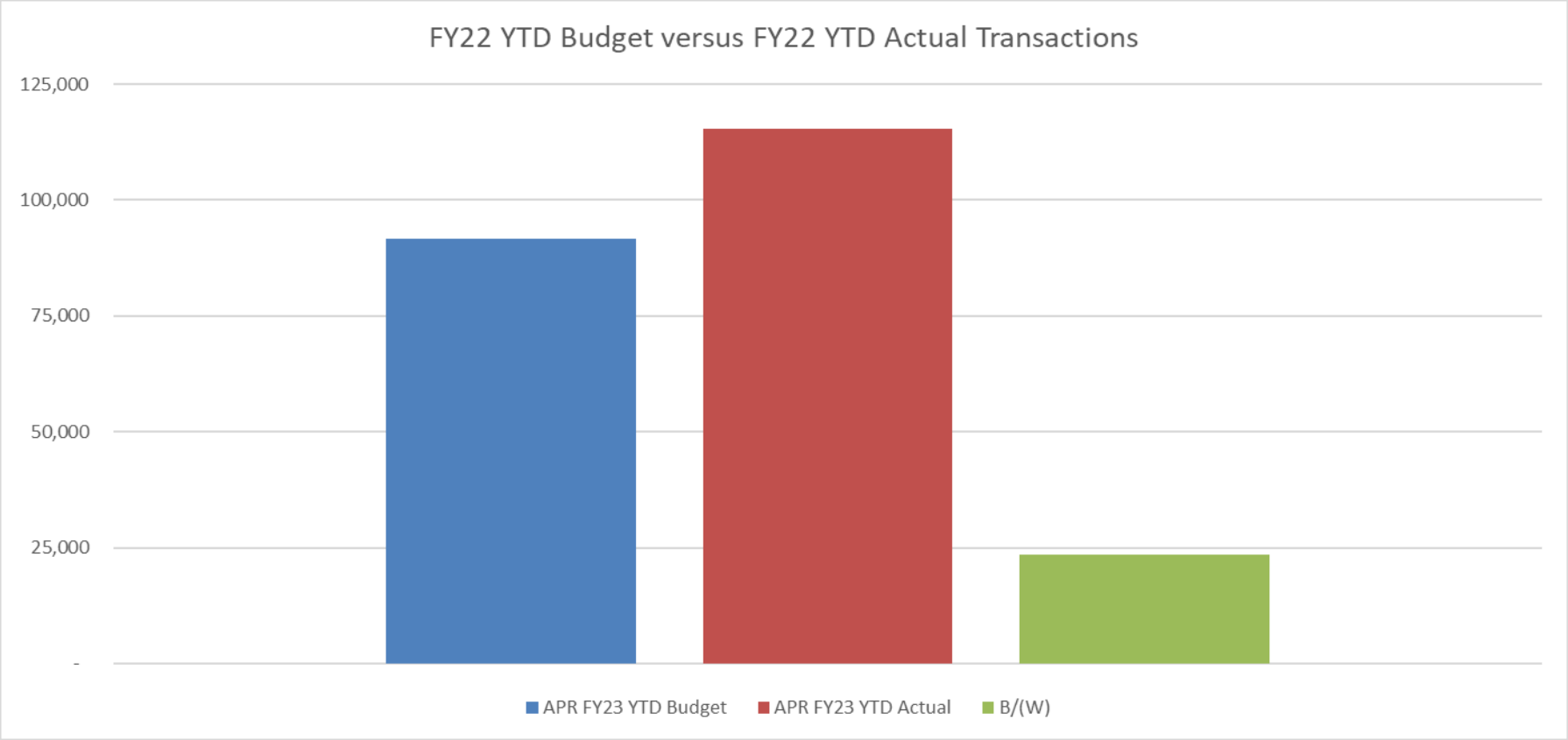
Tax Forms Filed	Tax Forms filed for the 3 months ended April 2023 was up by 2,389 compared to the same period last year.



Licenses/Renewals Filed	Licenses transactions for the 3 months ending in April 2023 was up by 1,335 compared to same period last year.



Payments Made by City	Payments made for the 3 months ended April 2023 was up $20.2 million (24.7%) 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 26%.

FileLocal Project Manager

6/1/2023

FileLocal Project Manager

- Seattle HR has a hold on the city position.
- Alternatively, Agency will fulfill this role using a contractor.
- Policy summary
  - This position is an existing, Board approved, Agency position so no resolution is required.
  - Position can be filled either through hiring an employee or engaging an outside contractor.
  - If done by contract, Chair and Vice-chair will sign if it exceeds $50K.
  - Board needs to be briefed.
- Scope of Work is being developed collaboratively with Operating Committee.

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1st Quarter 2023 Vendor Warrant List

June 1, 2023

FileLocal
Quarterly Warrant List
3/31/2023

Vendor Name	Payments for Current Quarter	Payments Year-To-Date
Association of Washington Cities	300.00	300.00
Avenu	365,180.14	365,180.14
City of Seattle Capital Recovery	20,500.00	20,500.00
City of Seattle Treasury Dept	174,211.45	174,211.45
ITIL Process Maps	6,850.00	6,850.00
City of Seattle Tax & License	440.61	440.61
City of Bellevue Tax & License	115.71	115.71
City of Renton Tax & License	157.74	157.74
City of Shoreline Tax & License	45.00	45.00
City of Snoqualmie Tax & License	29.62	29.62
City of Tacoma Tax & License	137.27	137.27
Francis & Company	22,431.90	22,431.90
Kubra	21,000.00	21,000.00
Madrona Law Group, PLLC	3,712.00	3,712.00
Scott Hitchcock	312.31	312.31
Julie Panick	79.78	79.78
Washington State Auditor	5,884.95	5,884.95
Washington Cities Insurance Authority	5,165.00	5,165.00