FileLocal

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

Executive Board:

Andy Cherullo, Chair
City of Tacoma

Jan Hawn
City of Bellevue

Susy Haugen
City of Everett

Glen Lee
City of Seattle

Executive Board Agenda

January 25, 2016

SEATTLE MUNICIPAL TOWER CONFERENCE ROOM 4070
SEATTLE, WA

1. **CALL TO ORDER**
   A. Introductions
2. **PUBLIC COMMENT***
3. **APPROVAL OF DECEMBER 14, 2015 AND JANUARY 19, 2016 MEETING SUMMARIES** Page 2
4. **REVIEW OF DECEMBER FINANCIAL STATEMENTS** Page 7
5. **ACTION ITEMS**
   A. Resolution FL 2016_01 2016 Meeting Schedule
      I. Briefing Paper: Resolution FL2015_05 Page 11
      II. Resolution FL2015_05 Page 12
      III. Attachment A: Revised Draft 2016 Budget Page 14
6. **DISCUSSION ITEMS:**
   A. Executive Board nominations
7. **NEXT MEETING:**
   A. Executive Board Special Meeting: March 28, 2016 at 12:00 noon
8. **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:

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City of Seattle

Executive Board Meeting Summary

December 14, 2015

SEATTLE MUNICIPAL TOWER CONFERENCE ROOM 4070
SEATTLE, WA

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

Standing Items

1. CALL TO ORDER

The December 14, 2015, meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 12:07 p.m. and held in Conference Room 4070 of the Seattle Municipal Tower in Seattle, Washington.

ROLL CALL

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

Staff and Guests: Jamie Carnell, Ezra Hodge, Laurie McVay, and David Linehan (phone)

2. PUBLIC COMMENT

There were no public comments.

3. APPROVAL OF MEETING SUMMARY

On a motion made by Jan Hawn and seconded by Glen Lee, the board approved the September 28, 2015, meeting summary unanimously.

4. REVIEW OF FINANCIAL STATEMENT

There were no questions or comments regarding the September or October Financial Statements. It was pointed out that the conference costs percentage rate included in the November statement is incorrect; it will be corrected and the revised statement sent to the Board.

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Action Items

5. RESOLUTIONS

A. Resolution FL 2015-05, 2016 Budget: The 2016 budget was reviewed by Jamie Carnell. On a motion made by Jan Hawn and seconded by Susy Haugen the resolution was passed with the following minor corrections:

I. The e-Gov transaction fee will be noted as $1.40 per count.
II. The Outside Accounting Services amounts for 2017 & 2018 will increase by $5,000 each
III. The Info Technology total for 2016 will increase by $50,000 to reflect the funds being held for a potential contract with Leviathan for security monitoring and auditing.

6. OTHER BUSINESS:

A. Program Manager's Report: Jamie Carnell provided a quick review of the Agency's accomplishments achieved in 2015, including:

- The Agency is fully stable.
- Seattle and Tacoma successfully launched with a limited number of businesses.
- Approximately 200 accounts have been created with 58 filings. More are anticipated with year-end filings.
- The outside accounting services contract with Francis & Co has been extended for two years.
- The Agency adopted a Conflict of Interest policy.

Looking forward to 2016, priorities include:

- Launching Bellevue and Everett.
- Hiring a new Program Manager.
- Transitioning technical contracts with Kubra and e-Gov from the City of Seattle to the Agency.
- Electing new Executive Board officers for a two year term.

B. Proposed 2016 Work Plan: Jamie Carnell reviewed the 2016 Work Plan. The following items are expected to be brought to the Executive Board in 2016:

- Implementing Information Technology Security Policies.
- Holding Executive Board elections.
- Planning and finalizing the 2017 Budget.
- On-boarding additional cities.
- Transitioning technology contracts.

Adjournment

On a motion made by Glen Lee and seconded by Susy Haugen, the Board adjourned at 12:23 p.m.

Respectfully Submitted,

Susy Haugen
Secretary, FileLocal

FileLocal

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Executive Board:

Andy Cherullo, Chair
City of Tacoma

Jan Hawn
City of Bellevue

Susy Haugen
City of Everett

Glen Lee
City of Seattle

Executive Board Meeting Summary

January 19, 2016

SEATTLE MUNICIPAL TOWER CONFERENCE ROOM 4080
SEATTLE, WA

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

Standing Items

1. CALL TO ORDER

The January 19, 2016, special meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 11:02 a.m. and held in Conference Room 4080 of the Seattle Municipal Tower in Seattle, Washington.

ROLL CALL

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

Staff and Guests: Jamie Carnell, Ezra Hodge, Laurie McVay, Greg Kauper, and David Linehan (phone)

2. PUBLIC COMMENT

There were no public comments.

Other Business

3. BELLEVUE LAUNCH GO/NO GO DISCUSSION

A. Greg Kauper reviewed the FileLocal City Implementation Go/No Go Decision Report for Bellevue. The following key items were called out:

I. Bellevue customer service training is scheduled for January 20, 2016.
II. Bellevue must sign the Service Level Agreement prior to the launch on January 25, 2016.
III. The Executive Board voted unanimously to GO. Bellevue will launch on schedule, Monday January 25, 2016.

*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.

4. OTHER BUSINESS:

A. Agenda Addendum: Glen Lee motioned to add a legislative update agenda item for discussion. Jan Hawn seconded. Jamie Carnell provided a review of the 2016 State of Washington legislative agenda potentially affecting FileLocal and Business and Occupation Tax Cities.

Adjournment

On a motion made by Jan Hawn and seconded by Susy Haugen, the Board adjourned at 11:24 a.m.

Respectfully Submitted,

Susy Haugen
Secretary, FileLocal

FileLocal

700 5th Avenue, Suite 4350
PO Box 94669
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FileLocal
Financial Statements
December 31, 2015

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Your one stop for local business licensing and tax filing

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FILELOCAL
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2015

ASSETS		
Cash	$	526,041
Accounts Receivable		32
Prepaid		1,655
Total Current Assets		527,728
TOTAL ASSETS		527,728
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable		35
Other liability		63,287
Total Current Liabilities		63,322
TOTAL LIABILITIES		63,322
NET ASSETS		
Net assets, unrestricted		464,406
TOTAL NET ASSETS		464,406
TOTAL LIABILITIES AND NET ASSETS	$	527,728

FILE LOCAL
STATEMENT OF ACTIVITIES
FOR THE MONTH AND YEAR-TO-DATE ENDED DECEMBER 31, 2015

	DECEMBER	YTD
REVENUES		
User fees	$ 80	$ 192
Reimbursable cost	-	
City of Seattle	-	368,997
City of Bellevue	-	53,714
City of Tacoma	-	86,841
City of Everett	-	24,996
Total reimbursable cost		534,548
Total revenues	$ 80	$ 534,740
EXPENSES		
Accounting fees	$ 2,177	$ 25,000
Agency IT Costs	(368)	2,085
Bank fees	28	318
Conference costs	-	3,788
Insurance	416	5,000
Labor costs	60,247	240,989
Legal fees	2,294	24,000
License and membership fees	-	800
Office and Operation Supplies	-	1,821
Printing and Copying	-	516
Technology Costs	3,040	39,040
Total expenses	67,834	343,358
CHANGE IN NET ASSETS	$ (67,754)	$ 191,382

FILELOCAL
SCHEDULE OF BUDGET AND REMAINING BUDGET
FOR THE YEAR TO DATE ENDED DECEMBER 31, 2015

	Budget		YTD Actual	% of Budget	Remaining Balance
REVENUES					
User fees	$58,106		$ 192	0%	$57,914
Reimbursable cost					
City of Seattle	368,997		368,997	100%	-
City of Bellevue	53,714		53,714	100%	-
City of Tacoma	86,841		86,841	100%	-
City of Everett	24,996		24,996	100%	-
Total reimbursable cost	534,548		534,548	100%	
Total revenues	$ 592,654		$ 534,740	90%	$ 57,914
EXPENSES					
Labor costs	314,740		240,989	77%	73,751
Contracts	36,440		30,318	83%	6,122
Overhead	43,807		33,011	75%	10,796
Technology Costs	230,133		39,040	17%	191,093
Operating Reserve	184,493		-	0%	184,493
Total operating expenses	$ 809,613		$ 343,358	42%	$ 466,255
CHANGE IN NET ASSETS	(216,959)		191,382		
NET ASSETS, AS OF JANUARY 1, 2015	216,958		273,024		
NET ASSETS, AS OF DECEMBER 31, 2015	(1)		$ 464,406		
Schedule I - Contracts					
Accounting	$20,000	*	$25,000	125%	($5,000)
Auditing	10,220		-	0%	10,220
Insurance	5,500		5,000	91%	500
Bank fees	720		318	44%	402
Total	$36,440		$30,318	83%	$6,122
Schedule II - Overhead					
Legal	$25,000	*	$24,000	96%	$1,000
Conference costs	3,000		3,788	126%	(788)
Office and operating supplies	5,110		1,821	36%	3,289
Printing	5,110		516	10%	4,594
Licenses/Memberships	2,110		800	38%	1,310
Agency IT costs	3,477		2,085	60%	1,392
Total	$43,807		$33,011	75%	$10,796

*The Accounting fee and legal fee were each increased by $5,000 in 2015. The increased amount are not refected in the adopted budget. The actual costs have not exceeded the contracted amounts.

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File Local Resolution FL 2016-01
Briefing Paper

Date: January 25, 2015

Issue: Shall the Washington Multi-City Business License and Tax Portal Agency ("Agency") Executive Board approve the FileLocal Executive Board's meeting schedule for 2016?

Recommendation: The Portal Agency Executive Board should pass Resolution FL 2016-01 approving the FileLocal Executive Board's meeting schedule for 2016 as listed in Attachment A.

Rationale:

1. Regular meetings of the Executive board both contributes to transparency and improves accountability of the FileLocal Agency.

2. Regular meetings of the Executive board helps the FileLocal Agency keep on track with respect to mission, vision, strategy, and work plan of the Agency.

3. Consistency in day, time, and location of meetings facilitate participation of the Executive Board and interested parties by simplifying planning which improves attendance.

Background: The Agency's bylaws (§ 4.5) requires an annual meeting of the Executive Board in March of each year. The time and place for holding the annual meeting and any other regular meeting is to be approved by resolution. Further, State law allows for members to attend meetings via teleconference or similar means by which all participants can hear one another except where restricted by the bylaws or the Articles of Incorporation. Special meetings of the Executive Board may be called on an ad hoc basis. Notice of such meetings must comply with state law vis-à-vis open public meetings of local government agencies. (RCW 24.03.075, 24.03.120, and 42.30.080)

RESOLUTION NO. 2016-01

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 2016.

Whereas, the Washington Multi-City Interlocal Business License and Tax Portal Agency ("Portal Agency") bylaws section 4.5 establishes that meetings of the Executive Board shall be held not less than once each calendar quarter, and;

Whereas, the Portal Agency is required to hold an annual meeting each year;

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 emergency it shall be unsafe to meet in the place designated in Section 1 above, the meetings of the Executive Board may be held for the duration of the emergency at such a place as is designated by the Board Chair.

ADOPTED this _____ day of _____, 2016.

ATTEST:

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

_____
Board Secretary

_____
Board Chair

Executive Board Meetings, 2016

All Meetings will be held at the Seattle Municipal Tower (SMT) and via Skype. The meeting time and call in numbers are consistent. The dates and conference ID numbers are listed below.

Date

January 25, 2016

March 28, 2016

May 23, 2016

September 26, 2016

December 12, 2016

Location: SMT 4070

Meeting Time: 12:00 pm – 1:00 pm