FileLocal

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

Executive Board:

Susy Haugen, Chair
City of Everett

Toni Call
City of Bellevue

Glen Lee
City of Seattle

Andy Cherullo
City of Tacoma

Executive Board Annual Meeting Agenda

March 27, 2017

SEATTLE MUNICIPAL TOWER CONFERENCE ROOM 4070
SEATTLE, WA

1. **CALL TO ORDER**
   A. Introductions

2. **PUBLIC COMMENT***

3. **APPROVAL OF DECEMBER 12, 2016 AND JANUARY 6, 2017 MEETING SUMMARIES** Page 2

4. **REVIEW OF NOVEMBER 2016 THROUGH FEBRUARY 2017 FINANCIAL STATEMENTS** Page 5

5. **ACTION ITEMS**
   A. Resolution FL2017-02: Expansion of Tax Payment Services
      I. Briefing Paper: Resolution FL2017-02 Page 21
      II. Resolution FL2017-02 Page 22
   B. Resolution FL2017-03: Draft Budget, 2018 – 2022
      I. Briefing Paper: Resolution FL2017-03 Page 26
      II. Resolution FL2017-03 Page 27
      III. Attachment A: Draft Budget, 2018 – 2022 Page 29

6. **OTHER BUSINESS**
   A. Leviathan Contract Renewal Page 36
   B. Project Manager Position Update Page 37
   C. February Monthly Business Review Page 38

7. **NEXT MEETING:**
   A. Executive Board meeting: Monday, June 12, 2017 at 12:00 p.m.
   B. Operations Committee meeting: Tuesday May 30, 2017 at 2:00 p.m.

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.

Executive Board Meeting Summary

February 6, 2017

SEATTLE MUNICIPAL TOWER CONFERENCE ROOM 4070
SEATTLE, WA

Executive Board:

Susy Haugen, Chair
City of Everett

Toni Call
City of Bellevue

Glen Lee
City of Seattle

Andy Cherullo
City of Tacoma

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

Standing Items

1. CALL TO ORDER

The February 6, 2017, meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 2:04 p.m. and held in Conference Room 4240 of the Seattle Municipal Tower in Seattle, Washington.

ROLL CALL

Board Members Present: Susy Haugen (phone), Toni Call (phone) and Andy Cherullo (phone)

Staff and Guests: Laurie McVay, Kevin Fitzpatrick (phone), Joseph Cunha (phone), Horace Francis (phone), and David Linehan (phone)

2. PUBLIC COMMENT

There were no public comments.

3. ACTION ITEMS

A. Resolution FL2017-01: Revised 2017 Budget. Kevin Fitzpatrick reviewed the briefing paper included in the meeting materials. On a motion made by Andy Cherullo and seconded by Toni Call, the board approved the resolution unanimously.

4. ADJOURNMENT

On a motion made by Andy Cherullo and seconded by Toni Call, the Executive Board adjourned at 2:09 p.m.

Respectfully Submitted,

Laurie McVay
Secretary, FileLocal

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FileLocal

Executive Board Meeting Summary

December 12, 2016

SEATTLE MUNICIPAL TOWER CONFERENCE ROOM 4070
SEATTLE, WA

Executive Board:

Susy Haugen, Chair
City of Everett

Toni Battersby
City of Bellevue

Glen Lee
City of Seattle

Andy Cherullo
City of Tacoma

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

Standing Items

1. CALL TO ORDER

The December 12 meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 12:03 p.m. and held in Conference Room 4070 of the Seattle Municipal Tower in Seattle, Washington.

ROLL CALL

Board Members Present: Susy Haugen (phone), Toni Battersby (phone), Glen Lee and Andy Cherullo (phone)

Staff and Guests: Kevin Fitzpatrick, Wendy Thomaston, Laurie McVay, Yingying Chen (phone), Rick Mekdessie (phone), Wendy Bremer (phone) Danielle Larson (phone), Toni Call (phone) and Troy Lucas (phone)

2. PUBLIC COMMENT

There were no public comments.

3. APPROVAL OF MEETING SUMMARY

On a motion made by Andy Cherullo and seconded by Glen Lee, the board approved the September 26 and November 18 meeting summaries.

4. REVIEW OF FINANCIAL STATEMENT

Yingying Chen summarized the September and October financial statements. There were no questions or comments

5. ACTION ITEMS

A. **Resolution FL2016-11: 2017 Budget**. Kevin Fitzpatrick reviewed the final budget included in the meeting packet. On a motion made by

*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.

Andy Cherullo and seconded by Glen Lee, the board approved the resolution unanimously.

B. Resolution FL2016-12: 2017 Meeting Schedule. On a motion made by Andy Cherullo and seconded by Glen Lee, the board approved the resolution unanimously.

6. OTHER ITEMS:

A. Rick Mekdessie reviewed the proposed options for New City Onboarding, slide deck included in the meeting packet. Depending on size and complexity, up to 2-3 cities could be onboarded simultaneously.

B. Andy Cherullo provided an overview of the HB 2959 Department of Revenue Task Force as regards Licensing, B&O Taxes, and System Alignments. The meetings have completed; a report of the outcomes and recommendations will be published by the end of the year.

C. Kevin reviewed the Monthly Business Report for October, slide deck included in the meeting packet.

D. Wendy Thomaston is filling the Project Manager position while HR recruites for a permanent resource.

7. ADJOURNMENT

The meeting of the Executive Board adjourned at 12:46 p.m.

Respectfully Submitted,

Laurie McVay
Secretary, FileLocal

FileLocal

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PO Box 94669
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FileLocal
Financial Statements
February 28, 2017

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FILELOCAL
STATEMENT OF FINANCIAL POSITION
FEBRUARY 28, 2017

ASSETS		
Cash	$	111,823
Accounts receivable		739,911
Due from		6,104
Prepaid		150,259
Total Current Assets		1,008,097
TOTAL ASSETS	$	1,008,097
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	$	61,286
Accrued liabilities	$	24,236
Other liability		8
Total Current Liabilities		85,530
TOTAL LIABILITIES	$	85,530
NET ASSETS		
Net assets, unrestricted	$	308,155
Net Income		614,412
TOTAL NET ASSETS	$	922,567
TOTAL LIABILITIES AND NET ASSETS	$	1,008,097

FILE LOCAL
STATEMENT OF ACTIVITIES
FOR THE MONTH AND YEAR-TO-DATE ENDED FEBRUARY 28, 2017

	January	February	YTD
REVENUES			
User fees	13,772	2,540	**16,312**
Reimbursable cost/Capital cost recovery charges			
City of Seattle	-	502,378	**502,378**
City of Bellevue	-	77,130	**77,130**
City of Tacoma	-	124,231	**124,231**
City of Everett	-	36,032	**36,032**
Total reimbursable cost	-	739,771	**739,771**
Total revenues	13,772	742,311	**756,083**
EXPENSES			
Accounting fees	3,143	2,000	**5,143**
Agency IT costs	-	-	**-**
Bank fees	68	22	**89**
Conference costs	-	-	**-**
Consulting	-	-	**-**
Capital Recovery Payment	-	-	**-**
Insurance	433	433	**866**
Labor costs	33,858	24,000	**57,858**
Legal fees	-	-	**-**
License and membership fees	790	-	**790**
Meals and entertainment	120	-	**120**
Office and operation supplies	-	677	**677**
Printing and copying	-	-	**-**
Technology costs	29,845	38,543	**68,388**
Transaction fees	1,137	6,556	**7,693**
Travel Expense	36	12	**48**
Total expenses	69,429	72,242	**141,671**
CHANGE IN NET ASSETS	(55,657)	670,069	**614,412**

FILELOCAL
SCHEDULE OF BUDGET AND ACTUAL
FOR THE YEAR TO DATE ENDED FEBRUARY 28, 2017

	Budget	YTD Budget	YTD Actual	Variance
REVENUES				
Fund carryover	$ 151,578	$ 25,263	$ -	$ (25,263)
User fees	$ 56,000	$ 9,333	16,312	6,979
Reimbursable cost/Capital cost recovery charges				
City of Seattle	$ 502,378	$ 83,730	502,378	418,648
City of Bellevue	$ 77,130	$ 12,855	77,130	64,275
City of Tacoma	$ 124,231	$ 20,705	124,231	103,526
City of Everett	$ 36,032	$ 6,005	36,032	30,027
Total reimbursable cost	739,771	123,295	739,771	616,476
Total revenues	947,349	157,891	756,083	598,192
EXPENSES				
Labor costs	333,952	55,659	57,858	2,199
Contracts	44,556	7,426	6,098	(1,327)
Overhead	55,031	9,172	1,514	(7,657)
Technology costs	457,000	76,167	76,081	(86)
Operating reserve	38,232	6,372	-	(6,372)
Capital cost recovery payments	12,000	2,000	-	(2,000)
Consulting	-	-	-	-
Meals and entertainment	-	-	120	120
Total operating expenses	940,771	156,795	141,671	(15,124)
CHANGE IN NET ASSETS			614,412	
NET ASSETS, AS OF JANUARY 1, 2017			308,155	
NET ASSETS, AS OF FEBRUARY 28, 2017			922,567	
Schedule I - Contracts				
Accounting	26,506	4,418	5,143	725
Auditing	10,693	1,782	-	(1,782)
Insurance	5,882	980	866	(114)
Bank fees	1,474	246	89	(156)
Total	44,556	7,426	6,098	(1,327)
Schedule II - Overhead				
Legal	31,852	5,309	-	(5,309)
Office and operating supplies	5,347	891	677	(214)
Printing	5,347	891	-	(891)
Licenses/Memberships	5,347	891	838	(53)
Agency IT costs	2,139	356	-	(356)
Marketing	5,000	833		(833)
Total	55,031	9,172	1,514	(7,657)

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PO Box 94669
Seattle, WA 98124-4669

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Financial Statements
January 31, 2017

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FILELOCAL
STATEMENT OF FINANCIAL POSITION
JANUARY 31, 2017

ASSETS		
Cash	**$**	**117,469**
Accounts receivable		**3,564**
Due from		**3,471**
Prepaid		**165,142**
Total Current Assets		**289,646**
TOTAL ASSETS	**$**	**289,646**
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	**$**	**11,588**
Accrued liabilities	**$**	**24,236**
Other liability		**8**
Total Current Liabilities		**35,832**
TOTAL LIABILITIES	**$**	**35,832**
NET ASSETS		
Net assets, unrestricted	**$**	**308,155**
Net Income		**(54,341)**
TOTAL NET ASSETS	**$**	**253,814**
TOTAL LIABILITIES AND NET ASSETS	**$**	**289,646**

FILE LOCAL
STATEMENT OF ACTIVITIES
FOR THE MONTH AND YEAR-TO-DATE ENDED JANUARY 31, 2017

	January	YTD
REVENUES		
User fees	$ 13,772	$ 13,772
Reimbursable cost/Capital cost recovery charges	$ -	$ -
City of Seattle	$ -	$ -
City of Bellevue	$ 369	$ 369
City of Tacoma	$ -	$ -
City of Everett	$ 948	$ 948
Total reimbursable cost	1,316	1,316
Total revenues	$ 15,088	$ 15,088
EXPENSES		
Accounting fees	$ 3,143	$ 3,143
Agency IT costs	$ -	$ -
Bank fees	$ 68	$ 68
Conference costs	$ -	$ -
Consulting	$ -	$ -
Capital Recovery Payment	$ 1,316	$ 1,316
Insurance	$ 433	$ 433
Labor costs	$ 33,858	$ 33,858
Legal fees	$ -	$ -
License and membership fees	$ 790	$ 790
Meals and entertainment	$ 120	$ 120
Office and operation supplies	$ -	$ -
Printing and copying	$ -	$ -
Technology costs	$ 28,529	$ 28,529
Transaction fees	$ 1,137	$ 1,137
Travel Expense	$ 36	$ 36
Total expenses	69,430	69,430
CHANGE IN NET ASSETS	$ (54,341)	$ (54,341)

FILELOCAL
SCHEDULE OF BUDGET AND ACTUAL
FOR THE YEAR TO DATE ENDED JANUARY 31, 2017

	Budget	YTD Actual	Variance
REVENUES			
Fund carryover	$ 151,578	$ -	$ (151,578)
User fees	$ 56,000	13,772	(42,228)
Reimbursable cost/Capital cost recovery charges			
City of Seattle	$ 502,378	-	502,378
City of Bellevue	$ 77,130	369	76,762
City of Tacoma	$ 124,231	-	124,231
City of Everett	$ 36,032	948	(35,084)
Total reimbursable cost	739,771	1,316	(738,455)
Total revenues	947,349	15,088	(932,261)
EXPENSES			
Labor costs	333,952	33,858	(300,094)
Contracts	44,556	3,644	(40,912)
Overhead	55,031	826	(54,205)
Technology costs	457,000	29,666	(427,334)
Operating reserve	38,232	-	(38,232)
Capital cost recovery payments	12,000	1,316	(10,684)
Consulting	-	-	-
Meals and entertainment	-	120	120
Total operating expenses	940,771	69,430	(871,341)
CHANGE IN NET ASSETS	6,578	(54,341)	(60,919)
NET ASSETS, AS OF JANUARY 1, 2017		308,155	308,155
NET ASSETS, AS OF JANUARY 31, 2017		253,814	253,814
Schedule I - Contracts			
Accounting	$ 26,506	$ 3,143	$ (23,363)
Auditing	$ 10,693	-	(10,693)
Insurance	$ 5,882	433	(5,449)
Bank fees	$ 1,474	68	(1,407)
Total	$ 44,556	$ 3,644	$ (40,912)
Schedule II - Overhead			
Legal	$ 31,852	$ -	(31,852)
Office and operating supplies	$ 5,347	-	(5,347)
Printing	$ 5,347	-	(5,347)
Licenses/Memberships	$ 5,347	826	(4,521)
Agency IT costs	$ 2,139	$ -	(2,139)
Marketing	$ 5,000		
Total	$ 55,031	$ 826	$ (54,205)

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PO Box 94669
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FileLocal
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December 31, 2016

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FILELOCAL
STATEMENT OF FINANCIAL POSITION
December 31, 2016

	September	October	November	December
ASSETS				
Cash	$ 591,575	$ 506,216	$ 469,145	**$ 408,868**
Accounts receivable	96	2,004	484	**724**
Due from	5,490	2,155	2,155	**2,155**
Prepaid	46,039	33,261	16,173	**1,240**
Total Current Assets	643,200	541,480	487,956	**412,986**
TOTAL ASSETS	$ 643,200	$ 541,480	$ 487,956	**$ 412,986**
LIABILITIES AND NET ASSETS				
LIABILITIES				
Accounts payable	$ 45,900	$ 26,278	$ 51,236	**$ 104,400**
Other liability	8	8	8	**8**
Total Current Liabilities	45,908	26,286	51,244	**104,408**
TOTAL LIABILITIES	$ 45,908	26,286	51,244	**$ 104,408**
NET ASSETS				
Net assets, unrestricted	$ 597,292	$ 515,194	$ 436,712	**$ 308,578**
TOTAL NET ASSETS	$ 597,292	$ 515,194	$ 436,712	**$ 308,578**
TOTAL LIABILITIES AND NET ASSETS	$ 643,200	$ 541,480	$ 487,956	**$ 412,986**

FILE LOCAL
STATEMENT OF ACTIVITIES
FOR THE MONTH AND YEAR-TO-DATE ENDED DECEMBER 31, 2016

	September	October	November	December	YTD
REVENUES					
User fees	$ 1,496	$ 8,908	$ 1,680	**$ 2,636**	$ 31,796
Reimbursable cost/Capital cost recovery charges	-	-	-	**-**	
City of Seattle	-	-	-	**-**	406,490
City of Bellevue	-	-	-	**-**	67,172
City of Tacoma	-	-	-	**-**	107,664
City of Everett	-	-	-	**-**	31,536
Total reimbursable cost	-	-	-	**-**	612,862
Total revenues	$ 1,496	$ 8,908	$ 1,680	**$ 2,636**	$ 644,658
EXPENSES					
Accounting fees	$ 5,648	$ 1,000	$ 1,000	**$ 4,345**	$ 25,890
Agency IT costs	-	-	-	**-**	140
Bank fees	-	4	5	**17**	177
Conference costs	899	-	-	**-**	2,252
Consulting	-	-	-	**-**	3,375
Capital Recovery Payment	-	-	-	**-**	24,000
Insurance	433	433	433	**433**	5,200
Labor costs	48,000	52,670	24,000	**25,000**	277,413
Legal fees	570	-	-	**870**	29,408
License and membership fees	-	-	-	**300**	2,515
Meals and entertainment	-	-	-	**-**	706
Office and operation supplies	866	41	-	**18**	1,068
Printing and copying	-	-	-	**-**	126
Technology costs	60,266	36,857	53,827	**99,609**	427,814
Transaction fees	-	-	-	**-**	1,281
Travel Expense	55	-	-	**177**	613
Total expenses	116,737	91,005	79,264	**130,770**	801,978
CHANGE IN NET ASSETS	$ (115,241)	$ (82,097)	$ (77,584)	**$ (128,134)**	$ (157,320)

FILELOCAL
SCHEDULE OF BUDGET AND ACTUAL
FOR THE YEAR TO DATE ENDED DECEMBER 31, 2016

	Budget	YTD Actual	Variance
REVENUES			
Fund carryover	$ 457,757	$ -	$ (457,757)
User fees	48,378	31,796	(16,582)
Reimbursable cost/Capital cost recovery charges			
City of Seattle	406,490	406,490	-
City of Bellevue	67,172	67,172	-
City of Tacoma	107,664	107,664	-
City of Everett	31,536	31,536	-
Total reimbursable cost	612,862	612,862	-
Total revenues	1,118,997	644,658	(474,339)
EXPENSES			
Labor costs	324,182	277,413	(46,769)
Contracts	43,520	31,267	(12,253)
Overhead	48,868	36,122	(12,746)
Technology costs	269,089	429,095	160,006
Operating reserve	409,338	-	(409,338)
Capital cost recovery payments	24,000	24,000	-
Consulting	-	3,375	3,375
Meals and entertainment	-	706	706
Total operating expenses	1,118,997	801,978	(317,019)
CHANGE IN NET ASSETS	-	(157,320)	(157,320)
NET ASSETS, AS OF JANUARY 1, 2016	-	465,898	465,898
NET ASSETS, AS OF DECEMBER 31, 2016	$ -	$ 308,578	308,578
Schedule I - Contracts			
Accounting	$ 25,890	$ 25,890	$ -
Auditing	10,445	-	(10,445)
Insurance	5,745	5,200	(545)
Bank fees	1,440	177	(1,263)
Total	$ 43,520	$ 31,267	$ (12,253)
Schedule II - Overhead			
Legal	$ 31,112	$ 29,408	(1,704)
Office and operating supplies	5,222	1,068	(4,154)
Printing	5,222	126	(5,096)
Licenses/Memberships	5,222	5,380	158
Agency IT costs	2,089	140	(1,949)
Total	$ 48,868	$ 36,122	$ (12,746)

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Financial Statements
November 30, 2016

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FILELOCAL
STATEMENT OF FINANCIAL POSITION
NOVEMBER 30, 2016

	August	September	October	November
ASSETS				
Cash	$ 656,100	$ 591,575	$ 506,216	**$ 469,145**
Accounts receivable	152	96	2,004	**484**
Due from	2,155	5,491	2,155	**2,155**
Prepaid	60,972	46,039	33,261	**16,173**
Total Current Assets	719,379	643,200	541,480	**487,956**
TOTAL ASSETS	$ 719,379	$ 643,200	$ 541,480	**$ 487,956**
LIABILITIES AND NET ASSETS				
LIABILITIES				
Accounts payable	$ 7,736	$ 45,900	$ 26,278	**$ 51,236**
Other liability	8	8	8	**8**
Total Current Liabilities	7,744	45,908	26,286	**51,244**
TOTAL LIABILITIES	$ 7,744	$ 45,908	26,286	**51,244**
NET ASSETS				
Net assets, unrestricted	$ 711,635	$ 597,292	515,194	**436,712**
TOTAL NET ASSETS	$ 711,635	$ 597,292	515,194	**436,712**
TOTAL LIABILITIES AND NET ASSETS	$ 719,379	$ 643,200	$ 541,480	**$ 487,956**

FILE LOCAL
STATEMENT OF ACTIVITIES
FOR THE MONTH AND YEAR-TO-DATE ENDED NOVEMBER 30, 2016

	August	September	October	November	YTD
REVENUES					
User fees	$ 2,016	$ 1,496	$ 8,908	**$ 1,680**	$ 29,160
Reimbursable cost/Capital cost recovery charges	-	-	-	**-**	
City of Seattle	-	-	-	-	406,490
City of Bellevue	-	-	-	-	67,172
City of Tacoma	-	-	-	**-**	107,664
City of Everett	-	-	-	**-**	31,536
Total reimbursable cost	-	-	-	**-**	612,862
Total revenues	$ 2,016	$ 1,496	$ 8,908	**$ 1,680**	$ 642,022
EXPENSES					
Accounting fees	$ 1,000	$ 5,648	$ 1,000	**$ 1,000**	$ 21,545
Agency IT costs	**-**	-	-	**-**	140
Bank fees	**-**	-	4	**5**	160
Conference costs	**-**	899	-	**-**	2,252
Consulting	**-**	-	-	**-**	3,375
Capital Recovery Payment	**-**	-	-	**-**	24,000
Insurance	433	433	433	**433**	4,767
Labor costs	**-**	48,000	52,670	**24,000**	252,413
Legal fees	570	570	-	**-**	28,538
License and membership fees	1,775	-	-	**-**	2,215
Meals and entertainment	-	-	-	**-**	706
Office and operation supplies	12	866	41	**-**	1,050
Printing and copying	-	-	-	**-**	126
Technology costs	13,400	60,266	36,857	**53,827**	328,205
Transaction fees	-	-	-	**-**	1,281
Travel Expense	83	55	-	**-**	436
Total expenses	17,273	116,737	91,005	**79,264**	671,207
CHANGE IN NET ASSETS	$ (15,257)	$ (115,241)	$ (82,097)	**$ (77,584)**	$ (29,185)

FILELOCAL
SCHEDULE OF BUDGET AND ACTUAL
FOR THE YEAR TO DATE ENDED NOVEMBER 30, 2016

	Budget	YTD Budget	YTD Actual	Variance
REVENUES				
Fund carryover	$ 457,757	$ 343,318	$ -	$ (343,318)
User fees	48,378	36,284	29,160	(7,124)
Reimbursable cost/Capital cost recovery charges		-		-
City of Seattle	406,490	304,868	406,490	101,623
City of Bellevue	67,172	50,379	67,172	16,793
City of Tacoma	107,664	80,748	107,664	26,916
City of Everett	31,536	23,652	31,536	7,884
Total reimbursable cost	612,862	459,647	612,862	153,216
Total revenues	1,118,997	839,248	642,022	(197,226)
EXPENSES				
Labor costs	324,182	243,137	252,413	9,277
Contracts	43,520	32,640	26,472	(6,168)
Overhead	48,868	36,651	34,756	(1,895)
Technology costs	269,089	201,817	329,486	127,669
Operating reserve	409,338	307,004	-	(307,004)
Capital cost recovery payments	24,000	18,000	24,000	6,000
Consulting	-	-	3,375	3,375
Meals and entertainment	-	-	706	706
Total operating expenses	1,118,997	839,248	671,207	(168,040)
CHANGE IN NET ASSETS	-	-	(29,185)	(29,185)
NET ASSETS, AS OF JANUARY 1, 2016	-	-	465,898	465,898
NET ASSETS, AS OF NOVEMBER 30, 2016	$ -	-	$ 436,712	436,712
Schedule I - Contracts				
Accounting	$ 25,890	$ 19,418	$ 21,545	$ 2,128
Auditing	10,445	7,834	-	(7,834)
Insurance	5,745	4,309	4,767	458
Bank fees	1,440	1,080	160	(920)
Total	$ 43,520	$ 32,640	$ 26,472	$ (6,168)
Schedule II - Overhead				
Legal	$ 31,112	23,334	$ 28,538	5,204
Office and operating supplies	5,222	3,917	1,050	(2,867)
Printing	5,222	3,917	126	(3,791)
Licenses/Memberships	5,222	3,917	4,903	986
Agency IT costs	2,089	1,567	140	(1,427)
Total	$ 48,868	$ 36,651	$ 34,756	$ (1,894)

FileLocal

FileLocal Resolution FL 2017-02 Briefing Paper

Date: March 27, 2017

Issue: Shall the Washington Multi-City Business License and Tax Portal Agency ("Agency") Executive Board approve the expansion of tax payment services for the Cities of Bellevue, Seattle, and Tacoma?

Recommendation: The Portal Agency Executive Board should pass Resolution FL 2017-02 approving the expansion of tax payment services for the Cities of Bellevue, Seattle, and Tacoma.

Rationale: The Portal Agency Interlocal Agreement (5c) states:

> "The Portal will be initially established with the capability to handle payment of Gross Receipts Taxes and filing of applications for Business Licenses. PORTAL AGENCY may provide additional capability to pay additional types of city taxes or application for additional types of city licenses through the Portal only upon approval of a Supermajority Vote of the Executive Board; provided, however, that the cost of service expansions will be allocated only to those Participating Cities electing to participate in such services."

The Cities of Bellevue and Tacoma have already begun collecting additional types of taxes beyond those originally included when the Portal was first launched, with each City entirely funding the additional costs imposed by their respective expansions in scope of service.

The City of Seattle intends likewise to expand the scope of taxes collected through the Portal beginning in May 2017, with Seattle paying the additional costs associated with this further expansion in scope.

Expanding the scope of taxes that can be paid via the Portal increases the utility of the Portal for currently participating cities and may make the Portal more appealing for additional cities to join as subscribers. Moreover, the expansion in capabilities of the Portal increases the convenience to local businesses who can streamline their tax compliance, and thus make the participating cities easier places in which to start and operate a business.

RESOLUTION NO. 2017-02

A Resolution of the Washington Multi-City Business License and Tax Portal Agency Executive Board authorizing the expansion of tax payment services for the Cities of Bellevue, Seattle, and Tacoma.

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

Whereas, the Interlocal Agreement authorized the Agency to create an online "portal" to enable businesses to pay Gross Recipts Taxes owed to participating cities and to apply for Business Licenses in participating cities; and

Whereas, the Interlocal Agreement further contemplated that the online portal's capabilities could be expanded to handle payment of additional types of city taxes and applications for additional types of city licenses, if approved by a supermajority vote of the Executive Board; and

Whereas, the Cities of Bellevue, Seattle, and Tacoma desire to use the portal to enable payment of additional types of city taxes; and

Whereas, Executive Board of the Agency has determined that expanding the portal's capabilities so that it can handle the collection of additional types of city taxes for the Cities of Bellevue, Seattle, and Tacoma is consistent with the Agency's purpose, so long as the additional costs of expanding the portal to include the ability to pay such additional taxes is allocated solely to the Cities of Bellevue, Seattle, and Tacoma, respectively for their specific changes;

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

SECTION 1. The Executive Board hereby approves the expansion of services provided by the Agency's online portal so as to enable businesses to pay the following additional types of taxes to the City of Bellevue:

a. Admissions Charges
b. Amusement Games
c. Bingo
d. Pull Tabs/Punch Boards
e. Raffles
f. Cable TV utility tax
g. Cellular utility tax
h. Gas utility tax
i. Light & Power utility tax
j. Sewer utility tax
k. Solid Waste utility tax
l. Storm Drainage utility tax
m. Telephone utility tax
n. Water utility tax
o. All other B&O, Utility, or other taxes now in effect or later adopted by the City of Bellevue, Washington.

SECTION 2. The Executive Board hereby approves the expansion of services provided by the Agency's online portal so as to enable businesses to pay the following additional types of taxes to the City of Seattle:

a. Concert/Performing Arts
b. Cover Charges, Cabaret/Dances
c. Movie Theaters
d. Other Admissions
e. Other Sports Admissions
f. Amusement Games
g. Bingo
h. Fundraising
i. Raffles

j. Pull Tabs
k. Punchboards
l. Cable TV System utility tax
m. Drainage utility tax
n. Electric Light/Power utility tax
o. Garbage System utility tax
p. Landfill Closure utility tax
q. Transfer in City Waste utility tax
r. Transfer Out of City Waste utility tax
s. Gas for Hire utility tax
t. Sewage utility tax
u. Solid Waste Municipal utility tax
v. Steam Heat/Power utility tax
w. Telephone utility tax
x. Commercial Parking
y. All other B&O, Utility, or other taxes now in effect or later adopted by the City of Seattle, Washington.

SECTION 3. The Executive Board hereby approves the expansion of services provided by the Agency's online portal so as to enable businesses to pay the following additional types of taxes to the City of Tacoma:

a. Amusement Games
b. Pull Tab
c. Punchboard
d. Cable utility tax
e. Cellular utility tax
f. Electricity utility tax
g. Franchise utility tax
h. Natural Gas utility tax
i. Pager utility tax
j. PEG utility tax
k. Solid Waste Collection utility tax

l. Telephone utility tax

m. All other B&O, Utility, or other taxes now in effect or later adopted by the City of Tacoma, Washington.

SECTION 4. The chair of the Executive Board, or his or her designee, is authorized to execute all documents necessary to approve Vendor's work to expand, enhance, or modify the portal to enable payment of the additional taxes described above, including any and all work performed by Vendor up to the date of this resolution. To the extent Vendor has already begun or completed such work, that work is hereby ratified.

ADOPTED this 27th day of March, 2017.

ATTEST:

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

Board Secretary

Board Chair

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

FileLocal Resolution FL 2017-03 Briefing Paper

Date: March 27, 2017

Issue: Shall the Washington Multi-City Business License and Tax Portal Agency ("Agency") Executive Board approve the draft 2018-2022 budget?

Recommendation: The Portal Agency Executive Board should pass Resolution FL 2017-03 approving the draft 2018-2022 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 2017 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 13, 2017 meeting and approved the draft budget included as Attachment A to Resolution FL 2017-13.

- FY2018 Budget vs. FY2017 Budget is up $38k. This is primarily due to the consumption of FY2016 fund carryover offset by increased user fees related to Seattle system transition.
- User Fees/Transaction Costs are up net $35k due to the Seattle transition from Self to FileLocal.

RESOLUTION NO. 2017-03

A Resolution of the Washington Multi-City Business License and Tax Portal Agency Executive Board adopting a draft 2018-2022 Budget.

Whereas, the Washington Multi-City Interlocal Business License and Tax Portal Agency ("Portal Agency") Executive Board Interlocal Agreement ("Agreement") requires the Executive Board to adopt a draft Portal Agency 2017 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 Portal Agency Manager developed a draft 2018-2022 budget;

Whereas, the Operations Committee reviewed and recommended a draft 2018-2022 budget on March 13, 2017 and transmitted the draft budget to the Executive Board on March 27, 2017;

Whereas, the draft budget must be approved by a supermajority vote, and

Whereas, the approved draft budget must be forwarded to Principals;

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 2018-2022 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, 2017.

ADOPTED this 27th day of March, 2017.

ATTEST:

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

Board Secretary

Board Chair

FileLocal

Proposed 2018-2022 Draft Budget

Revenue

1 2018 Fund Carryover is down $151k. No 2018 usage of Fund Carryover is assumed.

2 2018 User Fees are up $111k primarily due to the Seattle Transition ~$100k and other city growth of ~$11k

3 2018 City reimbursable costs are up $86k. This increase is due to the FY17 consumption of prior years fund balance which lowered prior years reimbursable costs by $151k

4 2019-2022 User Fees assumes 10% year over year growth for Tacoma, Bellevue, Everett and a 50% growth for Seattle year over year.

Expenditures

1 2018 Labor is assumed to grow 3% ($10k)

2 2018 Contracts and Overhead is assumed to grow 2.5% ($2.5k)

3 2018 Technology is up $28k. This is due to the increased number of transactions ($21k), software development flat and forecasted growth of 2.5% for all other ($7k).

4 2018 Operating Reserve requirements are down $6k

5 2019-2022 Costs assume year over year growth per the CPI excluding software development flat, transaction fees (per the schedule) and operating reserve (per the legal requirements)

Washington Cities Business License and Tax Portal Agency
2018-2022 Proposed Budget
March 8, 2017

		2016 Actuals	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	Delta 2016 Actuals to FY17 Budget	Delta FY17 Budget to FY18 Budget	Delta FY18 Budget to FY19 Budget	Delta FY19 Budget to FY20 Budget	Delta FY20 Budget to FY21 Budget	Delta FY21 Budget to FY22 Budget
Revenue														
Fund Carryover		465,898	151,578						314,320	151,578	-	-	-	-
User Fees	<1>	31,796	56,000	167,200	223,920	306,312	426,943	604,638	(24,204)	(111,200)	(56,720)	(82,392)	(120,631)	(177,694)
Reimbursable Costs									-	-	-	-	-	-
- City of Seattle	<2>	406,490	502,378	549,167	536,145	521,474	486,725	430,081	(95,888)	(46,789)	13,022	14,671	34,749	56,644
- City of Bellevue	<2>	59,172	73,130	79,941	78,046	75,910	70,852	62,606	(13,958)	(6,811)	1,896	2,136	5,058	8,246
- City of Tacoma	<2>	95,664	118,231	129,242	126,177	122,725	114,547	101,216	(22,567)	(11,011)	3,065	3,453	8,178	13,331
- City of Everett	<2>	27,536	34,032	37,201	36,319	35,325	32,971	29,134	(6,496)	(3,169)	882	994	2,354	3,837
Total Reimbursable Costs		588,862	727,771	795,551	776,688	755,434	705,094	623,037	(138,909)	(67,780)	18,864	21,254	50,339	82,058
Capital Cost Recovery Charges														
- City of Bellevue	<8>	8,000	4,000	6,000	6,000	6,000	6,000	6,000	4,000	(2,000)	-	-	-	-
- City of Tacoma	<8>	12,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	-	-	-	-	-
- City of Everett	<8>	4,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	-	-	-	-	-
Total Capital Cost Recovery Charges		24,000	12,000	14,000	14,000	14,000	14,000	14,000	12,000	(2,000)	-	-	-	-
Total Revenue		**1,110,556**	**947,349**	**976,751**	**1,014,608**	**1,075,746**	**1,146,037**	**1,241,674**	**163,207**	**(29,402)**	**(37,856)**	**(61,138)**	**(70,292)**	**(95,637)**
Expenditures														
Labor	<3>	277,413	333,952	343,971	354,290	364,918	375,866	387,142	(56,539)	(10,019)	(10,319)	(10,629)	(10,948)	(11,276)
Contracts	<4>	31,267	44,556	45,670	46,766	47,841	48,942	50,067	(13,289)	(1,114)	(1,096)	(1,076)	(1,100)	(1,126)
Overhead	<5>	40,203	55,031	56,407	57,761	59,089	60,448	61,839	(14,828)	(1,376)	(1,354)	(1,329)	(1,359)	(1,390)
Technology Costs	<6>	429,095	457,000	507,285	535,625	581,118	636,468	714,807	(27,905)	(50,285)	(28,340)	(45,493)	(55,350)	(78,339)
Operating Reserve	<7>	-	38,232	9,419	6,166	8,779	10,314	13,820	(38,232)	28,813	3,253	(2,613)	(1,535)	(3,506)
Capital Cost Recovery Payments	<8>	24,000	12,000	14,000	14,000	14,000	14,000	14,000	12,000	(2,000)	-	-	-	-
Total Expenditures		**801,978**	**940,771**	**976,751**	**1,014,608**	**1,075,746**	**1,146,037**	**1,241,674**	**(138,793)**	**(35,980)**	**(37,856)**	**(61,138)**	**(70,292)**	**(95,637)**
									-	-	-	-	-	-
Excess (Deficit)		**308,578**	**6,578**	**-**	**-**	**-**	**-**	**-**	**302,000**	**6,578**	**-**	**-**	**-**	**-**

Assumptions and Notes

Overall The allocation methodology being used is based on 2012 amounts but ends in 2018. The methodology is the same for 2019-2022 budget but will revert to actual transactions in future forecasts.

<1> 2018 User Fees are estimated based on 20% growth for Tacoma, Bellevue and Everett and conversion of Seattle (25k). For 2019-2022 - Tacoma, Bellevue, and Everett assumed year over year growth is 10% and Seattle is 50% year over year growth.

<2> Reimbursable costs are allocated based on the allocation percentages defined in the 3-2014 Interlocal Agreement.

<3> Labor costs represent 2.5 FTE loaned in from the City of Seattle. The total costs include salaries, fringe benefits, related payroll taxes and other allocated overhead costs.

<4> Professional fees include accounting, insurance, and bank charges. They are budgeted based on the 2017 budget.

<5> Overhead includes legal, supplies, printing, memberships and allocated information technology costs. They are budgeted based on the existing contracts or estimate of what cost will be using CPI.

<6> Technology costs include fixed annual hosting and licensing fees, services based on the usage, other associated fees and new contract with Leviathan for security monitoring, ADA planning and performance testing every other year. Transaction fees assumptins are included in worksheet 2. Technology costs increased based on Ramware contract Payment Schedule.

<7> The operating reserve is estimated based on 15% of the total expenditure budget.

<8> Capital cost recovery is budgeted based on the 3-2014 Interlocal Agreement.

Washington Cities Business License and Tax Portal Agency
User Fee
March 8, 2017

Number of Transactions	2018	2019	2020	2021	2022
Bellevue, Tacoma and Everett	16,800	18,480	20,328	22,361	24,597
Seattle	25,000	37,500	56,250	84,375	126,563
Total	41,800	55,980	76,578	106,736	151,159

Assumes 20% growth in 2018 and 10% growth years 2019 - 2022

Assumes 2018 transactions of 25k and a 50% growth in subsequent years

The information below is from Interlocal agreement, but we will use the assumption above which better predicts the user fee.

Transaction Fee Schedule	2017	2018	2019	2020	2021	2022
Cost/Transaction	1.4	1.5	1.5	1.6	1.6	1.6

Transaction Count	Seattle	Bellevue	Tacoma	Everett	Total
2012 Actual Transaction Counts *	212,457	30,927	50,000	14,392	307,776
% Allocation *	69%	10%	16%	5%	100%

** Per the Interlocal Agreement, 2012 actual transaction counts are used to estimate transaction fees and to determine cost allocation percentages among participating cities.*

Number of Filings	Seattle	Bellevue	Tacoma	Everett	Total
2012 Actual Filings **	60,506	25,475	24,100	10,863	120,944

*** The 2012 Actual Filings represents the adjusted 2012 actual transaction counts by zero filers and estimated multiple transactions happening for one city. The numbers of filings are used to estimate user fees and payment processing fees.*

Adoption Rate (Five Years)	2014	2015	2016	2017	2018	2019	2020
Adoption Rate Recommended by E-Gov	15%	40%	50%	60%	70%	80%	90%
Adjusted Adoption Rate ***	0%	10%	10%	20%	30%	40%	50%

**** The adjusted adoption rate reflects the adjustments made to the recommended adoption rate as a result of the expected live operation in the second quarter of 2015.*

Washington Cities Business License and Tax Portal Agency
Expenditure Budget Details
March 8, 2017

									Delta					
		2016 Actuals	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2016 Actuals to FY17 Budget	FY17 Budget to FY18 Budget	FY18 Budget to FY19 Budget	FY19 Budget to FY20 Budget	FY20 Budget to FY21 Budget	FY21 Budget to FY22 Budget
Personnel costs assumes max rate, 35% burden and 3% cola each year	**FTE**													
Portal Manager (assumes existing position salary)	1	110,965	157,641	162,370	167,241	172,259	177,426	182,749	-46,676	-4,729	-4,871	-5,017	-5,168	-5,323
Administrative Specialist (assume mid range)	0.5	55,483	48,608	50,066	51,568	53,115	54,709	56,350	6,875	-1,458	-1,502	-1,547	-1,593	-1,641
Project Manager/Business Analyst (assume mid range)	1	110,965	127,703	131,534	135,480	139,545	143,731	148,043	-16,738	-3,831	-3,946	-4,064	-4,186	-4,312
Labor Total	**2.5**	**277,413**	**333,952**	**343,971**	**354,290**	**364,918**	**375,866**	**387,142**	**-56,539**	**-10,019**	**-10,319**	**-10,629**	**-10,948**	**-11,276**
Consultants and Service Fees														
Outside Accounting Services		25,890	26,506	27,169	27,821	28,461	29,115	29,785	-616	-663	-652	-640	-655	-670
State Auditor		0	10,693	10,961	11,224	11,482	11,746	12,016	-10,693	-267	-263	-258	-264	-270
Insurance and WCIA Fee		5,200	5,882	6,029	6,173	6,315	6,461	6,609	-682	-147	-145	-142	-145	-149
Bank Fees		177	1,474	1,511	1,547	1,583	1,619	1,657	-1,297	-37	-36	-36	-36	-37
Consultants and Service Fees, Total		**31,267**	**44,556**	**45,670**	**46,766**	**47,841**	**48,942**	**50,067**	**-13,289**	**-1,114**	**-1,096**	**-1,076**	**-1,100**	**-1,126**
Overhead														
Legal		29,408	31,852	32,649	33,432	34,201	34,988	35,793	-2,444	-796	-784	-769	-787	-805
City of Seattle Technology Fees		140	2,139	2,192	2,245	2,296	2,349	2,403	-1,999	-53	-53	-52	-53	-54
Office and Operating Supplies		1,068	5,347	5,480	5,612	5,741	5,873	6,008	-4,279	-134	-132	-129	-132	-135
Printing		126	5,347	5,480	5,612	5,741	5,873	6,008	-5,221	-134	-132	-129	-132	-135
Licenses/Memberships		5,380	5,347	5,480	5,612	5,741	5,873	6,008	33	-134	-132	-129	-132	-135
Other		4,081	0	0	0	0	0	0	4,081	0	0	0	0	0
Marketing		0	5,000	5,125	5,248	5,369	5,492	5,619	-5,000	-125	-123	-121	-123	-126
Overhead Total		**40,203**	**55,031**	**56,407**	**57,761**	**59,089**	**60,448**	**61,839**	**-14,828**	**-1,376**	**-1,354**	**-1,329**	**-1,359**	**-1,390**
Info. Technology														
ASP Hosting fees	0.1204	51,642	55,000	56,375	57,728	59,056	60,414	61,804	-3,358	-1,375	-1,353	-1,328	-1,358	-1,390
SAAS per Year	0.3282	140,841	150,000	153,750	157,440	161,061	164,766	168,555	-9,159	-3,750	-3,690	-3,621	-3,704	-3,790
FileLocal.org Hosting Fees	0.0118	5,070	5,400	5,535	5,668	5,798	5,932	6,068	-330	-135	-133	-130	-133	-136
USPS Address Validation (assumes 50,000 new address validations at .04 cents to be trued up after one full year of operation)	0.0044	1,878	2,000	2,050	2,099	2,147	2,197	2,247	-122	-50	-49	-48	-49	-51
Transaction Fees (cost per transaction is $1.4 for 2017 and goes up subsequent years per agreed upon payment schedule; uses the same adoption rate as user fees as well as the baseline budget allocation transaction count of 307,776 from updated 2012 #'s)	0.0429	18,403	19,600	62,700	83,970	122,525	170,777	241,855	-1,197	-43,100	-21,270	-38,555	-48,252	-71,078
Contract with Leviathan for security monitoring and auditing (Note 1)	0.1094	46,947	50,000	51,250	52,480	53,687	54,922	56,185	-3,053	-1,250	-1,230	-1,207	-1,235	-1,263
Miscellaneous Technology Expense (Eg. Performance Testing,ADA)	0.0547	23,473	25,000	25,625	26,240	26,844	27,461	28,093	-1,527	-625	-615	-604	-617	-632
Software Development	0.3282	140,841	150,000	150,000	150,000	150,000	150,000	150,000	-9,159	0	0	0	0	0
Info. Technology, Total		**429,095**	**457,000**	**507,285**	**535,625**	**581,118**	**636,468**	**714,807**	**-27,905**	**-50,285**	**-28,340**	**-45,493**	**-55,350**	**-78,339**
Total Operating Expenditures		**777,978**	**890,539**	**953,332**	**994,441**	**1,052,967**	**1,121,724**	**1,213,854**	**-112,561**	**-62,793**	**-41,109**	**-58,526**	**-68,757**	**-92,131**
Reserves														
Operating Reserve - 15%		0	133,581	143,000	149,166	157,945	168,259	182,078	-133,581	-9,419	-6,166	-8,779	-10,314	-13,820
Prior Year(s) Reserve			95,349	133,581	143,000	149,166	157,945	168,259	-95,349	-38,232	-9,419	-6,166	-8,779	-10,314
Current Year Reserve Need		**0**	**38,232**	**9,419**	**6,166**	**8,779**	**10,314**	**13,820**	**-38,232**	**28,813**	**3,253**	**-2,613**	**-1,535**	**-3,506**
Total Budget		**777,978**	**928,771**	**962,751**	**1,000,608**	**1,061,746**	**1,132,037**	**1,227,674**	**-150,793**	**-33,980**	**-37,856**	**-61,138**	**-70,292**	**-95,637**
Unspent/committed fund balance														
Capital recovery payment		24,000	12,000	14,000	14,000	14,000	14,000	14,000	12,000	-2,000	0	0	0	0
Total		801,978	940,771	976,751	1,014,608	1,075,746	1,146,037	1,241,674	-138,793	-35,980	-37,856	-61,138	-70,292	-95,637

Washington Cities Business License and Tax Portal Agency
Projected Reimbursable Costs and Capital Recovery Fees
March 8, 2017

								Delta					
	2016 Actual	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2016 Actuals to FY17 Budget	FY17 Budget to FY18 Budget	FY18 Budget to FY19 Budget	FY19 Budget to FY20 Budget	FY20 Budget to FY21 Budget	FY21 Budget to FY22 Budget
1. Reimbursable Costs													
Total Expenditures	801,978	940,771	976,751	1,014,608	1,075,746	1,146,037	1,241,674	(138,793)	(35,980)	(37,856)	(61,138)	(70,292)	(95,637)
Fund carryover	465,898	151,578	-	-	-	-	-	314,320	151,578	-	-	-	-
User fees	31,796	56,000	167,200	223,920	306,312	426,943	604,638	(24,204)	(111,200)	(56,720)	(82,392)	(120,631)	(177,694)
Costs to be allocated	304,284	733,193	809,551	790,688	769,434	719,094	637,037	(428,909)	(76,358)	18,864	21,254	50,339	82,058
- Seattle	406,490	502,378	549,167	536,145	521,474	486,725	430,081	(95,888)	(46,789)	13,022	14,671	34,749	56,644
- Bellevue	59,172	73,130	79,941	78,046	75,910	70,852	62,606	(13,958)	(6,811)	1,896	2,136	5,058	8,246
- Tacoma	95,664	118,231	129,242	126,177	122,725	114,547	101,216	(22,567)	(11,011)	3,065	3,453	8,178	13,331
- Everett	27,536	34,032	37,201	36,319	35,325	32,971	29,134	(6,496)	(3,169)	882	994	2,354	3,837
Total estimated reimbusable costs (revenue)	588,862	727,771	795,551	776,688	755,434	705,094	623,037	(138,909)	(67,780)	18,864	21,254	50,339	82,058
2. Capital Recovery Fees													
Bellevue	8,000	4,000	6,000	6,000	6,000	6,000	6,000	4,000	(2,000)	-	-	-	-
Tacoma	12,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	-	-	-	-	-
Everett	4,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	-	-	-	-	-
Total Capital Recovery Fees	24,000	12,000	14,000	14,000	14,000	14,000	14,000	12,000	(2,000)	-	-	-	-
	612,862	739,771	809,551	790,688	769,434	719,094	637,037						

Washington Cities Business License and Tax Portal Agency
CPI
March 8, 2017

	2015	2016	2017	2018	2019	2020	2021	2022
CPI-U-Sea-Tac-Bell MSA	0.74%	2.42%	2.38%	2.50%	2.40%	2.30%	2.30%	2.30%

CPI data is based on CPI Seattle Forecast from City Budget Offic as of 03/08/2017.

Washington Cities Business License and Tax Portal Agency
Fund Balance Projection
March 8, 2017

	2016 Actual	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	Delta 2016 Actuals to FY17 Budget	Delta FY17 Budget to FY18 Budget	Delta FY18 Budget to FY19 Budget	Delta FY19 Budget to FY20 Budget	Delta FY20 Budget to FY21 Budget	Delta FY21 Budget to FY22 Budget
Revenue													
Fund Carryover	465,898	151,578	-	-	-	-	-	314,320	151,578	-	-	-	-
User Fees	31,796	56,000	167,200	223,920	306,312	426,943	604,638	(24,204)	(111,200)	(56,720)	(82,392)	(120,631)	(177,694)
Reimbursable Costs		-	-	-	-	-	-	-	-	-	-	-	-
- City of Seattle	406,490	502,378	549,167	536,145	521,474	486,725	430,081	(95,888)	(46,789)	13,022	14,671	34,749	56,644
- City of Bellevue	59,172	73,130	79,941	78,046	75,910	70,852	62,606	(13,958)	(6,811)	1,896	2,136	5,058	8,246
- City of Tacoma	95,664	118,231	129,242	126,177	122,725	114,547	101,216	(22,567)	(11,011)	3,065	3,453	8,178	13,331
- City of Everett	27,536	34,032	37,201	36,319	35,325	32,971	29,134	(6,496)	(3,169)	882	994	2,354	3,837
Total Reimbursable Costs	588,862	727,771	795,551	776,688	755,434	705,094	623,037	(138,909)	(67,780)	18,864	21,254	50,339	82,058
Capital Cost Recovery Charges								-	-	-	-	-	-
- City of Bellevue	8,000	4,000	6,000	6,000	6,000	6,000	6,000	4,000	(2,000)	-	-	-	-
- City of Tacoma	12,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	-	-	-	-	-
- City of Everett	4,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	-	-	-	-	-
Total Capital Cost Recovery Charges	24,000	12,000	14,000	14,000	14,000	14,000	14,000	12,000	(2,000)	-	-	-	-
Total Revenue	**1,110,556**	**947,349**	**976,751**	**1,014,608**	**1,075,746**	**1,146,037**	**1,241,674**	**163,207**	**(29,402)**	**(37,856)**	**(61,138)**	**(70,292)**	**(95,637)**
Expenditures													
Labor	277,413	333,952	343,971	354,290	364,918	375,866	387,142	(56,539)	(10,019)	(10,319)	(10,629)	(10,948)	(11,276)
Contracts	31,267	44,556	45,670	46,766	47,841	48,942	50,067	(13,289)	(1,114)	(1,096)	(1,076)	(1,100)	(1,126)
Overhead	40,203	55,031	56,407	57,761	59,089	60,448	61,839	(14,828)	(1,376)	(1,354)	(1,329)	(1,359)	(1,390)
Technology costs	429,095	457,000	507,285	535,625	581,118	636,468	714,807	(27,905)	(50,285)	(28,340)	(45,493)	(55,350)	(78,339)
Capital cost recovery payments	24,000	12,000	14,000	14,000	14,000	14,000	14,000	12,000	(2,000)	-	-	-	-
Operating reserve		38,232	9,419	6,166	8,779	10,314	13,820	(38,232)	28,813	3,253	(2,613)	(1,535)	(3,506)
Total Expenditures	**801,978**	**940,771**	**976,751**	**1,014,608**	**1,075,746**	**1,146,037**	**1,241,674**	**(138,793)**	**(35,980)**	**(37,856)**	**(61,138)**	**(70,292)**	**(95,637)**
Ending Fund Balance at 12/31/2016	308,578	6,578	-	-	-	-	-	302,000	6,578	-	-	-	-
Less: Carryover to be reduced reimbursable costs	(157,000)							(157,000)	-	-	-	-	-
Carryover for 2017 Budget	151,578	6,578	-	-	-	-	-	145,000	6,578	-	-	-	-

Leviathan Contract Renewal Status

- 3/2017 Contract Updated/Reviewed by David Linehan
- 3/2017 Sent to Leviathan
- 4/2017 Contract Finalized

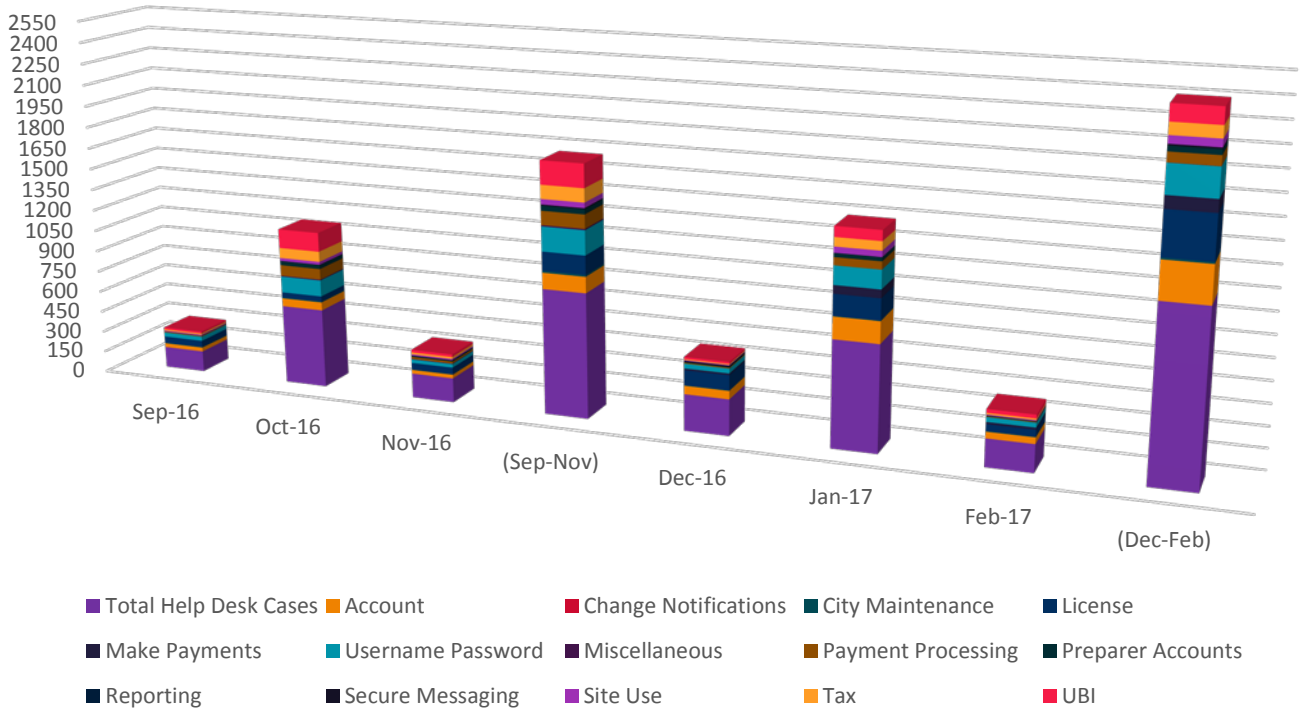
Project Manager Position Update

- 11/2016 Position Opened
- 12/2016 Position Posted
- 1/2017 Position Closed with 27 applications
- 3/2017 Four candidates were interviewed by Kevin Fitzpatrick, Laurie McVay, Troy Lucas, Jenni Barrett, Sharon Fuller
- 4/2017 Position Filled

FileLocal: Monthly Business Review

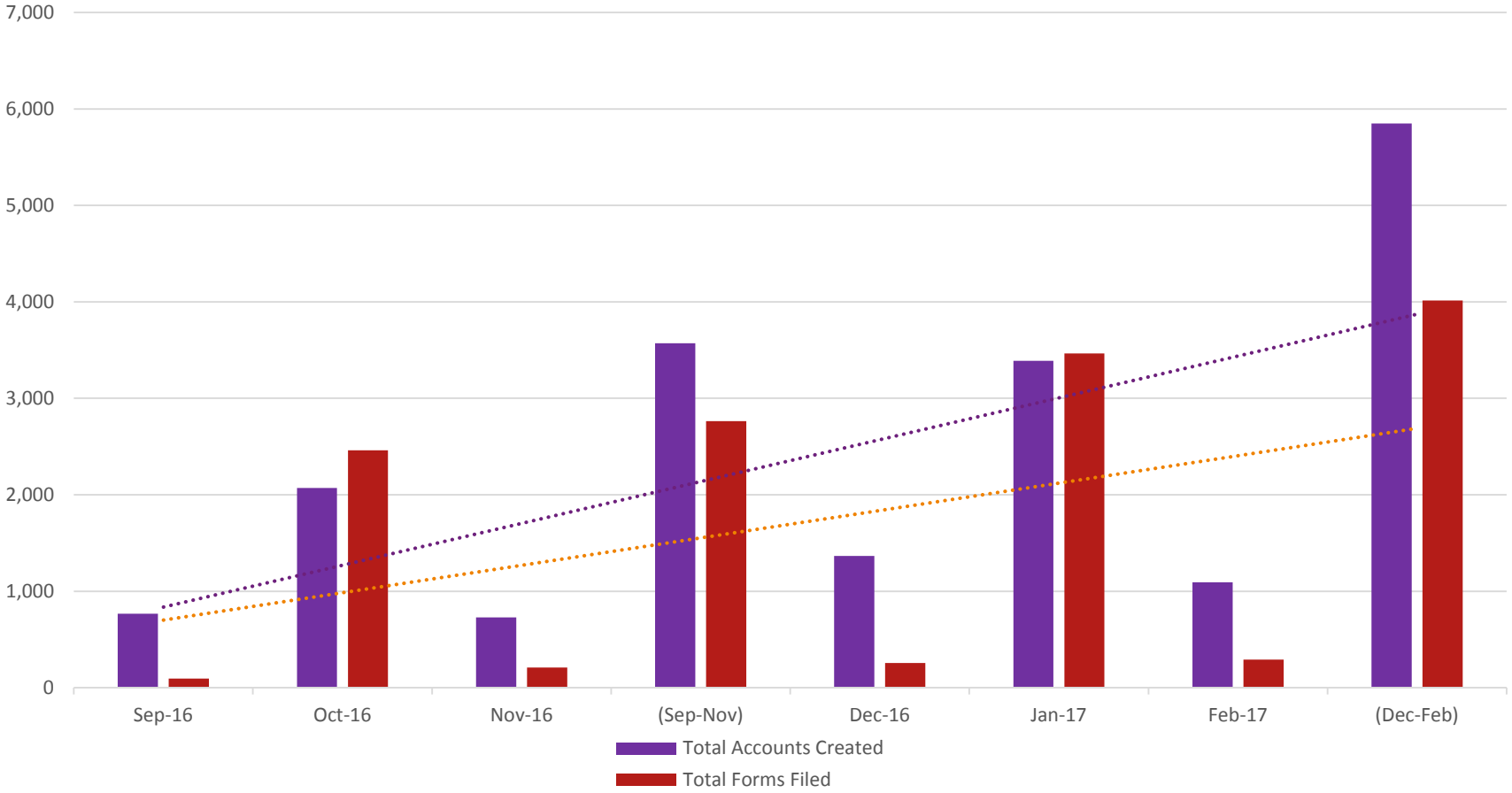
February 2017

Help Desk - by Functional Category/Month



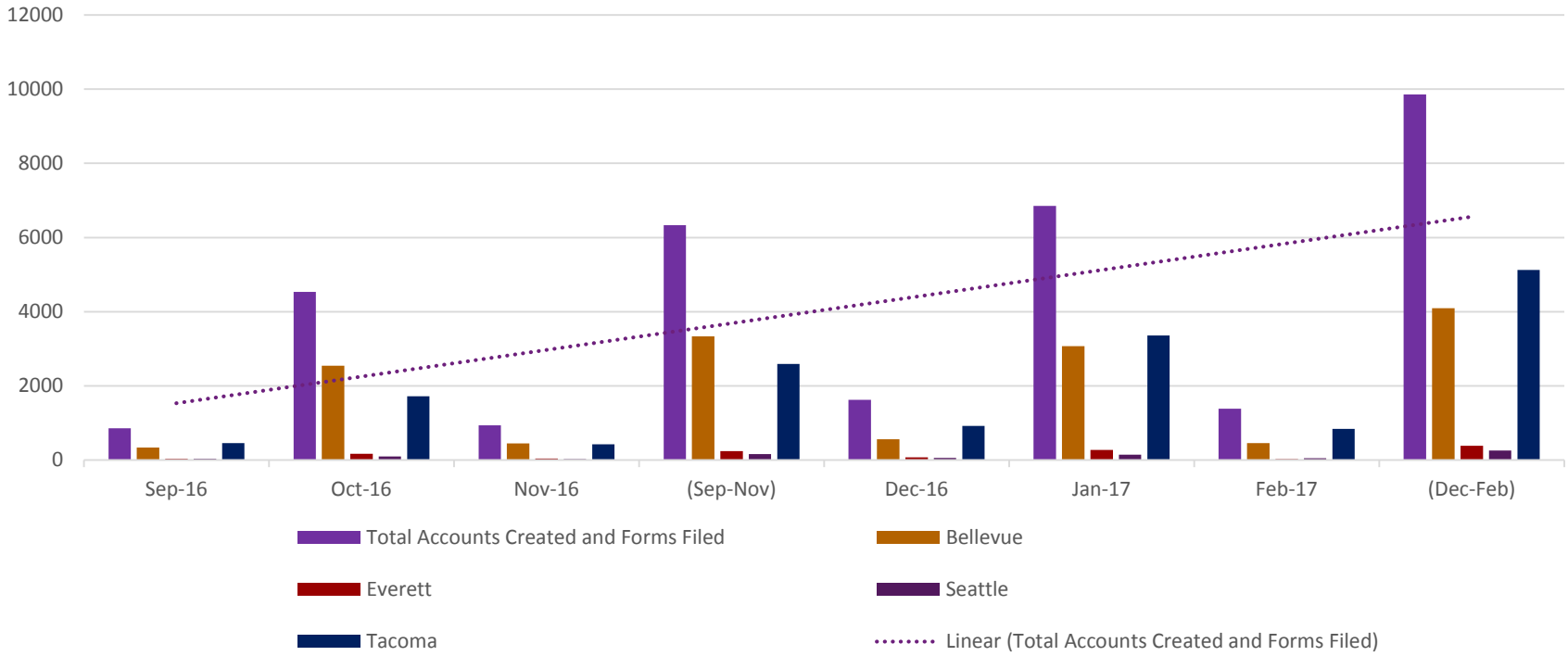
- Help desk calls are up 319 calls Qtr. on Qtr. but down 1.8% as a percentage of calls versus accounts created and forms filed.
- Two categories had the most activity - account set up (up 143) and license (up 164). These were also the same two categories with the most frequency in Feb.
- The Feb account set up calls were primarily related to account numbers already active (7), general account set up (16) and change of legal business name (7).
- In the license area, the Feb calls were primarily related to general filing assistance (19) and printing licenses (14).

Total Accounts Created and Forms Filed



Total accounts created (up 2.2k) and forms filed (up 1.3k) is up 3.5k Qtr. on Qtr. Renewals continue to drive the growth with 1.2k renewals filed in the Dec-Feb time frame.

Accounts Created and Forms Filed By City

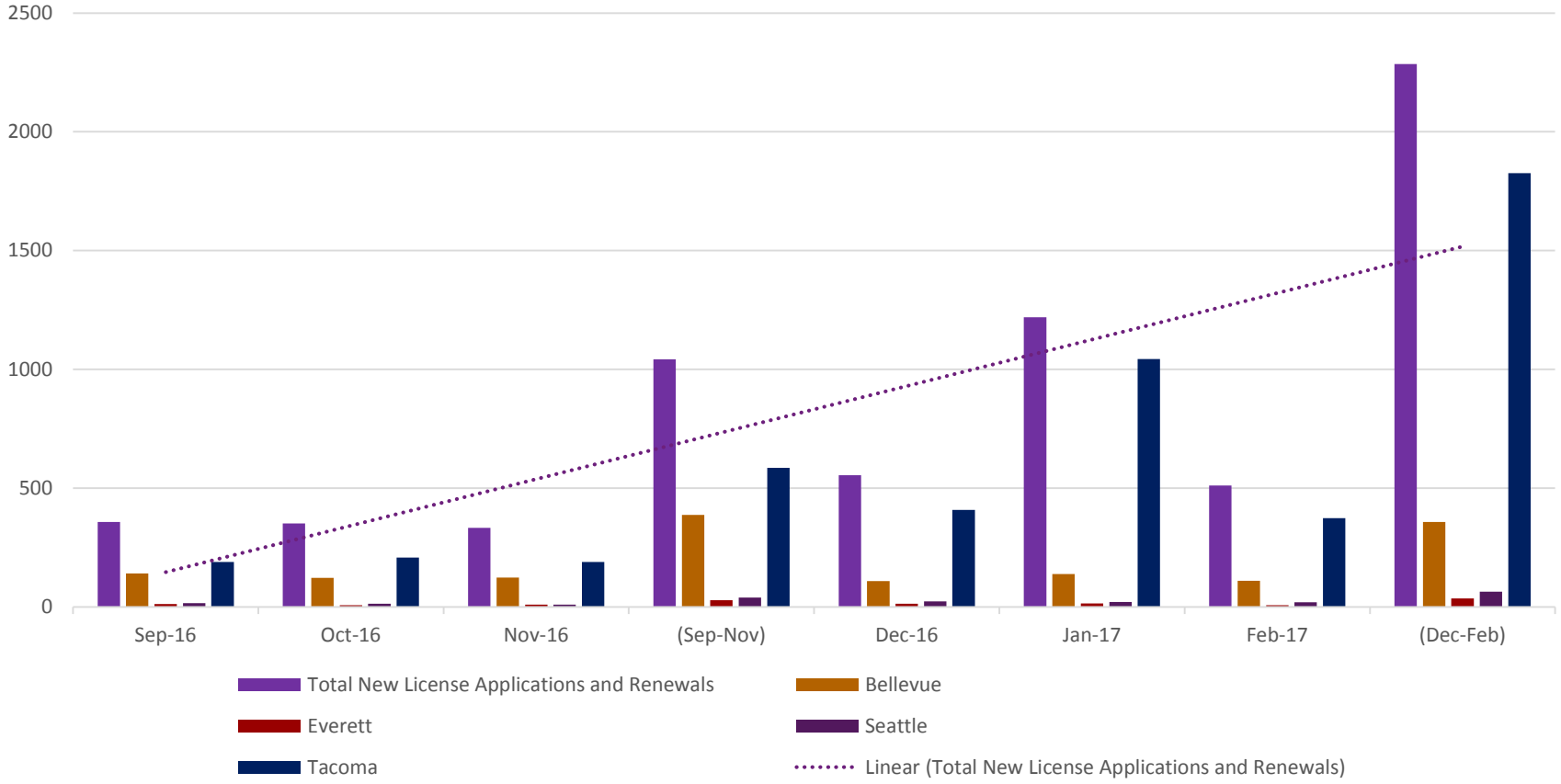


*** By City is projected using overall city usage**

Accounts created and forms filed is up 3.5k Qtr. on Qtr. All cities were up led by:

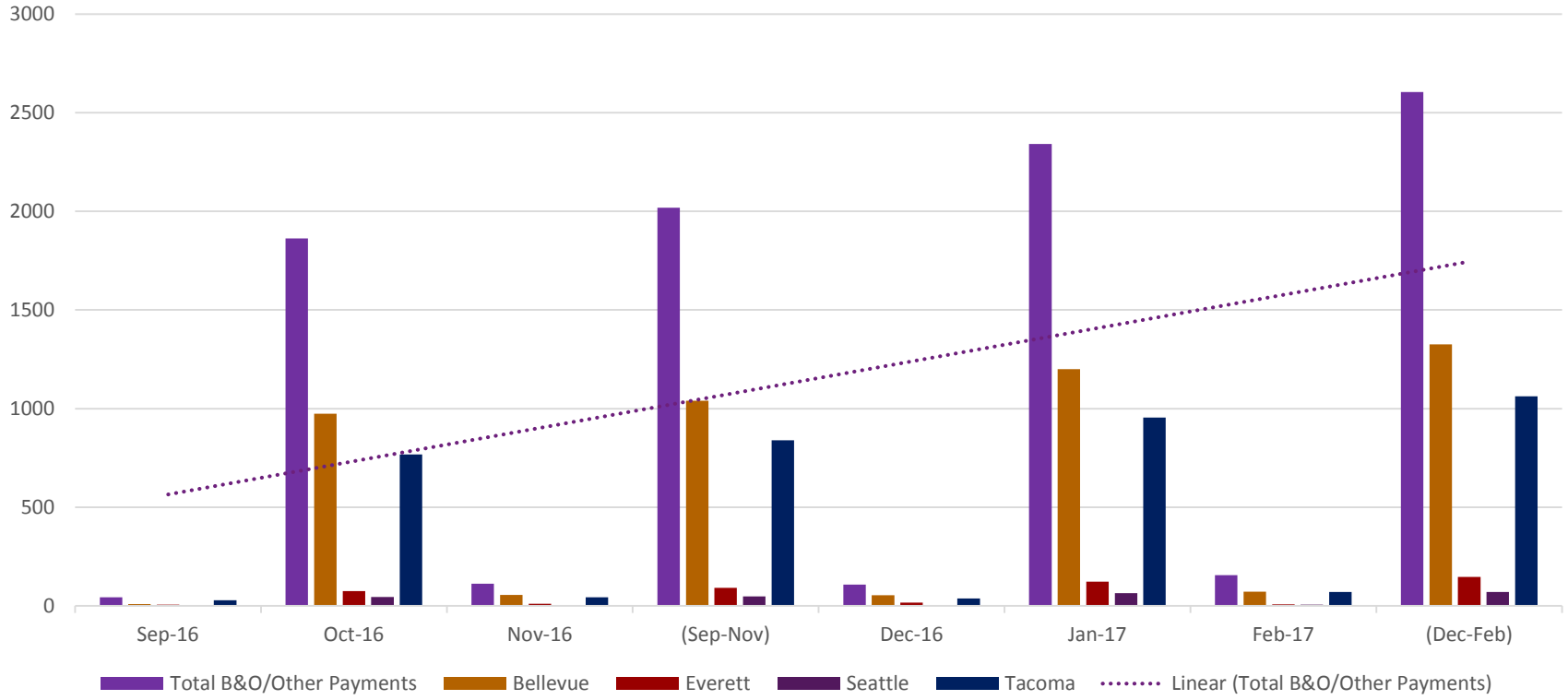
- Tacoma (up 2.5k)
- Bellevue (up .8k)
- Everett (up .14k)
- and Seattle (up .1k)

License Applications and Renewals by City/Total



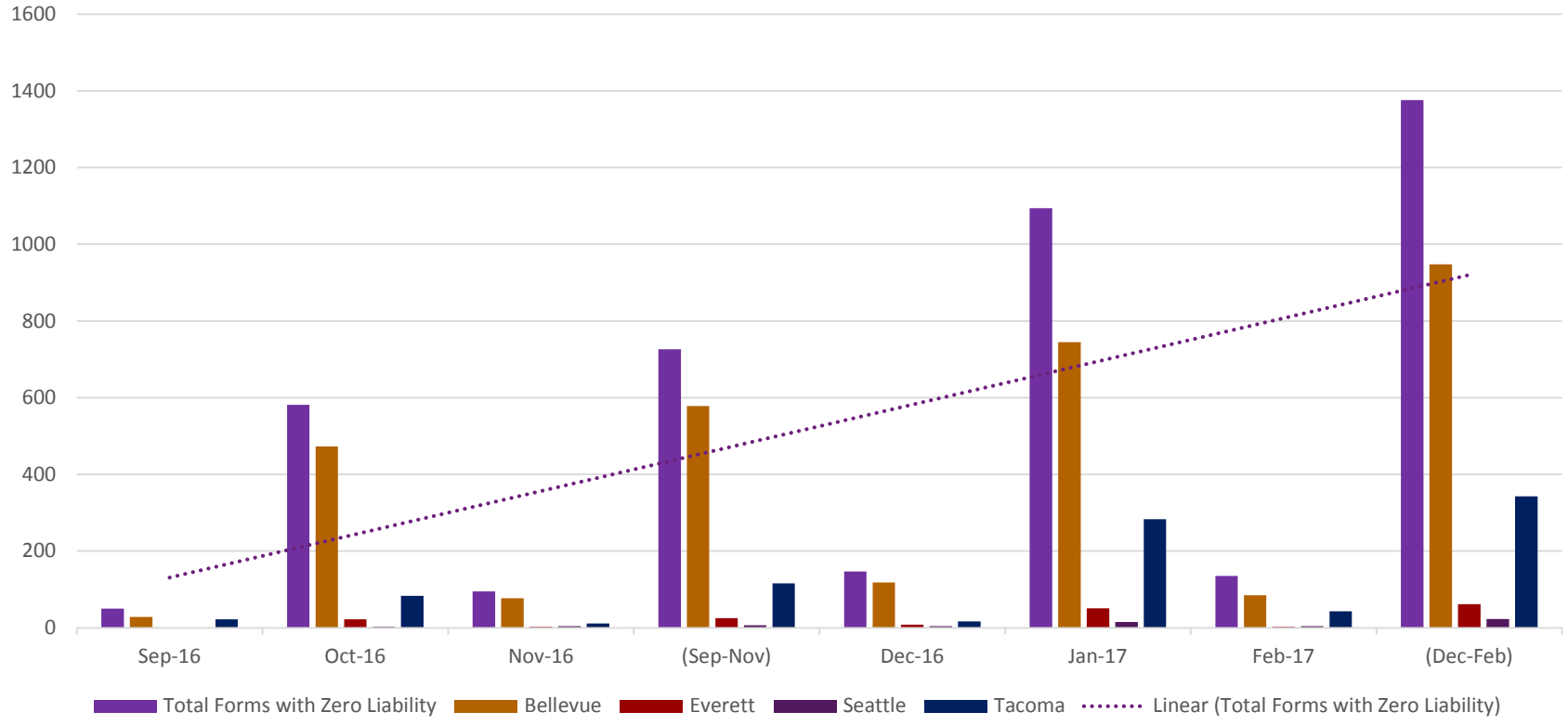
License applications and renewals are up 1.24k Qtr. on Qtr. This is primarily related to renewals activity in Tacoma (up 1.2k)

Payments by City/Month



Total Payments by City is up $1.5m Qtr. on Qtr. This is due to increases in Bellevue (up $707k), Tacoma (up $519k), Everett (up $139k) and Seattle (up $89k)

Forms with Zero Liability by City/Month



Forms with zero liability is up 650 filings Qtr. on Qtr. The increase is primarily due to increases in Bellevue (up 370), Tacoma (up 227) followed by Everett (up 37) and Seattle (up 16).