FileLocal

Executive Board:

Susy Haugen, Chair
City of Everett

Toni Call
City of Bellevue

Chris Bothwell
City of Lake Forest Park

Glen Lee
City of Seattle

Andy Cherullo
City of Tacoma

Executive Board Agenda

September 25, 2017

SEATTLE MUNICIPAL TOWER CONFERENCE ROOM 4070
SEATTLE, WA

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

2. **PUBLIC COMMENT***

3. **APPROVAL OF JUNE 12, 2017 MEETING SUMMARY** Page 2

4. **REVIEW OF MAY, JUNE, JULY, AND AUGUST 2017 FINANCIAL STATEMENTS** Page 4
   A. Cash Status Report, Aug 2017 Page 20

5. **DISCUSSION ITEMS**
   A. New City Onboarding Update Page 21

6. **OTHER BUSINESS**
   A. Monthly Business Report Page 22

7. **NEXT MEETING:**
   A. Executive Board meeting: Monday, December 11, 2017, at 12:00 pm
   B. Operations Committee Meeting: Monday, November 27, 2017, at 2:00 pm

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.

FileLocal

Executive Board Meeting Summary

June 12, 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 June 12, 2017, meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 12:04 p.m. and held in Conference Room 4070 of the Seattle Municipal Tower in Seattle, Washington.

ROLL CALL

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

Staff: Kevin Fitzpatrick, Laurie McVay, Horace Francis (phone), David Linehan (phone), Isie Wong (phone)

Guests/Public: Chris Bothwell, City of Lake Forest Park

2. PUBLIC COMMENT

There were no public comments.

3. APPROVAL OF MEETING SUMMARY

On a motion made by Toni Call and seconded by Andy Cherullo, the board approved the March 27, 2017, meeting summary.

4. REVIEW OF FINANCIAL STATEMENT

Kevin Fitzpatrick summarized the March and April 2017 financial statements. There were no questions or comments.

5. ACTION ITEMS

A. FL2017-04 – ILA Amendment No. 1

*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.

Kevin explained that the purpose of the resolution is to extend by 3 years the Agency cost allocation methodology. There was discussion around amending the ILA so that future revisions to calculation methodology will not require approval by the cities' legislative body. The Board may revisit this discussion if this type of situation comes up again; no action will be taken now.

I. On a motion made by Andy Cherullo and seconded by Glen Lee, the resolution passed unanimously.

B. FL2017-05 – City of Lake Forest Park – Principal city

I. Kevin walked through the key onboarding milestones, options, and the differences between onboarding as subscribers vs. principals. The City of Lake Forest Park wishes to be a principal; Kevin outlined the pros and cons of Lake Forest Park's becoming a principal.

II. Discussion regarding how we define "small" cities (see ILA §7) and processes when the board gets close to the maximum allowed representation. The Board generally agreed that it would be prudent to review the ILA for any changes needed to better define processes and terminology. ***Kevin will review the ILA and come back to the board with recommendations***.

III. On a motion made by Glen Lee and seconded by Andy Cherullo, the resolution to admit the City of Lake Forest Park as a principal passed unanimously.

6. DISCUSSION ITEMS:

A. Kevin and Horace Francis reviewed the annual financial report submitted to the Washington State Office of the Auditor in May. There were no questions or comments.

B. Kevin reviewed the Monthly Business Report for May. Glen Lee noted that the City of Seattle is not where they want to be and are working hard to transition internal systems to allow for full participation.

7. ADJOURNMENT

On a motion made by Andy Cherullo and seconded by Glen Lee, the board unanimously voted to adjourned at 12:56 p.m.

Respectfully Submitted,

Laurie McVay
Secretary, FileLocal

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FileLocal
Financial Statements
August 31, 2017

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FILELOCAL
STATEMENT OF FINANCIAL POSITION
August 31, 2017

ASSETS		
Cash	$	538,703
Accounts receivable		70,256
Billable to Cities		132,995
Prepaid		60,661
Total Current Assets		802,615
TOTAL ASSETS	$	802,615
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	$	138,111
Accrued liabilities	$	8
Total Current Liabilities		138,118
TOTAL LIABILITIES	$	138,118
NET ASSETS		
Net assets, unrestricted	$	308,155
Net Income	$	356,342
TOTAL NET ASSETS	$	664,497
TOTAL LIABILITIES AND NET ASSETS	$	802,615

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

	June	July	August	YTD
REVENUES				
User fees	1,900	12,448	2,680	**48,792**
Reimbursable cost/Capital cost recovery charges				
City of Seattle	-	-	-	**502,378**
City of Bellevue	-	-	-	**77,130**
City of Tacoma	-	-	-	**124,231**
City of Everett	-	-	-	**36,032**
Total reimbursable cost	-	-	-	**739,771**
Shared cost reimbursements		116,329	32,832	**149,161**
Total revenues	1,900	128,777	35,512	**937,724**
EXPENSES				
Accounting fees	7,259	1,972	2,208	**22,790**
Agency IT costs	-	-	-	**-**
Bank fees	-	33	-	**196**
Conference costs	1,600	-	-	**-**
Consulting	-	-	-	**2,775**
Capital Recovery Payment	-	-	-	**-**
Insurance	433	433	433	**3,464**
Labor costs	27,829	27,829	27,829	**212,448**
Legal fees	865	-	553	**7,176**
License and membership fees	-	-	-	**815**
Meals and entertainment	91	-	-	**309**
Office and operation supplies	99	-	17	**947**
Printing and copying	-	-	-	**-**
Technology costs	17,750	(35,288)	14,950	**158,388**
Transaction fees	1,168	918	5,516	**21,949**
Travel Expense	767	-	-	**965**
Reimbursable Shared Costs		116,329	32,832	**149,161**
Total expenses	57,861	112,226	84,337	**581,382**
CHANGE IN NET ASSETS	(55,961)	16,551	(48,825)	**356,342**

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

	Budget	YTD Budget	YTD Actual	Variance
REVENUES				
Fund carryover	$ 151,578	101,052	$ -	$ (101,052)
User fees	$ 56,000	37,333	48,792	11,459
Reimbursable cost/Capital cost recovery charges		-		
City of Seattle	$ 502,378	334,919	502,378	167,459
City of Bellevue	$ 77,130	51,420	77,130	25,710
City of Tacoma	$ 124,231	82,820	124,231	41,411
City of Everett	$ 36,032	24,021	36,032	12,011
Total reimbursable cost	739,771	493,181	739,771	246,590
Total revenues	947,349	631,566	788,563	156,997
EXPENSES				
Labor costs	333,952	222,635	212,448	(10,186)
Contracts	44,556	29,704	26,450	(3,254)
Overhead	55,031	36,688	9,903	(26,785)
Technology costs	457,000	304,667	180,337	(124,330)
Operating reserve	38,232	25,488	-	(25,488)
Capital cost recovery payments	12,000	8,000	-	(8,000)
Consulting	-	-	2,775	2,775
Meals and entertainment	-	-	309	309
Total operating expenses	940,771	627,181	432,221	(194,960)
CHANGE IN NET ASSETS			356,342	
NET ASSETS, AS OF JANUARY 1, 2017			308,155	
NET ASSETS, AS OF JULY 31, 2017			664,497	
Schedule I - Contracts				
Accounting	26,506	17,671	22,790	5,119
Auditing	10,693	7,129	-	(7,129)
Insurance	5,882	3,921	3,464	(457)
Bank fees	1,474	983	196	(787)
Total	44,556	29,704	26,450	(3,254)
Schedule II - Overhead				
Legal	31,852	21,235	7,176	(14,059)
Office and operating supplies	5,347	3,564	947	(2,618)
Printing	5,347	3,564	-	(3,564)
Licenses/Memberships	5,347	3,564	1,780	(1,785)
Agency IT costs	2,139	1,426	-	(1,426)
Marketing	5,000	3,333		(3,333)
Total	55,031	36,688	9,903	(26,785)

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FILELOCAL
STATEMENT OF FINANCIAL POSITION
July 31, 2017

ASSETS		
Cash	$	560,001
Accounts receivable		118,477
Billable to Cities		100,163
Prepaid		75,594
Total Current Assets		854,235
TOTAL ASSETS	$	854,235
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	$	140,905
Accrued liabilities	$	8
Total Current Liabilities		140,913
TOTAL LIABILITIES	$	140,913
NET ASSETS		
Net assets, unrestricted	$	308,155
Net Income	$	405,167
TOTAL NET ASSETS	$	713,322
TOTAL LIABILITIES AND NET ASSETS	$	854,235

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

	May	June	July	YTD
REVENUES				
User fees	2,756	1,900	12,448	**46,112**
Reimbursable cost/Capital cost recovery charges	-			
City of Seattle	-	-	-	**502,378**
City of Bellevue	-	-	-	**77,130**
City of Tacoma	-	-	-	**124,231**
City of Everett	-	-	-	**36,032**
Total reimbursable cost	-	-	-	**739,771**
Shared cost reimbursements			116,329	**116,329**
Total revenues	2,756	1,900	128,777	**902,212**
EXPENSES				
Accounting fees	2,208	7,259	1,972	**20,582**
Agency IT costs	-	-	-	**-**
Bank fees	-	-	33	**196**
Conference costs	-	1,600	-	**-**
Consulting	-	-	-	**2,775**
Capital Recovery Payment	-	-	-	**-**
Insurance	433	433	433	**3,031**
Labor costs	24,000	27,829	27,829	**184,619**
Legal fees	2,671	865	-	**6,623**
License and membership fees	-	-	-	**815**
Meals and entertainment	-	91	-	**309**
Office and operation supplies	-	99	-	**930**
Printing and copying	-	-	-	**-**
Technology costs	35,254	17,750	(35,288)	**143,438**
Transaction fees	4,361	1,168	918	**16,433**
Travel Expense	-	767	-	**965**
Reimbursable Shared Costs			116,329	**116,329**
Total expenses	68,927	57,861	112,226	**497,045**
CHANGE IN NET ASSETS	(66,171)	(55,961)	16,551	**405,167**

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

	Budget	YTD Budget	YTD Actual	Variance
REVENUES				
Fund carryover	$ 151,578	88,421	$ -	$ (88,421)
User fees	$ 56,000	32,667	46,112	13,445
Reimbursable cost/Capital cost recovery charges		-		
City of Seattle	$ 502,378	293,054	502,378	209,324
City of Bellevue	$ 77,130	44,993	77,130	32,137
City of Tacoma	$ 124,231	72,468	124,231	51,763
City of Everett	$ 36,032	21,018	36,032	15,014
Total reimbursable cost	739,771	431,533	739,771	308,238
Total revenues	947,349	552,620	785,883	233,263
EXPENSES				
Labor costs	333,952	194,805	184,619	(10,186)
Contracts	44,556	25,991	23,809	(2,182)
Overhead	55,031	32,102	9,333	(22,768)
Technology costs	457,000	266,583	159,871	(106,712)
Operating reserve	38,232	22,302	-	(22,302)
Capital cost recovery payments	12,000	7,000	-	(7,000)
Consulting	-	-	2,775	2,775
Meals and entertainment	-	-	309	309
Total operating expenses	940,771	548,783	380,716	(168,067)
CHANGE IN NET ASSETS			405,167	
NET ASSETS, AS OF JANUARY 1, 2017			308,155	
NET ASSETS, AS OF JULY 31, 2017			713,322	
Schedule I - Contracts				
Accounting	26,506	15,461.94	20,582	5,120
Auditing	10,693	6,237.83	-	(6,238)
Insurance	5,882	3,431.01	3,031	(400)
Bank fees	1,474	859.99	196	(664)
Total	44,556	25,991	23,809	(2,182)
Schedule II - Overhead				
Legal	31,852	18,581	6,623	(11,957)
Office and operating supplies	5,347	3,119	930	(2,189)
Printing	5,347	3,119	-	(3,119)
Licenses/Memberships	5,347	3,119	1,780	(1,339)
Agency IT costs	2,139	1,248	-	(1,248)
Marketing	5,000	2,917		(2,917)
Total	55,031	32,102	9,333	(22,768)

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FILELOCAL
STATEMENT OF FINANCIAL POSITION
June 30, 2017

ASSETS		
Cash	**$**	**662,090**
Accounts receivable		**-**
Due from Cities		**133,423**
Prepaid		**90,527**
Total Current Assets		**886,040**
TOTAL ASSETS	**$**	**886,040**
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	**$**	**164,997**
Accrued liabilities	**$**	**24,272**
Total Current Liabilities		**189,269**
TOTAL LIABILITIES	**$**	**189,269**
NET ASSETS		
Net assets, unrestricted	**$**	**308,155**
Net Income	**$**	**388,616**
TOTAL NET ASSETS	**$**	**696,771**
TOTAL LIABILITIES AND NET ASSETS	**$**	**886,040**

FILE LOCAL
STATEMENT OF ACTIVITIES
FOR THE MONTH AND YEAR-TO-DATE ENDED June 30, 2017

	April	May	June	YTD
REVENUES				
User fees	10,152	2,756	1,900	**33,664**
Reimbursable cost/Capital cost recovery charges	-	-		
City of Seattle	-	-	-	**502,378**
City of Bellevue	-	-	-	**77,130**
City of Tacoma	-	-	-	**124,231**
City of Everett	-	-	-	**36,032**
Total reimbursable cost	-	-	-	**739,771**
Total revenues	10,152	2,756	1,900	**773,435**
EXPENSES				
Accounting fees	2,000	2,208	7,259	**18,610**
Agency IT costs	-	-	-	**-**
Bank fees	20	-	-	**163**
Conference costs	1,000	-	1,600	**2,775**
Consulting	-	-	-	**-**
Capital Recovery Payment	-	-	-	**-**
Insurance	433	433	433	**2,598**
Labor costs	23,104	24,000	27,829	**156,790**
Legal fees	2,373	2,671	865	**6,623**
License and membership fees	-	-	-	**815**
Meals and entertainment	-	-	91	**309**
Office and operation supplies	120	-	99	**930**
Printing and copying	-	-	-	**-**
Technology costs	27,455	35,254	17,750	**178,725**
Transaction fees	1,169	4,361	1,168	**15,515**
Travel Expense	-	-	767	**965**
Total expenses	57,673	68,927	57,861	**384,819**
CHANGE IN NET ASSETS	(47,521)	(66,171)	(55,961)	**388,616**

FILELOCAL
SCHEDULE OF BUDGET AND ACTUAL
FOR THE YEAR TO DATE ENDED June 30, 2017

	Budget	YTD Budget	YTD Actual	Variance
REVENUES				
Fund carryover	$ 151,578	75,789	$ -	$ (75,789)
User fees	$ 56,000	28,000	33,664	5,664
Reimbursable cost/Capital cost recovery charges		-		
City of Seattle	$ 502,378	251,189	502,378	251,189
City of Bellevue	$ 77,130	38,565	77,130	38,565
City of Tacoma	$ 124,231	62,115	124,231	62,116
City of Everett	$ 36,032	18,016	36,032	18,016
Total reimbursable cost	739,771	369,885	739,771	369,886
Total revenues	947,349	473,674	773,435	299,761
EXPENSES				
Labor costs	333,952	166,976	156,790	(10,186)
Contracts	44,556	22,278	21,371	(907)
Overhead	55,031	27,516	12,108	(15,407)
Technology costs	457,000	228,500	194,240	(34,260)
Operating reserve	38,232	19,116	-	(19,116)
Capital cost recovery payments	12,000	6,000	-	(6,000)
Consulting	-	-	-	-
Meals and entertainment	-	-	309	309
Total operating expenses	940,771	470,385	384,819	(85,567)
CHANGE IN NET ASSETS			388,616	
NET ASSETS, AS OF JANUARY 1, 2017			308,155	
NET ASSETS, AS OF JUNE 30, 2017			696,771	
Schedule I - Contracts				
Accounting	26,506	13,253.09	18,610	5,357
Auditing	10,693	5,346.71	-	(5,347)
Insurance	5,882	2,940.87	2,598	(343)
Bank fees	1,474	737.14	163	(574)
Total	44,556	22,278	21,371	(907)
Schedule II - Overhead				
Legal	31,852	15,926	6,623	(9,303)
Office and operating supplies	5,347	2,673	930	(1,743)
Printing	5,347	2,673	-	(2,673)
Licenses/Memberships	5,347	2,673	4,555	1,882
Agency IT costs	2,139	1,069	-	(1,069)
Marketing	5,000	2,500		(2,500)
Total	55,031	27,516	12,108	(15,407)

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FILELOCAL
STATEMENT OF FINANCIAL POSITION
May 31, 2017

ASSETS		
Cash	$	726,671
Accounts receivable		52
Due from Cities		42,446
Prepaid		105,460
Total Current Assets		874,629
TOTAL ASSETS	$	874,629
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	$	97,653
Accrued liabilities	$	24,244
Total Current Liabilities		121,897
TOTAL LIABILITIES	$	121,897
NET ASSETS		
Net assets, unrestricted	$	308,155
Net Income		444,577
TOTAL NET ASSETS	$	752,732
TOTAL LIABILITIES AND NET ASSETS	$	874,629

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

	March	April	May	YTD
REVENUES				
User fees	2,544	10,152	2,756	**31,764**
Reimbursable cost/Capital cost recovery charges	-	-	-	
City of Seattle	-	-	-	**502,378**
City of Bellevue	-	-	-	**77,130**
City of Tacoma	-	-	-	**124,231**
City of Everett	-	-	-	**36,032**
Total reimbursable cost	-	-	-	**739,771**
Total revenues	2,544	10,152	2,756	**771,535**
EXPENSES				
Accounting fees	2,000	2,000	2,208	**11,351**
Agency IT costs	-	-	-	**-**
Bank fees	53	20	-	**163**
Conference costs	175	1,000	-	**1,175**
Consulting	-	-	-	**-**
Capital Recovery Payment	-	-	-	**-**
Insurance	433	433	433	**2,165**
Labor costs	24,000	23,104	24,000	**128,961**
Legal fees	715	2,373	2,671	**5,759**
License and membership fees	25	-	-	**815**
Meals and entertainment	98	-	-	**217**
Office and operation supplies	34	120	-	**831**
Printing and copying	-	-	-	**-**
Technology costs	29,879	27,455	35,254	**160,976**
Transaction fees	1,124	1,169	4,361	**14,347**
Travel Expense	150	-	-	**197**
Total expenses	58,687	57,673	68,927	**326,958**
CHANGE IN NET ASSETS	(56,143)	(47,521)	(66,171)	**444,577**

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

	Budget	YTD Budget	YTD Actual	Variance
REVENUES				
Fund carryover	$ 151,578	63,158	$ -	$ (63,158)
User fees	$ 56,000	23,333	31,764	8,431
Reimbursable cost/Capital cost recovery charges		-		
City of Seattle	$ 502,378	209,324	502,378	293,054
City of Bellevue	$ 77,130	32,138	77,130	44,992
City of Tacoma	$ 124,231	51,763	124,231	72,468
City of Everett	$ 36,032	15,013	36,032	21,019
Total reimbursable cost	739,771	308,238	739,771	431,533
Total revenues	947,349	394,729	771,535	376,806
EXPENSES				
Labor costs	333,952	139,147	128,961	(10,185)
Contracts	44,556	18,565	13,679	(4,886)
Overhead	55,031	22,930	8,777	(14,152)
Technology costs	457,000	190,417	175,323	(15,094)
Operating reserve	38,232	15,930	-	(15,930)
Capital cost recovery payments	12,000	5,000	-	(5,000)
Consulting	-	-	-	-
Meals and entertainment	-	-	217	217
Total operating expenses	940,771	391,988	326,958	(65,030)
CHANGE IN NET ASSETS			444,577	
NET ASSETS, AS OF JANUARY 1, 2017			308,155	
NET ASSETS, AS OF MAY 31, 2017			752,732	
Schedule I - Contracts				
Accounting	26,506	11,044.24	11,351	307
Auditing	10,693	4,455.59	-	(4,456)
Insurance	5,882	2,450.72	2,165	(286)
Bank fees	1,474	614.28	163	(451)
Total	44,556	18,565	13,679	(4,886)
Schedule II - Overhead				
Legal	31,852	13,272	5,759	(7,513)
Office and operating supplies	5,347	2,228	831	(1,397)
Printing	5,347	2,228	-	(2,228)
Licenses/Memberships	5,347	2,228	2,187	(40)
Agency IT costs	2,139	891	-	(891)
Marketing	5,000	2,083		(2,083)
Total	55,031	22,930	8,777	(14,152)

FILE LOCAL
CASH STATUS VS. REMAINING BUDGETED EXPENSE
FOR THE MONTH ENDED AUGUST 31, 2017

Cash	$	538,703
A/R		70,256
Billable to cities		132,995
Total		**741,954**
Operating reserve		134,164
Cash available to spend		**607,790**
Remaining budgeted expense		508,550
Surplus(Deficit)	**$**	**99,241**

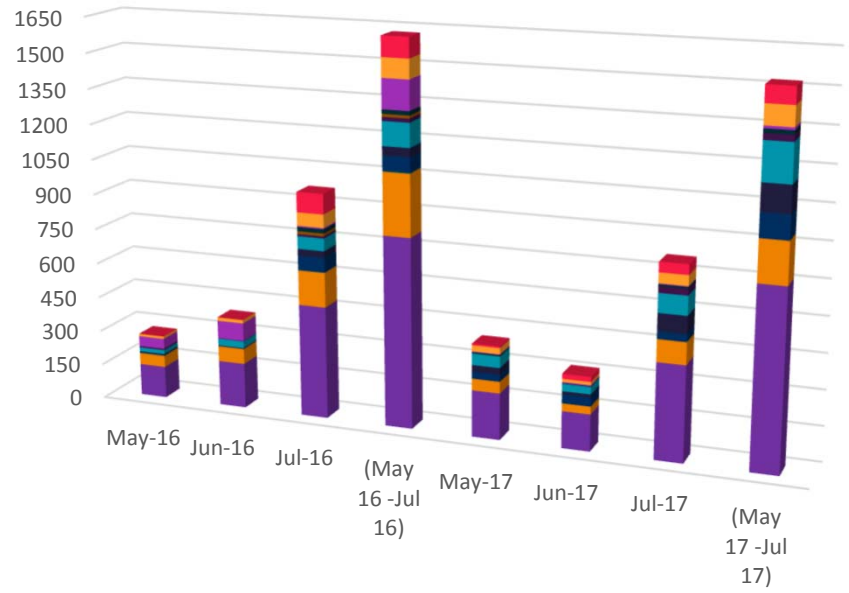
Activity	Lake Forest Park	Renton	Bremerton	Normandy Park	Snoqualmie	Shoreline	Issaquah	Kent	Tumwater	AWC Jun 2017	WFOA Sep 2017
Active	OB	Yes	Yes	State	Yes	Yes	Pending	Pending	Yes	N/A	N/A
Introduction Email/City Presentation	X	X	X	X	X	X	X	X	X	X	X
Forms Received	X	X	X		X			X			
Preadmin	X	X	X		X		X	X			
Tax	X	X	X		X			X			
License	X	X	X		X			X			
Agency Documentation Review	X	X	X					X			
Financial/Compatibility Review Mtg	X	X	X					X			
S.I. Tax/Lic Compatibility	X	X	X	X			X				
Yearly Fees	X	X	X	X	X		X	X			
Software Implementation Fees	X										
Onboarding Type	P										
Resolution Drafted & Vote Scheduled	X										
FLEB Resolution Vote/Approval	X										
Standard Implementation Guide	X										
Project Plan Developed	X										
New City Legislative Action/Sign off	X										

FileLocal: Monthly Business Review

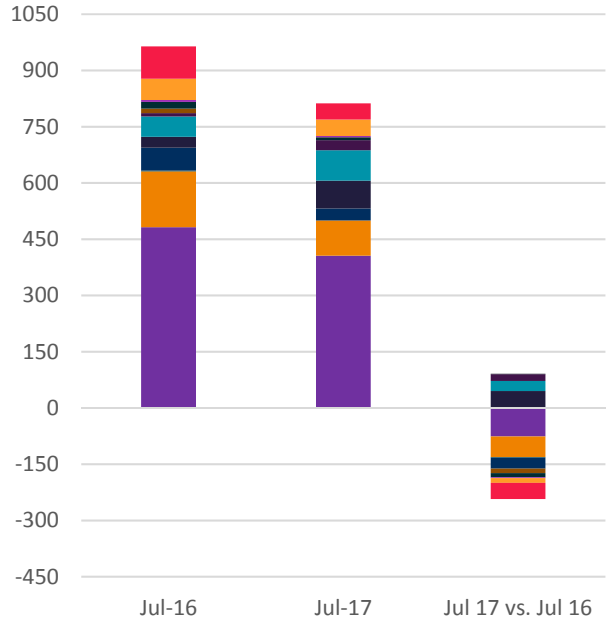
July 2017

Help Desk - by Functional Category/Month

(May-Jul 2017 vs. May-Jul 2016)



(Jul 2017 vs. Jul 2016)

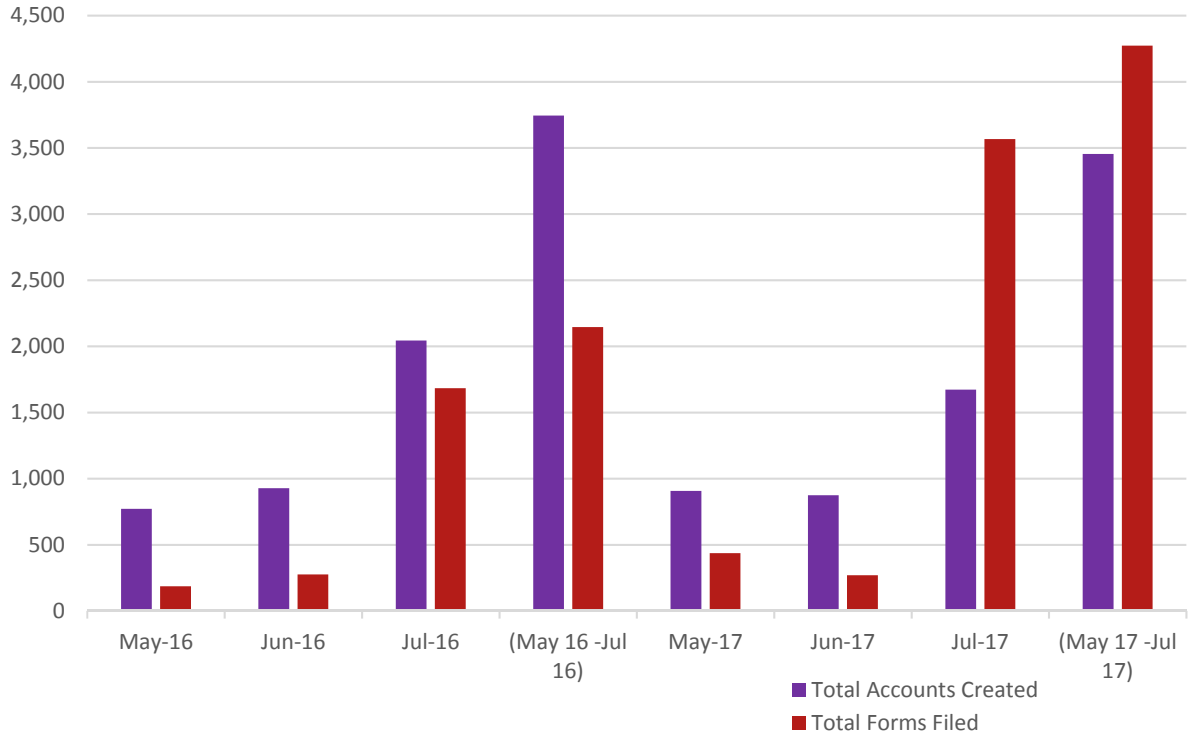


Total Help Desk Cases | Account | Change Notifications | City Maintenance | License | Make Payments
Username Password | Miscellaneous | Payment Processing | Payment Questions | Preparer Accounts | Reporting
Secure Messaging | Site Use | Tax | UBI

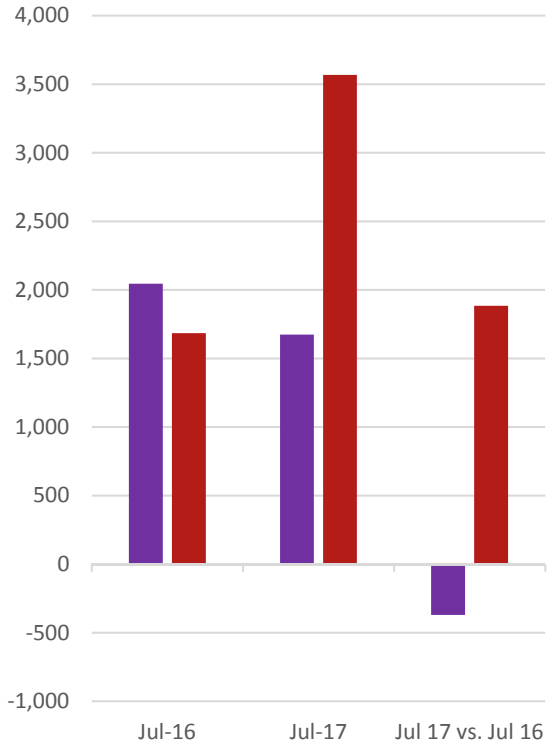
- Help desk calls total 406 for the month of July.
- This is 7.7% of total accounts created and forms filed which is down 6.27% from the prior year and down 6% from the prior month.
- Three categories account for 61% of the calls - Account Setup (94 calls), Username (81 calls) and Payments (74 calls).

Total Accounts Created and Forms Filed

(May-Jul 2017 vs. May-Jul 2016)



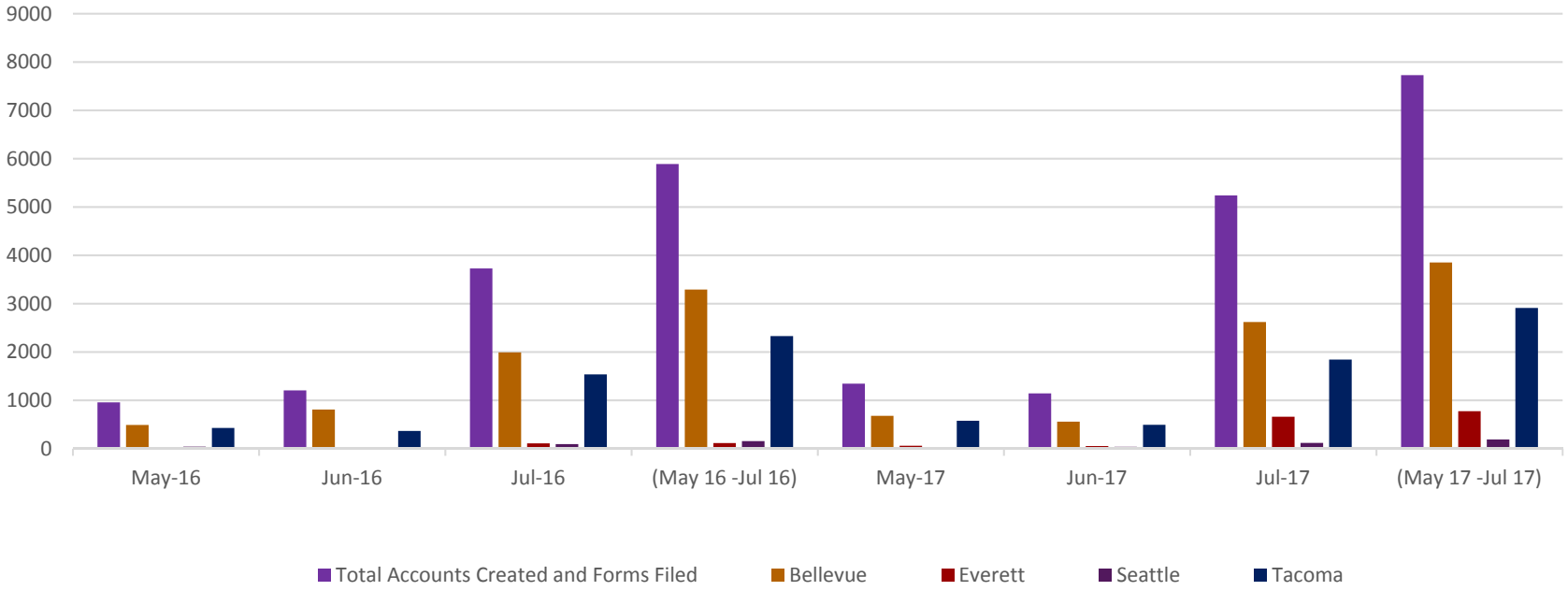
(Jun17 vs. Jun16)



- Total accounts created and forms filed is up 1,837 (31%) for the three months ending July 2017 versus July 2016.
- Accounts created is down 290 accounts (-8%) and forms filed is up 2,127 (99%).
- This is reflective of customers who previously set up accounts are now filing their licenses/taxes online.

Total Accounts Created/Forms Filed by City

(May-Jul 2017 vs. May-Jul 2016)



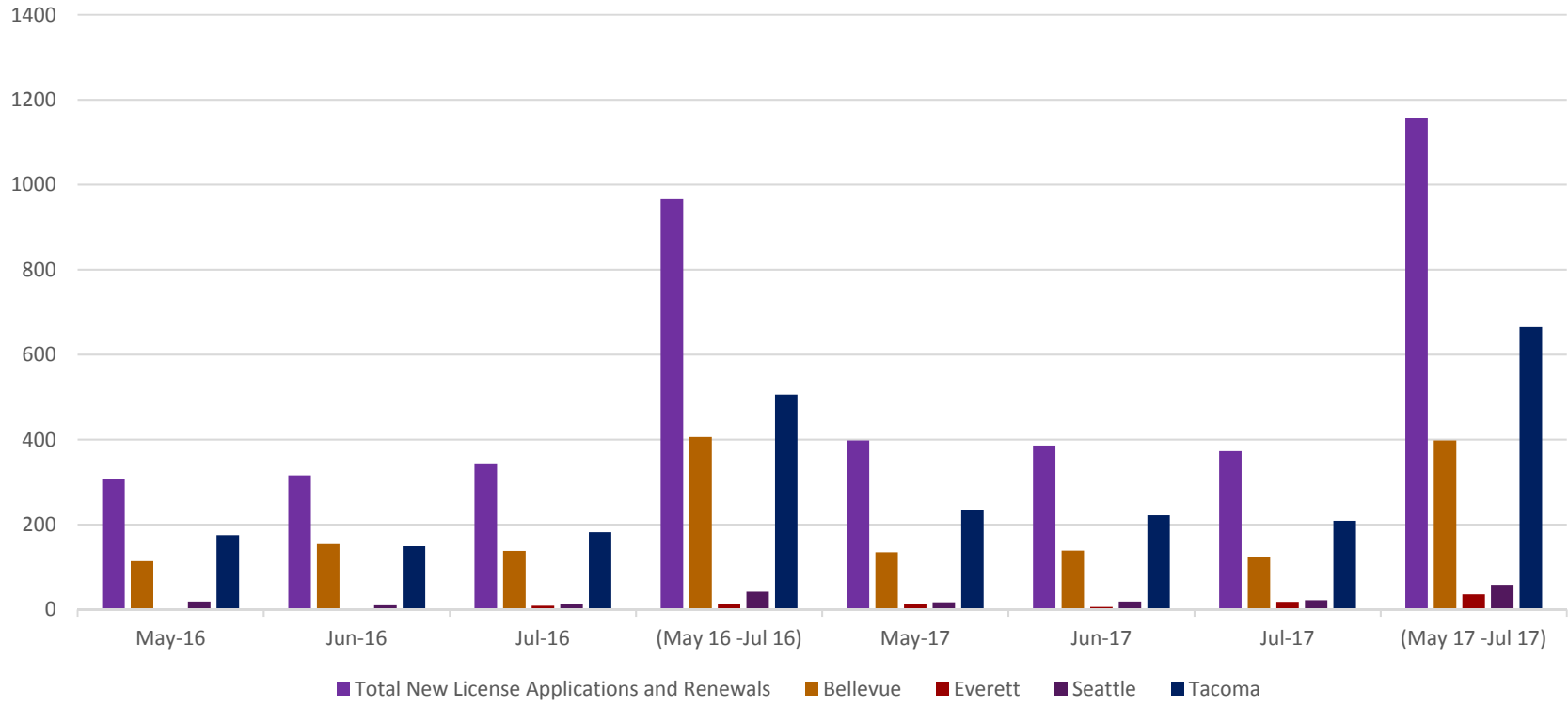
*** By City is projected using overall city usage**

- Total Accounts Created/Forms Filed by City is up 1,837 (31%) for the 3 months ended July 2017 versus the 3 months ended July 2016.
- The increase by city is as follows; Tacoma is up 582 (25%) transactions, Bellevue is up 563 (17%), Everett is up 659 (574%) and Seattle is up 33 (21%).

Note: the accounts created allocation is based on estimates provided by the software vendor. For the May - July 2017 versus May - July 2016 comparison, the Bellevue and Tacoma % estimates declined by 6% and 2% while Everett was up 8% and Seattle was flat. The increases/decreases noted above are partially offset by the change in the allocation %.

License Applications and Renewals by City/Total

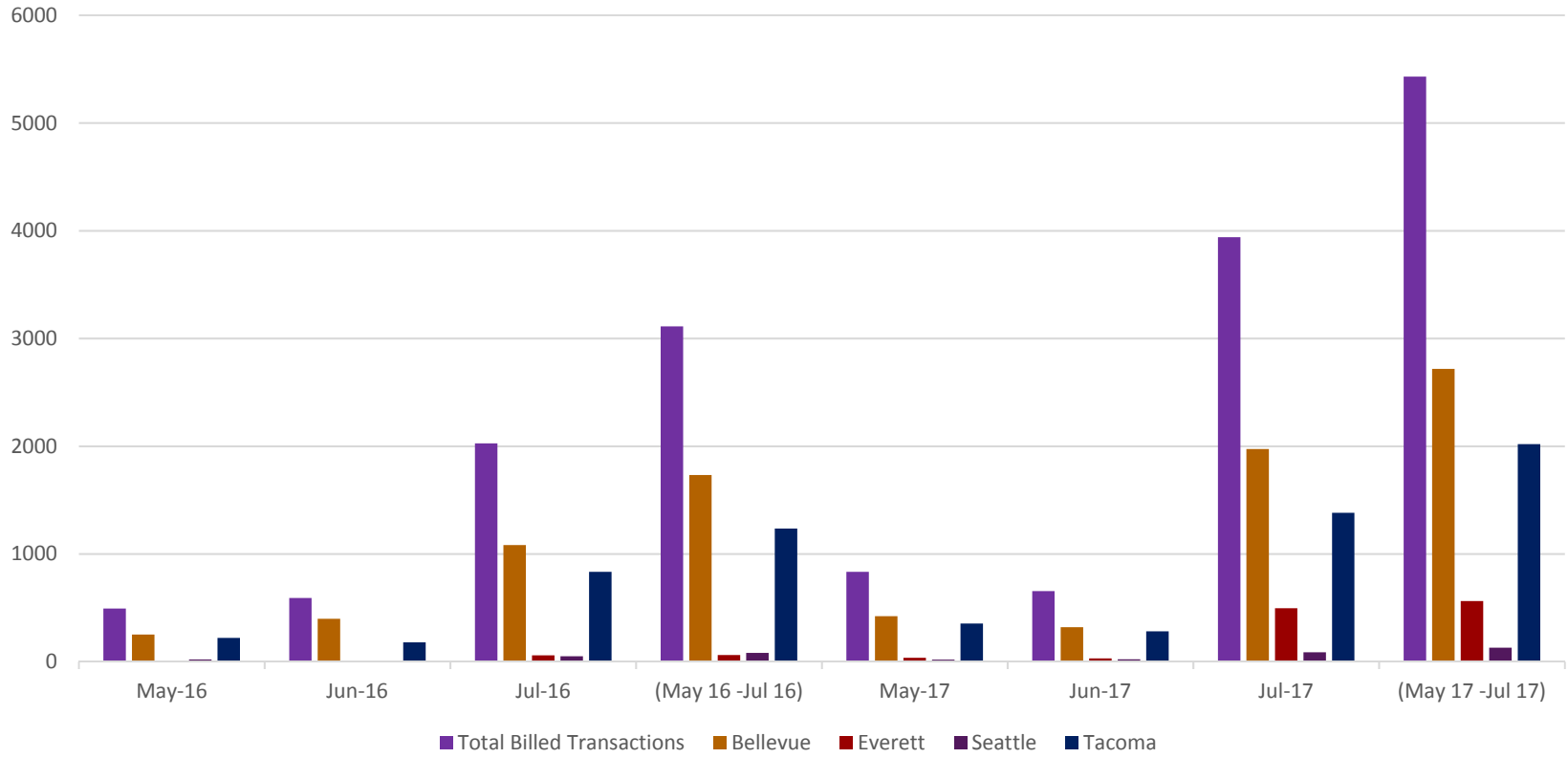
(May-Jul 2017 vs. May-Jul 2016)



- Total License Applications and Renewals are up 191 transactions for the 3 months ended July 2017 versus the 3 months ended July 2016.
- Licenses are up 115 (12%) and renewals are up 76 (400%).
- By city the increase/decrease is as follows; Tacoma is up 159 applications, Bellevue is down 8 applications, Everett is up 24 applications and Seattle is up 16 applications.

Total Transactions by City/Month

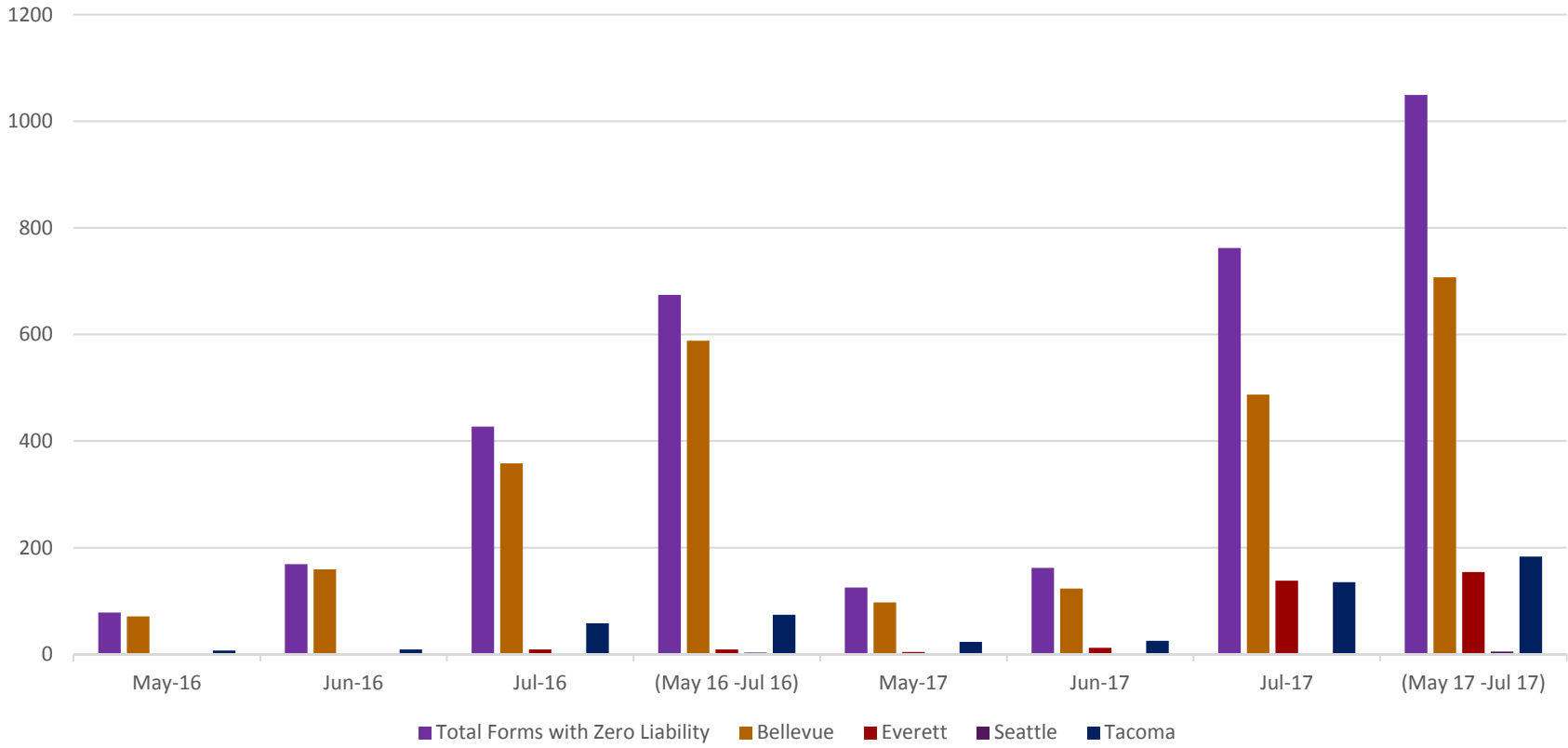
(May-Jul 2017 vs. May-Jul 2016)



- Total Transactions by City and Month is up 2,318 (74%) for the 3 months ended July 2017 versus the 3 months ended July 2016.
- All four cities transactions are up with Bellevue up 985 (57%), Tacoma up 784 (63%), Everett up 501 (807%) and Seattle up 48 (58%).

Forms with Zero Liability by City/Month

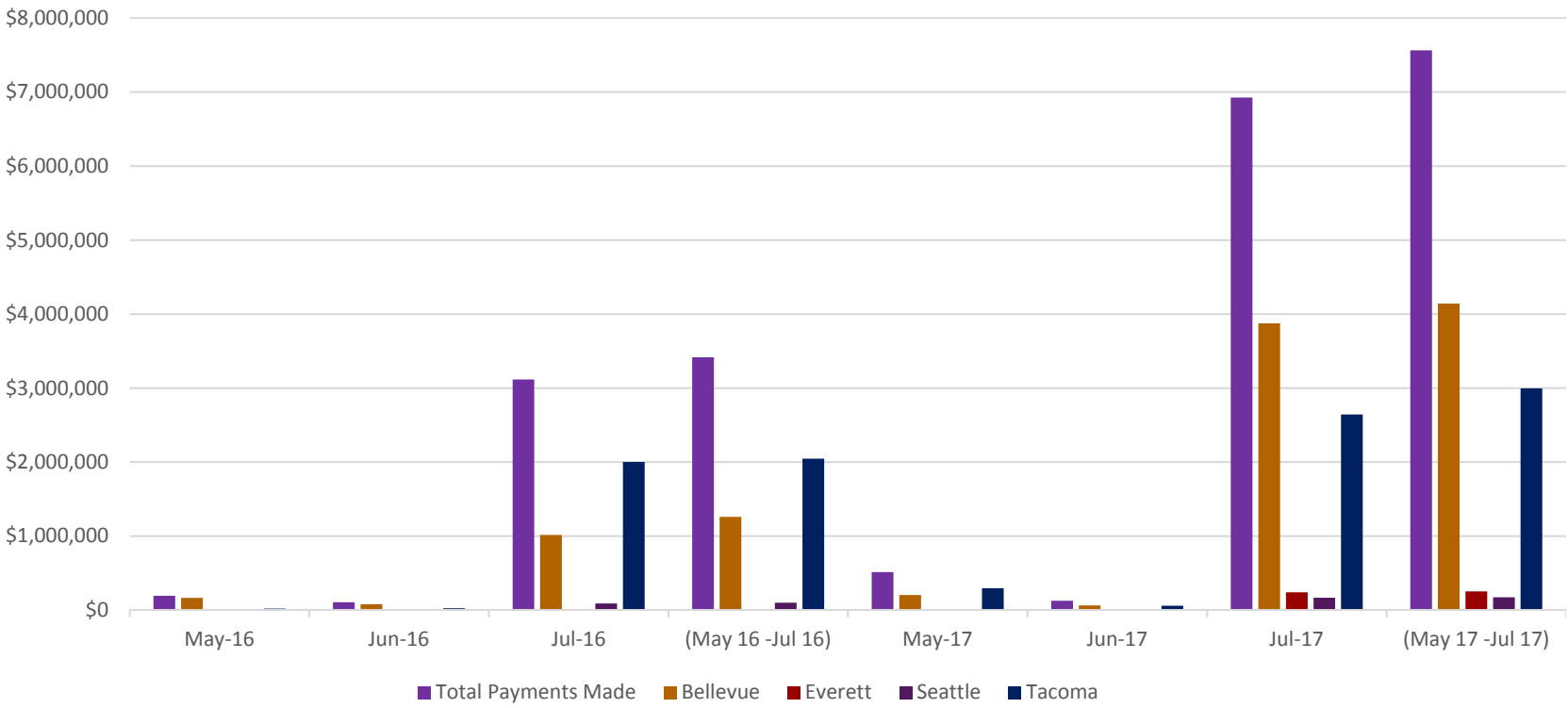
(May-Jul 2017 vs. May-Jul 2016)



- Forms with zero liability are up 375 (56%) for the 3 months ended July 2017 versus the 3 months ended July 2016.
- All four cities are up with Bellevue up 119 (20%), Tacoma up 109 (147%), Everett up 145 (1611%) and Seattle up 2 (67%).

Total Payments by City

(May-Jul 2017 vs. May-Jul 2016)



- Total payments are up $4.147m (121%) for the 3 months ended July 2017 versus the 3 months ended July 2016.
- Each city increased for the period with Tacoma up $949k (73%), Bellevue up $2.883m (229%), Everett up $241.9k and Seattle up 72.9k (73%).