FileLocal

Executive Board:

Susy Haugen
City of Everett

Toni Call, Vice-Chair
City of Bellevue

Chris Bothwell, Chair
City of Lake Forest Park

Jan Hawn
City of Renton

Glen Lee
City of Seattle

Andy Cherullo
City of Tacoma

Executive Board Agenda

December 10, 2018

SEATTLE MUNICIPAL TOWER CONFERENCE ROOM 4070
SEATTLE, WA

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

2. **PUBLIC COMMENT***

3. **APPROVAL OF 09-24-18 MEETING SUMMARY**
   a. 09-24-18 Meeting Summary

4. **REVIEW OF OCTOBER, SEPTEMBER AND AUGUST 2018 FINANCIAL STATEMENTS**
   a. October 2018 Financial Statements
   b. September 2018 Financial Statements
   c. August 2018 Financial Statements

5. **ACTION ITEMS**
   a. Resolution **FL2018-11: Meeting Schedule**
      i. Resolution: **FL2018-11**
      ii. Attachment A: **FL2018-11**

   b. Resolution **FL2018-12: Final Budget**
      i. Briefing Paper: **FL2018-12**
      ii. Resolution: **FL2018-12**
      iii. Attachment A: **FL2018-12**

6. **OPERATIONAL UPDATES**
   a. Monthly Business Report

7. **OTHER BUSINESS**
   a. New Cities Update
   b. Vendor Warrants

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

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

Executive Board Meeting Summary

Executive Board:

Susy Haugen,
City of Everett

Toni Call
City of Bellevue

Chris Bothwell, Chair,
City of Lake Forest Park

Glen Lee
City of Seattle

Andy Cherullo
City of Tacoma

Jan Hawn
City of Renton

September 24, 2018

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 9-24-18, meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 12:08 p.m. and held in Conference Room 4070 of the Seattle Municipal Tower in Seattle, Washington.

ROLL CALL

Board Members Present: Susy Haugen (phone), Jamie Robinson (phone) for Toni Call, Chris Bothwell (phone), Glen Lee, Andy Cherullo (phone), Jan Hawn (phone)

Staff and Guests: Kevin Fitzpatrick, David Linehan (phone), Ally Kim (phone) and Julie Panick.

2. PUBLIC COMMENT

There were no public comments.

3. APPROVAL OF MEETING SUMMARY

On a motion made by Andy Cherullo and seconded by Jan Hawn, the board approved the 5-29-18, meeting summary.

4. REVIEW OF FINANCIAL STATEMENTS

Kevin Fitzpatrick summarized the July/June/May and April financial statements and cash status. There were no questions or comments.

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

5. **ACTION ITEMS**

A. Resolution 2018-08 Approving Admission of Shoreline

a. Kevin Fitzpatrick reviewed the resolution there were no questions or comments.

i. Supermajority vote discussion was led by David Linehan

ii. Motion to accept: Andy Cherullo

iii. Motion seconded: Glen Lee

b. Supermajority Vote - passed

VOTE FL2018-08	City	Member
YES	Bellevue	Jamie Robinson (for Toni Call)
YES	Everett	Susy Haugen
YES	Lake Forest Park	Chris Bothwell
YES	Renton	Jan Hawn
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

B. Resolution 2018-09 Contract Loaned Staff Extension

a. Kevin Fitzpatrick reviewed the resolution there were no questions or comments.

i. Supermajority vote discussion was led by David Linehan

ii. Motion to accept: Andy Cherullo

iii. Motion seconded: Susy Haugen

b. Supermajority Vote – passed

VOTE FL2018-09	City	Member
YES	Bellevue	Jamie Robinson (for Toni Call)
YES	Everett	Susy Haugen
YES	Lake Forest Park	Chris Bothwell
YES	Renton	Jan Hawn
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

C. Resolution 2018-10 Appointment of Secretary

a. Kevin Fitzpatrick reviewed the resolution there were no questions or comments.

i. Motion to accept: Susy Haugen

ii. Motion seconded: Glen Lee

b. Majority Vote - passed

VOTE FL2018-10	City	Member
YES	Bellevue	Jamie Robinson (for Toni Call)
YES	Everett	Susy Haugen
YES	Lake Forest Park	Chris Bothwell
YES	Renton	Jan Hawn
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

6. DISCUSSION ITEMS:

A. August Monthly Business Review.

a. User account metrics are new.

b. Help Desks calls are down.

c. FY18 transactions already exceed the total number in FY17.

B. New Cities Updates

City	Status
Renton	Q3 2018 release; went live the week of 9/17.
Bremerton	Moved release to Q4 2018. May slip again to Q1 2019. We are monitoring closely.
Shoreline	Board approved Q3 2018; implementation Q4 2018.
Issaquah	Q1 or Q2 2019 depending on when SOR decision is finalized.

Snoqualmie	City is requesting a Q1 2019 start, however this will most likely push to Q2 2019.
Redmond	Actively working with finance staff. Meeting again early in 2019.
Kent	Implementation Q3 2019.
Des Moines	Fit Analysis Review scheduled mid-October.
Olympia	Fit Analysis Review scheduled mid-October.
Mercer Island	Plan a call-back in October.

C. ADA Compliance

a. Minor accessibility problems.
b. Meeting with Avenu to rate/rank and schedule development solutions.

There were no questions or comments.

7. **ADJOURNMENT:**

On a motion made by Jan Hawn and seconded by Susy Haugen, the meeting of the Executive Board adjourned at 12:35 p.m.

Respectfully Submitted,

Julie Panick

Julie Panick
Secretary, FileLocal

FileLocal

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

FileLocal
Financial Statements
October 31, 2018

TABLE OF CONTENT	PAGE
STATEMENT OF FINANCIAL POSITION	1
STATEMENT OF ACTIVITIES	2
SCHEDULE OF BUDGET AND ACTUAL	3
STATEMENT OF CASH FLOW	4

FILELOCAL
STATEMENT OF FINANCIAL POSITION
OCTOBER 31, 2018

ASSETS		
Cash	**$**	**675,246**
Accounts receivable		**30,537**
Billable to Cities		**28,392**
Prepaid		**30,478**
Total Current Assets		**764,653**
TOTAL ASSETS	**$**	**764,653**
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	**$**	**52,515**
Accrued liabilities		**132,048**
Total Current Liabilities		**184,563**
TOTAL LIABILITIES	**$**	**184,563**
NET ASSETS		
Net assets, unrestricted	**$**	**395,500**
Net Income		**184,590**
TOTAL NET ASSETS	**$**	**580,090**
TOTAL LIABILITIES AND NET ASSETS	**$**	**764,653**

FILELOCAL
STATEMENT OF ACTIVITIES
FOR THE THREE MONTHS
AND YEAR-TO-DATE ENDED OCTOBER 31, 2018

	August	September	October	YTD
REVENUES				
User fees	$ 7,981	$ 4,520	$ 35,492	**$ 164,361**
Reimbursable cost/Capital cost recovery charges				
City of Seattle	-	-	-	**543,559**
City of Bellevue	-	-	-	**85,125**
City of Tacoma	-	-	-	**133,922**
City of Everett	-	-	-	**38,821**
City of Lake Forest Park	-	-	-	**10,955**
City of Bremerton	-	-	-	**13,854**
City of Renton	-	21,117	-	**21,117**
Total direct reimbursable costs	-	21,117	-	**847,353**
Shared cost reimbursements	-	-	-	**-**
Total revenues	$ 7,981	$ 25,637	$ 35,492	**$ 1,011,714**
EXPENSES				
Accounting fees	$ 2,500	$ 2,500	$ 2,500	**$ 36,276**
Agency IT costs	-	-	-	**-**
Bank fees	-	-	-	**-**
Capital Recovery Payment	-	-	-	**-**
Conference cost	425	-	-	**3,175**
Consulting	-	-	-	**-**
Insurance	433	433	433	**4,330**
Labor costs	30,000	30,000	74,711	**279,200**
Legal fees	-	1,856.00	-	**10,602**
License and membership fees	-	-	-	**335**
Meals and entertainment	-	184.64	-	**185**
Office and operation supplies	80	5	-	**151**
Printing and copying	-	-	-	**-**
Technology costs	34,792	34,792	70,071	**417,583**
Transaction fees	5,615	2,912	12,422	**72,600**
Travel Expense	-	767	611	**2,688**
Reimbursable Shared Costs	-	-	-	**-**
Total expenses	$ 73,845	$ 73,450	$ 160,748	**$ 827,124**
CHANGE IN NET ASSETS	$ (65,864)	$ (47,813)	$ (125,256)	**$ 184,590**

FILELOCAL
SCHEDULE OF BUDGET AND ACTUAL
FOR THE YEAR TO DATE ENDED OCTOBER 31, 2018

	Budget	YTD Budget	YTD Actual	Variance
REVENUES				
User fees	$ 251,000	$ 209,167	$ 164,361	$ (44,806)
Reimbursable cost/Capital cost recovery charges				
City of Seattle	539,415	539,415	543,559	4,144
City of Bellevue	84,522	84,522	85,125	603
City of Tacoma	132,947	132,947	133,922	975
City of Everett	38,540	38,540	38,821	281
City of Lake Forest Park	10,886	10,886	10,955	69
City of Bremerton	19,118	19,118	13,854	(5,264)
City of Renton	19,623	19,623	21,117	1,494
City of Shoreline	4,465	4,465	-	(4,465)
Total direct reimbursable costs	849,516	849,516	847,353	(2,163)
Other				
Fund carryover	30,000			
Total sources	$ 1,130,516	$ 1,058,683	$ 1,011,714	$ (46,969)
EXPENSES				
Labor costs	$ 366,994	$ 305,828	$ 279,200	$ 26,628
Contracts	$ 45,670	38,058	40,606	(2,548)
Overhead	$ 60,183	50,154	16,951	33,203
Technology costs	573,993	478,328	490,183	(11,855)
Operating reserve	23,063	19,219	-	19,219
Capital cost recovery payments	21,000	17,500	-	17,500
Consulting	-	-	-	-
Meals and entertainment	-	-	185	185
Total operating expenses	$ 1,090,903	$ 909,087	$ 827,124	$ 81,963
CHANGE IN NET ASSETS			184,590	
NET ASSETS, AS OF JANUARY 1, 2018			395,500	
NET ASSETS, AS OF October 31, 2018			$ 580,090	
Schedule I - Contracts				
Accounting	$ 27,169	$ 22,641	$ 36,276	$ (13,635)
Auditing	10,961	9,134	-	9,134
Insurance	6,029	5,024	4,330	694
Bank fees	1,511	1,259	-	1,259
Total	$ 45,670	$ 38,058	$ 40,606	$ (2,548)
Schedule II - Overhead				
Legal	$ 32,648	$ 27,207	$ 10,602	$ 16,605
Office and operating supplies	6,236	5,197	151	5,046
Printing	6,236	5,197	-	5,197
Licenses/Memberships	6,236	5,197	3,023	2,174
Agency IT costs	2,947	2,456	-	2,456
Marketing	5,880	4,900	3,175	1,725
Total	$ 60,183	$ 50,154	$ 16,951	$ 33,203

FILELOCAL
STATEMENT OF CASHFLOW
FOR THE YEAR TO DATE ENDED OCTOBER 31, 2018

		OCTOBER 2018
Net Income	$	184,590
Adjustments to reconcile Net Income		
to net cash provided by operations:		
Accounts Receivable		(16,465)
Billable to Cities		(33,657)
Prepaid		(29,548)
Accounts Payable and Accrued Liabilities		55,752
Net cash increase for ten months ending 10/31/2018		160,672
Cash at 1/1/2018		514,574
Cash at 10/31/2018		**675,246**
Less Operating Reserve		**157,026**
Cash Available	**$**	**518,220**

FileLocal

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

FileLocal
Financial Statements
SEPTEMBER 30, 2018

TABLE OF CONTENT	PAGE
STATEMENT OF FINANCIAL POSITION	1
STATEMENT OF ACTIVITIES	2
SCHEDULE OF BUDGET AND ACTUAL	3
STATEMENT OF CASH FLOW	4

FILELOCAL
STATEMENT OF FINANCIAL POSITION
SEPTEMBER 30, 2018

ASSETS		
Cash	$	704,446
Accounts receivable		42,076
Billable to Cities		17,237
Prepaid		45,411
Total Current Assets		809,170
TOTAL ASSETS	$	809,170
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	$	3,824
Accrued liabilities		100,000
Total Current Liabilities		103,824
TOTAL LIABILITIES	$	103,824
NET ASSETS		
Net assets, unrestricted	$	395,499
Net Income		309,847
TOTAL NET ASSETS	$	705,346
TOTAL LIABILITIES AND NET ASSETS	$	809,170

FILELOCAL
STATEMENT OF ACTIVITIES
FOR THE THREE MONTHS
AND YEAR-TO-DATE ENDED SEPTEMBER 30, 2018

	July	August	September	YTD
REVENUES				
User fees	$ 30,372	$ 7,981	$ 4,520	**$ 128,869**
Reimbursable cost/Capital cost recovery charges				
City of Seattle	-	-	-	**543,559**
City of Bellevue	-	-	-	**85,125**
City of Tacoma	-	-	-	**133,922**
City of Everett	-	-	-	**38,821**
City of Lake Forest Park	-	-	-	**10,955**
City of Bremerton	-	-	-	**13,854**
City of Renton	-	-	21,117	**21,117**
Total direct reimbursable costs	-	-	21,117	**847,353**
Shared cost reimbursements	-	-	-	**-**
Total revenues	$ 30,372	$ 7,981	$ 25,637	**$ 976,222**
EXPENSES				
Accounting fees	$ 2,500	$ 2,500	$ 2,500	**$ 33,776**
Agency IT costs	-	-	-	**-**
Bank fees	-	-	-	**-**
Capital Recovery Payment	-	-	-	**-**
Conference cost	1,750	425	-	**3,175**
Consulting	-	-	-	**-**
Insurance	433	433	433	**3,897**
Labor costs	4,092	30,000	30,000	**204,489**
Legal fees	522	-	1,856.00	**10,602**
License and membership fees	-	-	-	**335**
Meals and entertainment	-	-	184.64	**185**
Office and operation supplies	-	80	5	**151**
Printing and copying	-	-	-	**-**
Technology costs	(6,563)	34,792	34,792	**347,512**
Transaction fees	19,790	5,615	2,912	**60,178**
Travel Expense	702	-	767	**2,077**
Reimbursable Shared Costs	-	-	-	**-**
Total expenses	$ 23,226	$ 73,845	$ 73,450	**$ 666,375**
CHANGE IN NET ASSETS	$ 7,146	$ (65,864)	$ (47,813)	**$ 309,847**

FILELOCAL
SCHEDULE OF BUDGET AND ACTUAL
FOR THE YEAR TO DATE ENDED SEPTEMBER 30, 2018

	Budget	YTD Budget	YTD Actual	Variance
REVENUES				
User fees	$ 251,000	$ 188,250	$ 128,869	$ (59,381)
Reimbursable cost/Capital cost recovery charges				
City of Seattle	539,415	539,415	543,559	4,144
City of Bellevue	84,522	84,522	85,125	603
City of Tacoma	132,947	132,947	133,922	975
City of Everett	38,540	38,540	38,821	281
City of Lake Forest Park	10,886	10,886	10,955	69
City of Bremerton	19,118	19,118	13,854	(5,264)
City of Renton	19,623	19,623	21,117	1,494
City of Shoreline	4,465	4,465	-	(4,465)
Total direct reimbursable costs	849,516	849,516	847,353	(2,163)
Other				
Fund carryover	30,000			
Total sources	$ 1,130,516	$ 1,037,766	$ 976,222	$ (61,544)
EXPENSES				
Labor costs	$ 366,994	$ 275,246	$ 204,489	$ 70,757
Contracts	$ 45,670	34,253	37,673	(3,420)
Overhead	$ 60,183	45,137	16,340	28,797
Technology costs	573,993	430,495	407,690	22,805
Operating reserve	23,063	17,297	-	17,297
Capital cost recovery payments	21,000	15,750	-	15,750
Consulting	-	-	-	-
Meals and entertainment	-	-	185	185
Total operating expenses	$ 1,090,903	$ 818,178	$ 666,377	$ 151,801
CHANGE IN NET ASSETS			309,847	
NET ASSETS, AS OF JANUARY 1, 2018			395,499	
NET ASSETS, AS OF SEPTEMBER 30, 2018			$ 705,346	
Schedule I - Contracts				
Accounting	$ 27,169	$ 20,377	$ 33,776	$ (13,399)
Auditing	10,961	8,221	-	8,221
Insurance	6,029	4,522	3,897	625
Bank fees	1,511	1,133	-	1,133
Total	$ 45,670	$ 34,253	$ 37,673	$ (3,420)
Schedule II - Overhead				
Legal	$ 32,648	$ 24,486	$ 10,602	$ 13,884
Office and operating supplies	6,236	4,677	151	4,526
Printing	6,236	4,677	-	4,677
Licenses/Memberships	6,236	4,677	2,412	2,265
Agency IT costs	2,947	2,210	-	2,210
Marketing	5,880	4,410	3,175	1,235
Total	$ 60,183	$ 45,137	$ 16,340	$ 28,797

FILELOCAL
STATEMENT OF CASHFLOW
FOR THE YEAR TO DATE ENDED SEPTEMBER 30, 2018

		SEPTEMBER 2018
Net Income		$ 309,847
Adjustments to reconcile Net Income		
to net cash provided by operations:		
	Accounts Receivable	(28,004)
	Billable to Cities	(22,502)
	Prepaid	(44,481)
	Accounts Payable and Accrued Liabilities	(24,986)
Net cash increase for eight months ending 9/30/2018		189,874
Cash at 1/1/2018		514,574
Cash at 9/30/2018		**704,446**
Less Operating Reserve		**157,026**
Cash Available		**$ 547,420**

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

FileLocal
Financial Statements
AUGUST 31, 2018

TABLE OF CONTENT	PAGE
STATEMENT OF FINANCIAL POSITION	1
STATEMENT OF ACTIVITIES	2
SCHEDULE OF BUDGET AND ACTUAL	3
STATEMENT OF CASH FLOW	4

FILELOCAL
STATEMENT OF FINANCIAL POSITION
AUGUST 31, 2018

ASSETS		
Cash	**$**	**732,756**
Accounts receivable		**-**
Billable to Cities		**30,331**
Prepaid		**60,344**
Total Current Assets		**823,431**
TOTAL ASSETS	**$**	**823,431**
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	**$**	**-**
Accrued liabilities		**69,821**
Total Current Liabilities		**69,821**
TOTAL LIABILITIES	**$**	**69,821**
NET ASSETS		
Net assets, unrestricted	**$**	**395,500**
Net Income		**358,110**
TOTAL NET ASSETS	**$**	**753,610**
TOTAL LIABILITIES AND NET ASSETS	**$**	**823,431**

FILELOCAL
STATEMENT OF ACTIVITIES
FOR THE THREE MONTHS
AND YEAR-TO-DATE ENDED AUGUST 31, 2018

	June	July	August	YTD
REVENUES				
User fees	$ 5,196	$ 30,372	$ 7,981	**$ 124,349**
Reimbursable cost/Capital cost recovery charges				
City of Seattle	-	-	-	**543,559**
City of Bellevue	-	-	-	**85,125**
City of Tacoma	-	-	-	**133,922**
City of Everett	-	-	-	**38,821**
City of Lake Forest Park	-	-	-	**10,955**
City of Bremerton	-	-	-	**13,854**
Total direct reimbursable costs	-	-	-	**826,236**
Shared cost reimbursements	-	-	-	**-**
Total revenues	$ 5,196	$ 30,372	$ 7,981	**$ 950,585**
EXPENSES				
Accounting fees	$ 13,776	$ 2,500	$ 2,500	**$ 31,276**
Agency IT costs	-	-	-	**-**
Bank fees	-	-	-	**-**
Capital Recovery Payment	-	-	-	**-**
Conference cost	-	1,750	425	**3,175**
Consulting	-	-	-	**-**
Insurance	433	433	433	**3,464**
Labor costs	30,000	4,092	30,000	**174,487**
Legal fees	1,915	522	-	**8,746**
License and membership fees	-	-	-	**335**
Meals and entertainment	-	-	-	**-**
Office and operation supplies	-	-	80	**146**
Printing and copying	-	-	-	**-**
Technology costs	64,392	(6,563)	34,792	**312,270**
Transaction fees	1,948	19,790	5,615	**57,266**
Travel Expense	-	702	-	**1,310**
Reimbursable Shared Costs	-	-	-	**-**
Total expenses	$ 112,464	$ 23,226	$ 73,845	**$ 592,475**
CHANGE IN NET ASSETS	$ (107,268)	$ 7,146	$ (65,864)	**$ 358,110**

FILELOCAL
SCHEDULE OF BUDGET AND ACTUAL
FOR THE YEAR TO DATE ENDED AUGUST 31, 2018

	Budget	YTD Budget	YTD Actual	Variance
REVENUES				
User fees	$ 184,000	$ 122,667	$ 124,349	$ 1,682
Reimbursable cost/Capital cost recovery charges				
City of Seattle	543,559	543,559	543,559	-
City of Bellevue	85,125	85,125	85,125	-
City of Tacoma	133,922	133,922	133,922	-
City of Everett	38,821	38,821	38,821	-
City of Lake Forest Park	10,955	10,955	10,955	-
City of Bremerton	-	-	13,854	13,854
Total direct reimbursable costs	812,382	812,382	826,236	13,854
Other				
Fund carryover	30,000			
Total sources	$ 1,026,382	$ 935,049	$ 950,585	$ 15,536
EXPENSES				
Labor costs	$ 347,882	$ 231,921	$ 174,487	$ 57,434
Contracts	45,670	30,447	34,740	(4,293)
Overhead	57,049	38,033	13,712	24,321
Technology costs	544,482	362,988	369,536	(6,548)
Operating reserve	15,299	10,199	-	10,199
Capital cost recovery payments	16,000	10,667	-	10,667
Consulting	-	-	-	-
Meals and entertainment	-	-	-	-
Total operating expenses	$ 1,026,382	$ 684,255	$ 592,475	$ 91,780
CHANGE IN NET ASSETS			358,110	
NET ASSETS, AS OF JANUARY 1, 2018			395,500	
NET ASSETS, AS OF AUGUST 31, 2018			$ 753,610	
Schedule I - Contracts				
Accounting	$ 27,169	$ 18,114	$ 31,276	$ (13,162)
Auditing	10,961	7,307	-	7,307
Insurance	6,029	4,019	3,464	555
Bank fees	1,511	1,007	-	1,007
Total	$ 45,670	$ 30,447	$ 34,740	$ (4,293)
Schedule II - Overhead				
Legal	$ 33,021	$ 22,014	$ 8,746	$ 13,268
Office and operating supplies	5,543	3,695	146	3,549
Printing	5,542	3,695	-	3,695
Licenses/Memberships	5,542	3,695	1,645	2,050
Agency IT costs	2,218	1,479	-	1,479
Marketing	5,183	3,455	3,175	280
Total	$ 57,049	$ 38,033	$ 13,712	$ 24,321

FILELOCAL
STATEMENT OF CASHFLOW
FOR THE YEAR TO DATE ENDED AUGUST 31, 2018

		AUGUST 2018
Net Income		$ 358,110
Adjustments to reconcile Net Income		
to net cash provided by operations:		
	Accounts Receivable	14,072
	Billable to Cities	(35,597)
	Prepaid	(59,414)
	Accounts Payable and Accrued Liabilities	(58,989)
Net cash increase for eight months ending 8/31/2018		218,182
Cash at 1/1/2018		514,574
Cash at 8/31/2018		**732,756**
Less Operating Reserve		**149,262**
Cash Available		**$ 583,494**

RESOLUTION NO. FL2018-11

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 2019.

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

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

Now Therefore,

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

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

SECTION 2. If by reason of fire, flood, earthquake or other 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 designated by the Board Chair.

ADOPTED this 10th day of December 2018.

ATTEST:

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

Board Secretary

Board Chair

Executive Board Meetings, 2019

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	Skype ID	Location:	**SMT 4070**
March 28, 2019	8250451	Time:	**11:00 a.m.**
May 30, 2019	7581239		
September 26, 2019	816816		
December 19, 2019	5017795		

FileLocal

FileLocal Resolution FL2018-12
Briefing Paper

Date: December 10, 2018

Issue: Shall the Washington Multi-City Business License and Tax Portal Agency ("Agency") Executive Board approve the final 2019-2023 budget?

Recommendation: The Portal Agency Executive Board should pass Resolution FL2018-12 approving the final 2019-2023 budget.

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

- No later than May 1 present a proposed budget to the Executive Board. The proposed budget was presented to the Board at their May 29, 2018 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 Executive Board approved the 2019-2023 draft budget at their May 29, 2018 meeting, included as an attachment to FL2018-06. The draft budget was submitted to each Principal City.

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

The final budget is provided as Attachment A to Resolution FL2018-12.

RESOLUTION NO. FL2018-12

A Resolution of the Washington Multi-City Business License and Tax Portal Agency Executive Board adopting a final 2019-2023 Budget.

Whereas, the Washington Multi-City Business License and Tax Portal Agency ("Portal Agency") Interlocal Agreement ("Agreement") requires the Executive Board to adopt a draft Portal Agency 2019 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, Executive Board received a draft 2019-2023 budget for review on May 29, 2018 and approved the draft 2019-2023 Budget on the same day;

Whereas, the Cities of Bellevue, Everett, Lake Forest Park, Renton, Seattle, and Tacoma have each informed the Portal Agency by December 1, 2018 that they will or have approved their shares of the Portal Agency budget for 2019-2023.

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 final 2019-2023 budget for the Portal Agency as set forth in Exhibit A to this Resolution.

ADOPTED this 10th day of December, 2018.

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
Assumptions and Notes

Revenue

Fund Carryover	T4	Fund Carryover is the process by which unobligated funds remaining at the end of the budget period may be carried over to the next budget period. This is typically approved during the December Board Meeting
User Fees	T1**	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 2012 transaction amounts and new city amounts through 2021. After 2021, actual transactions by city will be used.
Reimbursable Costs	T3	Costs to be reimbursed by participating cities.
Capital Cost Recovery Charges	T2/T4.6	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.

Expense

Labor	T4.1	Labor is broken into two primary categories. Agency employees which are budgeted based on City of Seattle estimates and Incremental Labor which is based on new city additions with the calculation determined in the Interlocal Agreement.
Contracts	T4.2	Consulting and Service Fees - is comprised of Outside Accounting, State Auditor, Insurance and Bank Fees.
Overhead	T4.3	Overhead is comprised of Legal, City of Seattle Technology Fees, Office and Operating Supplies, Printing, Licenses, Travel, Marketing, Incremental Overhead and Other.
Technology Costs	T4.4	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.
Operating Reserve	T4.5	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.
Incremental Labor	T4.1	Incremental Labor, Overhead and Technology Costs are amounts calculated with each new city to determine the maximum amount which costs can increase as new cities are added.
Incremental Overhead	T4.3	Incremental Labor, Overhead and Technology Costs are amounts calculated with each new city to determine the maximum amount which costs can increase as new cities are added.
Incremental Technology Cost	T4.4	Incremental Labor, Overhead and Technology Costs are amounts calculated with each new city to determine the maximum amount which costs can increase as new cities are added.

Washington Cities Business License and Tax Portal Agency
FY2019-FY2023
12/10/2018

		Actual (A), Projection (P), Budget (B)						
		2017 (A)	2018 (P)	2019 (B)	2020 (B)	2021 (B)	2022 (B)	2023 (B)
Revenue:	<1>							
Fund Carryover	T4	-	-	50,000	-	-	-	-
User Fees	T1**	-	(35,908)	(50,323)	(58,064)	(79,580)	(103,687)	(111,476)
Reimbursable Costs	T3	-	3,465	12,891	(7,688)	66,496	84,878	87,676
Capital Cost Recovery Charges	T2	-	(2,000)	1,000	1,000	(1,000)	-	-
Total Revenue B/(W)		-	(34,443)	13,569	(64,752)	(14,084)	(18,808)	(23,800)
Expenditures								
Regular Expenditures:								
Labor	T4.1	-	12,970	(1,751)	(1,805)	(25)	1,874	3,792
Contracts	T4.2	-	(12,831)	(13,022)	(13,276)	(13,472)	(13,672)	(13,872)
Overhead	T4.3	-	-	50,974	40,172	295	421	552
Technology Costs	T4.4	-	17,821	(27,508)	40,394	41,687	40,221	42,976
Operating Reserve	T4.5	-	10,464	(11,927)	9,849	(5,584)	19	654
Capital Cost Recovery Payments	T4.6	-	2,000	(1,000)	(1,000)	1,000	-	-
Total Regular Expenditures		-	30,424	(4,234)	74,333	23,900	28,863	34,102
Incremental Expenses from The New Partners:	<3>							
Incremental Labor	T4.1	-	21,388	(6,736)	(6,938)	(7,146)	(7,360)	(7,581)
Incremental Overhead	T4.3	-	3,507	(1,084)	(1,102)	(1,114)	(1,124)	(1,135)
Incremental Technology Cost	T4.4	-	4,908	(1,515)	(1,541)	(1,556)	(1,571)	(1,586)
Total Incremental Expenditures		-	29,803	(9,335)	(9,581)	(9,816)	(10,055)	(10,302)
Total Expenditures B/(W)		-	60,227	(13,569)	64,752	14,084	18,808	23,800
Excess (Deficit)		-	25,784	(0)	(0)	0	0	(0)

	Actual (A), Projection (P), Budget (B)					
	2018 (P) vs. 2017 (A)	2019 (B) vs. 2018 (P)	2020 (B) vs. 2019 (B)	2021 (B) vs. 2020 (B)	2022 (B) vs. 2021 (B)	2023 (B) vs. 2022 (B)
Revenue:						
Fund Carryover	-	50,000	(50,000)	-	-	-
User Fees	(35,908)	(14,415)	(7,742)	(21,516)	(24,107)	(7,789)
Reimbursable Costs	3,465	9,426	(20,579)	74,183	18,383	2,798
Capital Cost Recovery Charges	(2,000)	3,000	-	(2,000)	1,000	-
Total Revenue B/(W)	(34,443)	48,012	(78,321)	50,668	(4,724)	(4,992)
Expenditures						
Regular Expenditures:						
Labor	12,970	(14,721)	(54)	1,780	1,899	1,918
Contracts	(12,831)	(191)	(254)	(196)	(200)	(200)
Overhead	-	50,974	(10,802)	(39,877)	126	131
Technology Costs	17,821	(45,329)	67,902	1,293	(1,466)	2,755
Operating Reserve	10,464	(22,391)	21,775	(15,433)	5,604	635
Capital Cost Recovery Payments	2,000	(3,000)	-	2,000	(1,000)	-
Total Regular Expenditures	30,424	(34,658)	78,567	(50,433)	4,963	5,239
Incremental Expenses from The New Partners:						
Incremental Labor	21,388	(28,124)	(202)	(208)	(214)	(221)
Incremental Overhead	3,507	(4,591)	(18)	(12)	(10)	(11)
Incremental Technology Cost	4,908	(6,423)	(26)	(15)	(15)	(15)
Total Incremental Expenditures	29,803	(39,138)	(246)	(235)	(239)	(247)
Total Expenditures B/(W)	60,227	(73,796)	78,321	(50,668)	4,724	4,992
Excess (Deficit)	25,784	(25,784)	-	0	(0)	(0)

Revenue

T4 FY19 Fund Carryover is 50k. This is related to ADA Compliance work that originated out of the ADA Audit.

T1 FY19 User Fees are down $50k. This is due to $0 filings increasing to 15%.

Expense

T4.1 FY18 Labor is favorable by $13k. This is due to admin position not filled for half of FY18.

T4.3 FY19/20 Overhead is favorable by $40k. HB2005 Lobby Fees taken out.

T4.4 FY19 Technology Costs increased by $27.5k. This is primarily due to increases related to ADA work offset by ADA/Penetration Testing taken out.

T4.1/3/4 FY18 Incremental Costs are favorable by $29.8k. These were not spent in FY18 but are budgeted to be spent in FY19.

Washington Cities Business License and Tax Portal Agency
FL2012-12 vs. FL2012-06
12/10/18

	Reimbursement %			Actual (A), Projection (P), Budget (B)						
	2017 (A)	FL2018-06 FY19-FY23	FL2018-12 FY19-FY23	2017 (A)	2018 (P)	2019 (B)	2020 (B)	2021 (B)	2022 (B)	2023 (B)
T3. Reimbursement				-	3,465	12,891	(7,688)	66,496	84,878	87,676
Bellevue	0%	0%	0%	-	-	54	(1,734)	5,014	6,772	7,031
Bremerton	0%	0%	0%	-	-	(38)	(950)	2,513	3,420	3,553
Everett	0%	0%	0%	-	-	(14)	(843)	2,297	3,119	3,239
Lake Forest Park	0%	0%	0%	-	-	(27)	(227)	537	738	768
Renton	0%	0%	0%	-	-	(54)	(940)	2,426	3,310	3,439
Seattle	0%	0%	0%	-	-	(254)	(12,490)	33,881	46,014	47,792
Shoreline	0%	0%	0%	-	3,465	13,326	12,473	11,888	10,706	10,637
Tacoma	0%	0%	0%	-	-	(101)	(2,979)	7,939	10,799	11,218
Total	0%	0%	0%	-	3,465	12,891	(7,688)	66,496	84,878	87,676

	Actual (A), Projection (P), Budget (B)					
	2018 (P) vs. 2017 (A)	2019 (B) vs. 2018 (P)	2020 (B) vs. 2019 (B)	2021 (B) vs. 2020 (B)	2022 (B) vs. 2021 (B)	2023 (B) vs. 2022 (B)
T3. Reimbursement						
Bellevue	-	54	(1,787)	6,748	1,758	258
Bremerton	-	(38)	(912)	3,463	907	133
Everett	-	(14)	(829)	3,140	821	120
Lake Forest Park	-	(27)	(200)	764	202	29
Renton	-	(54)	(885)	3,366	884	129
Seattle	-	(254)	(12,235)	46,371	12,133	1,778
Shoreline	3,465	9,861	(853)	(585)	(1,182)	(69)
Tacoma	-	(101)	(2,878)	10,918	2,860	419
Total	3,465	9,426	(20,579)	74,183	18,383	2,798

Washington Cities Business License and Tax Portal Agency
FY2019-FY2023 (FL2018-12)
12/10/18

	Reimbursement %			Actual (A), Projection (P), Budget (B)						
	2017 (A)	FL2018-06 FY19-FY23	FL2018-12 FY19-FY23	2017 (A)	2018 (P)	2019 (B)	2020 (B)	2021 (B)	2022 (B)	2023 (B)
T3. Reimbursement				730,307	834,588	793,216	742,459	707,638	637,270	633,172
Bellevue	10%	9%	9%	73,130	79,125	70,517	66,005	62,909	56,653	56,289
Bremerton	0%	5%	5%	-	17,623	36,091	33,782	32,198	28,996	28,809
Everett	5%	4%	4%	34,032	36,821	32,760	30,664	29,225	26,319	26,150
Lake Forest Park	1%	1%	1%	2,266	8,955	7,932	7,425	7,076	6,373	6,332
Renton	0%	5%	4%	-	17,118	35,060	32,817	31,278	28,167	27,986
Seattle	68%	62%	61%	502,378	543,559	483,703	452,752	431,518	388,607	386,108
Shoreline	0%	0%	2%	-	3,465	13,326	12,473	11,888	10,706	10,637
Tacoma	16%	15%	14%	118,231	127,922	113,827	106,543	101,546	91,448	90,860
Total	100%	100%	100%	730,037	834,588	793,216	742,459	707,638	637,270	633,172

	Actual (A), Projection (P), Budget (B)					
	2018 (P) vs. 2017 (A)	2019 (B) vs. 2018 (P)	2020 (B) vs. 2019 (B)	2021 (B) vs. 2020 (B)	2022 (B) vs. 2021 (B)	2023 (B) vs. 2022 (B)
T3. Reimbursement						
Bellevue	5,995	(8,608)	(4,512)	(3,096)	(6,256)	(364)
Bremerton	17,623	18,468	(2,309)	(1,584)	(3,202)	(186)
Everett	2,789	(4,061)	(2,096)	(1,438)	(2,906)	(169)
Lake Forest Park	6,689	(1,023)	(508)	(348)	(704)	(41)
Renton	17,118	17,942	(2,243)	(1,539)	(3,110)	(181)
Seattle	41,181	(59,856)	(30,952)	(21,234)	(42,911)	(2,499)
Shoreline	3,465	9,861	(853)	(585)	(1,182)	(69)
Tacoma	9,691	(14,095)	(7,284)	(4,997)	(10,098)	(588)
Total	104,551	(41,372)	(50,757)	(34,821)	(70,368)	(4,098)

Washington Cities Business License and Tax Portal Agency
FY2019-FY2023 (FL2018-06)
5/29/18

	Reimbursement %			Actual (A), Projection (P), Budget (B)						
	2017 (A)	FL2018-06 FY19-FY23	FL2018-12 FY19-FY23	2017 (A)	2018 (P)	2019 (B)	2020 (B)	2021 (B)	2022 (B)	2023 (B)
T3. Reimbursement				730,037	831,123	780,325	750,147	641,143	552,391	545,496
Bellevue	10%	9%	9%	73,130	79,125	70,463	67,738	57,895	49,881	49,258
Bremerton	0%	5%	5%	-	17,623	36,129	34,732	29,685	25,576	25,256
Everett	5%	4%	4%	34,032	36,821	32,774	31,506	26,928	23,200	22,911
Lake Forest Park	1%	1%	1%	2,266	8,955	7,959	7,651	6,540	5,634	5,564
Renton	0%	5%	4%	-	17,118	35,115	33,757	28,851	24,858	24,547
Seattle	68%	62%	61%	502,378	543,559	483,957	465,241	397,637	342,593	338,317
Shoreline	0%	0%	2%	-	-	-	-	-	-	-
Tacoma	16%	15%	14%	118,231	127,922	113,927	109,521	93,607	80,649	79,642
Total	100%	100%	100%	730,037	831,123	780,325	750,147	641,143	552,391	545,496

	Actual (A), Projection (P), Budget (B)					
	2018 (P) vs. 2017 (A)	2019 (B) vs. 2018 (P)	2020 (B) vs. 2019 (B)	2021 (B) vs. 2020 (B)	2022 (B) vs. 2021 (B)	2023 (B) vs. 2022 (B)
T3. Reimbursement						
Bellevue	5,995	(8,662)	(2,725)	(9,843)	(8,014)	(623)
Bremerton	17,623	18,506	(1,397)	(5,047)	(4,109)	(319)
Everett	2,789	(4,047)	(1,267)	(4,578)	(3,728)	(290)
Lake Forest Park	6,689	(996)	(308)	(1,112)	(905)	(70)
Renton	17,118	17,997	(1,358)	(4,905)	(3,994)	(310)
Seattle	41,181	(59,602)	(18,716)	(67,604)	(55,043)	(4,277)
Shoreline	-	-	-	-	-	-
Tacoma	9,691	(13,995)	(4,406)	(15,915)	(12,958)	(1,007)
Total	101,086	(50,798)	(30,178)	(109,004)	(88,751)	(6,895)

Washington Cities Business License and Tax Portal Agency
FY2019-FY2023 (FL2018-12)
12/10/2018

		Actual (A), Projection (P), Budget (B)							Actual (A), Projection (P), Budget (B)					
		2017 (A)	2018 (P)	2019 (B)	2020 (B)	2021 (B)	2022 (B)	2023 (B)	2018 (P) vs.. 2017 (A)	2019 (B) vs.. 2018 (P)	2020 (B) vs. 2019 (B)	2021 (B) vs. 2020 (B)	2022 (B) vs. 2021 (B)	2023 (B) vs. 2022 (B)
Revenue:	<1>													
Fund Carryover	T4	-	30,000	50,000	-	-	-	-	30,000	20,000	(50,000)	-	-	-
User Fees	T1**	87,615	209,240	328,001	417,976	544,896	726,303	756,166	121,625	118,761	89,974	126,920	181,407	29,863
Reimbursable Costs	T3	730,037	834,588	793,216	742,459	707,638	637,270	633,172	104,551	(41,372)	(50,757)	(34,821)	(70,368)	(4,098)
Capital Cost Recovery Charges	T2	12,000	18,000	18,000	18,000	18,000	19,000	19,000	6,000	-	-	-	1,000	-
Total Revenue B/(W)		829,652	1,091,828	1,189,218	1,178,435	1,270,534	1,382,573	1,408,338	262,176	97,390	(10,783)	92,099	112,039	25,765
Expenditures														
Regular Expenditures:														
Labor	T4.1	318,796	331,000	351,489	363,590	374,498	385,733	397,305	12,204	20,489	12,101	10,908	11,235	11,572
Contracts	T4.2	35,185	58,501	59,788	61,164	62,510	63,886	65,291	23,316	1,287	1,376	1,346	1,376	1,405
Overhead	T4.3	29,585	56,408	46,787	58,976	60,273	61,599	62,955	26,823	(9,621)	12,189	1,297	1,326	1,356
Technology Costs	T4.4	346,741	548,695	621,035	608,917	674,413	765,676	785,755	201,954	72,340	(12,117)	65,495	91,263	20,079
Operating Reserve	T4.5	-	11,928	27,094	939	12,135	16,066	5,456	11,928	15,166	(26,155)	11,196	3,931	(10,610)
Capital Cost Recovery Payments	T4.6	12,000	18,000	18,000	18,000	18,000	19,000	19,000	6,000	-	-	-	1,000	-
Total Regular Expenditures		742,307	1,024,532	1,124,193	1,111,587	1,201,829	1,311,960	1,335,762	282,225	99,661	(12,606)	90,242	110,131	23,802
Incremental Expenses from The New Partners:	<3>													
Incremental Labor	T4.1	-	-	46,768	48,171	49,616	51,104	52,637	-	46,768	1,403	1,445	1,488	1,533
Incremental Overhead	T4.3	-	-	7,609	7,784	7,956	8,131	8,310	-	7,609	175	172	175	179
Incremental Technology Cost	T4.4	-	-	10,648	10,893	11,133	11,378	11,629	-	10,648	245	240	245	251
Total Incremental Expenditures		-	-	65,025	66,848	68,705	70,613	72,576	-	65,025	1,823	1,857	1,908	1,963
Total Expenditures B/(W)		742,307	1,024,532	1,189,218	1,178,435	1,270,534	1,382,573	1,408,338	282,225	164,686	(10,783)	92,099	112,039	25,765
Excess (Deficit)		87,345	67,296	-	-	-	-	-	(20,049)	(67,296)	(0)	0	-	(0)

Revenue

T4 FY19 Fund Carryover is $50k which is up $20k compared to FY18. This is primarily related to ADA Compliance work that originated out of the ADA Audit.

T1 FY19/FY20 User Fees are up $118k/$90k. This is due to an increase in transactions 34.9k/26.4 partially offset by an increase in the number of $0 transactions.

T3 FY19/FY20 Reimbursable Costs are down $30.5k/$61.6k. This is primarily related to increased user Fees and the Fund Balance Carryover.

Expense

T4.1 FY18 Labor is favorable by $20.5k compared to FY19. This is primarily due to admin position not filled for 6 months in FY18.

T4.2 FY18 Contracts are up $23.3k compared to FY17. This is due to increased accounting fees.

T4.3 Overhead was based on FY18 run rate and incremental adds related to new cities.

T4.4 FY18 Technology Costs are up $201k. This is due to increased transactions ($53k), city to city penetration testing ($26k) and improvements in the signon process Q2'18 ($100k)
FY19 Technology Costs are up $72k in FY19. This is primarily related to increased transaction fees $52k.

T4.1/.3/.4 FY19 Incremental Costs are up $65k. This is due to $0 incremental costs being used in FY18 but projected for FY19.

Washington Cities Business License and Tax Portal Agency
FY2019-FY2023 (FL2018-06)
5/29/2018

		Actual (A), Projection (P), Budget (B)							Actual (A), Projection (P), Budget (B)					
		2017 (A)	2018 (P)	2019 (B)	2020 (B)	2021 (B)	2022 (B)	2023 (B)	2018 (P) vs. 2017 (A)	2019 (B) vs. 2018 (P)	2020 (B) vs. 2019 (B)	2021 (B) vs. 2020 (B)	2022 (B) vs. 2021 (B)	2023 (B) vs. 2022 (B)
Revenue:	<1>													
Fund Carryover	T4	-	30,000	-	-	-	-	-	30,000	(30,000)	-	-	-	-
User Fees	T1**	87,615	245,148	378,324	476,040	624,476	829,990	867,642	157,533	133,176	97,716	148,436	205,514	37,652
Reimbursable Costs	T3	730,037	831,123	780,325	750,147	641,143	552,391	545,496	101,086	(50,798)	(30,178)	(109,004)	(88,751)	(6,895)
Capital Cost Recovery Charges	T2	12,000	20,000	17,000	17,000	19,000	19,000	19,000	8,000	(3,000)	-	2,000	-	-
Total Revenue B/(W)		829,652	1,126,271	1,175,649	1,243,187	1,284,619	1,401,381	1,432,138	296,619	49,378	67,538	41,432	116,763	30,757
Expenditures														
Regular Expenditures:														
Labor	T4.1	318,796	343,970	349,738	361,785	374,473	387,607	401,097	25,174	5,768	12,047	12,688	13,134	13,490
Contracts	T4.2	35,185	45,670	46,766	47,888	49,038	50,214	51,419	10,485	1,096	1,122	1,150	1,176	1,205
Overhead	T4.3	29,585	56,408	97,761	99,148	60,568	62,020	63,507	26,823	41,353	1,387	(38,580)	1,452	1,487
Technology Costs	T4.4	346,741	566,516	593,527	649,311	716,099	805,897	828,731	219,775	27,011	55,785	66,788	89,798	22,834
Operating Reserve	T4.5	-	22,392	15,167	10,788	6,551	16,085	6,110	22,392	(7,225)	(4,379)	(4,237)	9,534	(9,975)
Capital Cost Recovery Payments	T4.6	12,000	20,000	17,000	17,000	19,000	19,000	19,000	8,000	(3,000)	-	2,000	-	-
Total Regular Expenditures		742,307	1,054,956	1,119,959	1,185,920	1,225,730	1,340,823	1,369,864	312,649	65,003	65,961	39,810	115,094	29,041
Incremental Expenses from The New Partners:	<3>													
Incremental Labor	T4.1	-	21,388	40,032	41,233	42,470	43,744	45,056	21,388	18,644	1,201	1,237	1,274	1,312
Incremental Overhead	T4.3	-	3,507	6,525	6,682	6,842	7,007	7,175	3,507	3,018	157	160	165	168
Incremental Technology Cost	T4.4	-	4,908	9,133	9,352	9,577	9,807	10,043	4,908	4,225	219	225	230	236
Total Incremental Expenditures		-	29,803	55,690	57,267	58,889	60,558	62,274	29,803	25,887	1,577	1,622	1,669	1,716
Total Expenditures B/(W)		742,307	1,084,759	1,175,649	1,243,187	1,284,619	1,401,381	1,432,138	342,452	90,890	67,538	41,432	116,763	30,757
Excess (Deficit)		87,345	41,512	-	-	-	-	-	(45,833)	(41,512)	(0)	(0)	0	-

Revenue

T4 FY18 Fund Carry over is $30k. This is related to the FY17 ADA Audit moved to FY18.

T1** FY18/19 User Fess are up $157k/$133k. This is due to increased transactions of 39.3k/32.2k.

T3 FY19 Reimbursable Costs are down 45k primarily due to increased user fees (133k) offset by increased expenses (90k)

T2 FY17-FY23 Capital Cost Recovery Charges - per ILA.

Expenses

T4.1 FY18 Labor per City of Seattle Labor quote.

T4.3 FY19 Overhead is up $41.3k. This is due to HB2005 Lobby Fees.

T4.4 FY18 Technology Costs are up $219k. This is due to increased transactions ($53k), city to city penetration testing ($26k) and improvements in the signon process Q2'18 ($100k)

T4.1/.3/.4 FY18-FY23 Incremental Costs related to new city additions.

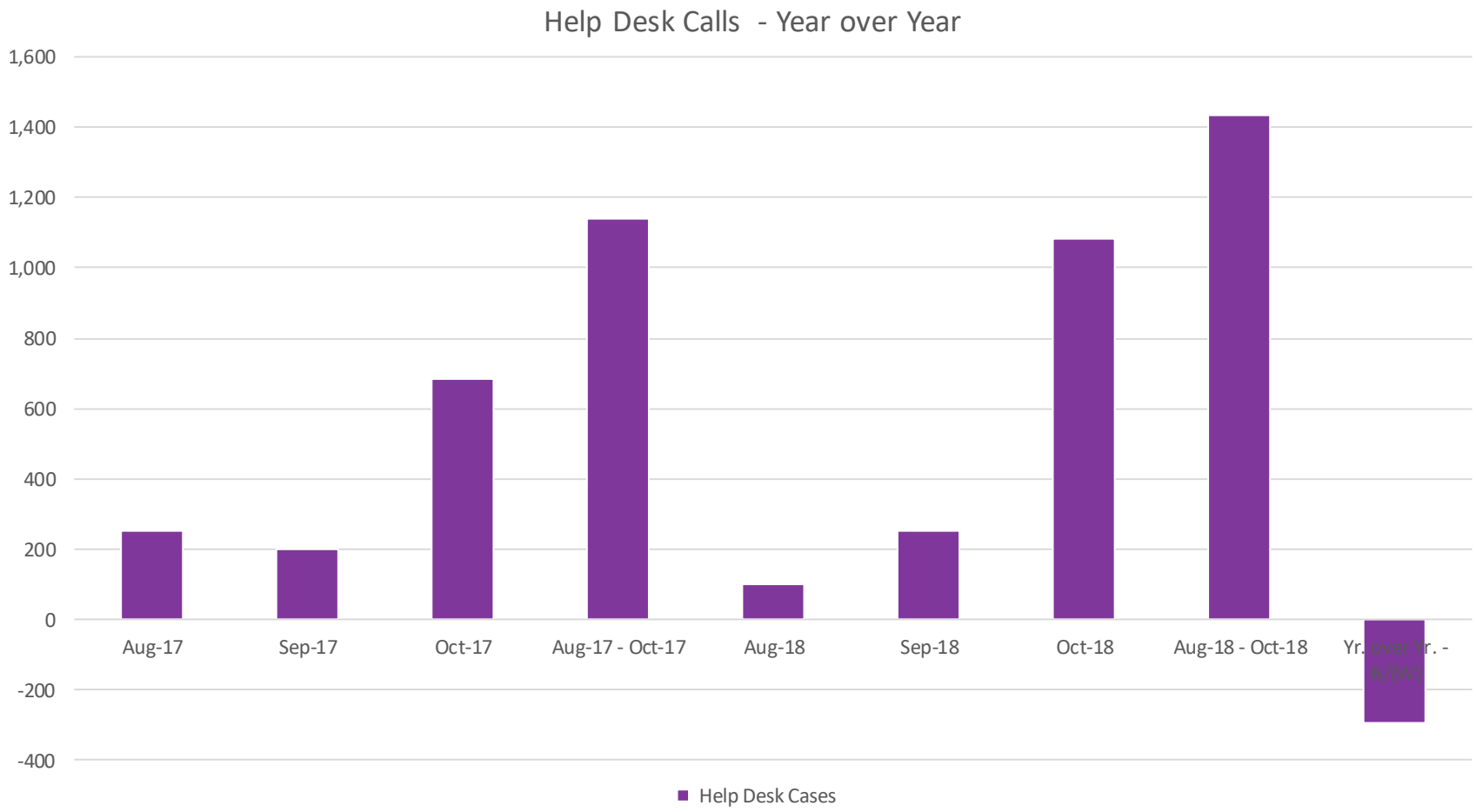
FileLocal

Your one stop for local business licensing and tax filing

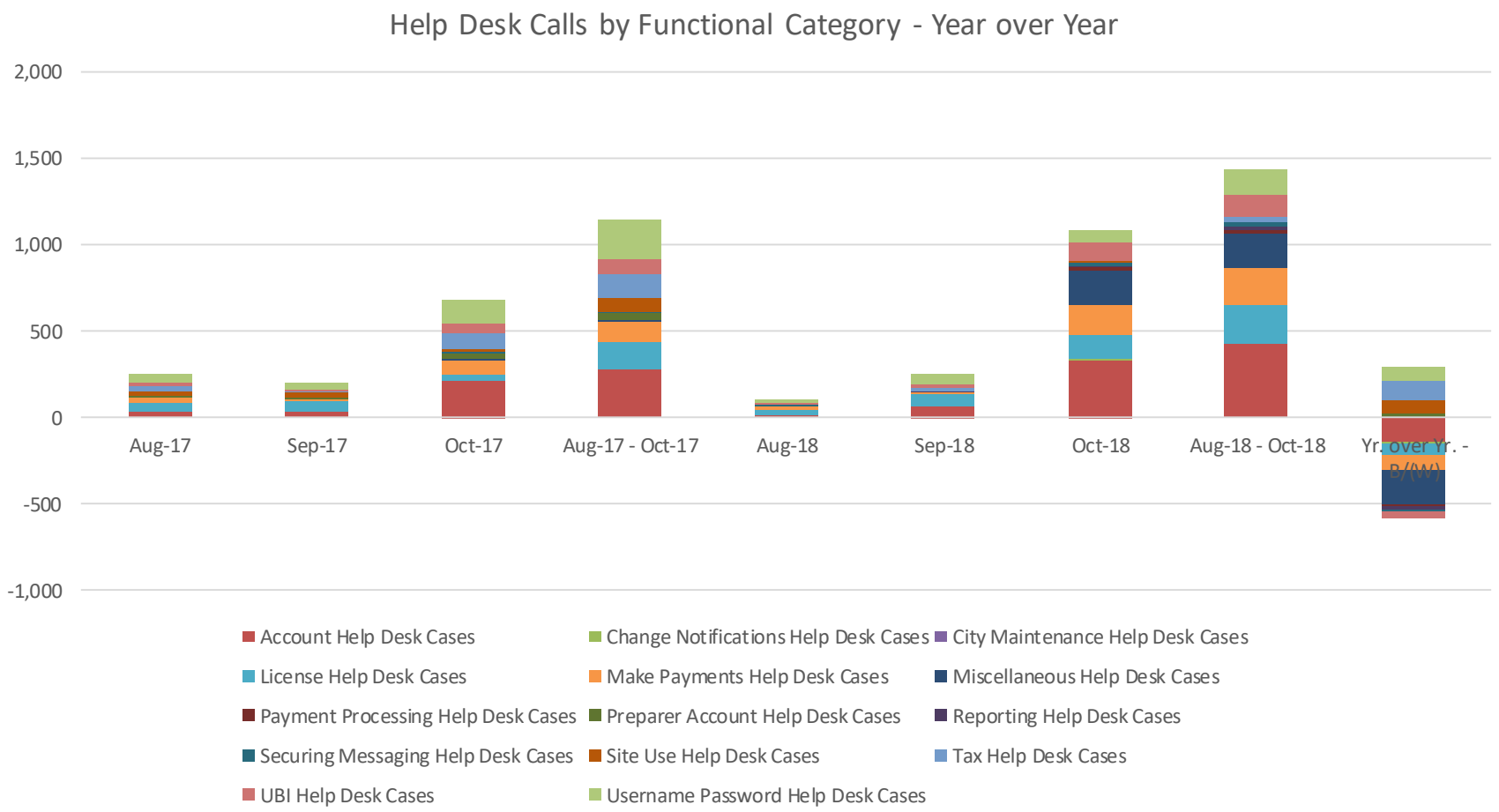
www.filelocal-wa.gov

FileLocal: Monthly Business Review

October 2018



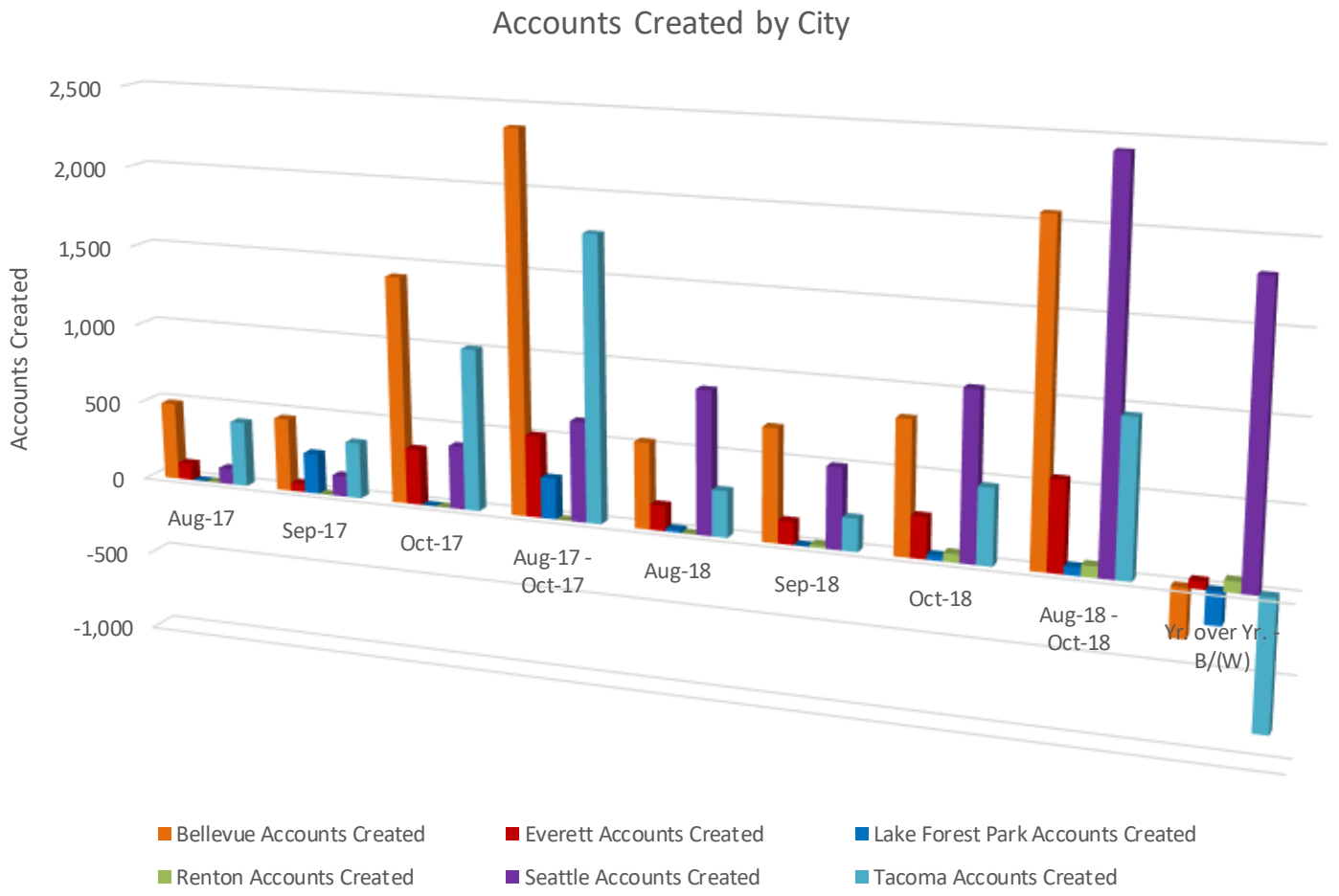
Help Desk Calls by Functional Category	Help desk calls totaled 1,435 for the three months ending October 2018. This is 8.0% of the accounts created and forms filed which is 2.6% lower than the same three months in the prior year (10.6%). Compared to the prior year, the number of calls were up 296. Three categories make up the highest (61%) % of calls - account creation (30%), licenses (16%) and payments (15%).



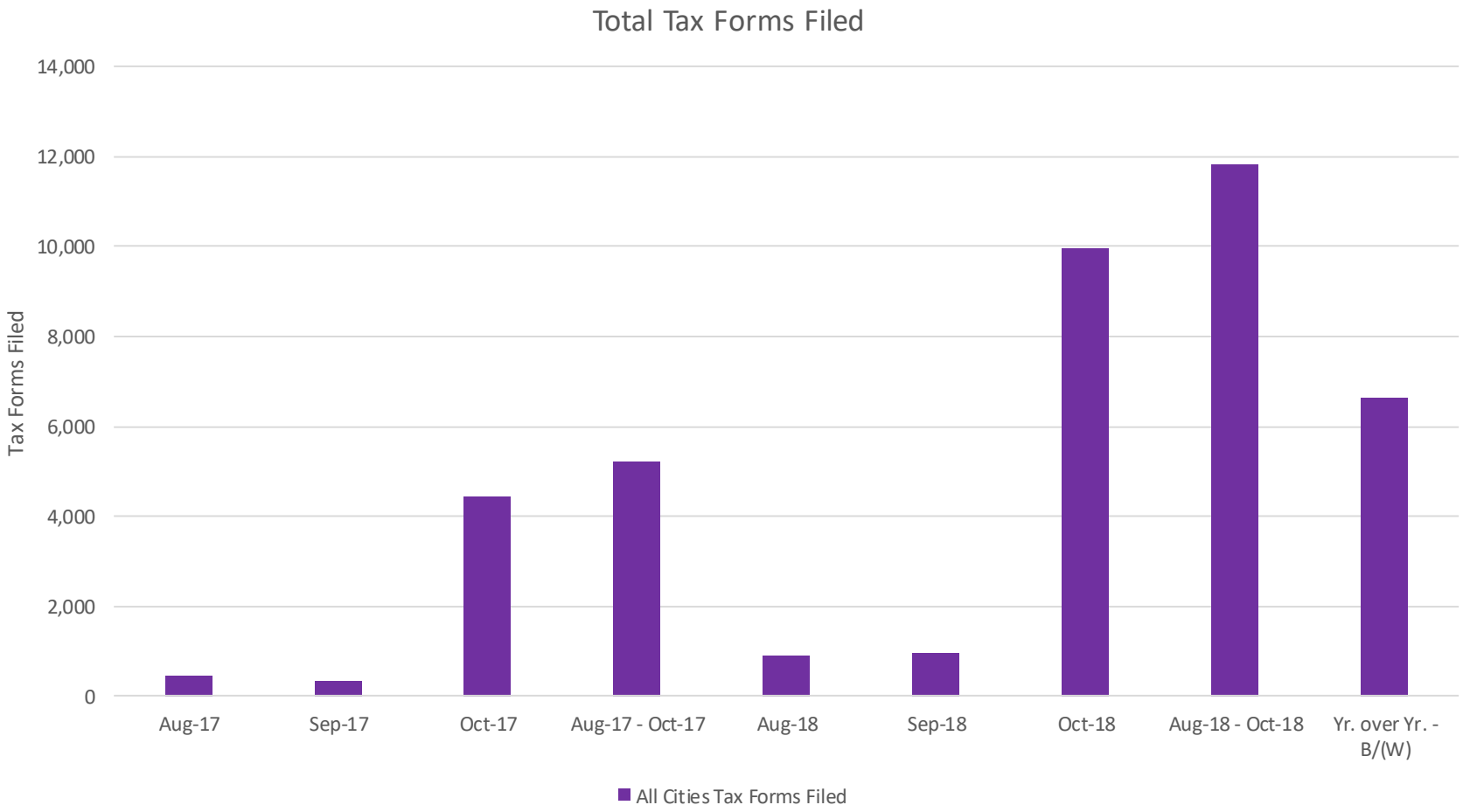
Help Desk Calls by Functional Category	Help desk calls totaled 1,435 for the three months ending October 2018. This is 8.0% of the accounts created and forms filed which is 2.6% lower than the same three months in the prior year (10.6%). Compared to the prior year, the number of calls were up 296. Three categories make up the highest (61%) % of calls - account creation (30%), licenses (16%) and payments (15%).



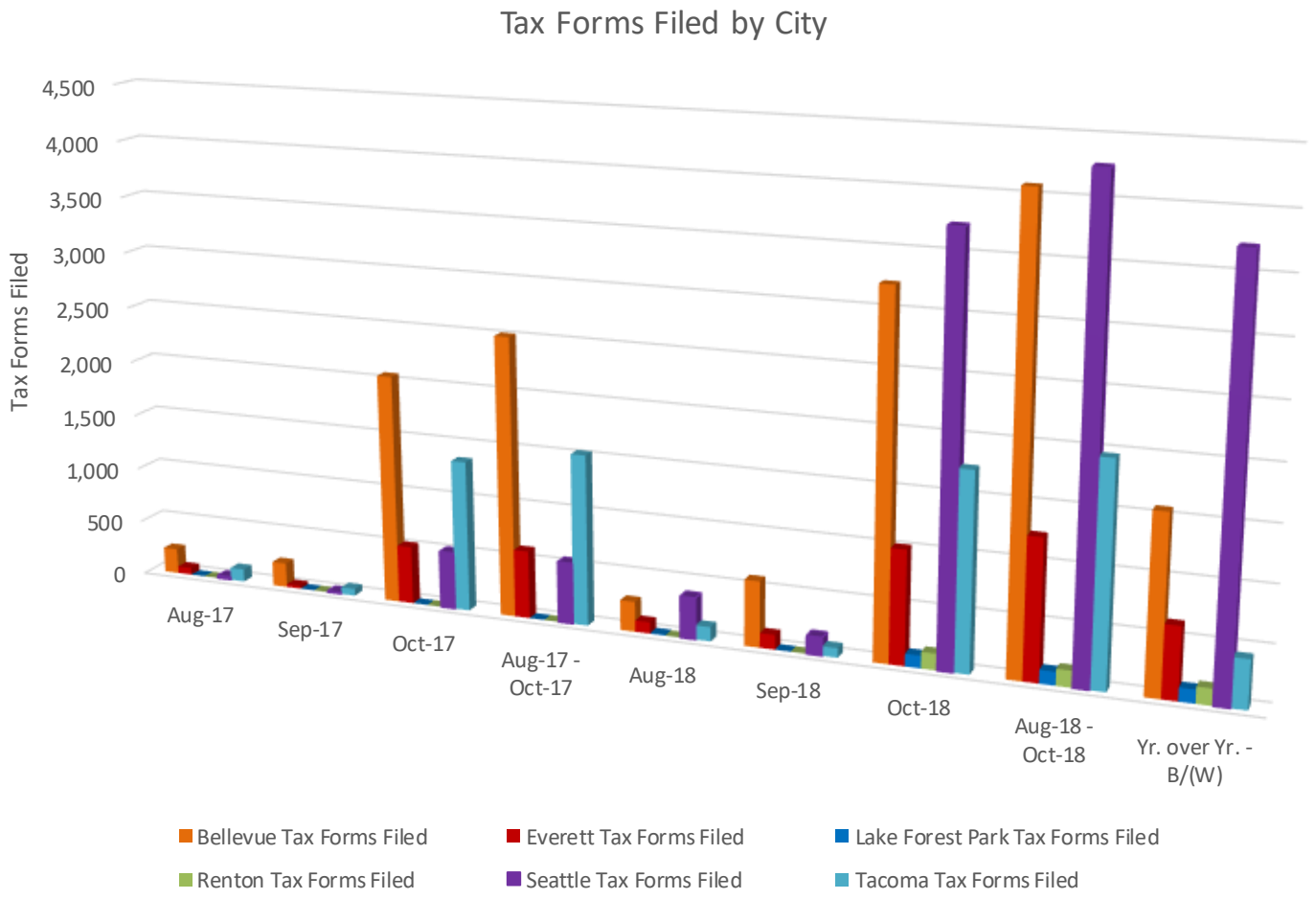
Accounts Created	Accounts created for the 3 months ended October 2018 were 6,131 which is up 604 accounts compared to the same 3 months in the prior year. Three of the six cities were up with Bellevue down 303, Everett up 48, Lake Forest Park down 203, Renton up 70, Seattle up 1804 and Tacoma down 812.



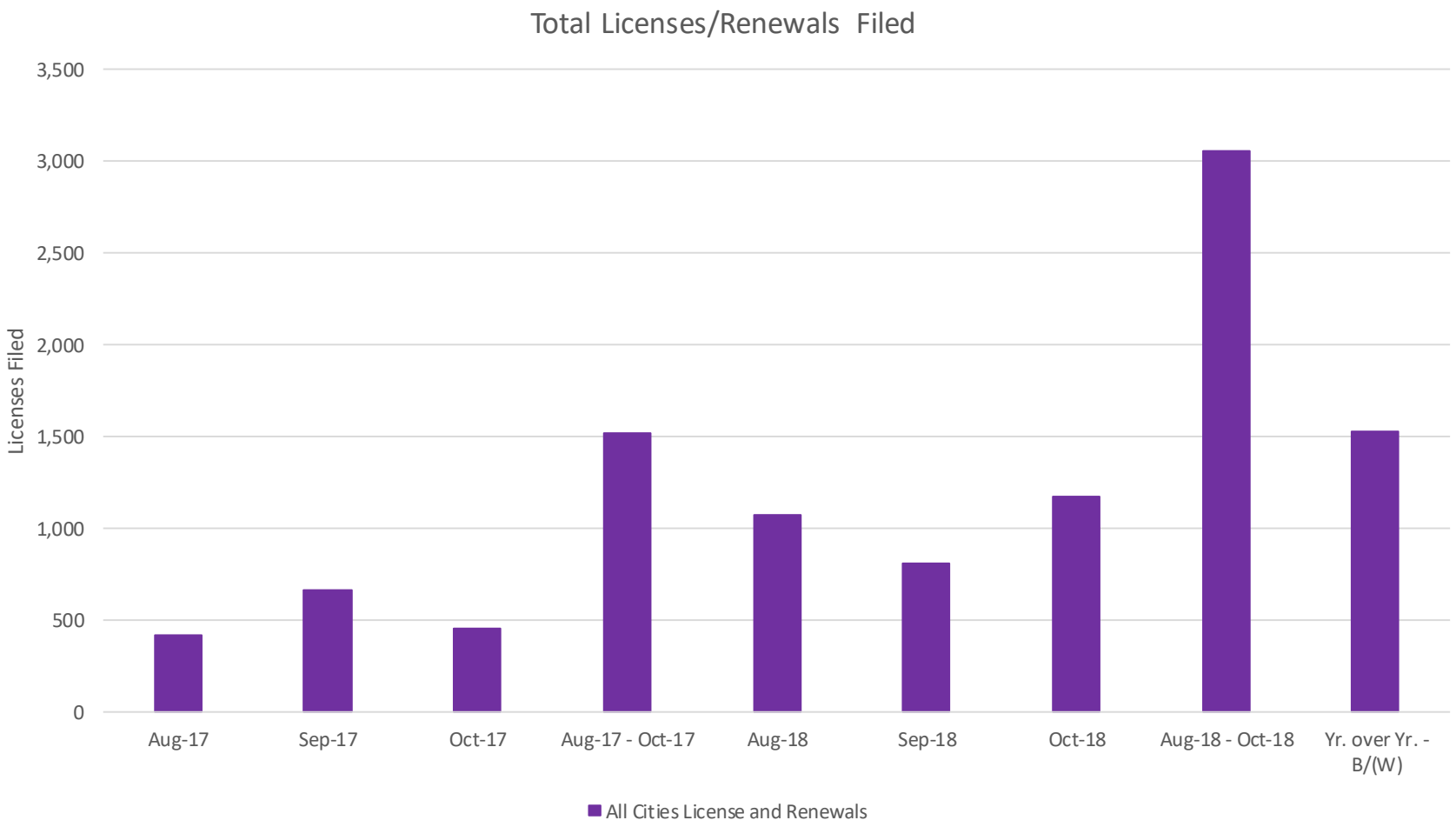
Accounts Created	Accounts created for the 3 months ended October 2018 were 6,131 which is up 604 accounts compared to the same 3 months in the prior year. Three of the six cities were up with Bellevue down 303, Everett up 48, Lake Forest Park down 203, Renton up 70, Seattle up 1804 and Tacoma down 812.



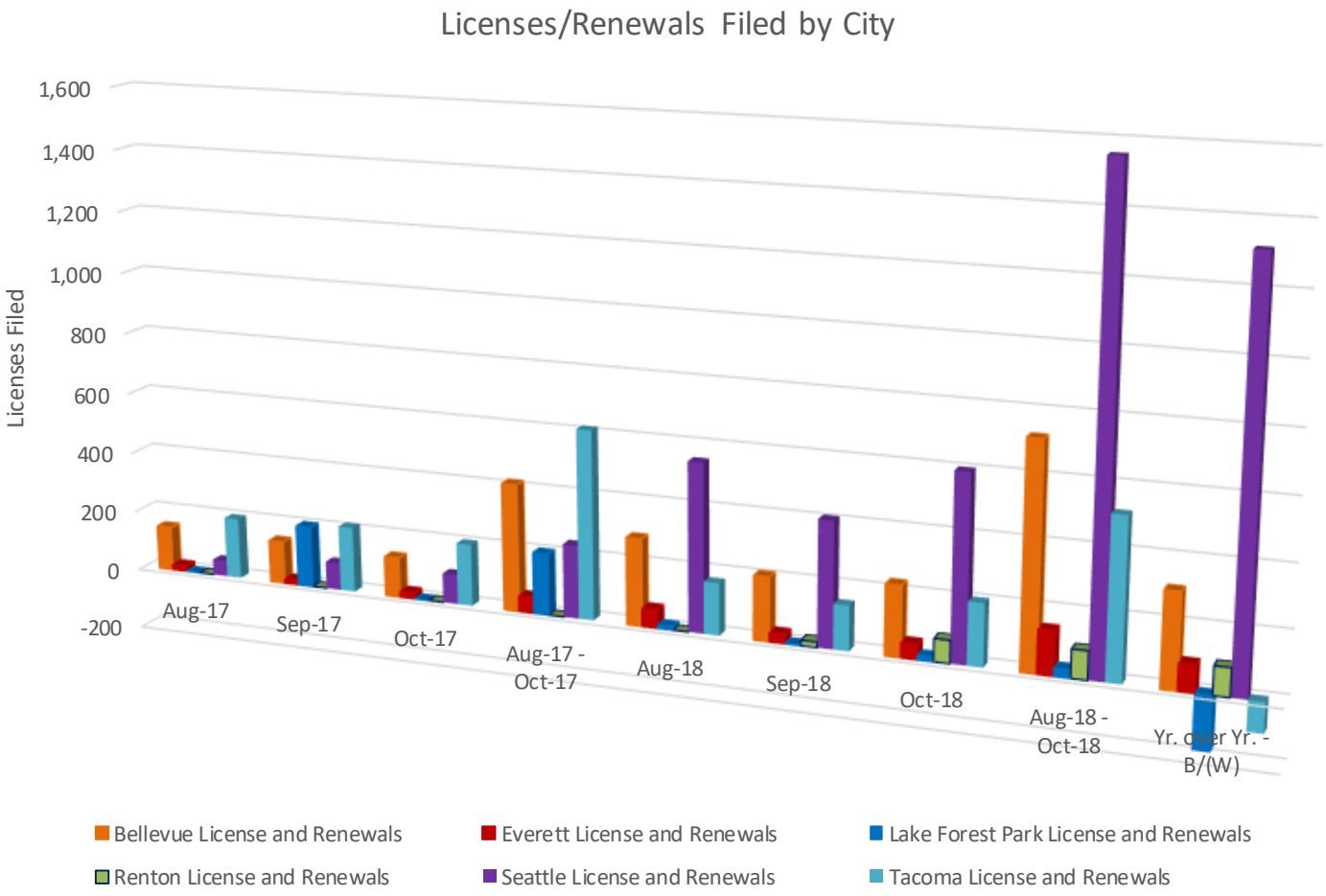
Tax Forms Filed	Tax Forms filed for the 3 months ended October 2018 were 11,829 which is up 6,627 filings compared to the same 3 months from the prior year. All six cities were up with Bellevue up 1,572, Everett up 640, Lake Forest Park up 121, Renton up 148, Seattle up 3,714 and Tacoma up 432.



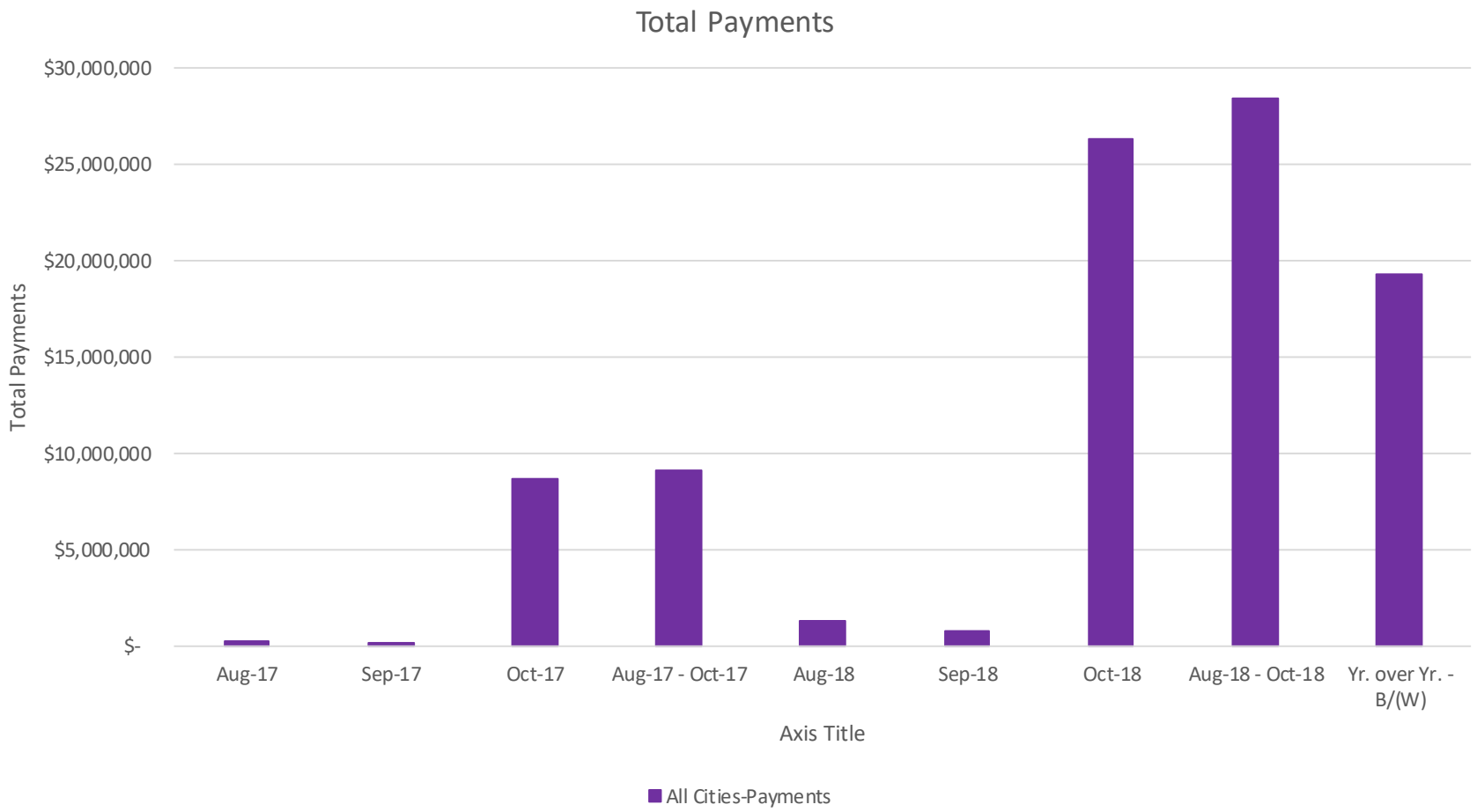
Tax Forms Filed	Tax Forms filed for the 3 months ended October 2018 were 11,829 which is up 6,627 filings compared to the same 3 months from the prior year. All six cities were up with Bellevue up 1,572, Everett up 640, Lake Forest Park up 121, Renton up 148, Seattle up 3,714 and Tacoma up 432.



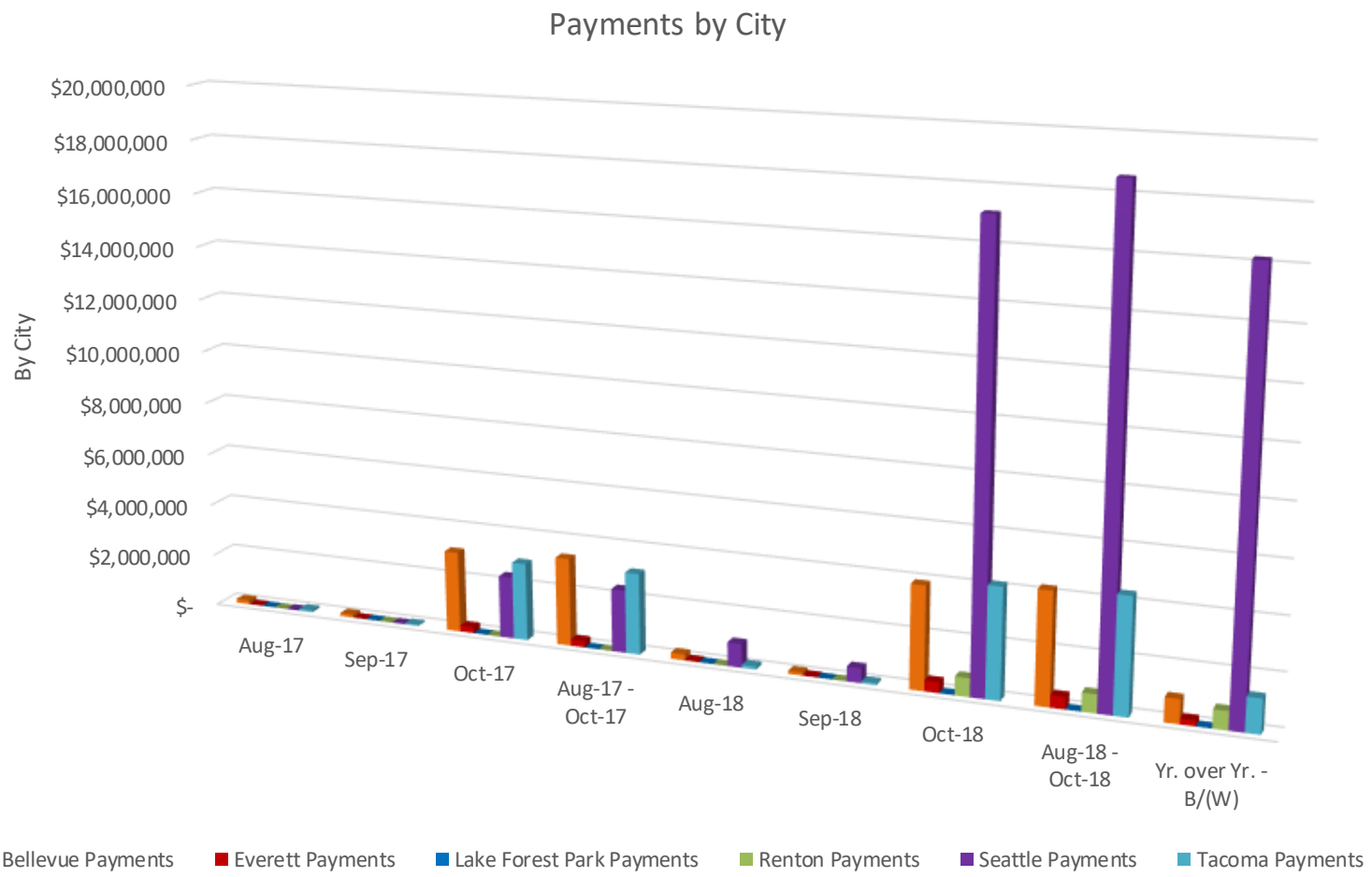
Licenses/Renewals Filed	License/Renewals created for the 3 months ended October 2018 were 3,055 which is up 1,532 filings compared to the same 3 months from the prior year. Four cities were up with Bellevue up 305, Everett up 89, Lake Forest Park down 173, Renton up 92, Seattle up 1,317 and Tacoma down 98.



Licenses/Renewals Filed	License/Renewals created for the 3 months ended October 2018 were 3,055 which is up 1,532 filings compared to the same 3 months from the prior year. Four cities were up with Bellevue up 305, Everett up 89, Lake Forest Park down 173, Renton up 92, Seattle up 1,317 and Tacoma down 98.



Payments Made by City	Payments made for the 3 months ended October 2018 were $28,399m which is up $19.330m compared to the same 3 months from the prior year. All six cities were up with Bellevue up $909k, Everett up $215k, Lake Forest Park up $15k, Renton up $703k, Seattle up $16,189k, and Tacoma up $1,299k.



Payments Made by City	Payments made for the 3 months ended October 2018 were $28,399m which is up $19.330m compared to the same 3 months from the prior year. All six cities were up with Bellevue up $909k, Everett up $215k, Lake Forest Park up $15k, Renton up $703k, Seattle up $16,189k, and Tacoma up $1,299k.

User Account Usage Metrics

Description	Jul-18	Aug-18	Sep-18	Oct-18
Users that completed email validation	3,075	1,702	1,406	2,352
% of users that completed email validation	94%	95%	96%	95%
Users that completed email validation and assigned a license	1,888	1,078	823	1,515
% of users that completed email validation and assigned a license	61%	63%	59%	64%
Filed a Tax Return for the First Time	1,159	534	426	890

Seattle Import Account Sign-Up Metrics

Description	Jul-18	Aug-18	Sep-18	Oct-18
Seattle Import Started	750	113	61	298
Seattle Import Completed	660	94	38	259
Seattle - % that started and completed import	88%	83%	62%	87%

FileLocal

Your one stop for local business licensing and tax filing

www.filelocal-wa.gov

New Cities Update

Activities	City	Year.Qtr	Type	Notes
New City Implementation - Shoreline	Shoreline	Jan'19	Subscriber City	On Track for late Q4'18 Implementation
New City Implementation - Bremerton	Bremerton	2019.1	Subscriber City	Implementation delayed due to a delay in code development
Vision Software	Vision Software	2019.1/2	N/A	Company/New City in Development
New City Board Presentation Q1'19	Des Moines	2019.2	TBD	City is reviewing Vision Software as a back end solution
New City Board Presentation Q2'19	Kent	2019.4	TBD	City is developing a SOR. Once this is complete, the Agency will work with the city to schedule date for FileLocal Implementation.
New City Board Presentation Q3'19	Issaquah	2020.1	Principal City	City is reviewing various back end solutions.
New City Board Presentation	Snoqualmie	2020.2	Principal City	City is reviewing Vision Software as a back end solution

Filelocal

Vendor Contact List

November 15, 2018

Ad Specialties & Promotions
Associated Recreational Council
Association of Washington Cities
Bellevue Vendor
Bluesodapromo
City of Bremerton Tax & License
City of Everett Tax & License
City of Seattle Capital Recovery
City of Seattle Tax & License
City of Seattle Treasury Dept
City of Tacoma Tax & License
Department of Information Technology
Dynamic Language
eGov Systems
Everett Vendor
Francis & Company
Getty Images
Greg Kauper
Ingallina's Box Lunch
Jamie Carnell
Keeney's
Kenyon Disend
Kevin Fitzpatrick
Kubra
Laurie McVay
Level Access
Leviathan
Overnight Printing & Graphics
Performance Dimensions Group
Seattle Dept of Information Tech
Seattle Finance and Adm
Secretary of State
State of Washington-Consolidated Technology
Tacoma Vendor
Vision Municipal Solutions
WAPRO
Washington Cities Insurance Authority
Washington Finance Officers Association
Wells Fargo
Wendy Thomaston
WFOA Conference