FileLocal

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

Executive Board:

Andy Cherullo, ***Chair***
City of Tacoma

Jan Hawn
City of Bellevue

Susy Haugen
City of Everett

Glen Lee
City of Seattle

Executive Board
Agenda

May 27, 2014
Seattle Municipal Tower Conference Room 4070
Seattle, Washington

9:00 AM: REGULAR MEETING

1. Call to Order
   a. Introductions

2. Public Comment*

3. Discussion Items
   a. Approve April Meeting Summary
   b. Acknowledge receipt of written designation of alternates
   c. Summary of accomplishments and upcoming work
   d. FileLocal Implementation Update

4. Action Items
   a. Draft Resolution FL2014-14 – 2015 Budget
   b. Draft Resolution FL2014-15 – Fiscal Internal Control Policies
   c. Draft Resolution FL2014-16 – Approval of Invoices

5. Other Business
   a. Loaned Staff Agreement Update

6. Next meetings
   a. Regular Meeting: June 23
   b. Special Meeting: July 16
   c. Regular Meeting: September 22

7. Adjournment

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

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Executive Board
April 28, 2014 Meeting Summary
12:00 PM-12:40 PM

1. Call to Order

The April 28, 2014 meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 12:00 PM and held at the Seattle Municipal Tower Conference Room 4070 in Seattle, Washington.

Roll Call
All four Executive Board members attended. Andy Cherullo, Susy Haugen (phone), Jan Hawn (phone), and Glen Lee.

Also present: Chris Bacha of Kenyon Disend, Jamie Carnell of the City of Seattle, Horace Francis of Francis & Company, Lilah Gael of the City of Seattle, Vanessa Lund of Cocker Fennessy, and Kjristine Lund of Lund Consulting.

2. Public Comment
There was no public comment.

3. Welcome and Introductions
Chris Bacha (Kenyon Disend) and Horace Francis (Francis and Company) were introduced.

4. Agenda Approval
On a motion made by Jan Hawn, the board unanimously approved the Meeting Summary of the March 24, 2014 Special Meeting of the FileLocal Executive Board. Glen Lee was absent for this vote.

5. Actions

On a motion made by Glen Lee, the Board unanimously adopted Resolution FL2014-06 placing the vendor contract for implementation of the FileLocal portal with the City of Seattle until implementation is completed and the final vendor

*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.

invoice has been paid.

On a motion made by Jan Hawn, the Board unanimously adopted Resolution FL2014-07 designating Jamie Carnell of the City of Seattle as the Interim Program Manager.

On a motion made by Jan Hawn, the Board unanimously adopted Resolution FL2014-08 appointing Jamie Carnell as the FileLocal representative on the Washington Cities Insurance Authority's (WCIA) Board, and George Emerson as the alternate.

On a motion made by Jan Hawn, the Board unanimously adopted Resolution FL2014-09 establishing a banking relationship between FileLocal and Wells Fargo.

On a motion made by Glen Lee, the Board unanimously adopted Resolution FL2014-10 authorizing the Program Manager to sign financial instruments up to $10,000.

On a motion made by Jan Hawn, the Board unanimously adopted Resolution FL2014-11 establishing the criteria for emergency meetings of the FileLocal Executive Board.

On a motion made by Glen Lee, the Board unanimously adopted Resolution FL2014-12 adopting FileLocal's 2014 budget.

On a motion made by Jan Hawn, the Board unanimously adopted Resolution FL2014-13 approving payment of the Washington Cities Insurance Authority's invoice and the Kenyon Disend invoice.

6. Discussion Items

Budget
The budget will be revised according to the final project plan with eGov and will be discussed at the next Board meeting in May. The Board is expected to vote on the budget in June.

Indemnification of Operations Committee Members
The Operations Committee recommended not indemnifying it's members since the Executive Board is the decision-making authority. Executive Board members concurred.

Loaned Staff Agreement
City of Seattle and FileLocal legal teams are reviewing the loaned staff agreement. The agreement will be discussed in an executive session at the May meeting.

Program Manager's Report
The FileLocal team met with the eGov team in Baton Rouge to meet the team in person and discuss the project schedule.

Operating Committee Report
There is no Operating Committee Report for today's meeting.

7. Adjournment
On a motion made by Susy Haugen, the Board unanimously agreed to adjourn the meeting. The meeting adjourned at 12:40 pm.

FileLocal

Executive Board:

Andy Cherullo, ***Chair***
City of Tacoma

Jan Hawn
City of Bellevue

Susy Haugen
City of Everett

Glen Lee
City of Seattle

Executive Board Alternate Roster

City of Bellevue	Sara Lane Assistant Finance Director slane@bellevuewa.gov (425) 452-7247
City of Everett	Sharon Fuller Everett City Clerk sfuller@everettwa.gov (425) 257-8609
City of Seattle	Jackie Mitchell Business Licensing Manager jackie.mitchell@seattle.gov (206) 684-8494
City of Tacoma	Susan Ramirez Assistant Finance Director/Controller sramirez@ci.tacoma.wa.us (253) 591-5802

CITY OF BELLEVUE

P.O. Box 90012 • Bellevue, WA • 98009-9012

April 28, 2014

Andy Cherillo
FileLocal Chair
Seattle Municipal Tower
700 5th Avenue, Suite 4350
PO Box 94669
Seattle, WA 98124-4669

Re: Designated Alternate

Dear Chair Cherillo:

Please note that Sara Lane, Assistant Finance Director for the City of Bellevue, will serve as my alternate should I be unable to attend an Executive Board meeting for FileLocal.

Thank you.

Yours truly,

Jan Hawn
Finance Director

cc: Sara Lane, Assistant Finance Director

FINANCE
EVERETT

April 24, 2014

File Local
Executive Board

RE: Alternate

I am designating Sharon Fuller, Everett City Clerk, as my alternate for the File Local Executive Board.

Susy Haugen
Finance Manager-Treasurer
File Local Executive Board Secretary

Accounting	City Clerk - Treasurer	Information Tech	Finance	Purchasing
(425) 257-8749	(425) 257-8610	(425) 257-8776	(425) 257-8612	(425) 257-8840
Fax (425) 257-8611	(425) 257-8741	(425) 257-8620	(425) 257-8611	(425) 257-8864

CITY OF EVERETT • 2930 Wetmore Avenue • Everett, WA 98201

City of Seattle
Edward B. Murray, Mayor

Finance and Administrative Services
Fred Podesta, Director
Glen M. Lee, City Finance Director

April 28, 2014

FileLocal Executive Board

Section 7(h) of the Interlocal Agreement between the Cities of Bellevue, Everett, Seattle, and Tacoma requires each board member to designate an alternate. I hereby appoint Jackie Mitchell, Business Licensing Manager for the Department of Finance and Administrative Services, to serve as my official alternative in my absence.

Glen M. Lee
City Finance Director

Cc: Jackie Mitchell, Business Licensing Manager

Department of Finance and Administrative Services
700 Fifth Avenue, 43rd Floor
P.O. Box 94669
Seattle, Washington 98124-4669

Tel (206) 684-8079
Fax (206) 684-8286
Hearing Impaired use the Washington Relay Service (7-1-1)
http://www.seattle.gov/FAS

City of Tacoma **Memorandum**

TO: File Local Executive Board

FROM: Andy Cherullo, Finance Director

SUBJECT: Alternate Member

DATE: April 24, 2014

Pursuant to Section 7 (h) of the Interlocal Agreement between the Cities of Bellevue, Everett, Seattle and Tacoma, which requires each board member to designate an alternate, I hereby appoint Susan Ramirez, Assistant Finance Director/Controller for the City of Tacoma's Finance Department, to serve as my official alternate in my absence.

cc: Susan Ramirez, Assistant Finance Director
Danielle Larson, Tax & License Division Manager

FileLocal Governance

Summary of Recent Accomplishments & Upcoming Work

TASK	REFERENCE	STATUS
File ILAs		✓
Conduct first organizational meeting		✓
Adopt bylaws	FL2014-01	✓
Elect officers	FL2014-02	✓
Set meeting schedule	FL2014-03	✓
Retain legal counsel	FL2014-04	✓
Retain accounting services	FL2014-05	✓
Assign vendor contract (indicate timing)	FL2014-06	✓
Name interim program manager	FL2014-07	✓
Sign WCIA interlocal agreement	FL2014-08	✓
Establish banking relationship	FL2014-09	✓
Establish check signing policies	FL2014-10	✓
Define emergency meetings	FL2014-11	✓
Formally adopt 2014 budget	FL2014-12	✓
Pay invoices	FL2014-13	✓
Approve 2015 Budget	FL2014-14	➢ Review at May Meeting
Approve Fiscal Internal Control Policies	FL2014-15	➢ Review at May Meeting
Adopt Loaned Staff Agreement		➢ Review at June or July Meeting
Establish operating policies and reports, eg: • **Service Level Agreements** • **Ethics policy** • **Public records policy** • **Quarterly budget report** • **Operations performance report**		➢ Review at Sept. Meeting
Assignment of portal services		➢ June 2015
Payment of invoices		➢ ongoing
Ongoing protocols and resolutions to comply with state law, ILA and bylaws		➢ ongoing

FileLocal Implementation Plan Executive Board

June 23, 2015

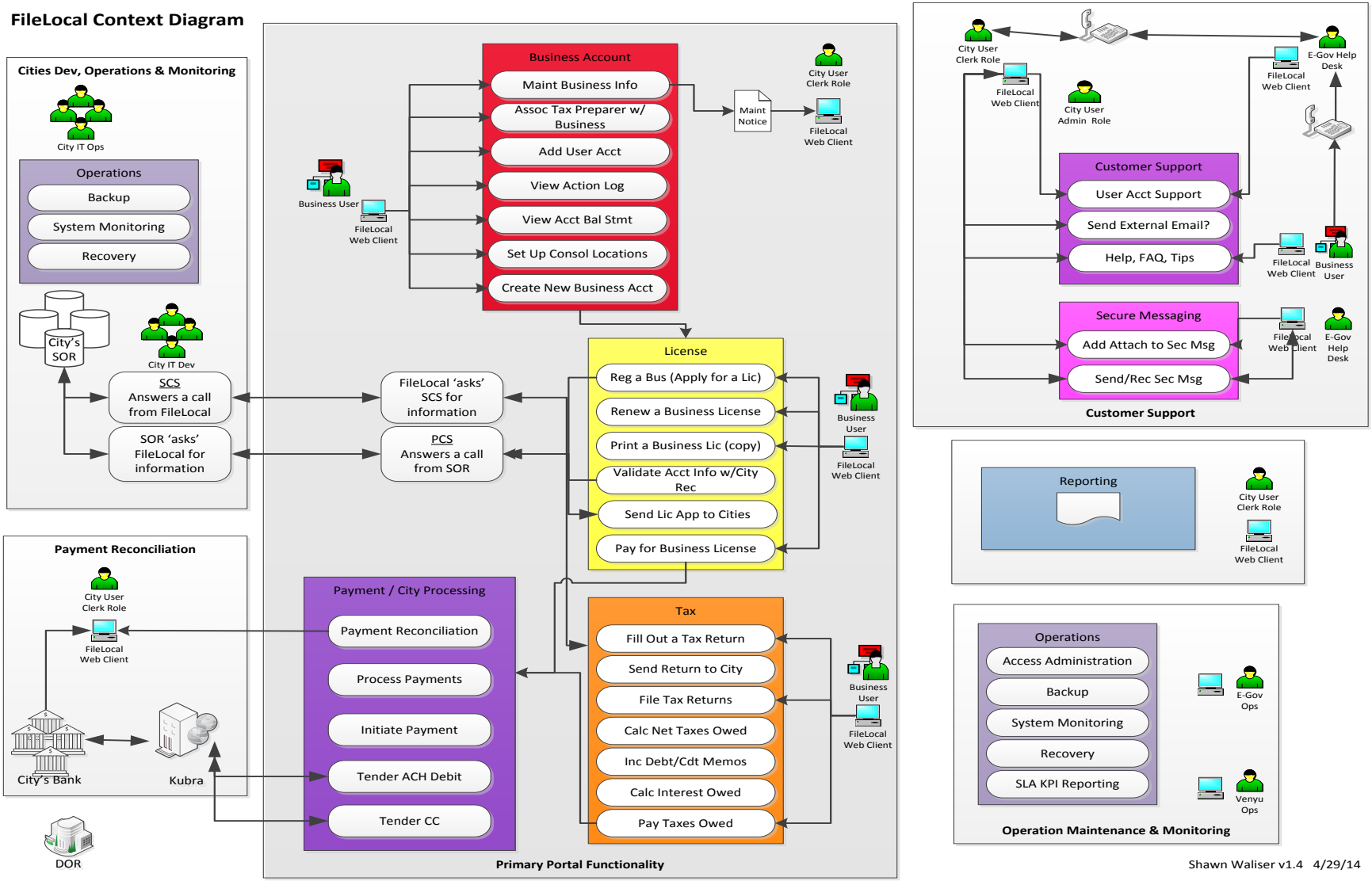
EXECUTIVE SUMMARY

FileLocal Promise

Launch the business license and local B&O tax portal only when we are certain the system can deliver what has been promised to our partners and stakeholders.

CONTEXT DIAGRAM

FileLocal Context Diagram



Shawn Waliser v1.4 4/29/14

CURRENT STATUS

Five major components:

- Two are complete
- One in testing
- One in development
- One behind schedule
- New design component added for ADA accessibility

CONCERNS

- Meeting payment and security deadlines for a Fall 2014 launch.
- Current schedule does not allow for full testing of system or ADA accessibility requirement.

Action Steps to Address Concerns

- Spent 30 days evaluating options with FileLocal team.
- Spent a week in Louisiana meeting with eGov Systems team to create a realistic and attainable schedule.
- Worked with Principal cities to understand how city development fits into the schedule.
- Met with the City of Tacoma to understand ADA accessibility requirements and spent time accessing options for launch and further ADA development after launch.

RECOMMENDATION

Launch the portal in Spring 2015

BENEFITS OF SPRING 2015 LAUNCH

BENEFITS

- Provides adequate time to complete development.
- Ensures end-to-end testing of the system.
- Provides increased confidence in the system.
- Increased likelihood of other cities becoming Principal or Subscriber members.

BACKGROUND OF DELIBERATIVE PROCESS

System Overview

- Many interconnected parts which need to be fully tested.
- Experts recommend seven weeks of testing the following:
  - System Integration, Software Quality Assurance
  - End-to-End Function and Data (city testing)
  - Security, Vulnerability, Performance/Stress

OPTIONS CONSIDERED

OPTION 1

Launch 1 to 4 Principal cities in 2014 with full Phase I functionality.

Confidence: **LOW**

Reason: Design and development of remaining flights (work products) does not leave enough time to complete design, development, and rigorous testing before year-end.

OPTION 2

Launch 1 to 4 Principal cities in 2014 with **less** than full Phase I functionality.

Confidence: **LOW**

Reason: Without the payments module completed on time there is not sufficient functionality for the system.

OPTION 3

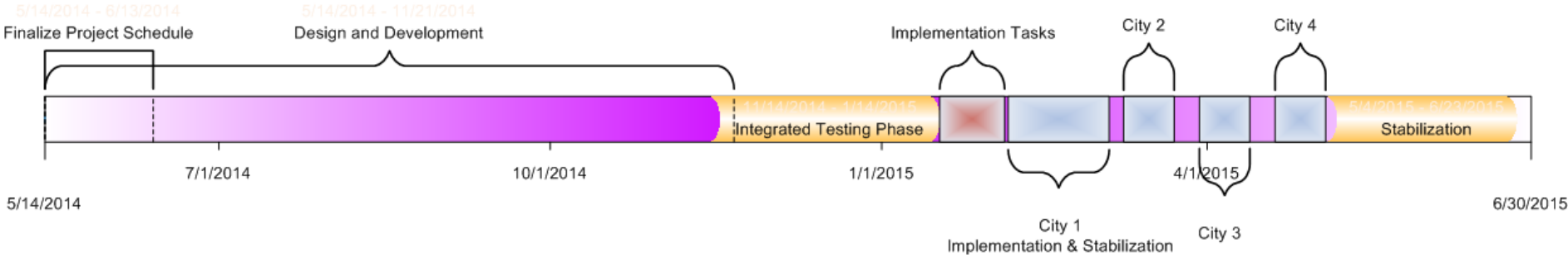
Launch all 4 Principal cities sequentially between February and April 2015 with full Phase I functionality.

Confidence: **HIGH**

Reason: Experts working on the portal believe that the issues with the payments and ADA functionality will be resolved within the timeframes of the new schedule.

TIMELINE

Implementation Timeline



CONCLUSIONS & NEXT STEPS

Action	Owner(s)	Due Date
Review revised launch date with Operating Committee and Executive Board	COS & e-Gov	5/27
Payments - Finalize legal agreement between COS and Kubra	COS and Kubra leadership	5/30
Payments - Complete design, technical review, and scheduling session(s) with Kubra to estimate design, development , and testing efforts	e-Gov, COS and Kubra design, development, and QA SMEs	5/14-5/30
ADA – Assess Tacoma's requirements, estimate design and development effort and where to fit with other Flight bundles already in the pipeline	e-Gov and Portal design and development SMEs	5/20-6/9
Schedule – align cities development work within the new schedule and ensure all city tasks are integrated into final schedule	Anne and Shawn in consultation with vendors, Portal, & City SMEs	5/19-30
Schedule – pending approval of the 'new' schedule	City of Seattle	6/13
Implementation – Conduct kick-off to refresh focus on implementation tasks	Anne and Shawn in consultation with vendors, Portal, & City SMEs	NLT 6/13

FileLocal

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FileLocal Resolution FL 2014-14
Briefing Paper

Date: May 27, 2014

Issue: Shall the Washington Multi-City Business License and Tax Portal Agency ("Agency") Executive Board approve the draft 2015 budget?

Recommendation: The Portal Agency Executive Board should pass Resolution FL 2014-14 approving the draft 2015 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 at the April 28 Executive 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 May 12 meeting, requested modifications, and approved the draft budget included as an attachment to Resolution FL 2014 – 14.

The key areas of change discussed with the Operations Committee are:

- Reduction in 2015 cost allocations for the Principals due to the new implementation schedule.
- Increase in vendor technology costs resulting from a change in payment processing provider and increased data center storage.

RESOLUTION NO. 2014-14

A Resolution of the Washington Multi-City Business License and Tax Portal Agency Executive Board adopting a draft 2015 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 2015 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 Executive Board reviewed a proposed budget on April 28, 2014;

Whereas, the Portal Agency Manager developed a draft 2015 budget;

Whereas, the Operations Committee reviewed a draft budget on April 14, 2014 and recommended a draft 2015 budget on May 16, 2014;

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 2015 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, 2014.

ADOPTED this _____ day of _____, 2014.

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
2015 and 2016 Budget - Proposed Revisions
May 12, 2014

	2015	2016	
Revenue			
Fund Carryover	70,380	-	
User Fees	58,106	193,510	<1>
Reimbursable Costs			<2>
- City of Seattle	368,997	361,048	
- City of Bellevue	53,714	52,557	
- City of Tacoma	86,841	84,970	
- City of Everett	24,996	24,458	
Total Reimbursable Costs	534,548	523,033	
Total Revenue	**663,034**	**716,543**	
Expenditures			
Labor	314,740	324,182	<3>
Contracts	36,440	37,105	<4>
Overhead	43,807	44,221	<5>
Technology Costs	230,133	299,110	<6>
Operating Reserve	37,914	11,925	<7>
Total Expenditures	**663,034**	**716,543**	
Excess (Deficit)	-	-	

Assumptions and Notes

<1> User fees are estimated based on the amount of 2012 actual filers.

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

<3> Labor costs represent 2.5 FTE loaned in from City of Seattle. The total costs include salaries, fringe benefits, related payroll taxes and other allocated overhead costs. The labor costs are estimated based on actual 2013 with a CPI-U adjustment.

<4> Professional fees include accounting, insurance, and bank charges are based on the existing contracts or estimate of what cost will be.

<5> Overhead includes legal, supplies, printing, memberships and allocated information technology costs.

<6> Technology costs include fixed annual hosting and licensing fees, services based on the usage, and other associated fees. User fees are estimated based on the numbers of actual 2012 transaction count.

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

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FileLocal Resolution FL 2014-15
Briefing Paper

Date: May 27, 2014

Issue: Shall the Washington Multi-City Business License and Tax Portal Agency ("Agency") Executive Board approve a policy to govern disbursement of funds as part of its Operating Policies?

Recommendation: The Portal Agency Executive Board should pass Resolution FL 2014-15 approving a policy to govern disbursements.

Rationale: The Washington Multi-City Interlocal Business License and Tax Portal Agency ("Portal Agency") Interlocal Agreement ("Agreement") requires the development of Portal Agency Operating Policies.

Operating Policies will be developed over time and will be subject to amendments. One of the first priorities is to ensure internal controls over disbursements. Resolution FL 2014-10 requires that expenditures must conform to internal control policies adopted by the Portal Agency, regarding documentation and approval of expenditures.

The Operating Policy for disbursements was prepared by the Agency's accounting firm. The Agreement specifies that the Operations Committee shall assist in the review of Operating Policies and amendments.

Operations Committee reviewed these disbursement policies at their May 12 meeting.

Approval of Operating Policies requires a supermajority vote of the Executive Board.

RESOLUTION NO. 2014-15

A Resolution of the Washington Multi-City Business License and Tax Portal Agency Executive Board approving Portal Agency Operating Policies related to fiscal policies and disbursements.

Whereas, the Washington Multi-City Interlocal Business License and Tax Portal Agency ("Portal Agency") Interlocal Agreement ("Agreement") requires the development of Portal Agency Operating Policies;

Whereas, Resolution FL 2014-10 requires that expenditures must conform to internal control policies adopted by the Portal Agency, regarding documentation and approval of expenditures;

Whereas, the Agreement contemplates that the Operating Procedures shall include policies to protect sensitive Taxpayer data, and ensure the relationship between the Portal and Participating Cities remains fully functional and secure, the Executive Board shall adopt a Portal Operations Policy and policies to determine the timing of payments by Participating Cities;

Whereas, the Agreement specifies that the Operations Committee shall assist in the review of Operating Policies and amendments thereto;

Whereas, Operating Policies will be developed over time and subject to amendments, and

Whereas, approval of Operating Policies requires a supermajority vote of the Executive Board;

Now Therefore,

DRAFT

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

SECTION 1. The Executive Board approves the Operating Policies chapter related to fiscal policies and disbursements included as Attachment A to this resolution.

ADOPTED this _____ day of _____, 2014.

ATTEST:

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

Board Secretary

Board Chair

DRAFT

WASHINGTON MULTI-CITY BUSINESS & TAX PORTAL AGENCY

FILELOCAL

FISCAL MANUAL

TABLE OF CONTENTS

1. ACCOUNTING SYSTEM
2. BUDGET
3. JOURNAL ENTRIES
4. FINANCIAL REPORTING
5. REVENUES
6. **DISBUSEMENTS**
7. PAYROLL
8. CAPITAL ASSET MANAGEMENT

6. DISBURSEMENTS

6.1 Authorizations

FILELOCAL

FISCAL MANUAL

SUBJECT: Authority for Disbursements

PURPOSE: To establish signature approval levels for the purposes of authorizing purchases, contracts, and expenditures.

POLICY: All expenditures require the approval of the Program Manager. All expenditures greater than $10,000 require the approval of the Operating Committee.

RESPONSIBILITY: The Program Manager and Operating Committee.

PROCEDURE:

Prior to purchase and/or disbursement all applicable forms must be signed by person authorized in accordance with the above policy.

6.2 Cash

FILELOCAL

FISCAL MANUAL

SUBJECT: Cash Disbursements

PURPOSE: To outline the policy for cash disbursements**.**

POLICY: Disbursements shall be made only for valid transactions by authorized personnel only.

RESPONSIBILITY: The Program Manager and Operating Committee

PROCEDURE:

1. All disbursements and bank transfers shall be for FileLocal's business and each transaction must be supported with properly authorized documentation such as an invoice, payroll record, or expenditure/check request;

2. Authorized personnel must approve supporting documentation; and all disbursement checks must be signed by persons authorized by the Executive Board.
3. Francis & Company will prepare checks and bank transfers based on approved supporting documents.

4. Checks made payable to "bearer" or "cash" or signed blank are prohibited;

5. Checks will be mailed or delivered directly to the named payee.

6. Bank statements will be received in the mail or accessed online by Francis & Company. The statements will be reconciled to the general ledger on a monthly basis by Francis & Company. Account reconciliation reports will be reviewed and approved by the Program Manager prior to recording journal entries to the general ledger.

7. Check requests shall be reviewed for proper approval signatures.

8. Copies of checks are to be matched to the supporting documentation. Prior to filing, all disbursement support shall be reviewed for proper documentation and authorized signatures.

6.3 Check

FILELOCAL

FISCAL MANUAL

SUBJECT: Check request

PURPOSE: To outline the policy for check request.

POLICY: The Check Request form must be completed for all expenditures not covered by a Purchase Order Requisition.

RESPONSIBILITY: Program Manger shall be responsible for approving check requests.

POLICY EXCEPTIONS: The Operating Committee shall authorize expenditures not anticipated or included in the budget. Payroll liabilities, taxes, and certain recurring costs do not require the Operating Committee's direct authorization or need be covered by a Check Request

Recurring payments do not require the Operating Committee or Program Manager's authorization. These expenditures have been constructively approved by virtue of the Operating Committee's approval of the contracts and agreements giving rise to the recurring obligation. A sample list of these types of expenditures is as follows:

1. Purchase orders supported by purchase requisitions;
2. Contract payments supported by previously approved contracts;
3. Pre-authorized temporary personnel help;
4. Utilities invoices.

PROCEDURE:

For the items listed below, no Purchase Order Requisition form is required. A Check Request form may be used:

1. US Postal costs;
2. Licenses;
3. Legal services;
4. Travel Expenses, conference fees, tuition, and temporary employment services;
5. Freight bills, express shipping, common carriers, import/export duties, customs & brokerage fees;
6. Taxi fares;
7. Dues, subscriptions, Professional membership & association dues;
8. Advertising.

6.4 Check

FILELOCAL

FISCAL MANUAL

SUBJECT: Control of Check Stock

PURPOSE: To detail the policy and procedures for control of signed checks and unsigned check stock.

POLICY: All checks are to be accounted for by check number. Francis & Company shall maintain strict internal controls with respect to preparation, printing, signing, mailing, filing and voiding of all checks.

RESPONSIBILITY: Francis & Company

PROCEDURE:

1. Check stock is to be securely maintained in a locked cabinet;

2. Francis & Company responsible for typing or printing checks and will not have access or authority to sign checks. Checks will be presented to authorized signers for signitures.

3. Check reconciliation will include accounting for all void or destroyed checks;

4. All checks are signed by the authorized check signers – Program Manager and others authorized by the Executive Board.

RESOLUTION NO. 2014-16

A Resolution of the Washington Multi-City Business License and Tax Portal Agency Executive Board approving invoices on behalf of the Portal Agency.

Whereas, Resolution FL 2014-10 of the Portal Agency authorizes the Program Manager to sign certain financial instruments on behalf of the Portal Agency;

Whereas, Resolution FL 2014-12 adopts the 2014 budget, and

Whereas, the attached invoice for legal services is within the approved budget;

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 authorizes the Program Manager to pay invoice #181757 in the amount of $2,990 to Kenyon Disend, PLLC for April 2014 services.

ADOPTED this _____ day of _____, 2014.

ATTEST:

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

_____
Board Secretary

_____
Board Chair

KENYON DISEND, PLLC
11 FRONT STREET SOUTH
ISSAQUAH, WA 98027-3820
(425)392-7090

Portal Agency
Attn: Jamie Carnell, Program Mgr.
File Local
P.O. Box 94669
Seattle WA 98124-4669

April 30, 2014
Account No: 309-00000M
Statement No: 181757

General Attorney Services
FOR PROFESSIONAL SERVICES RENDERED

Fees

		Hours	
04/03/2014 CDB	Review e-mails from J. Carnell regarding public records policies and upcoming meeting; prepare draft resolution and records request regarding public records policy; forward same to J. Carnell for review.	1.80	
04/07/2014 CDB	Review edits to resolution approving public records policies; prepare and forward e-mail to J. Carnell regarding same; review and revise draft language regarding executive sessions; forward revised language to L. Gael.	1.10	
04/18/2014 CDB	Review draft resolution authorizing program manager to pay invoices; prepare and forward comments to K. Lund and J. Carnell regarding same; begin review of term sheet and draft loaned servant agreement.	2.10	
04/28/2014 CDB	Complete review of interlocal agreement and contract; prepare for and attend Agency meeting; discuss loaned servant agreement with D. Larson after meeting.	4.00	
	For Current Services Rendered	9.00	2,205.00

Recapitulation

Timekeeper	Hours	Rate
Christopher D. Bacha	9.00	$245.00

Expenses

Parking fees	10.00
Total Expenses Thru 04/30/2014	10.00
Total Current Work	2,215.00
Previous Balance	$775.00
Balance Due	$2,990.00