



# Administration and Finance Committee Minutes

August 17, 2017

3:00 PM

SeaTac City Hall – Riverton Room 128

Members:	Present:	Absent:	Commence:	3:00 P.M.
			Adjourn:	4:03 P.M.
Erin Sitterley, Chair	X			
Peter Kwon	X			
Pam Fernald	X			

Other Council Members Present: Rick Forschler

Staff Coordinator: Gwen Pilo, Finance Director (absent)  
Ruth Black, Treasury Operations Manager (acting)

1. Public Comment	<i>None</i>
2. Review of August 3, 2017 Minutes	<u>  X  </u> Recommended for Approval  <i>A copy of the August 3, 2017 minutes was provided to the committee for review. The committee had no revisions and the minutes were approved as written.</i>
3. Vacant Positions Update	<u>  X  </u> Informational Update  <i>City Manager, Joe Scorcio, informed the committee that interviews have been scheduled for the Real Property Management Specialist position. No other updates at this time.</i>
4. Council/City Manger Travel Pre-Approval or Final Approval	<i>No approvals at this time</i>
5. Mid-Biennium Budget Adjustment Schedule	<u>  X  </u> Informational Update  <i>City Manager, Joe Scorcio, provided the committee with a 2017-2018 Mid-Biennium Review &amp; Modification Calendar. These deadlines are established by State law. Departments are currently preparing estimates of revenue and expenditure modifications which will be submitted to</i>

	<p><i>Finance by August 21<sup>st</sup>. The City Manager will review the requests and submit them to City Council by October 2<sup>nd</sup>. Council will need to decide if they would like to hold Council Workshops or review these decision cards at a dedicated A&amp;F meeting. The calendar details other important deadlines for the year. No action taken at this time.</i></p>
<p>6. Electric Car Charging Stations</p>	<p><u>  X  </u> Recommended for Approval</p> <p><i>City Manager, Joe Scorcio, addressed the committee to discuss the recent updates to the electric car charging stations located at City Hall. The City added two new stations for electric car charging for a total of four stations. The City of SeaTac has offered electric charging for many years but has not charged a fee to the user to charge their cars. Staff asked for council direction regarding possibly charging users either an hourly or flat rate to use these stations. The committee discussed the options and compared other fees being charged in the surrounding area. The committee was in favor of charging a flat rate of \$2 to use the charging station. They also requested more information on the machines, including how many people charge their cars at City Hall and how much the City pays to have these stations available. Staff will bring back this recommendation and more information to the full council at a future City Council meeting.</i></p>
<p>7. Passport Cost/Benefit Analysis</p>	<p><u>  X  </u> Informational Update</p> <p><i>City Clerk, Kristina Gregg, presented to the committee an overview of the passport acceptance program at City Hall. A handout was provided with PowerPoint slides. Staff is looking for a recommendation on if the City should continue to provide this service and if so, should it be on a walk-in basis or by appointment only. The committee was in favor of reevaluating this service. They requested staff investigate going to an appointment basis. As this service is already budgeted through 2018, City Clerks will continue to provide passport services as they do now until Council makes a decision for the 2019-20 biennium budget. Staff will look into realigning this service with different staff or a different department and provide information about reducing to an appointment-only service at a future meeting.</i></p>
<p>8. Future Meeting Schedule/Topics</p>	<p><i>The next A&amp;F Meeting will be held on September 7<sup>th</sup> in Riverton Room 128. Topics will include: Business License Update, and City Manager Recruitment.</i></p>

# Business Licensing Update

Administration & Finance Committee

September 7, 2017



# Agenda

- SeaTac Business License Update
- State Legislation Update
- Overview of BLS
- Looking Ahead
- Recommendation




# SeaTac Business Licensing


- Changes developed by A&F and Council went into effect Jan 1, 2017
- Revised SMC Chapter 5.05
  - Timeline of renewals
  - Notices
- SeaTac Schedule of Fees
  - License Fees



# Business License Team

- Workgroup composed of Finance staff
  - Tasked with implementing the new changes
    - New renewal process
    - Revised renewal notices
    - Additional mailings
    - Tracking Data
- 

# Results


- Additional notices prompted early renewal
  - Business owners grateful for fee reduction
  - Renewals Sent: 2118
  - Renewals Processed: 1703 \*to date
  - Current outstanding licenses (as of August 31<sup>st</sup>)
    - Commercial Licenses = 12
    - Home Occupation (Taxi) = 12
    - Home Occupation (other) = 9
    - Total Unpaid Licenses = 33
- 

# Business License Legislation Update







# Engrossed House Bill 2005

- Signed into law May 5<sup>th</sup> with effective date: July 23, 2017
    1. Requires Cities to partner with State business licensing system (BLS) within 5 years or FileLocal by 2020
    2. Developed task force to simplify B&O tax service two factor apportionment formula and administration
- 

# EHB 2005 – Business Licensing

- Requires all Cities to adopt model business license ordinance by Jan 1, 2019
    - Uniform definition of “engaging in business”
    - Minimum licensing threshold
  - AWC workgroup created to develop ordinance
    - Tasked with definition and threshold decision
    - Deadline: July 1, 2018
- 

# FileLocal

- Interlocal agency created by 4 partner cities
    - Bellevue, Everett, Seattle, and Tacoma
  - Web portal for streamlining business licenses & tax processing
  - Cities pay for their portion of participation
    - Based on transaction size
- 

# Partnering with State Business Licensing Service (BLS)

The screenshot shows the Washington State Department of Revenue website. The header includes the logo and tagline "Working together to fund Washington's future", navigation links for "ABOUT US | CONTACT US" and "Español", and a "My Account" section with "login", "e file", and "register" options. A search bar is also present. The main content area features a breadcrumb trail: "Home > DOING BUSINESS > BUSINESS LICENSING SERVICE AND LOCAL LICENSING". The primary heading is "Business Licensing Service and local licensing". The text describes BLS as a "one-stop" solution serving over 60 cities statewide, linking to state agency endorsements and handling application, renewal, and payment processes. It notes that over 90% of businesses go online for applications and renewals. A paragraph highlights that partnering with BLS removes roadblocks, saving time for customers and staff, and increasing compliance without added cost. A list titled "City licenses administered by BLS" includes: General business, General business (non-resident), Nonprofit, Home Occupation, and Exempt (no fee). A "More information" box on the right lists links for the Local Government page, BLS Brochure, Onboarding Timeline, Confidentiality Affidavit, and My DOR. A left-hand navigation menu lists: Home, File & pay taxes, Doing business (with sub-links for Business types, Register my business, My account, Audits), Find taxes & rates, Workshops & education, and Get a form or publication.

Department of Revenue  
Washington State

"Working together to fund Washington's future"

ABOUT US | CONTACT US  
Español

My Account login  
e file register

Search

Home > DOING BUSINESS > BUSINESS LICENSING SERVICE AND LOCAL LICENSING

## Business Licensing Service and local licensing

BLS offers a "one-stop" local licensing solution that serves more than [60 cities statewide](#). Licenses are linked to hundreds of state agency endorsements combined application, renewal and payment processes. More than 90 percent of businesses go online for their applications and renewals.

Partnership with BLS supports your city and business community by removing roadblocks that save your customers time when they apply for and renew local and state licenses. Your staff, meanwhile, gets fast turnaround, detailed reporting, and increased compliance – with no added cost.

### City licenses administered by BLS

- General business
- General business (non-resident)
- Nonprofit
- Home Occupation
- Exempt (no fee)

### More information

- Local Government page
- BLS Brochure
- Onboarding Timeline
- Confidentiality Affidavit
- My DOR

Home

> File & pay taxes

▼ **Doing business**

- Business types
- Register my business
- My account
- Audits

> Find taxes & rates

> Workshops & education

> Get a form or publication

# Business Licensing Service (BLS)


- One application per business
- One license document with endorsements (cities)
- One renewal payment
- Public records retention



## BLS Mission:


Provide a one-stop customer service center to quickly and efficiently issue business licenses required by law.

# BLS (continued)

- Intake applications and renewals
  - Print & mail licenses
  - Collect & distribute fees to City
  - Retain local control
    - License fees set by City – multiple fee structures
    - City approval on all licenses
    - Enforcements
- 



# Looking Ahead

- BLS Wait List
    - BLS prioritizing cities already in waiting pool
    - Approximately 2 year waiting period
    - 12 week implementation
  - Updates on AWC task force and uniform ordinance
    - Input from City staff and business owners
- 



# Recommendation

- A recommendation from A&F to Council approving a motion authorizing the City Manager to initiate steps to join the State business licensing system

# Questions?

