RESOLUTION NO. 2014-12

A Resolution of the Washington Multi-City Business License and Tax Portal Agency Executive Board adopting the 2014 Budget.

Whereas, the Washington Multi-City Interlocal Business License and Tax Portal Agency ("Portal Agency") Executive Board Interlocal Agreement ("Agreement") Section 13, b, v. requires formal action by the Executive Board to adopt the Portal Agency 2014 budget promptly following incorporation of the Portal Agency;

Whereas, the Agreement includes a proposed 2014 budget as set forth in Exhibit A to the Agreement;

Whereas, the Agreement states that by approving the Agreement each Original Principal also approves their contribution to the 2014 budget in the amount not to exceed that shown in Exhibit A to the Agreement, and

Whereas, the Agreement states that the Original Principals need not take further action to approve the Portal Agency's 2014 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 hereby adopts the 2014 budget for the Portal Agency as set forth in Exhibit A to this Resolution.

ADOPTED this 28th day of April, 2014.

ATTEST:

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

Board Secretary

Board Chair

Exhibit A
FL 2014-12

2014 PORTAL AGENCY OPERATING BUDGET SUMMARY

(June to December 2014)

Labor Total [1]	152,649
Contracts Total [2]	27,000
Overhead Total [3]	12,500
Vendor Costs [4]	180,208
Operating Reserves	55,854
Total Budgeted Costs	**428,210**
Total Budgeted Revenues	**428,210**
Estimated User fee Revenues [5]	72,566
Estimated Revenue from City Cost Allocations [6]	355,644
Cost Allocations	
City of Seattle Cost Allocation[7]	245,394
City of Bellevue Cost Allocation	35,654
City of Tacoma Cost Allocation	56,903
City of Everett Cost Allocation	17,782

This budget estimates a six-month budget beginning after the Multi-City Business License and Tax Portal is up and running in mid-2014, the first six months are covered by the Portal.

[1] This budget includes 2.5 FTE: the Portal Manager, a half-time administrative assistant and a full-time IT Project Manager/Business Analyst. The personnel for these positions will be provided by the City of Seattle and the costs in this budget include the fully funded (salary, benefits, etc.) labor costs for all 2.5 positions. A separate loaned staffing agreement will be entered into between the Portal Agency and the City of Seattle in 2014 for these staff.

[2] Includes contracts for outside services such as Accounting, Insurance, Bank and the State Auditor.

[3] Funding for miscellaneous overhead items such as legal fees, office and operating supplies, printing and licenses / memberships.

[4] Includes costs estimated payable to-Gov Systems under the Portal Services Contract in 2014, from and after the Portal goes "live." For the first five years of Portal operations E-Gov Systems will charge the Portal Agency $1.25 every time a business or taxpayer makes an online Portal filing, whether or not tax is owing.

[5] Assumes the Executive Board approves a proposed user fee of $4 per online session per City (the proposed fee would be payable only when tax is owed; multiple tax and/or license filings on the same session would incur only one fee). This user fee is based on an estimated Portal use adoption rate by business and taxpayers of 15%. This adoption rate is expected to grow considerably each year.

[6] Cost Allocations are based on the 2012 Transaction count for each Original Principal, shown in the table at the end of this Exhibit A.

[7] Excludes Seattle's contributions to start-up costs in 2014. Also excludes labor and operating costs for which Seattle will be reimbursed from the Total Budget shown above, per the loaned staffing Agreement.

Implementation Project costs funded by Seattle. This budget estimates also assumes only four cities participate in 2014.

Transaction Counts Calculations used for Cost Allocation as between Original Principals

	Seattle	Bellevue	Tacoma	Everett	Total
Transactions	212,457	30,927	50,000	14,392	307,776
Percentage Allocation	69%	10%	16%	5%	100%

Based on 2012 actual business license filings, business and occupations and gross receipts tax filings for each Original Principal