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 27th **day of** May**, 2014.**

ATTEST:

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

Susan Hanson
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.