RESOLUTION NO. 2016-11

A Resolution of the Washington Multi-City Business License and Tax Portal Agency Executive Board adopting a final 2017 Budget.

Whereas, the Washington Multi-City Interlocal Business License and Tax Portal Agency ("Portal Agency") Interlocal Agreement ("Agreement") requires the Executive Board to adopt a draft Portal Agency 2017 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 2017 budget for review on May 12, 2016 and approved a draft 2017 Budget on June 3, 2016;

Whereas, the Cities of Bellevue, Everett, Seattle, and Tacoma have each informed the Portal Agency by December 1, 2016 that they will or have approved their shares of the Portal Agency budget for 2017

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 2017 budget for the Portal Agency as set forth in Exhibit A to this Resolution.

ADOPTED this 12th day of December, 2016.

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
2017 Proposed Budget
October 7, 2016

	2017 Revised Budget	
Revenue		
Fund Carryover	185,606	
User Fees	56,000	<1>
Reimbursable Costs		
- City of Seattle	602,472	<2>
- City of Bellevue	87,701	<2>
- City of Tacoma	141,787	<2>
- City of Everett	40,812	<2>
Total Reimbursable Costs	872,771	
Capital Cost Recovery Charges		
- City of Bellevue	4,000	<8>
- City of Tacoma	6,000	<8>
- City of Everett	2,000	<8>
Total Capital Cost Recovery Charges	12,000	
Total Revenue	**1,126,377**	
Expenditures		
Labor	333,952	<3>
Contracts	44,556	<4>
Overhead	55,031	<5>
Technology Costs	457,000	<6>
Operating Reserve	38,232	<7>
Capital Cost Recovery Payments	12,000	<8>
Total Expenditures	**940,771**	
Excess (Deficit)	185,606	

Assumptions and Notes

<1> User fees are estimated based on 2016 actual user fees and consideration of 2017 marketing efforts.

<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 the City of Seattle. The total costs include salaries, fringe benefits, related payroll taxes and other allocated overhead costs.

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

<5> Overhead includes legal, supplies, printing, memberships and allocated information technology costs. They are budgeted based on the existing contracts or estimate of what cost will be using CPI.

<6> Technology costs include fixed annual hosting and licensing fees, services based on the usage, other associated fees and new contract with Leviathan for security monitoring, ADA planning and performance testing every other year. Transaction fees are estimated based on the numbers of actual 2012 transaction count. Technology costs increased based on Ramware contract Payment Schedule.

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

<8> Capital cost recovery is budgeted based on the Interlocal Agreement.