RESOLUTION NO. 2017-01

A Resolution of the Washington Multi-City Business License and Tax Portal Agency Executive Board adopting a revised 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 final Portal Agency budget by December 13 annually;

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 received a draft 2017 budget for review on May 12, 2016, approved a draft 2017 budget on June 2, 2016, and approved the final 2017 budget on December 12, 2016;

Whereas, Section 13.v.f of the Agreement allows for budget modifications, approved by a Supermajority Vote of the Executive board, as necessary from time to time to account for changes in expenditures and revenues;

Whereas, the reimbursement cost included in the approved final 2017 budget has been determined to be insufficient to cover the City of Seattle's expenses;

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

ADOPTED this 6th day of February, 2017.

ATTEST:

Board Secretary

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

Board Chair

Washington Cities Business License and Tax Portal Agency
2017 Proposed Budget
January 28, 2017

	(Jan 2017 Revised) 2017 Budget		(Dec 2016) Final 2017 Budget	(May 2016) 2017 Adopted Budget	2016 Final	(Jan 2017 Revised) vs. (Dec 2016) 2017 Budget	2016 Final vs. May 2016 Adopted Budget	May 2016 Adopted Buget vs. Dec 2016 Final Budget
Revenue								
Fund Carryover	151,578		185,606	-	457,757	(34,028)	185,606	(457,757)
User Fees	56,000	<1>	56,000	96,755	48,378	-	(40,755)	48,377
Reimbursable Costs						-	-	-
- City of Seattle	502,378	<2>	602,472	670,852	406,490	(100,093)	(68,380)	264,362
- City of Bellevue	73,130	<2>	87,701	97,655	59,172	(14,570)	(9,954)	38,483
- City of Tacoma	118,231	<2>	141,787	157,879	95,664	(23,556)	(16,092)	62,215
- City of Everett	34,032	<2>	40,812	45,444	27,536	(6,780)	(4,632)	17,908
Total Reimbursable Costs	727,771		872,771	971,830	588,862	(145,000)	(99,059)	382,968
Capital Cost Recovery Charges								
- City of Bellevue	4,000	<8>	4,000	4,000	8,000	-	-	(4,000)
- City of Tacoma	6,000	<8>	6,000	6,000	12,000	-	-	(6,000)
- City of Everett	2,000	<8>	2,000	2,000	4,000	-	-	(2,000)
Total Capital Cost Recovery Charges	12,000		12,000	12,000	24,000	-	-	(12,000)
Total Revenue	**947,349**		**1,126,377**	**1,080,585**	**1,118,996**	**(179,028)**	**45,792**	**(38,411)**
						-	-	-
Expenditures						-	-	-
Labor	333,952	<3>	333,952	363,952	324,182	-	(30,000)	39,770
Contracts	44,556	<4>	44,556	44,556	43,520	-	(0)	1,036
Overhead	55,031	<5>	55,031	80,031	48,868	-	(25,000)	31,163
Technology Costs	457,000	<6>	457,000	523,577	269,089	-	(66,577)	254,488
Operating Reserve	38,232	<7>	38,232	56,469	409,338	-	(18,237)	(352,869)
Capital Cost Recovery Payments	12,000	<8>	12,000	12,000	24,000	-	-	(12,000)
Total Expenditures	**940,771**		**940,771**	**1,080,585**	**1,118,997**	**-**	**(139,814)**	**(38,412)**
Excess (Deficit)	**6,578**		**185,606**	**-**	**(0)**	**(179,028)**	**185,606**	**0**

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.