RESOLUTION NO. 2018-03

A Resolution of the Washington Multi-City Business License and Tax Portal Agency Executive Board Approving Amendments to the Portal Agency Operations Policy — Fiscal Manual.

Whereas, the Washington Multi-City Business License and Tax Portal Agency ("Portal Agency") Interlocal Agreement requires the development of a Portal Agency Operations Policy;

Whereas, File Local Resolutions FL2014-15 and FL2014-20 adopted the current portions of the Portal Operations Policy referred to as the Fiscal Manual;

Whereas, the Interlocal Agreement specifies that the Operations Committee shall assist in the review of the Portal Operation Policy and any amendments thereto;

Whereas, the Operations Committee has reviewed and recommends certain changes to the portions of the Portal Operations Policy known as the Fiscal Manual, as shown on Attachment A hereto; and

Whereas, approval of amendments to the Portal Operations Policy requires a super-majority vote of the Executive Board;

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 approves the attached amendments to the Fiscal Manual portion of the Portal Agency Operations Policy, as shown in Attachment A to this Resolution. For ease of reference, a "redline" of the Fiscal Manual

revisions is attached hereto as Attachment B. All previous versions of the Fiscal Manual and any related Operations Policies that are inconsistent with the amendments shown on Attachment A are hereby repealed and replaced.

SECTION 2. Appendix C of the File Local Operations Policies and Procedures manual concerning delegation of authorities, which was originally adopted by the Executive Board on September 22, 2014, is hereby repealed and replaced with the Delegation of Authorities schedule attached hereto as Attachment C.

ADOPTED by super-majority vote this 26th **day of** March, **2018.**

ATTEST:

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

Board Secretary

Board Chair