RESOLUTION NO. FL2020-07

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

Whereas, the Agency's administrative and internal operations are governed by certain policies and procedures previously adopted by the Executive Board and compiled into a single document known as the Operations Manual, which has been revised from time to time upon the recommendations of the Program Manager and Operations Committee; and

Whereas, the Program Manager and the Operations Committee have again recommended a number of changes to the Agency's Operations Manual, including substantial revisions to the portions of the manual known as the Fiscal Manual, the IT Manual, and the Electronic Signature Policy, along with other minor substantive, technical, and formatting changes; and

Whereas, an updated version of the Operations Manual, including all of the recommended changes, is shown in Exhibit A hereto; and for ease of reference, the proposed changes are shown in redline comparison format in Exhibit B hereto; and

Whereas, the Executive Board concurs that the recommended changes to the Operations Manual are appropriate and will improve the operating efficiency and day-to-day functioning of the Agency;

Now, therefore,

BE IT RESOLVED by the Executive Board of the Washington Multi-City Business License and Tax Portal Agency as follows:

SECTION 1. The FileLocal Operations Manual is hereby amended to incorporate the changes recommended by the Program Manager and Operations Committee. The former version of the Operations Manual shall be replaced with the updated version shown in Exhibit A hereto. This updated Operations Manual includes substantial revisions to the Fiscal Manual, the IT Manual, and the Electronic Signature Policy, as well as minor revisions, technical corrections, and formatting changes to other sections of the prior Operations Manual.

SECTION 2. The updated FileLocal Operations Manual shall be in full force and effect immediately upon adoption of this Resolution.

ADOPTED this 30th day of September, 2020.

ATTEST:

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

Julie Panick
Board Secretary

Board Chair