RESOLUTION NO. FL2021-02

A Resolution of the Washington Multi-City Business License and Tax Portal Agency Executive Board Approving the Addition of the City of Kent as a Principal City.

Whereas, the Washington Multi-City Business License and Tax Portal Agency ("Agency") was originally established under the Interlocal Agreement By and Between the Cities of Bellevue, Everett, Seattle, and Tacoma, dated March 1, 2014 ("Interlocal Agreement"); and

Whereas, Section 8.c. and 8.d. of the Interlocal Agreement authorize the Executive Board of the Agency to approve, by super-majority vote, the admission of new cities as either Principals and Subscribers; and

Whereas, the City of Kent has indicated its interest and desire to become a Principal of the Agency, and its willingness to execute the Interlocal Agreement, upon approval of its legislative body, and to fulfill any and all financial terms and conditions included therein as the Executive Board may deem appropriate and consistent with the Agency's Bylaws and Portal Operations Policy;

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 admission of the City of Kent, Washington, as a Principal of the Agency, pursuant to Section 8 of the ILA.

SECTION 2. The addition of the City of Kent as a Principal City is conditioned upon the consent of the Kent City Council to the terms of the ILA. The Mayor of the City

of Kent shall signify the City Council's consent and approval of the ILA by signing the form attached hereto as Attachment A by no later than June 30, 2021.

SECTION 3. The addition of the City of Kent as a Principal City is further conditioned upon its written consent to comply with the Agency's Portal Operations Policy.

ADOPTED by super-marority vote, this 18th day of March, 2021.

ATTEST:

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

Julie Parrick
Board Secretary

Board Chair

FOURTH ADDENDUM TO PAGE 31 OF THE WASHINGTON MULTI-CITY BUSINESS LICENSE AND TAX PORTAL AGENCY INTERLOCAL AGREEMENT DATED MARCH 1, 2014, TO ADD THE CITY OF KENT AS A PRINCIPAL

Pursuant to FileLocal Resolution FL2021-02 and Section 8 of the foregoing, this Agreement has been executed by the City of Kent to become a Principal City on the date set forth below:

City of Kent

Dana Ralph

Mayor

04/05/2021

Date

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Kent 3-18-21

Key New City Onboarding Activities

- Preadmission Guide
  - 3-27-19 Agency/City Meeting
- Fit Analysis
  - 10-29-20 Agency/City Meeting
- Standard Implementation Guide
  - 11-2020 Completed
- Onboarding Schedule
  - Q2’21 – scheduling dates in progress
- Fees
  - 3-3-21 Agency/City Meeting
- Onboarding City Type
  - Q2’21 Principal City
- Executive Board Approval
  - 3-18-21 Board Meeting

Onboarding Option/Schedule/Fees

- Onboarding Option – Standardized City Template
  1. General Business Licensing, GBL Renewals
  2. Web Services – web services as part of the implementation.

Implementation Costs

Plus Implementation	City Calculation
Software Development Fee	$3,000
Capital Cost Recovery	$2,000
Kubra Setup	$8,662
Web Service	$5,560
Plus Implementation Sub Total	$19,222
General Updates	
Custom City Account Number	$8,618
Standard GBL Implementation	$8,618
License Only Implementation	$1,529
General Updates Sub Total	$18,765
Customizations	
City/Portal Calculation	$16,819
GBL Renewal	$18,487
Customizations Sub Total	$35,306
Sub Total - Excluding Testing and Release	$73,293
Testing and Release	$30,000
Total All	$103,293

Yearly Agency Fee's

- **Kent Key Assumptions**
  - Starting Budget is the December 2020 December Final (2021-2025) Budget
  - City of Kent will onboard Q2'21
    - FY21 Annual Costs 50% of the full year
  - 2021 Full Year Kent Transactions 6,900. Assumes 390 transactions in FY2021 growing by 39% in FY2022

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Yearly Agency Fee's

Yearly Fees

	Reimbursable Costs						
	2019 (A)	2020 (B)	2021 (P)	2022 (P)	2023 (P)	2024 (P)	2025 (P)
Total Yearly Costs - Kent	0	0	$ 9,094	$ 17,166	$ 17,332	$ 17,633	$ 17,911

	Reimbursable Costs						
	2019 (A)	2020 (B)	2021 (P)	2022 (P)	2023 (P)	2024 (P)	2025 (P)
T3. Reimbursement	$ 793,216	$ 818,386	$ 848,653	$ 822,882	$ 831,070	$ 845,939	$ 859,645
Bellevue	$ 70,517	$ 69,763	$ 70,878	$ 68,725	$ 69,409	$ 70,651	$ 71,796
Bremerton	$ 36,091	$ 35,787	$ 36,359	$ 35,255	$ 35,606	$ 36,243	$ 36,830
Des Moines	N/A	$ 15,565	$ 15,813	$ 15,333	$ 15,486	$ 15,763	$ 16,018
Everett	$ 32,760	$ 32,464	$ 32,983	$ 31,982	$ 32,300	$ 32,878	$ 33,411
Kent			$ 8,594	$ 16,666	$ 16,832	$ 17,133	$ 17,411
Lake Forest Park	$ 7,932	$ 7,895	$ 8,021	$ 7,778	$ 7,855	$ 7,996	$ 8,125
Renton	$ 35,060	$ 34,761	$ 35,316	$ 34,244	$ 34,585	$ 35,203	$ 35,774
Seattle	$ 483,703	$ 479,246	$ 486,905	$ 472,119	$ 476,817	$ 485,347	$ 493,211
Shoreline	$ 13,326	$ 13,201	$ 13,411	$ 13,004	$ 13,134	$ 13,369	$ 13,585
Snoqualmie	N/A	$ 16,918	$ 17,188	$ 16,666	$ 16,832	$ 17,133	$ 17,411
Tacoma	$ 113,827	$ 112,787	$ 114,589	$ 111,109	$ 112,215	$ 114,222	$ 116,073
Total	$ 793,216	$ 818,386	$ 848,653	$ 822,882	$ 831,070	$ 845,939	$ 859,645

	2019 (A)	2020 (B)	2021 (P)	2022 (P)	2023 (P)	2024 (P)	2025 (P)
T2 Capital Cost Recovery Charge							
Bellevue	$ 6,000	$ 4,000	$ 4,000	$ 4,000	$ 4,000	$ 6,000	$ 6,000
Bremerton	$ 1,000	$ 2,000	$ 500	$ 500	$ 1,000	$ 1,000	$ 1,000
Des Moines	N/A	$ 500	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000
Everett	$ 2,000	$ 1,000	$ 2,000	$ 4,000	$ 4,000	$ 4,000	$ 4,000
Kent	$ -	$ -	$ 500	$ 500	$ 500	$ 500	$ 500
Lake Forest Park	$ 1,000	$ 1,000	$ 500	$ 1,000	$ 1,000	$ 1,000	$ 1,000
Renton	$ 1,000	$ 4,000	$ 2,000	$ 2,000	$ 2,000	$ 4,000	$ 4,000
Shoreline	$ 1,000	$ 2,000	$ 500	$ 500	$ 500	$ 1,000	$ 1,000
Snoqualmie	N/A	$ 500	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000
Tacoma	$ 6,000	$ 6,000	$ 4,000	$ 4,000	$ 4,000	$ 6,000	$ 6,000
Total	$ 12,000	$ 21,000	$ 16,000	$ 18,500	$ 19,000	$ 25,500	$ 25,500

Onboarding City Type

- **Principal**
  1. Interlocal Agreement – City Legislative Authorization
  2. Assist with the Management of the Agency
  3. Voting Member of the Executive Board