RESOLUTION NO. FL2025-01

A Resolution of the Washington Multi-City Business License and Tax Portal Agency Executive Board Adopting a Draft Budget for 2026-2030.

Whereas, the Washington Multi-City Business License and Tax Portal Agency ("Portal Agency") Interlocal Agreement, Section 13.b., requires the Executive Board to adopt a draft Portal Agency budget for the years 2026-2030 by June 15, 2025; and

Whereas, the Program Manager shall present a proposed budget to the Executive Board no later than May 1 before the commencement of the budget period, together with the Operation Committee's recommendations with respect to the proposed budget; and

Whereas, the Portal Agency Manager developed a draft 2026-2030 budget; and

Whereas, the Operations Committee reviewed and recommended a draft 2026-2030 budget on March 05, 2025, and transmitted the draft budget to the Executive Board on March 20,2025; and

Whereas, the draft budget must be approved by a supermajority vote by June 15, 2025 and forwarded to the Principal Cities by no later than July 1, 2025;

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 draft 2026-2030 budget for the Portal Agency as outlined in Exhibit A to this Resolution.

SECTION 2. The Executive Board directs the Portal Agency Program Manager to forward the approved draft budget to the Principals by July 1, 2025.

ADOPTED this 5th day of June 2025.

ATTEST:

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

Julie Panick
Julie Panick (Jun 16, 2025 11:01 PDT)

Board Secretary

Paula Painter
Paula Painter (Jun 12, 2025 12:22 PDT)

Board Chair

Washington Cities Business License and Tax Portal Agency
Notes and key assumptions
Draft Budget 2026 - 2030

Revenue

User Fees	1	User Fees are fees charged to the business user for each city-specific transaction net of zero-dollar returns. The allocation methodology is based on projected transaction amounts.

Operating Costs

Contract Labor	2	Labor is broken into two primary categories. Agency employees are budgeted based on the City of Seattle estimates and Incremental Labor is based on new city additions with the calculation determined in the Interlocal Agreement.
Contracts	3	Contracts are comprised of Outside Accounting, State Auditor, Insurance, and Bank Fees.
Overhead	4	Overhead comprise of Legal, City of Seattle Technology Fees, Office and Operating Supplies, Licensing and Membership and Travel.
Technology Costs	5	Technology Costs comprise of Software as a Services (SAAS), Software Development, Platform Replacement, Web Security and Project Management.
Transaction Fees	6	Transaction fees historically represented the per transaction fee charged by the Platform software provider. Under the new agreement these costs have been converted into a fixed SAAS fee included in Technology costs above.

Operating Deficit		The amount by which the User Fees are less than the amount necessary to pay all Operating Expenses.
Capital Cost Recovery	7	Capital Cost Recovery Charge is an annual fee charged to all participating cities other than Seattle, for the purposes of reimbursing Seattle for a portion of the funding provided to pay for the start-up of the Portal Agency, See Section 13.j in the Interlocal Agreement for further information. Funds are collected on and paid to Seattle on their behalf.
Reserves	8	Operating Reserve is an unrestricted fund balance set aside to provide a cushion against unexpected events. The current operating reserve is 15% of total operating expenditures.
Investment income	9	Income generated by bank deposits and interest-bearing assets.
Cost Reimbursement	10	An annual amount paid by participating cities to cover the operating deficit. From 2025 the charge is based on budgeted transitions.

Washington Cities Business License and Tax Portal Agency
Summary of Budget 03-13-25
Draft Budget 2026 - 2030

Budget		2021 (A)	2022 (A)	2023 (A)	2024 (A)	2025 (P)	2026 (B)	2027 (B)	2028 (B)	2029 (B)	2030 (B)	YOY Change 2024 (A) vs 2025 (P)	YOY Change 2025 (P) vs 2026 (B)
User Fees	1	616,180	637,552	767,588	780,264	769,000	780,500	790,300	794,300	798,200	802,200	(11,264)	11,500
Revenue		**616,180**	**637,552**	**767,588**	**780,264**	**769,000**	**780,500**	**790,300**	**794,300**	**798,200**	**802,200**	**(11,264)**	**11,500**
Contract Labor	2	(398,016)	(415,137)	(532,687)	(529,181)	(537,961)	(564,045)	(561,320)	(574,020)	(587,020)	(600,220)	(8,780)	(26,084)
Contracts	3	(54,536)	(77,159)	(73,367)	(69,770)	(85,819)	(72,400)	(74,200)	(91,400)	(77,900)	(79,800)	(16,049)	13,419
Overhead	4	(7,800)	(26,096)	(26,654)	(54,002)	(65,717)	(32,375)	(33,100)	(33,800)	(34,500)	(35,200)	(11,714)	33,342
Technology Costs	5	(299,682)	(339,233)	(588,509)	(1,187,266)	(1,520,000)	(1,638,400)	(1,719,776)	(1,661,205)	(1,818,036)	(1,990,339)	(332,734)	(118,400)
Transaction Fees	6	(296,810)	(322,697)	(246,983)	-	-	-	-	-	-	-	-	-
Operating Costs		**(1,056,843)**	**(1,180,322)**	**(1,468,199)**	**(1,840,220)**	**(2,209,497)**	**(2,307,220)**	**(2,388,396)**	**(2,360,425)**	**(2,517,455)**	**(2,705,559)**	**(369,277)**	**(97,723)**
Operating Deficit		**(440,663)**	**(542,770)**	**(700,611)**	**(1,059,956)**	**(1,440,497)**	**(1,526,720)**	**(1,598,096)**	**(1,566,125)**	**(1,719,255)**	**(1,903,359)**	**(380,541)**	**(86,223)**
Capital Cost Recovery	7	-	-	-	-	-	-	-	-	-	-	-	-
Reserves	8	(415,209)	(265,684)	(165,833)	149,457	230,162	375,137	162,899	(163,339)	(159,258)	(167,026)	80,705	144,975
Investment income	9	979	26,610	88,269	97,706	12,013	-	-	-	-	-	(85,693)	(12,013)
Cost Reimbursement	10	854,893	781,844	778,175	812,793	1,198,322	1,151,583	1,435,197	1,729,464	1,878,513	2,070,385	385,529	(46,739)
Surplus/ (Deficit)		-	-	-	-	-	-	-	-	-	-	-	-

Washington Cities Business License and Tax Portal Agency
Cost Reimbursement 03-13-25
Draft Budget 2026 - 2030

City	2021 (A)	2022 (A)	2023 (A)	2024 (A)	2025 (P)	2026 (B)	2027 (B)	2028 (B)	2029 (B)	2030 (B)	YOY Change 2024 (A) vs 2025 (P)	YOY Change 2025 (P) vs 2026 (B)
Auburn	-	9,897	9,850	10,978	10,124	10,948	13,644	16,442	17,859	19,586	(854)	824
Bellevue	72,142	67,357	67,041	74,716	149,637	123,745	154,221	185,842	201,859	222,487	74,921	(25,892)
Bremerton	37,008	-	-	-	-	-	-	-	-	-	-	-
Des Moines	16,095	15,028	14,957	7,192	20,142	23,033	28,706	34,591	37,572	41,412	12,950	2,891
Everett	33,572	31,345	31,198	34,769	93,546	92,154	114,850	138,398	150,326	165,688	58,777	(1,392)
Kent	8,594	16,335	16,258	10,234	11,516	19,264	24,008	28,931	31,424	34,635	1,282	7,748
Lake Forest Park	8,164	7,623	7,587	6,134	16,848	16,384	20,419	24,606	26,726	29,458	10,714	(464)
Poulsbo	-	-	-	-	5,230	5,391	6,719	8,096	8,794	9,693	5,230	161
Renton	35,946	33,562	33,405	25,640	69,003	74,970	93,434	112,592	122,295	134,793	43,363	5,967
Seattle	495,593	462,720	460,549	513,272	620,935	582,476	725,930	874,771	950,161	1,047,260	107,663	(38,459)
Shoreline	13,651	12,745	12,686	9,064	21,304	26,330	32,815	39,543	42,951	47,341	12,240	5,026
Snoqualmie	17,495	16,335	16,258	-	-	-	-	-	-	-	-	-
Tacoma	116,633	108,897	108,386	120,794	180,037	176,887	220,451	265,651	288,545	318,033	59,243	(3,150)
Total	**854,893**	**781,844**	**778,175**	**812,793**	**1,198,322**	**1,151,583**	**1,435,197**	**1,729,464**	**1,878,513**	**2,070,385**	**385,529**	**(46,739)**

Washington Cities Business License and Tax Portal Agency
Capital Cost 03-13-25
Draft Budget 2026 - 2030

City	2021 (A)	2022 (A)	2023 (A)	2024 (A)	2025 (P)	2026 (B)	2027 (B)	2028 (B)	2029 (B)	2030 (B)	YOY Change 2024 (A) vs 2025 (P)	YOY Change 2025 (P) vs 2026 (B)
Collected from Cities												
Auburn	-	-	500	2,500	1,000	1,000	1,000	1,000	1,000	1,000	(1,500)	-
Bellevue	4,000	4,000	4,000	4,000	6,000	4,000	4,000	4,000	4,000	4,000	2,000	(2,000)
Bremerton	2,000	500	-	-	-	-	-	-	-	-	-	-
Des Moines	500	1,000	1,000	1,000	2,000	2,000	2,000	2,000	2,000	2,000	1,000	-
Everett	1,000	2,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	-	-
Kent	-	500	1,000	1,000	1,000	2,000	2,000	2,000	2,000	2,000	-	1,000
Lake Forest Park	1,000	500	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	-	-
Poulsbo	-	-	-	-	1,000	1,000	1,000	1,000	1,000	1,000	1,000	-
Renton	4,000	2,000	2,000	2,000	4,000	4,000	4,000	4,000	4,000	4,000	2,000	-
Seattle	-	-	-	-	-	-	-	-	-	-	-	-
Shoreline	2,000	500	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	-	-
Snoqualmie	500	1,000	1,000	1,000	-	-	-	-	-	-	(1,000)	-
Tacoma	6,000	4,000	4,000	4,000	6,000	6,000	6,000	6,000	6,000	6,000	2,000	-
Total Charged to Cities	**21,000**	**16,000**	**20,500**	**22,500**	**28,000**	**27,000**	**27,000**	**27,000**	**27,000**	**27,000**	**5,500**	**(1,000)**
Paid to Seattle												
Capital Recovery Paymen	(21,000)	(16,000)	(20,500)	(22,500)	(28,000)	(27,000)	(27,000)	(27,000)	(27,000)	(27,000)	(5,500)	1,000
Total Capital Recovery	**(21,000)**	**(16,000)**	**(20,500)**	**(22,500)**	**(28,000)**	**(27,000)**	**(27,000)**	**(27,000)**	**(27,000)**	**(27,000)**	**(5,500)**	**1,000**
Capital cost Recovery	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

	Per InterLocal Agreement				
Transactions	**<1000**	**<4001**	**<14401**	**<31001**	**>31001**
Capital Cost	**$500**	**$1,000**	**$2,000**	**$4,000**	**$6,000**

Washington Cities Business License and Tax Portal Agency
Budget Versions 03-13-25
Draft 2026-2030 Budget (Mar 2025) v.s. Final 2025- 2029 Budget (December 2024)

		Draft 2026- 2030 Budget (Mar 2025)						
		Actual (A), Projection (P), Budget (B)						
Budget		**2024 (A)**	**2025 (P)**	**2026 (B)**	**2027 (B)**	**2028 (B)**	**2029 (B)**	**2030 (B)**
User Fees	1	780,264	769,000	780,500	790,300	794,300	798,200	802,200
Revenue		**780,264**	**769,000**	**780,500**	**790,300**	**794,300**	**798,200**	**802,200**
Contract Labor	2	(529,181)	(537,961)	(564,045)	(561,320)	(574,020)	(587,020)	(600,220)
Contracts	3	(69,770)	(85,819)	(72,400)	(74,200)	(91,400)	(77,900)	(79,800)
Overhead	4	(54,002)	(65,717)	(32,375)	(33,100)	(33,800)	(34,500)	(35,200)
Technology Costs	5	(1,187,266)	(1,520,000)	(1,638,400)	(1,719,776)	(1,661,205)	(1,818,036)	(1,990,339)
Transaction Fees	6	-	-	-	-	-	-	-
Operating Costs		**(1,840,220)**	**(2,209,497)**	**(2,307,220)**	**(2,388,396)**	**(2,360,425)**	**(2,517,455)**	**(2,705,559)**
Operating Deficit		**(1,059,956)**	**(1,440,497)**	**(1,526,720)**	**(1,598,096)**	**(1,566,125)**	**(1,719,255)**	**(1,903,359)**
Capital Cost Recover	7	-	-	-	-	-	-	-
Reserves	8	149,457	230,162	375,137	162,899	(163,339)	(159,258)	(167,026)
Investment income	9	97,706	12,013	-	-	-	-	-
Cost Reimbursemen	10	812,793	1,198,322	1,151,583	1,435,197	1,729,464	1,878,513	2,070,385
Surplus/ (Deficit)		-	-	-	-	-	-	-

	Final 2025- 2029 Budget (December 2024)					
	Actual (A), Projection (P), Budget (B)					
	2024 (P)	**2025 (B)**	**2026 (B)**	**2027 (B)**	**2028 (B)**	**2029 (B)**
User Fees	776,803	791,800	803,700	813,800	817,800	821,900
Revenue	**776,803**	**791,800**	**803,700**	**813,800**	**817,800**	**821,900**
Contract Labor	(507,143)	(536,920)	(548,920)	(561,320)	(574,020)	(587,020)
Contracts	(68,244)	(85,700)	(72,400)	(74,200)	(76,000)	(77,900)
Overhead	(53,729)	(71,700)	(32,375)	(33,100)	(33,800)	(34,500)
Technology Costs	(1,187,438)	(1,520,000)	(1,638,400)	(1,715,776)	(1,661,205)	(1,818,036)
Transaction Fees	-	-	-	-	-	-
Operating Costs	**(1,816,554)**	**(2,214,320)**	**(2,292,095)**	**(2,384,396)**	**(2,345,025)**	**(2,517,455)**
Operating Deficit	**(1,039,751)**	**(1,422,520)**	**(1,488,395)**	**(1,570,596)**	**(1,527,225)**	**(1,695,555)**
Capital Cost Recover	-	-	-	-	-	-
Reserves	130,027	224,197	132,663	161,083	(159,489)	(163,108)
Investment income	96,931	-	-	-	-	-
Cost Reimbursemen	812,793	1,198,322	1,355,732	1,409,514	1,686,714	1,858,663
Surplus/ (Deficit)	-	-	-	-	-	-

	Delta					
	Actual (A), Projection (P), Budget (B)					
	2024	**2025**	**2026**	**2027**	**2028**	**2029**
User Fees	3,461	(22,800)	(23,200)	(23,500)	(23,500)	(23,700)
Revenue	**3,461**	**(22,800)**	**(23,200)**	**(23,500)**	**(23,500)**	**(23,700)**
Contract Labor	(22,039)	(1,041)	(15,125)	-	-	-
Contracts	(1,526)	(119)	-	-	(15,400)	-
Overhead	(273)	5,983	-	-	-	-
Technology Costs	173	-	-	(4,000)	-	-
Transaction Fees	-	-	-	-	-	-
Operating Costs	**(23,666)**	**4,823**	**(15,125)**	**(4,000)**	**(15,400)**	**-**
Operating Deficit	**(20,205)**	**(17,977)**	**(38,325)**	**(27,500)**	**(38,900)**	**(23,700)**
Capital Cost Recover	-	-	-	-	-	-
Reserves	19,430	5,965	242,473	1,816	(3,850)	3,850
Investment income	775	12,013	-	-	-	-
Cost Reimbursemen	-	-	########	25,683	42,750	19,850
Surplus/ (Deficit)	-	-	-	-	-	-

Washington Cities Business License and Tax Portal Agency
Reimbursable Cost Versions 03-13-25
Draft 2026-2030 Budget (Mar 2025) v.s. Final 2025- 2029 Budget (December 2024)

	Draft 2026- 2030 Budget (Mar 2025)							Final 2025- 2029 Budget (December 2024)						Delta					
	Actual (A), Projection (P), Budget (B)							Actual (A), Projection (P), Budget (B)						Actual (A), Projection (P), Budget (B)					
City	**2024 (A)**	**2025 (P)**	**2026 (B)**	**2027 (B)**	**2028 (B)**	**2029 (B)**	**2030 (B)**	**2024 (P)**	**2025 (B)**	**2026 (B)**	**2027 (B)**	**2028 (B)**	**2029 (B)**	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**
Auburn	10,978	10,124	10,948	13,644	16,442	17,859	19,586	10,978	10,124	11,454	11,908	14,250	15,626	-	-	(506)	1,736	2,192	2,233
Bellevue	74,716	149,637	123,745	154,221	185,842	201,859	222,487	74,716	149,637	169,293	176,009	210,624	232,105	-	-	(45,548)	(21,788)	(24,781)	(30,246)
Bremerton	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Des Moines	7,192	20,142	23,033	28,706	34,591	37,572	41,412	7,192	20,142	22,788	23,692	28,352	31,243	-	-	245	5,013	6,239	6,329
Everett	34,769	93,546	92,154	114,850	138,398	150,326	165,688	34,769	93,546	105,834	110,033	131,672	145,101	-	-	(13,680)	4,817	6,726	5,225
Kent	10,234	11,516	19,264	24,008	28,931	31,424	34,635	10,234	11,516	13,029	13,545	16,209	17,862	-	-	6,235	10,463	12,721	13,561
Lake Forest Park	6,134	16,848	16,384	20,419	24,606	26,726	29,458	6,134	16,848	19,061	19,817	23,714	26,133	-	-	(2,677)	602	892	594
Poulsbo	-	5,230	5,391	6,719	8,096	8,794	9,693	-	5,230	5,917	6,152	7,362	8,113	-	-	(526)	567	734	681
Renton	25,640	69,003	74,970	93,434	112,592	122,295	134,793	25,640	69,003	78,067	81,164	97,126	107,032	-	-	(3,097)	12,270	15,466	15,263
Seattle	513,272	620,935	582,476	725,930	874,771	950,161	1,047,260	513,272	620,935	702,500	730,368	874,005	963,144	-	-	(120,023)	(4,438)	766	(12,983)
Shoreline	9,064	21,304	26,330	32,815	39,543	42,951	47,341	9,064	21,304	24,102	25,058	29,986	33,045	-	-	2,228	7,757	9,557	9,907
Snoqualmie	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tacoma	120,794	180,037	176,887	220,451	265,651	288,545	318,033	120,794	180,037	203,687	211,767	253,414	279,259	-	-	(26,800)	8,684	12,237	9,286
Total	**812,793**	**1,198,322**	**1,151,583**	**1,435,197**	**1,729,464**	**1,878,513**	**2,070,385**	**812,793**	**1,198,322**	**1,355,732**	**1,409,514**	**1,686,714**	**1,858,663**	**-**	**-**	**(204,148)**	**25,683**	**42,750**	**19,850**