RESOLUTION NO. FL2026-03

A Resolution of the Washington Multi-City Business License and Tax Portal Agency Executive Board Adding a New Factor to the Cost Allocation Method Effective January 1, 2027

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 13.g. of the Interlocal Agreement was amended in 2017 via Resolution FL2017-04 to provide that, for the years 2014-2021, the allocation of Agency costs among the Original Principals shall generally be based on 2012 transaction counts of each Original Principal as set forth in Exhibit A to the Interlocal Agreement, and to further provide that, beginning in 2022 and afterward, Agency costs shall be allocated among the Original Principals based on the actual number of transactions processed through the Portal for each such city; and

Whereas, Section 13.g. of the Interlocal Agreement was amended again in 2021 via Resolution FL2021-01, continuing the use of 2012 historical transaction counts of the Original Principals for an additional three years through 2024, and further providing that beginning in 2025 and afterward, Agency costs shall be allocated among the Original Principals based on the actual number of transactions processed through the Portal for each city; and

Whereas, Section 13.g. of the Interlocal Agreement authorizes the Executive Board to include factors in addition to the number of City Transactions in the cost allocation formula, so long as the primary basis for allocation remains the City Transaction count; and

Whereas, the current cost allocation method uses total transactions for each city as the exclusive metric to determine each city's cost reimbursement, which does not account for the amount of revenue each city generates through transaction fees; and

Whereas, the Executive Board finds that including revenue generated by each city's transactions as a credit factor in the cost allocation calculation will more fairly balance a city's use of the Portal against the revenue the city generates, while retaining total transaction counts as the primary basis for allocation as required by Section 13.g.; and

Whereas, the Portal Operations Policy, which governs the details of the cost allocation calculation under Section 13.g., is currently under revision and will be updated to reflect this change, with the revised policy to be reviewed by the Board in Q3 2026.

Now Therefore,

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

SECTION 1. Effective January 1, 2027, the cost allocation calculation for all Participating Cities shall include, in addition to total City Transaction counts, a credit to each city based on the revenue generated by that city's transaction fees, as shall be further detailed in forthcoming amendments to the Portal Operations Policy.

SECTION 2. Total City Transaction counts shall remain the primary basis for cost allocation, consistent with the requirements of Section 13.g. of the Interlocal Agreement.

SECTION 3. The Portal Agency Program Manager is directed to develop a new allocation formula to reflect the new cost allocation factor described in Section 1, above, and to present a corresponding revision of the Portal Operations Policy to the Executive Board for review no later than Q3 2026.

ADOPTED this 4th day of June 2026.

ATTEST:

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

Julie Panick
Julie Panick (06/12/2026 08:33:24 PDT)

Board Secretary

Paula Painter
Paula Painter (06/12/2026 08:04:27 PDT)

Board Chair