

CITY COUNCIL AGENDA MEMORANDUM

SUBJECT

Resolution No. 8394 authorizing execution of a Business Licensing Services Agreement with the Washington State Department of Revenue for business license application processing services.

FISCAL IMPACT

This action is revenue neutral. Businesses will continue to pay their one-time business registration fee to the City and a \$15 processing fee to the State.

STAFF CONTACT

Jan Hawn, Finance Director, 452-6846
Sara Lane, Assistant Finance Director, 452-7247

POLICY CONSIDERATION

The proposed resolution authorizes the City Manager or his designee to execute a Business Licensing Services Agreement with the Washington State Department of Revenue for business license application processing services. This action does not change the current business licensing program that the City participates in with the State of Washington and is unrelated to the State administration of tax collection proposed in this year's legislative session.

BACKGROUND

Bellevue has participated in a joint business licensing program with the State of Washington since 1997. This program provides a one-stop state and local license application process for businesses. Under the program, the Department of Revenue collects the application data and payments on behalf of the participating agencies and jurisdictions, and then distributes the collected information and payments to the respective agencies and jurisdictions for approval and processing. Once the application is approved by the City, the State issues a single Master License, with endorsements for each license type, to the business. With the exception of certain credit card processing fees, programming costs, and communication costs, this service is provided by the State at no cost to the participating agencies and jurisdictions. The current agreement between the City and the State of Washington for this service expires on June 15, 2012.

The joint business licensing program has been well received by Bellevue businesses. In addition, this program streamlines the business license application process and creates efficiencies for both businesses as well as the City. For these reasons, staff recommends that the City continue this licensing partnership and execute an agreement to continue this partnership until the agreement is terminated at either party's option.

EFFECTIVE DATE

If approved, this Resolution becomes effective immediately.

OPTIONS

1. Adopt Resolution No. 8394 authorizing execution of a Business Licensing Services Agreement with the Washington State Department of Revenue for business license application processing services.
2. Do not adopt the Resolution and provide alternative direction to staff.

RECOMMENDATION

Adopt Resolution No. 8394 authorizing execution of a Business Licensing Services Agreement with the Washington State Department of Revenue for business license application processing services.

MOTION

Adopt Resolution No. 8394 authorizing execution of a Business Licensing Services Agreement with the Washington State Department of Revenue for business license application processing services.

ATTACHMENT

Proposed Resolution No. 8394

AVAILABLE IN COUNCIL OFFICE

Proposed Business Licensing Services Agreement

CITY OF BELLEVUE, WASHINGTON

RESOLUTION NO. 8394

A RESOLUTION authorizing execution of a Business Licensing Services Agreement with the Washington State Department of Revenue for business application processing services.

THE CITY COUNCIL OF THE CITY OF BELLEVUE, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The City Manager or his designee is hereby authorized to execute a Business Licensing Services Agreement with the Washington State Department of Revenue for business application processing services, a copy of which agreement has been given Clerk's Receiving No. _____.

Passed by the City Council this _____ day of _____, 2012, and signed in authentication of its passage this _____ day of _____, 2012.

(SEAL)

Conrad Lee, Mayor

Attest:

Myrna L. Basich, City Clerk