

ORDINANCE NO. 1999-05-030

AN ORDINANCE RELATING TO THE 1999 BUDGET AND APPROPRIATING \$73,290.00 IN ADDITIONAL RESOURCES IN THE GENERAL FUND TO CREATE A BUSINESS SERVICE CENTER WITHIN THE BELLINGHAM WHATCOM CHAMBER OF COMMERCE, FROM UNANTICIPATED REVENUE.

WHEREAS, the City Council previously approved the concept of creating a business service center within the Bellingham Whatcom County Chamber of Commerce; and

WHEREAS, the City has identified a source of funding to finance the business service center;

NOW, THEREFORE, THE CITY OF BELLINGHAM DOES ORDAIN:

The sum of \$73,290.00 is hereby appropriated in the General Fund for the purpose of creating a business and service center within the Bellingham Whatcom Chamber of Commerce. The source of funding will be from:

001	General Fund	
3000	Revenue Without a Departmental Designation	
	0001610 Business & Occupational Tax	\$ 73,290.00


To be credited as follows:

001	General Fund	
5521	Operations - Community Dev Block Grant	
	341 Economic Development	
	4199 Other Professional Services	\$ 73,290.00

PASSED by Council this 17th day of May, 1999.

  
Council President

APPROVED by me this 25<sup>th</sup> day of May, 1999.

  
Mayor

ATTEST:   
Finance Director

APPROVED AS TO FORM:

  
Office of the City Attorney

Published: 5/20/99

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- Bellingham Service Center Proposed Budget -

	Full	Half	Startup
Administration	7219.12	\$ 4,719.12	\$ 3,125.00
Tax	\$ 1,082.87	\$ 707.87	\$ 468.75
Retirement	\$ 324.86	\$ 250.00	\$ 140.63
Medical	\$ 384.00	\$ 300.00	\$ 160.00
Rent	\$ 720.00	\$ 720.00	\$ 360.00
Utilities	\$ 100.00	\$ 100.00	\$ 50.00
Office supplies	\$ 150.00	\$ 150.00	\$ 75.00
Postage	\$ 250.00	\$ 250.00	\$ 125.00
Phone	\$ 200.00	\$ 200.00	\$ 100.00
Maintenance	\$ 40.00	\$ 40.00	\$ 40.00
Monthly Total	<b>\$ 10,470.85</b>	<b>\$ 7,436.99</b>	<b>\$ 4,644.38</b>
Annual costs	\$ 125,650.20	\$ 89,243.86	\$ 55,732.50

Administration – The BSC adds two FTE's to the staff and adds additional duties to the existing support staff. (Admin. 10%, admin. support 25%, financial services 10%, reception 10%) The Business Development Specialist housed at the Chamber would be paid \$37,550 annually and the Specialist housed at the SBDC would be paid \$30,000 annually.

Tax- 15% of total wages

Retirement/medical - \$10 co-pay w/ Northwest Medical Bureau and 4.5% contribution of wages to retirement

Rent – 20 % of Chamber rent

Utilities – 20% of Chamber utilities

Office supplies – 15% of Chamber office supplies

Postage - \$50 postal equip. \$50 general responses, \$150 business information mailing

Phone – two additional phones for data and voice transmissions

Maintenance – A standard contribution of \$40

**Full funding** – describes the BSC fully funded as the prior program description indicates.

**Half funding** – reduces staff expenditure by the Business Development Specialist stationed at the SBDC.

**Start – up funding** – the essential costs necessary to provide this service in the form of one Business Development Specialist and half the overhead costs

Costs to end of year	Full -\$94,237	Half -\$66,933	Startup -\$41,803
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