FileLocal

700 5th Avenue, M/S SMT 60-70
P.O. Box 94669
Seattle, WA 98124-4669

**Executive Board:**

Jamie Thomas
City of Auburn

Michael Chandler
City of Bellevue

Jeff Friend
City of Des Moines

Heidi Brillantes
City of Everett

Paula Painter, Chair
City of Kent

Lindsey Vaughn
City of Lake Forest Park

Kari Roller
City of Renton

Jamie Carnell, Vice Chair
City of Seattle

Andy Cherullo
City of Tacoma

# Executive Board Meeting Agenda

## June 5, 2025

**700 5TH AVE, ROOM 4096**
**SEATTLE, WA**
**TEAMS CONFERENCE CALL**

1. **CALL TO ORDER**
   a. Roll Call

2. **PUBLIC COMMENT***

3. **APPROVAL OF 03 20-25 MEETING SUMMARY**
   a. 03-20-25 Meeting Summary

4. **REVIEW OF APRIL 2025 AND MARCH 2025 FINANCIAL STATEMENTS**
   a. April 2025 Financial Statements
   b. March 2025 Financial Statements

5. **ACTION ITEMS**
   a. Resolution **FL2025-01 Draft Budget 2026-2030** (Supermajority Vote)
      i. Briefing Paper: **FL2025-01**
      ii. Resolution: **FL2025-01**
      iii. Attachment A: **Draft Budget 2026-2030**
   b. Resolution **FL2025-02 Tamazari Contract Amendment 2** (Majority Vote)
      i. Briefing Paper: **FL2025-02**
      ii. Resolution: **FL2025-02**
      iii. Attachment A: **Tamazari Contract Amendment 2**

6. **DISCUSSION ITEMS**
   a. Operational Performance Report
   b. State Audit Update
   c. Leviathan Security Contract
   d. Vendor warrants

7. **ADJOURNMENT**

*A public comment period is provided to allow the public to briefly present information, topics or issues that they feel should be considered by the board. Presentation should be limited to three minutes and be summary in nature. The board may decide to discuss the topic briefly at that time or to request its placement on a future agenda.

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Kari Roller
City of Renton

Jamie Carnell, Vice-Chair
City of Seattle

Andy Cherullo, Chair
City of Tacoma

# Executive Board Meeting Summary

**March 20, 2025**

**700 5TH AVE, ROOM 4096**
**TEAMS CONFERENCE CALL**
**SEATTLE, WA**

**KEY:** Underlined text indicates actions/decisions.
***Bold/italicized*** text indicates follow-up items.

## Standing Items

**1. CALL TO ORDER**

The 03-20-25 Washington Multi-City Business License and Tax Portal Agency (FileLocal) meeting was called to order at 11:04 a.m. and conducted by Teams meeting.

**ROLL CALL**

Board Members Present: Michael Chandler (phone), Jeff Friend (phone), Heide Brillantes (phone), Paula Painter (phone), Lindsey Vaughn (phone), Kristin Trivelas for Kari Roller (phone), Joseph Cunha for Jamie Carnell (phone), and Andy Cherullo (phone)

Staff and Guests: Scott Hitchcock (phone), Julie Panick
John Costello (phone), David Linehan (phone), and Horace Francis (phone)

**2. PUBLIC COMMENT**

There were no public comments.

**3. APPROVAL OF THE 11-06-24 MEETING SUMMARY**

On a motion made by Andy Cherullo and seconded by Joseph Cunha, the board approved the 11-06-24 meeting summary.

**4. REVIEW OF FINANCIAL STATEMENTS**

Scott Hitchcock summarized the February 2025 financial statements and cash status. Labor costs are slightly higher due to new labor contracts. There were no questions or comments.

*A public comment period is provided to allow the public to briefly present information, topics or issues that they feel should be considered by the board. Presentation should be limited to three minutes and be summary in nature. The board may decide to discuss the topic briefly at that time or to request its placement on a future agenda.

**5. DISCUSSION ITEMS:**

A. Operational Performance Report

Scott Hitchcock reviewed the Operational Performance Report. There were no questions or comments.

B. Vendor Warrant List

Scott Hitchcock reviewed the 4th Quarter Vendor Warrant List. There were no questions or comments

**6. ADJOURNMENT**

On a motion made by Andy Cherullo and seconded by Joseph Cunha, the meeting of the Executive Board adjourned at 11:25 a.m.

Respectfully submitted,

Julie Panick
Secretary, FileLocal

FileLocal

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# Financial Statements – April 2025

## June 5, 2025

FileLocal

700 5th Avenue, Suite 4350
PO Box 94669
Seattle, WA 98124-4669

**FileLocal**
**Financial Statements**
**April 30, 2025**

| TABLE OF CONTENT | PAGE |
|---|---|
| STATEMENTS OF FINANCIAL POSITION | 2 |
| STATEMENT OF ACTIVITIES | 3 |
| STATEMENT OF BUDGET AND ACTUAL | 4 |
| STATEMENT OF CASH FLOW | 5 |
| STATEMENT OF BUDGET AND ACTUAL - SUPPORTING SCHEDULE | 6 |

**FileLocal**
**Statements of Financial Position**
**April 30, 2025**

| | Current | Prior | Change |
|---|---|---|---|
| **ASSETS** | | | |
| Wells Fargo checking | $ 276,843 | $ 256,144 | $ 20,699 |
| Short term investments | 2,614,939 | 2,720,298 | (105,359) |
| Accounts receivable | 31,224 | 10,056 | 21,168 |
| Due from other governments | 15,350 | 11,513 | 3,837 |
| Prepaid | - | - | - |
| Total current assets | 2,938,356 | 2,998,011 | (59,655) |
| **TOTAL ASSETS** | **2,938,356** | **2,998,011** | **(59,655)** |
| **LIABILITIES AND NET ASSETS** | | | |
| **LIABILITIES** | | | |
| Accounts payable | 27,650 | 2,000 | 25,650 |
| Accrued expenses | 360,540 | 411,830 | (51,290) |
| Credit card payable | - | - | - |
| Total current liabilities | 388,190 | 413,830 | (25,640) |
| **TOTAL LIABILITIES** | **388,190** | **413,830** | **(25,640)** |
| **NET ASSETS** | | | |
| Capital reserve | 250,000 | 250,000 | - |
| Fund carryover reserve | 1,107,760 | 1,141,775 | (34,015) |
| Operating reserve | 491,080 | 491,080 | - |
| Platform replacement reserve | 701,326 | 701,326 | - |
| **TOTAL NET ASSETS** | **2,550,166** | **2,584,181** | **(34,015)** |
| **TOTAL LIABILITIES AND NET ASSETS** | **$2,938,356** | **$2,998,011** | **$ (59,655)** |
| | - | - | - |

These financial statements have not been subjected to an audit or review or compilation engagement and no assurance is provided on them. Substantially all disclosures required by accounting principles generally accepted in the United States are not included.

**FileLocal**
**Statements of Activities**
**April 30, 2025**

| | Sch | Current | Prior 1 | Prior 2 |
|---|---|---|---|---|
| **REVENUES** | | | | |
| User fees | | $ 113,929 | $ 30,020 | $ 29,187 |
| **Total revenues** | | **113,929** | **30,020** | **29,187** |
| | | | | |
| **OPERATING EXPENSES** | | | | |
| Contract labor | 1 | 40,673 | 44,743 | 44,285 |
| Contracts | 2 | 17,780 | 5,417 | 5,816 |
| Overhead | 3 | 1,723 | 139 | 1,254 |
| Technology costs | 4 | 97,285 | 96,250 | 96,250 |
| **Total operating expenses** | | **157,461** | **146,549** | **147,605** |
| | | | | |
| **NET OPERATING SURPLUS/DEFICIT** | | **(43,532)** | **(116,529)** | **(118,418)** |
| | | | | |
| **OTHER REVENUE** | | | | |
| Investment income | 5 | 9,518 | 10,143 | 6,752 |
| Reimbursable costs | 6 | - | - | - |
| **Total Other Revenue** | | **9,518** | **10,143** | **6,752** |
| | | | | |
| **OTHER EXPENDITURES** | | | | |
| Capital cost recovery | 7 | - | - | - |
| Net reserve adjustment | 8 | (34,014) | (106,386) | (111,666) |
| **Total Other Expenditures** | | **(34,014)** | **(106,386)** | **(111,666)** |
| | | | | |
| **CHANGE IN NET ASSETS** | | **$ -** | **$ -** | **$ -** |

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**FileLocal**
**Statement of Budget and Actual**
**April 30, 2025**

| | Sch | Budget 2025 | YTD Budget | YTD Actual | Variance |
|---|---|---|---|---|---|
| **REVENUES** | | | | | |
| User fees | | $ 791,799 | $ 375,633 | $ 364,489 | $ (11,144) |
| **Total revenues** | | **791,799** | **375,633** | **364,489** | **(11,144)** |
| | | | | | |
| **OPERATING EXPENSES** | | | | | |
| Contract labor | 1 | 536,920 | 178,974 | 175,945 | 3,029 |
| Contracts | 2 | 85,700 | 42,167 | 39,599 | 2,568 |
| Overhead | 3 | 71,700 | 26,880 | 7,706 | 19,174 |
| Technology costs | 4 | 1,520,000 | 410,000 | 386,035 | 23,965 |
| **Total operating expenses** | | **2,214,320** | **658,021** | **609,285** | **48,736** |
| | | | | | |
| **NET OPERATING SURPLUS/DEFICIT** | | **(1,422,521)** | **(282,388)** | **(244,796)** | **37,592** |
| | | | | | |
| **OTHER REVENUE** | | | | | |
| Investment income | 5 | - | - | 31,675 | 31,675 |
| Reimbursable costs | 6 | 1,198,322 | 1,198,322 | 1,198,322 | - |
| **Total Other Revenue** | | **1,198,322** | **1,198,322** | **1,229,997** | **31,675** |
| | | | | | |
| **OTHER EXPENDITURES** | | | | | |
| Capital cost recovery | 7 | - | - | - | - |
| Net reserve adjustment | 8 | (224,199) | 915,934 | 985,201 | (69,267) |
| **Total Other Expenditures** | | **(224,199)** | **915,934** | **985,201** | **(69,267)** |
| | | | | | |
| **CHANGE IN NET ASSETS** | | **$ -** | **$ -** | **$ -** | **$ -** |

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**FileLocal**
**Statement of Budget and Actual - Supporting Schedule**
**April 30, 2025**

| SCHEDULES | Budget | YTD Budget | YTD Actual | Variance |
|---|---|---|---|---|
| Contract labor - other | $ 228,800 | $ 76,267 | $ 73,696 | $ 2,571 |
| Contract labor - Seattle | 308,120 | 102,707 | 102,249 | 458 |
| **1. Contract labor** | **536,920** | **178,974** | **175,945** | **3,029** |
| | | | | |
| Accounting fees | 65,000 | 21,667 | 26,890 | (5,223) |
| Bank fees | 400 | 200 | 1 | 199 |
| Insurance | 5,300 | 5,300 | 5,169 | 131 |
| State Auditor fees | 15,000 | 15,000 | 7,539 | 7,461 |
| **2. Contracts** | **85,700** | **42,167** | **39,599** | **2,568** |
| | | | | |
| Agency IT costs | 4,000 | 4,000 | 3,753 | 247 |
| Legal fees | 63,000 | 21,000 | 2,927 | 18,073 |
| License and membership fees | 1,000 | 300 | 300 | - |
| Meals and entertainment | 1,000 | 333 | 189 | 144 |
| Office and operating supplies | 1,000 | 680 | 537 | 143 |
| Travel expense | 1,700 | 567 | - | 567 |
| **3. Overhead** | **71,700** | **26,880** | **7,706** | **19,174** |
| | | | | |
| Platform replacement | 250,000 | - | - | - |
| Project management | 100,000 | 20,000 | - | 20,000 |
| SAAS fees | 1,155,000 | 385,000 | 385,000 | - |
| Software development | - | - | - | - |
| Software development recovery | - | - | 1,035 | (1,035) |
| Web security | 15,000 | 5,000 | - | 5,000 |
| **4. Technology costs** | **1,520,000** | **410,000** | **386,035** | **23,965** |
| | | | | |
| Interest income | - | - | 31,777 | 31,777 |
| Investment expense | - | - | (102) | (102) |
| **5. Investment income** | **-** | **-** | **31,675** | **31,675** |
| | | | | |
| Reimbursable costs - Auburn | 10,124 | 10,124 | 10,124 | - |
| Reimbursable costs - Bellevue | 149,637 | 149,637 | 149,637 | - |
| Reimbursable costs - Des Moines | 20,142 | 20,142 | 20,142 | - |
| Reimbursable costs - Everett | 93,546 | 93,546 | 93,546 | - |
| Reimbursable costs - Kent | 11,516 | 11,516 | 11,516 | - |
| Reimbursable costs - Lake Forest Park | 16,848 | 16,848 | 16,848 | - |
| Reimbursable costs - Poulsbo | 5,230 | 5,230 | 5,230 | - |
| Reimbursable costs - Renton | 69,003 | 69,003 | 69,003 | - |
| Reimbursable costs - Seattle | 620,935 | 620,935 | 620,935 | - |
| Reimbursable costs - Shoreline | 21,304 | 21,304 | 21,304 | - |
| Reimbursable costs - Tacoma | 180,037 | 180,037 | 180,037 | - |
| **6. Reimbursable costs** | **1,198,322** | **1,198,322** | **1,198,322** | **-** |
| | | | | |
| Capital cost collected | (28,000) | (28,000) | (28,000) | - |
| Capital cost paid | 28,000 | 28,000 | 28,000 | - |
| **7. Capital cost recovery** | **-** | **-** | **-** | **-** |
| | | | | |
| Capital reserve adjustment | - | (13,046) | - | (13,046) |
| Fund carryover adjustment | (173,454) | 729,725 | 785,946 | (56,221) |
| Operating reserve adjustment | 199,255 | 199,255 | 199,255 | - |
| Platform replacement adjustment | (250,000) | - | - | - |
| **8. Net reserve adjustment** | **$ (224,199)** | **$ 915,934** | **$ 985,201** | **$ (69,267)** |

These financial statements have not been subjected to an audit or review or compilation engagement and no assurance is provided on them. Substantially all disclosures required by accounting principles generally accepted in the United States are not included.

**FileLocal**
**Statement of Cash Flow**
**April 30, 2025**

| | |
|---|---|
| **OPERATING ACTIVITIES** | |
| Change in Net Assets | (34,014) |
| | |
| **Adjustments to reconcile Net Revenue to Net Cash provided by operations:** | |
| Accounts Receivable | (21,168) |
| Due from other governments | (3,838) |
| Accounts Payable | 25,650 |
| Accrued Expenses | (51,290) |
| Credit card payable | - |
| **Net cash provided by operating activities** | **(84,660)** |
| | |
| Net cash increase for period | (84,660) |
| Cash at beginning of period | 2,976,442 |
| **Cash at end of period** | **2,891,782** |

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# Financial Statements – March 2025

## June 5, 2025

FileLocal

700 5th Avenue, Suite 4350
PO Box 94669
Seattle, WA 98124-4669

**FileLocal**
**Financial Statements**
**March 31, 2025**

| TABLE OF CONTENT | PAGE |
|---|---|
| STATEMENTS OF FINANCIAL POSITION | 2 |
| STATEMENT OF ACTIVITIES | 3 |
| STATEMENT OF BUDGET AND ACTUAL | 4 |
| STATEMENT OF CASH FLOW | 5 |
| STATEMENT OF BUDGET AND ACTUAL - SUPPORTING SCHEDULE | 6 |

**FileLocal**
**Statements of Financial Position**
**March 31, 2025**

| | Current | Prior | Change |
|---|---|---|---|
| **ASSETS** | | | |
| Wells Fargo checking | $ 256,144 | $ 623,837 | $ (367,693) |
| Short term investments | 2,720,298 | 2,403,982 | 316,316 |
| Accounts receivable | 10,055 | 9,952 | 103 |
| Due from other governments | 11,513 | 20,368 | (8,855) |
| Prepaid | - | - | - |
| Total current assets | 2,998,010 | 3,058,139 | (60,129) |
| **TOTAL ASSETS** | **2,998,010** | **3,058,139** | **(60,129)** |
| **LIABILITIES AND NET ASSETS** | | | |
| **LIABILITIES** | | | |
| Accounts payable | 2,000 | 102,152 | (100,152) |
| Accrued expenses | 411,830 | 265,420 | 146,410 |
| Credit card payable | - | - | - |
| Total current liabilities | 413,830 | 367,572 | 46,258 |
| **TOTAL LIABILITIES** | **413,830** | **367,572** | **46,258** |
| **NET ASSETS** | | | |
| Capital reserve | 250,000 | 250,000 | - |
| Fund carryover reserve | 1,141,774 | 1,248,161 | (106,387) |
| Operating reserve | 491,080 | 491,080 | - |
| Platform replacement reserve | 701,326 | 701,326 | - |
| **TOTAL NET ASSETS** | **2,584,180** | **2,690,567** | **(106,387)** |
| **TOTAL LIABILITIES AND NET ASSETS** | **$2,998,010** | **$3,058,139** | **$ (60,129)** |
| | - | - | - |

These financial statements have not been subjected to an audit or review or compilation engagement and no assurance is provided on them. Substantially all disclosures required by accounting principles generally accepted in the United States are not included.

**FileLocal**
**Statements of Activities**
**March 31, 2025**

| | Sch | Current | Prior 1 | Prior 2 |
|---|---|---|---|---|
| **REVENUES** | | | | |
| User fees | | $ 30,020 | $ 29,187 | $ 191,352 |
| **Total revenues** | | **30,020** | **29,187** | **191,352** |
| | | | | |
| **OPERATING EXPENSES** | | | | |
| Contract labor | 1 | 44,743 | 44,285 | 46,243 |
| Contracts | 2 | 5,417 | 5,816 | 10,586 |
| Overhead | 3 | 139 | 1,254 | 4,590 |
| Technology costs | 4 | 96,250 | 96,250 | 96,250 |
| **Total operating expenses** | | **146,549** | **147,605** | **157,669** |
| | | | | |
| **NET OPERATING SURPLUS/DEFICIT** | | **(116,529)** | **(118,418)** | **33,683** |
| | | | | |
| **OTHER REVENUE** | | | | |
| Investment income | 5 | 10,143 | 6,752 | 5,262 |
| Reimbursable costs | 6 | - | - | 1,198,322 |
| **Total Other Revenue** | | **10,143** | **6,752** | **1,203,584** |
| | | | | |
| **OTHER EXPENDITURES** | | | | |
| Capital cost recovery | 7 | - | - | - |
| Net reserve adjustment | 8 | (106,386) | (111,666) | 1,237,267 |
| **Total Other Expenditures** | | **(106,386)** | **(111,666)** | **1,237,267** |
| | | | | |
| **CHANGE IN NET ASSETS** | | **$ -** | **$ -** | **$ -** |

These financial statements have not been subjected to an audit or review or compilation engagement and no assurance is provided on them. Substantially all disclosures required by accounting principles generally accepted in the United States are not included.

**FileLocal**
**Statement of Budget and Actual**
**March 31, 2025**

| | Sch | Budget 2025 | YTD Budget | YTD Actual | Variance |
|---|---|---|---|---|---|
| **REVENUES** | | | | | |
| User fees | | $ 791,799 | $ 262,287 | $ 250,561 | $ (11,726) |
| **Total revenues** | | **791,799** | **262,287** | **250,561** | **(11,726)** |
| | | | | | |
| **OPERATING EXPENSES** | | | | | |
| Contract labor | 1 | 536,920 | 134,230 | 135,271 | (1,041) |
| Contracts | 2 | 85,700 | 21,725 | 21,820 | (95) |
| Overhead | 3 | 71,700 | 21,365 | 5,983 | 15,382 |
| Technology costs | 4 | 1,520,000 | 302,500 | 288,750 | 13,750 |
| **Total operating expenses** | | **2,214,320** | **479,820** | **451,824** | **27,996** |
| | | | | | |
| **NET OPERATING SURPLUS/DEFICIT** | | **(1,422,521)** | **(217,533)** | **(201,263)** | **16,270** |
| | | | | | |
| **OTHER REVENUE** | | | | | |
| Investment income | 5 | - | - | 22,156 | 22,156 |
| Reimbursable costs | 6 | 1,198,322 | 1,198,322 | 1,198,322 | - |
| **Total Other Revenue** | | **1,198,322** | **1,198,322** | **1,220,478** | **22,156** |
| | | | | | |
| **OTHER EXPENDITURES** | | | | | |
| Capital cost recovery | 7 | - | - | - | - |
| Net reserve adjustment | 8 | (224,199) | 980,789 | 1,019,215 | (38,426) |
| **Total Other Expenditures** | | **(224,199)** | **980,789** | **1,019,215** | **(38,426)** |
| | | | | | |
| **CHANGE IN NET ASSETS** | | **$ -** | **$ -** | **$ -** | **$ -** |

These financial statements have not been subjected to an audit or review or compilation engagement and no assurance is provided on them. Substantially all disclosures required by accounting principles generally accepted in the United States are not included.

**FileLocal**
**Statement of Budget and Actual - Supporting Schedule**
**March 31, 2025**

| SCHEDULES | Budget | YTD Budget | YTD Actual | Variance |
|---|---|---|---|---|
| Contract labor - other | $ 228,800 | $ 57,200 | $ 58,699 | $ (1,499) |
| Contract labor - Seattle | 308,120 | 77,030 | 76,572 | 458 |
| **1. Contract labor** | **536,920** | **134,230** | **135,271** | **(1,041)** |
| Accounting fees | 65,000 | 16,250 | 16,650 | (400) |
| Bank fees | 400 | 175 | 1 | 174 |
| Insurance | 5,300 | 5,300 | 5,169 | 131 |
| State Auditor fees | 15,000 | - | - | - |
| **2. Contracts** | **85,700** | **21,725** | **21,820** | **(95)** |
| Agency IT costs | 4,000 | 4,000 | 3,753 | 247 |
| Legal fees | 63,000 | 15,750 | 1,393 | 14,357 |
| License and membership fees | 1,000 | 300 | 300 | - |
| Meals and entertainment | 1,000 | 250 | - | 250 |
| Office and operating supplies | 1,000 | 640 | 537 | 103 |
| Travel expense | 1,700 | 425 | - | 425 |
| **3. Overhead** | **71,700** | **21,365** | **5,983** | **15,382** |
| Platform replacement | 250,000 | - | - | - |
| Project management | 100,000 | 10,000 | - | 10,000 |
| SAAS fees | 1,155,000 | 288,750 | 288,750 | - |
| Software development | - | - | - | - |
| Software development recovery | - | - | - | - |
| Web security | 15,000 | 3,750 | - | 3,750 |
| **4. Technology costs** | **1,520,000** | **302,500** | **288,750** | **13,750** |
| Interest income | - | - | 22,245 | 22,245 |
| Investment expense | - | - | (89) | (89) |
| **5. Investment income** | **-** | **-** | **22,156** | **22,156** |
| Reimbursable costs - Auburn | 10,124 | 10,124 | 10,124 | - |
| Reimbursable costs - Bellevue | 149,637 | 149,637 | 149,637 | - |
| Reimbursable costs - Des Moines | 20,142 | 20,142 | 20,142 | - |
| Reimbursable costs - Everett | 93,546 | 93,546 | 93,546 | - |
| Reimbursable costs - Kent | 11,516 | 11,516 | 11,516 | - |
| Reimbursable costs - Lake Forest Park | 16,848 | 16,848 | 16,848 | - |
| Reimbursable costs - Poulsbo | 5,230 | 5,230 | 5,230 | - |
| Reimbursable costs - Renton | 69,003 | 69,003 | 69,003 | - |
| Reimbursable costs - Seattle | 620,935 | 620,935 | 620,935 | - |
| Reimbursable costs - Shoreline | 21,304 | 21,304 | 21,304 | - |
| Reimbursable costs - Tacoma | 180,037 | 180,037 | 180,037 | - |
| **6. Reimbursable costs** | **1,198,322** | **1,198,322** | **1,198,322** | **-** |
| Capital cost collected | (28,000) | (28,000) | (28,000) | - |
| Capital cost paid | 28,000 | 28,000 | 28,000 | - |
| **7. Capital cost recovery** | **-** | **-** | **-** | **-** |
| Capital reserve adjustment | - | (9,785) | - | (9,785) |
| Fund carryover adjustment | (173,454) | 791,319 | 819,960 | (28,641) |
| Operating reserve adjustment | 199,255 | 199,255 | 199,255 | - |
| Platform replacement adjustment | (250,000) | - | - | - |
| **8. Net reserve adjustment** | **$ (224,199)** | **$ 980,789** | **$ 1,019,215** | **$ (38,426)** |

These financial statements have not been subjected to an audit or review or compilation engagement and no assurance is provided on them. Substantially all disclosures required by accounting principles generally accepted in the United States are not included.

**FileLocal**
**Statement of Cash Flow**
**March 31, 2025**

| | |
|---|---|
| **OPERATING ACTIVITIES** | |
| Change in Net Assets | (106,386) |
| | |
| **Adjustments to reconcile Net Revenue to Net Cash provided by operations:** | |
| Accounts Receivable | (104) |
| Due from other governments | 8,855 |
| Accounts Payable | (100,152) |
| Accrued Expenses | 146,410 |
| Credit card payable | - |
| **Net cash provided by operating activities** | **(51,377)** |
| | |
| Net cash increase for period | (51,377) |
| Cash at beginning of period | 3,027,819 |
| **Cash at end of period** | **2,976,442** |

-

These financial statements have not been subjected to an audit or review or compilation engagement and no assurance is provided on them. Substantially all disclosures required by accounting principles generally accepted in the United States are not included.

# FL2025-01 Draft Budget 2026-2030

## June 5, 2025

FileLocal

700 5th Avenue, M/S SMT 60-70
P.O. Box 94669
Seattle, WA 98124-4669

**Issue:** Shall the Washington Multi-City Business License and Tax Portal Agency ("Agency") Executive Board approve the draft 2026-2030 budget?

**Recommendation:** The Portal Agency Executive Board should pass Resolution FL2025-01, approving the draft 2026-2030 budget.

**Rationale:** The Washington Multi-City Business License and Tax Portal Agency Interlocal Agreement Section 13 sets a process for approving the annual budget. The process steps are as follows:

- No later than May 1, present a proposed budget to the Executive Board. The draft budget was presented to the Executive Board during the March 20, 2025, Board Meeting.
- No later than June 15, the Executive Board shall (1) review and revise the draft budget as it deems appropriate; (2) approve the draft budget by Supermajority Vote; and (3) forward the same to the principals no later than July 1.
- A final budget must be approved by December 31.

The Operations Committee received the draft budget on March 5, 2025. The committee recommends approving the draft budget in Attachment A to Resolution FL2025-01.

# 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

**Board Secretary**

**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** |

# FL2025-02 Tamazari Contract Amendment 2

## June 5, 2025

FileLocal

700 5th Avenue, M/S SMT 60-70
P.O. Box 94669
Seattle, WA 98124-4669

# FL2025-02 Briefing Paper Tamazari Contract Amendment

Date: June 5, 2025

**Issue:** Shall the Washington Multi-City Business License and Tax Portal Agency ("Agency") Executive Board authorize the Program Manager to amend the contract for Project Manager Services with Tamazari ("Consultant") to extend the duration through July 31, 2026?

**Operating Committee Recommendation:** The Portal Agency Executive Board should pass Resolution FL2025-02 approving an amendment to the Consultant Services Contract with Tamazari, Inc., extending the term of services to be provided from August 1, 2025, – July 31, 2026.

**Rationale:** In 2023, the Agency was informed that the City of Seattle Human Resources had put a hold on filing the Project Manager Position under the Loan Staff Agreement for an indefinite period. A contract for Project Manager Services was executed with Tamazari, Inc., covering the initial period from July 1, 2023, to July 31, 2024, including an extension covering the period of August 1, 2024 - July 31, 2025. The Agency now wants to extend for an additional year.

# RESOLUTION NO. FL2025-02

**A Resolution of the Washington Multi-City Business License and Tax Portal Agency Executive Board Authorizing an Amendment to Consultant Services Contract with Tamazari, Inc.**

**Whereas,** Pursuant to Section 4 of the Washington Multi-City Business License and Tax Portal Agency Interlocal Agreement, guiding principles of integrity and accountability were established for the FileLocal Agency; and

**Whereas,** Pursuant to Section 6 of the Washington Multi-City Business License and Tax Portal Agency Interlocal Agreement, the Executive Board of the FileLocal Agency has the power to enter into agreements with third parties for the provision of services necessary to fully implement the purposes of the Agency and the Interlocal Agreement; and

**Whereas** FileLocal contracted with Tamazari, Inc. to provide Project Manager services from July 2023 to July 2025 and now will extend these services for an additional twelve-month period from August 1, 2025, to July 31, 2026, and to authorize an increase in the total annual compensation payable to Tamazari, Inc. for the additional year of services.

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

SECTION 1. The Executive Board authorizes the Program Manager to execute an Amendment to the contract with Tamazari, Inc. to cover the period August 1, 2025 – July 31, 2026, substantially in the form as outlined in Attachment A to this Resolution.

**ADOPTED this 5th day of June 2025.**

ATTEST:

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

**Board Secretary**

**Board Chair**

# AMENDMENT NO. 2 TO CONTRACT

**Tamazari, Inc.**

**(Contract No. 2023-01)**

This Amendment No. 2 ("Amendment") to Contract amends the Consultant Services Contract between the Washington Multi-City Business License and Tax Portal Agency d/b/a FileLocal ("Agency") and Tamazari, Inc. ("Tamazari" or "Consultant") for Project Manager services, which was executed on July 14, 2023 ("Agreement"), as previously amended by Amendment No. 1 executed on June 18, 2024.

Whereas, Section IV of the Agreement, as amended, provides that the Agreement shall remain in effect through July 31, 2025, and may be extended by written amendment signed by both parties;

Whereas, Agency and Consultant desire to further extend the term of the Agreement;

Now, therefore, in consideration of the mutual covenants contained herein and, in the Agreement, Agency and Consultant agree as follows:

1. **Amendment to Section IV - Duration of Agreement**

The term of the Agreement is hereby extended through June 30, 2026, unless terminated earlier in accordance with Section V of the Agreement.

Except as set forth in this Amendment No. 2, all other provisions of the Agreement, as previously amended, shall remain in full force and effect.

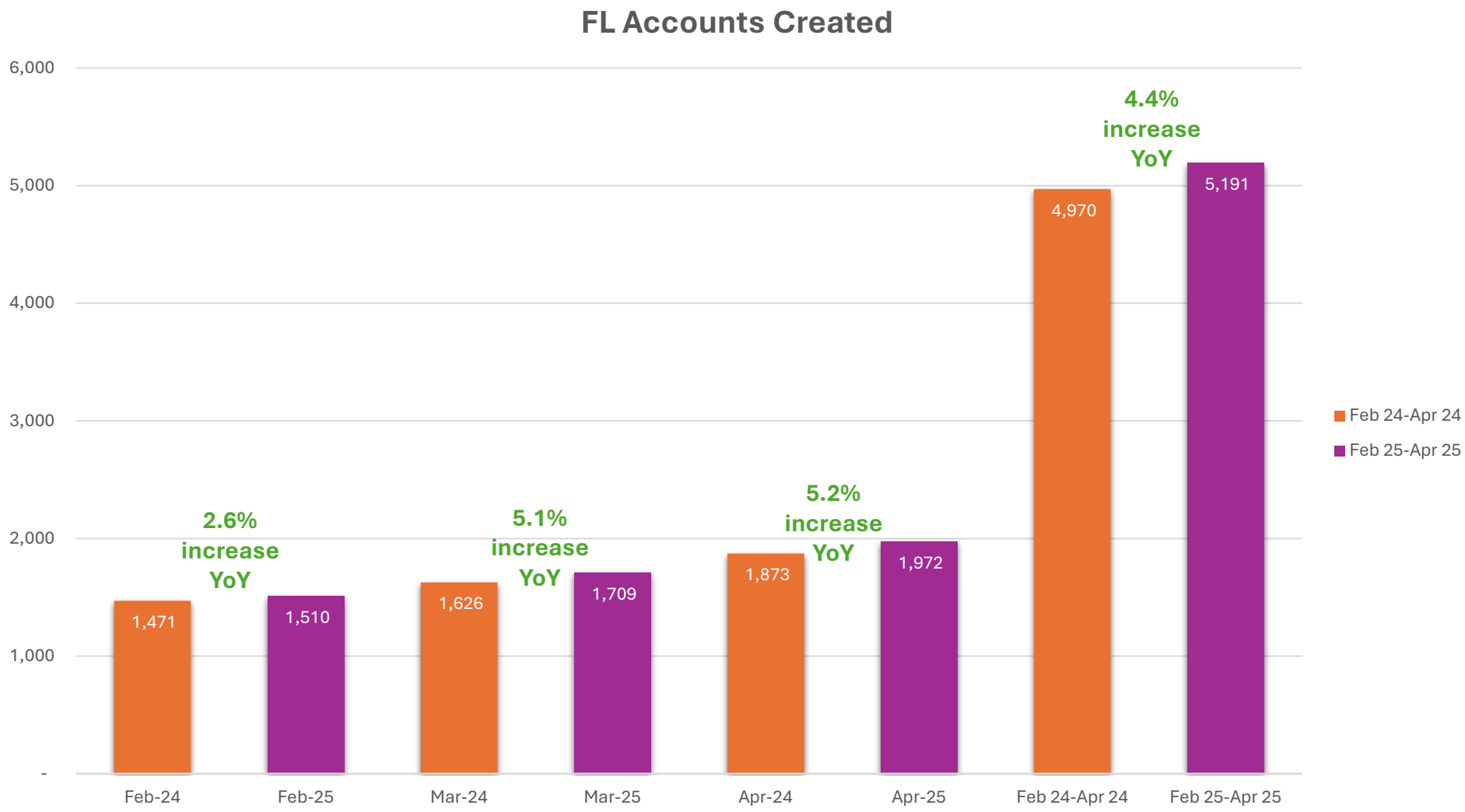
**ACKNOWLEDGED AND AGREED TO BY:**

| AGENCY | CONSULTANT |
|---|---|
| Washington Multi-City Business License and Tax Portal Agency d/b/a FileLocal | Tamazari Inc |
| Scott A. Hitchcock | Leigh Stylos |
| Program Manager<br>FileLocal | President<br>Tamazari, Inc. |
| Dated: _____ | Dated: _____ |

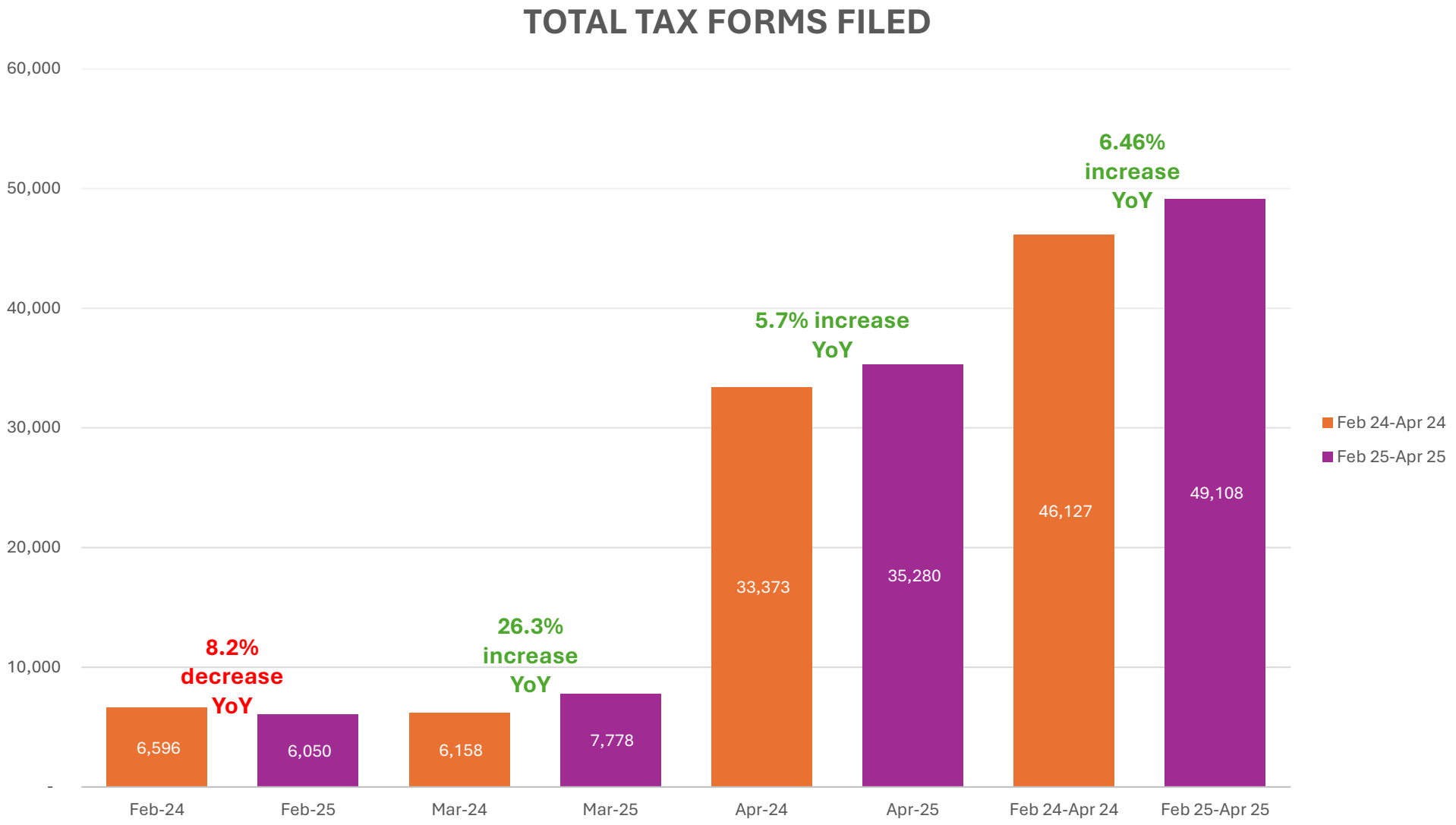
# Operational Performance Report

## June 5, 2025

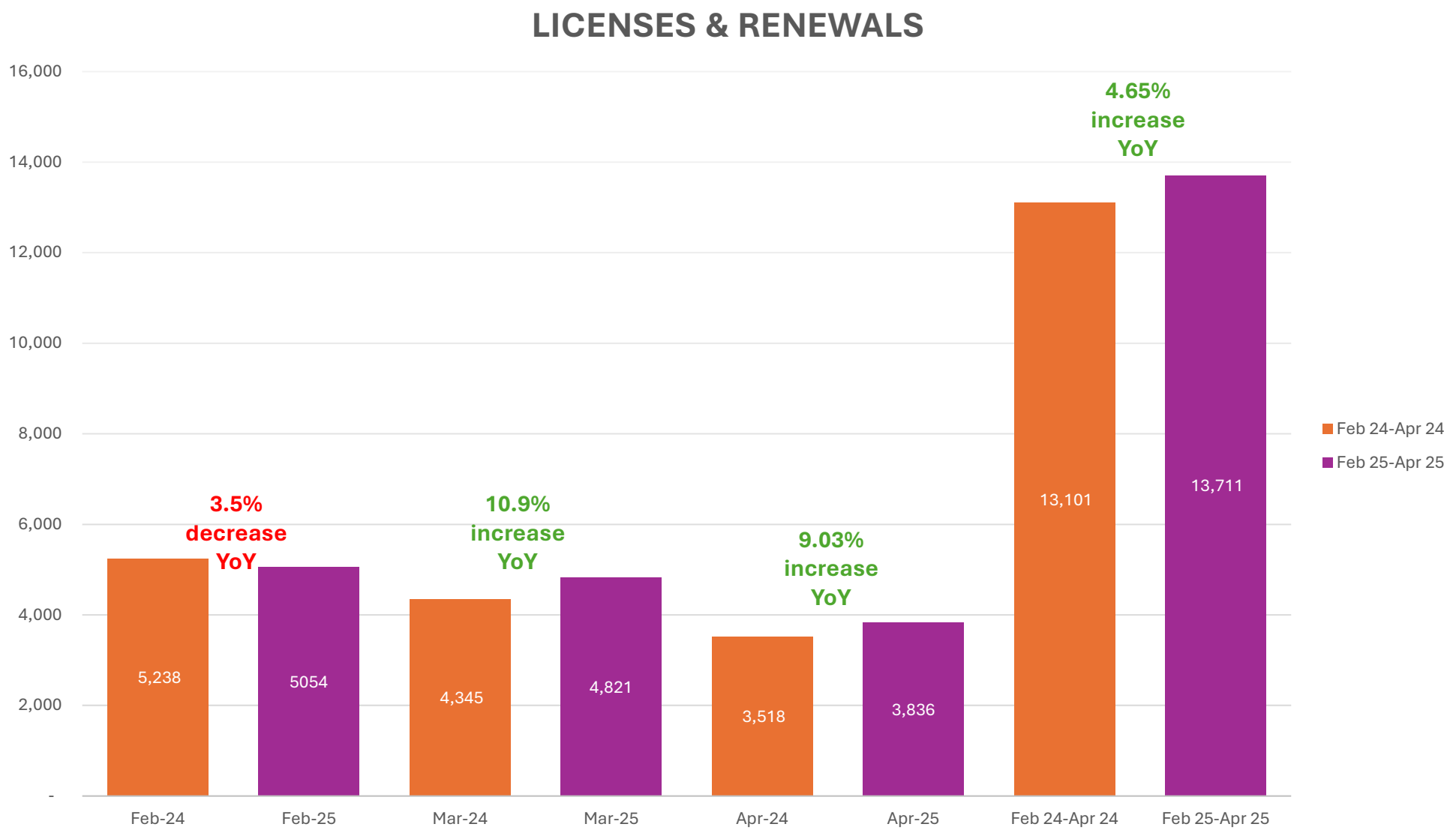
# Accounts Created



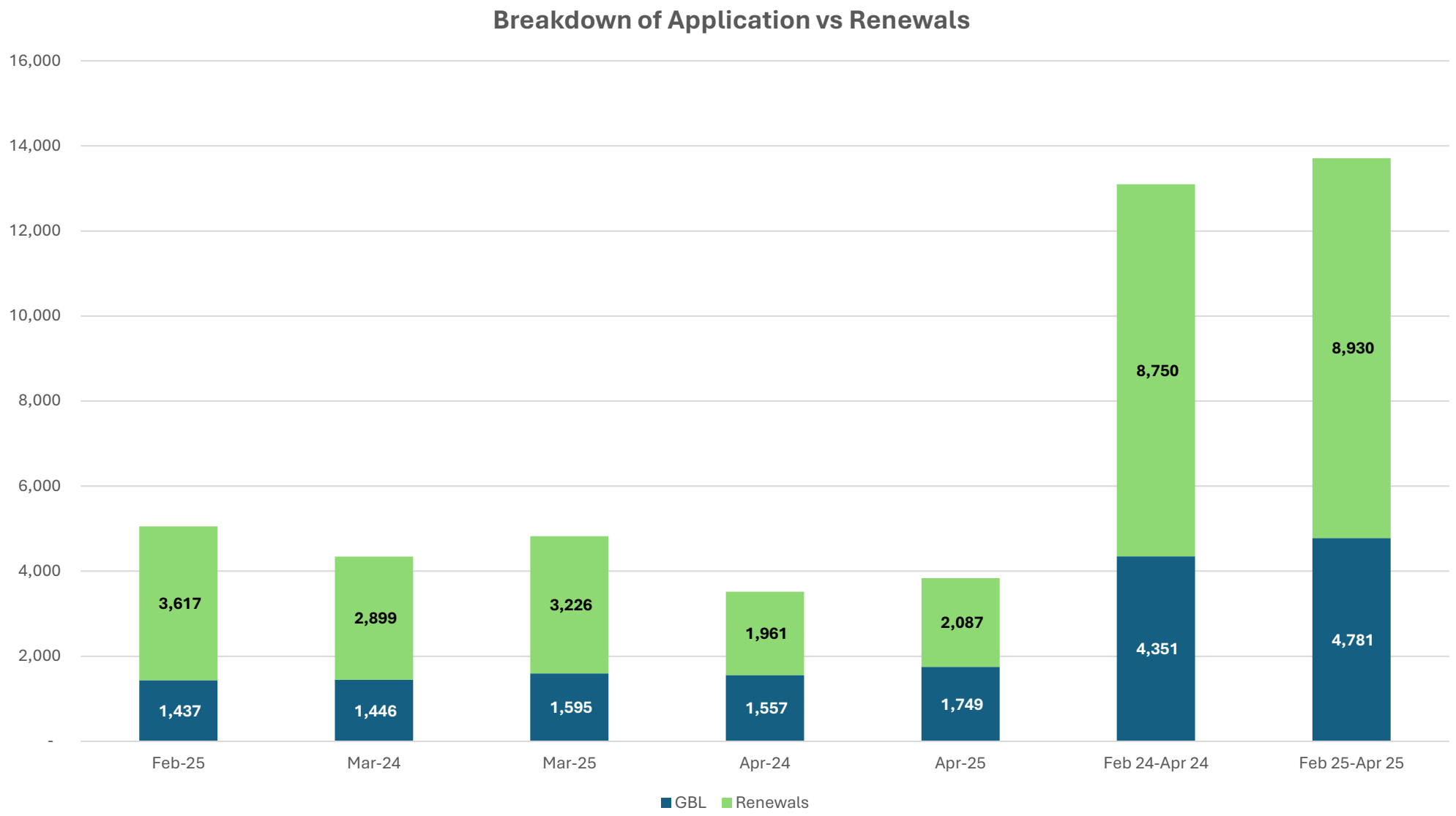
# Tax Forms Filed



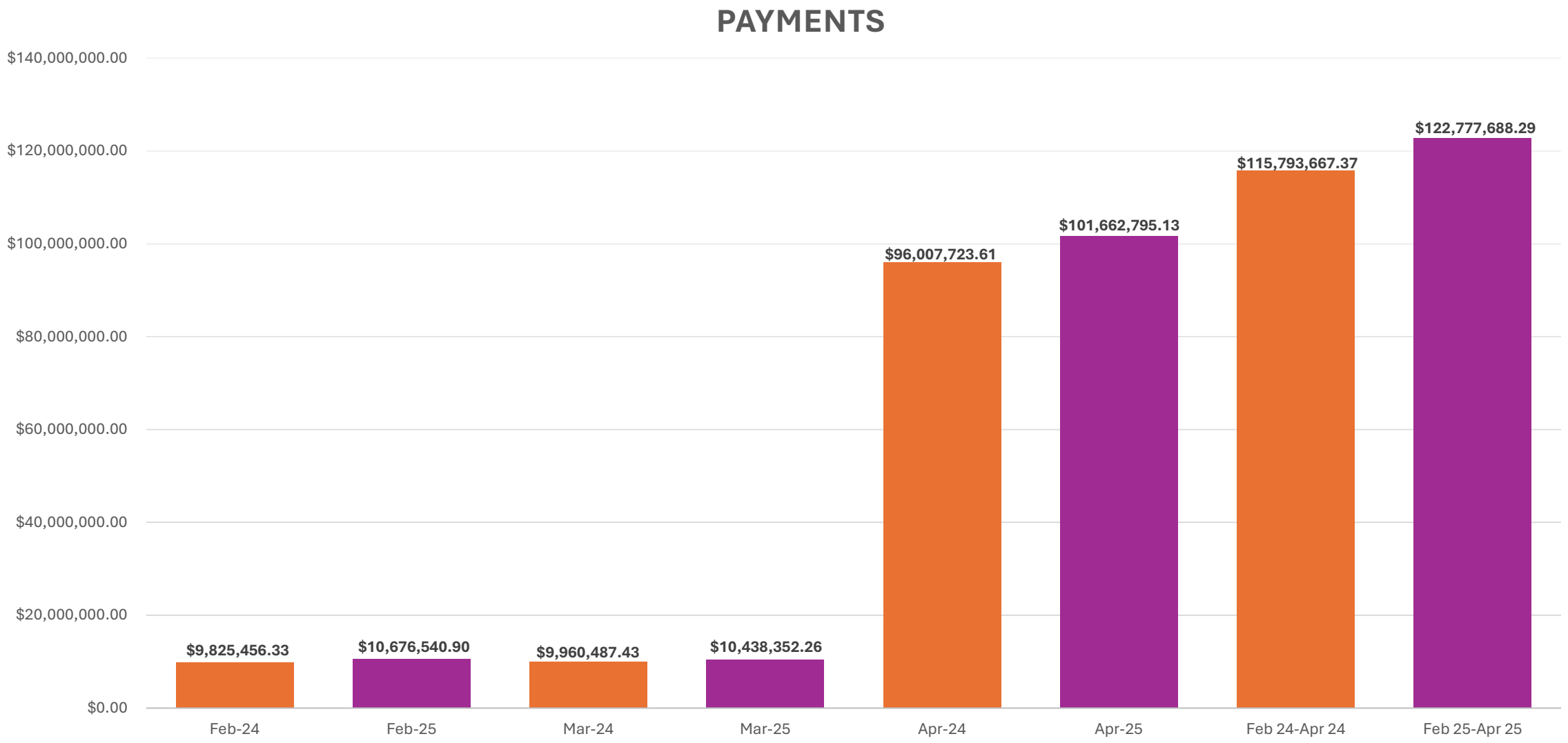
# Licenses and Renewals



# Licenses and Renewals



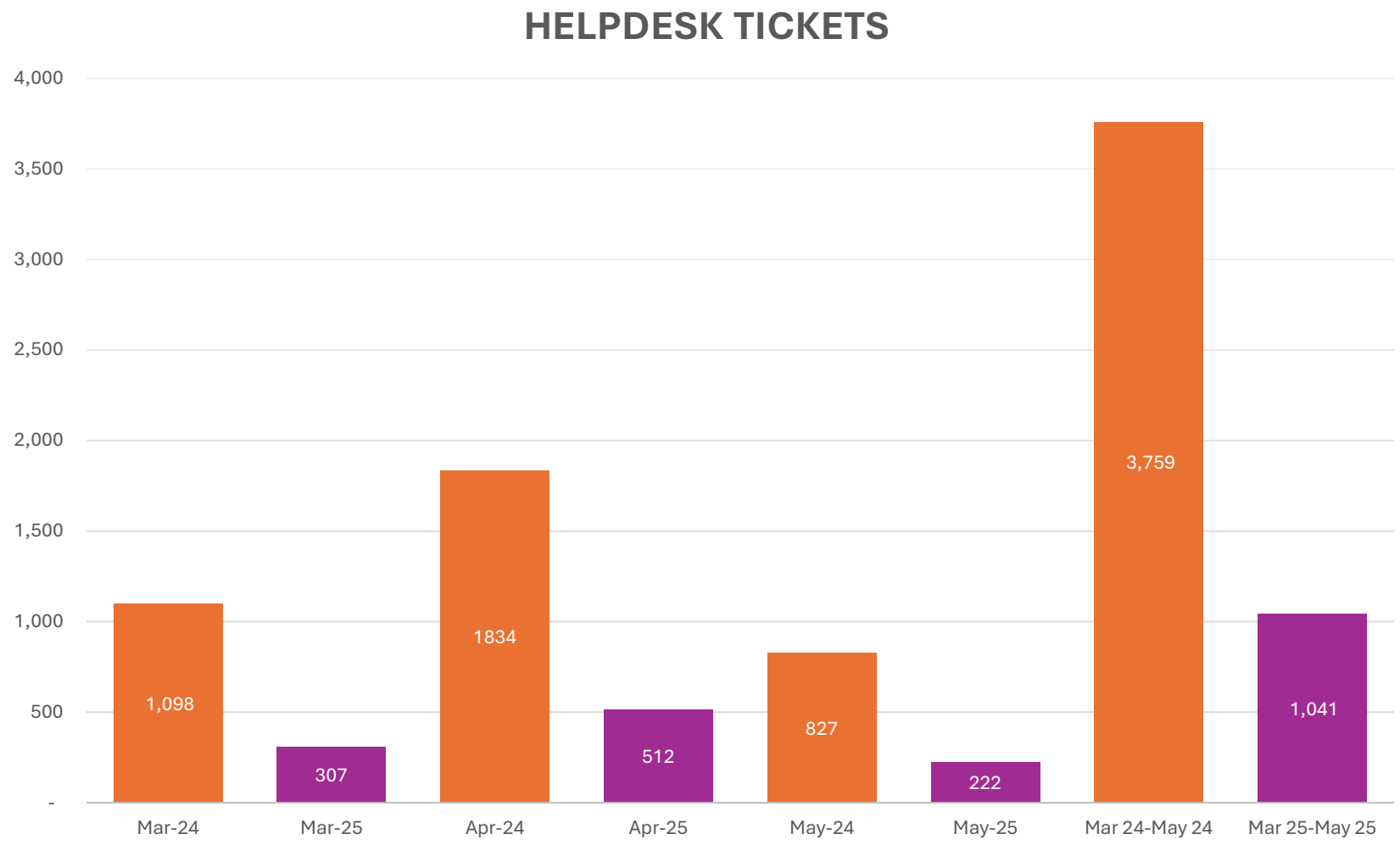
# Payments


PAYMENTS
$140,000,000.00
$120,000,000.00
$100,000,000.00
$80,000,000.00
$60,000,000.00
$40,000,000.00
$20,000,000.00
$0.00
$9,825,456.33
$10,676,540.90
$9,960,487.43
$10,438,352.26
$96,007,723.61
$101,662,795.13
$115,793,667.37
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Feb-25
Mar-24
Mar-25
Apr-24
Apr-25
Feb 24-Apr 24
Feb 25-Apr 25

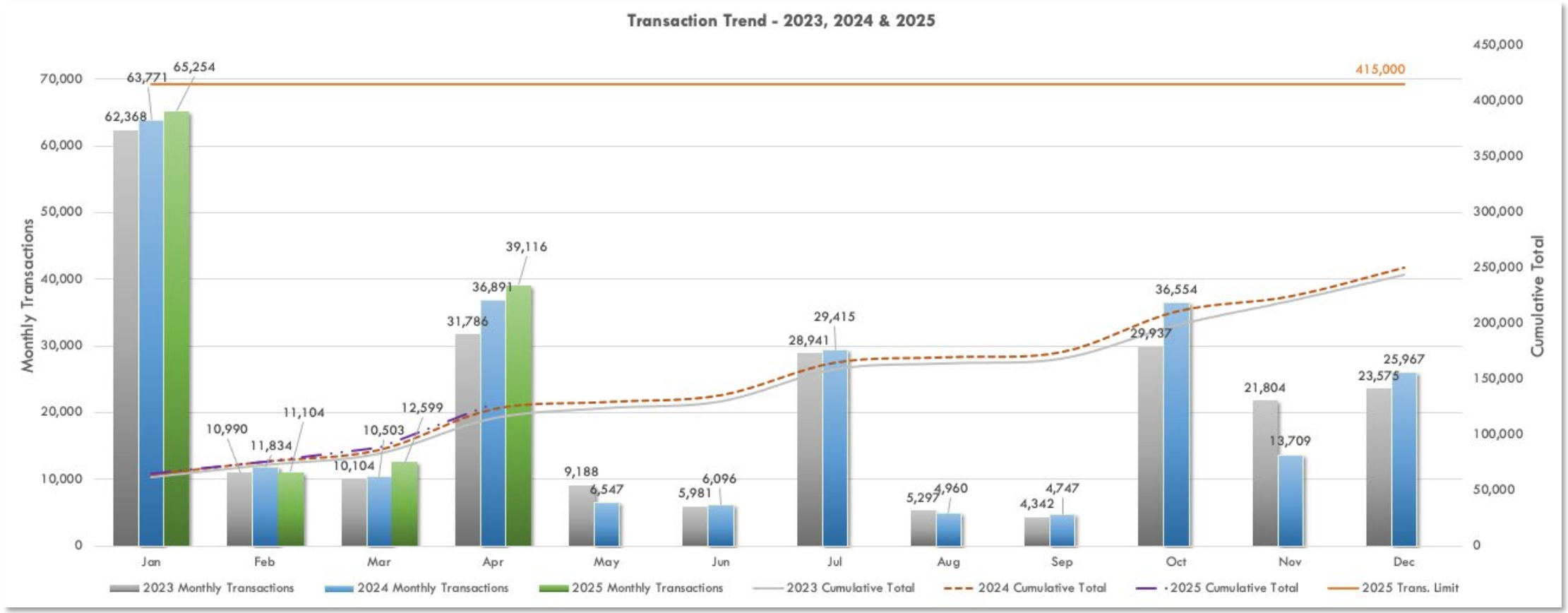
# Help Desk Calls

**Top 5 Categories (2025)**

1. License
2. Account
3. Tax
4. Login Assistance
5. Payments



# Transactions



# State Audit Report

## June 5, 2025

# Leviathan Security Contract

## June 5, 2025

# Vendor Warrants

## June 5, 2025

**FileLocal**
**Quarterly Warrant List**
**3/1/2025**

| Vendor Name | Payments for Current Quarter | Payments Year-To-Date |
|---|---|---|
| Association of Washington Cities | 300.00 | 300.00 |
| Avenu | 207,508.75 | 207,508.75 |
| Doodle AG | 537.00 | 537.00 |
| Francis & Company | 16,342.50 | 16,342.50 |
| Madrona Law Group, PLLC | 1,254.00 | 1,254.00 |
| Seattle | 85,798.05 | 85,798.05 |
| Tamazari, Inc. | 34,059.30 | 34,059.30 |
| Washington cities insurance authority | 5,169.00 | 5,169.00 |
| Wells Fargo | 228.39 | 228.39 |
| | 351,196.99 | 351,496.99 |