RESOLUTION NO. FL2025-03

A Resolution of the Washington Multi-City Business License and Tax Portal Agency Executive Board adopting a final 2026-2030 Budget

Whereas the Washington Multi-City Interlocal Business License and Tax Portal Agency ("FileLocal") Interlocal Agreement ("Agreement") requires the Executive Board to adopt a draft FileLocal 2026 budget by June 15.

Whereas the Portal Agency Manager shall present a proposed budget to the Executive Board no later than May 1 prior to the commencement of the budget period, together with the Operations Committee's recommendations with respect to the proposed budget.

Whereas the Executive Board received a draft 2026-2030 budget for review on March 20, 2025, and approved the draft budget on June 5, 2025.

Whereas, the cities of Auburn, Bellevue, Des Moines, Everett, Kent, Lake Forest Park, Renton, Seattle, and Tacoma have each informed FileLocal by December 1, 2025, that they will, or have approved their shares of the FileLocal budget for 2026-2030.

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 final 2026-2030 budget for the Portal Agency as set forth in Exhibit A to this Resolution.

ADOPTED this 4th day of December 2025.

ATTEST:

Julie Panick
Julie Panick (12/09/2025 08:24:39 PST)

Board Secretary

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

Paula Painter
Paula Painter (12/09/2025 08:20:45 PST)

Board Chair

Washington Cities Business License and Tax Portal Agency
Summary of Budget 2025-11-19
Final 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	770,628	599,277	606,768	609,801	612,850	615,868	(9,636)	(171,351)
Revenue		**616,180**	**637,552**	**767,588**	**780,264**	**770,628**	**599,277**	**606,768**	**609,801**	**612,850**	**615,868**	**(9,636)**	**(171,351)**
Contract Labor	2	(398,016)	(415,137)	(532,687)	(529,181)	(506,005)	(564,045)	(561,320)	(574,020)	(587,020)	(600,220)	23,176	(58,040)
Contracts	3	(54,536)	(77,159)	(73,367)	(69,770)	(92,078)	(72,400)	(74,200)	(91,400)	(77,900)	(79,800)	(22,307)	19,678
Overhead	4	(7,800)	(26,096)	(26,654)	(54,002)	(30,409)	(32,375)	(33,100)	(33,800)	(34,500)	(35,200)	23,593	(1,966)
Technology Costs	5	(299,682)	(339,233)	(588,509)	(1,187,266)	(1,222,179)	(2,301,314)	(1,605,829)	(1,576,585)	(1,652,324)	(1,731,795)	(34,914)	(1,079,135)
Transaction Fees	6	(296,810)	(322,697)	(246,983)	-	-	-	-	-	-	-	-	-
Operating Costs		**(1,056,843)**	**(1,180,322)**	**(1,468,199)**	**(1,840,220)**	**(1,850,671)**	**(2,970,134)**	**(2,274,449)**	**(2,275,805)**	**(2,351,744)**	**(2,447,015)**	**(10,451)**	**(1,119,463)**
Operating Deficit		**(440,663)**	**(542,770)**	**(700,611)**	**(1,059,956)**	**(1,080,043)**	**(2,370,858)**	**(1,667,682)**	**(1,666,003)**	**(1,738,893)**	**(1,831,147)**	**(20,087)**	**(1,290,815)**
Capital Cost Recovery	7	-	-	-	-	-	-	-	-	-	-	-	-
Reserves	8	(199,852)	-	(31,519)	336,956	(64,941)	1,219,275	64,672	(145,695)	(138,985)	(143,818)	(401,897)	1,284,216
Investment income	9	979	26,610	88,269	97,706	80,945	-	-	-	-	-	(16,761)	(80,945)
Cost Reimbursement	10	854,893	781,844	778,175	812,793	1,198,322	1,151,583	1,603,010	1,811,698	1,877,878	1,974,964	385,529	(46,739)
Surplus/ (Deficit)		**215,357**	**265,684**	**134,314**	**187,500**	**134,283**	**-**	**-**	**-**	**-**	**-**	**(53,217)**	**(134,283)**

Washington Cities Business License and Tax Portal Agency
Notes and key assumptions
Final 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	Reserves are comprise of Operating Reserve (Unrestricted fund balance to provide a cushion against unexpected events. The current operating reserve is 15% of total operating expenditures.), Platform Replacement Reserve (Restricted fund balance to cover the cost of the operating platform) and Fund Carry Over Reserve (restricted fund balance to be returned to member cities).
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
Cost Reimbursement 2025-11-19
Final 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	8,539	23,197	24,078	25,247	(854)	824
Bellevue	72,142	67,357	67,041	74,716	149,637	123,745	287,659	255,727	265,429	279,708	74,921	(25,892)
Bremerton	37,008	-	-	-	-	-	-	-	-	-	-	-
Des Moines	16,095	15,028	14,957	7,192	20,142	23,033	28,319	37,469	38,891	40,983	12,950	2,891
Everett	33,572	31,345	31,198	34,769	93,546	92,154	139,127	146,852	152,424	160,623	58,777	(1,392)
Kent	8,594	16,335	16,258	10,234	11,516	19,264	9,519	25,378	26,341	27,758	1,282	7,748
Lake Forest Park	8,164	7,623	7,587	6,134	16,848	16,384	36,565	31,428	32,620	34,375	10,714	(464)
Poulsbo	-	-	-	-	5,230	5,391	17,508	11,974	12,428	13,097	5,230	161
Renton	35,946	33,562	33,405	25,640	69,003	74,970	118,768	121,560	126,172	132,959	43,363	5,967
Seattle	495,593	462,720	460,549	513,272	620,935	582,476	685,341	842,290	871,690	914,775	107,663	(38,459)
Shoreline	13,651	12,745	12,686	9,064	21,304	26,330	22,627	33,921	35,208	37,102	12,240	5,026
Snoqualmie	17,495	16,335	16,258	-	-	-	-	-	-	-	-	-
Tacoma	116,633	108,897	108,386	120,794	180,037	176,887	249,038	281,902	292,598	308,338	59,243	(3,150)
Total	**854,893**	**781,844**	**778,175**	**812,793**	**1,198,322**	**1,151,583**	**1,603,010**	**1,811,698**	**1,877,878**	**1,974,964**	**385,529**	**(46,739)**

Washington Cities Business License and Tax Portal Agency
Capital Cost 2025-11-19
Final 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	1,000	1,000	1,000	1,000	1,000	1,000	(1,000)
Everett	1,000	2,000	4,000	4,000	4,000	2,000	4,000	4,000	4,000	4,000	-	(2,000)
Kent	-	500	1,000	1,000	1,000	1,000	1,000	1,000	1,000	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	2,000	2,000	2,000	2,000	2,000	2,000	(2,000)
Seattle	-	-	-	-	-	-	-	-	-	-	-	-
Shoreline	2,000	500	2,000	2,000	2,000	1,000	1,000	1,000	1,000	1,000	-	(1,000)
Snoqualmie	500	1,000	1,000	1,000	-	-	-	-	-	-	(1,000)	-
Tacoma	6,000	4,000	4,000	4,000	6,000	4,000	4,000	4,000	4,000	4,000	2,000	(2,000)
Total Charged to Cities	**21,000**	**16,000**	**20,500**	**22,500**	**28,000**	**18,000**	**20,000**	**20,000**	**20,000**	**20,000**	**5,500**	**(10,000)**
Paid to Seattle												
Capital Recovery Paymen	(21,000)	(16,000)	(20,500)	(22,500)	(28,000)	(18,000)	(20,000)	(20,000)	(20,000)	(20,000)	(5,500)	10,000
Total Capital Recovery	**(21,000)**	**(16,000)**	**(20,500)**	**(22,500)**	**(28,000)**	**(18,000)**	**(20,000)**	**(20,000)**	**(20,000)**	**(20,000)**	**(5,500)**	**10,000**
Capital cost Recovery	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

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