RESOLUTION NO. FL2025-05

A Resolution of the Washington Multi-City Business License and Tax Portal Agency Executive Board Authorizing an Amendment to Contract with Francis and Company 2025-2026.

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 Francis and Company to provide accounting services for the period 2025-2026 and now desires to amend the contract to remove the separate annual not-to-exceed amount for external audit support services of $10,000 for calendar year 2025 and 2026, while retaining the total annual compensation limit under the contract of $78,000;

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 Francis and Company covering the period 2025-2026, substantially in the form as set forth in Attachment A to this Resolution.

ADOPTED this 4th day of December 2025.

ATTEST:

Julie Panick
Julie Panick (12/09/2025 08:27:53 PST)

Board Secretary

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

Paula Painter
Paula Painter (12/09/2025 08:23:14 PST)

Board Chair

AMENDMENT NO. 1 TO CONTRACT
Francis & Company 2025-2026

This Amendment No. 1 to Contract amends the Consultant Services Contract between the Washington Multi-City Business License and Tax Portal Agency d/b/a FileLocal ("Agency") and Francis & Company, PLLC (hereinafter the "Consultant") for Accounting and Treasurer Services ("Agreement"), which was approved by Resolution FL2024-09.

Whereas the Agreement provides in Terms, Section IIA "Payment" that the total compensation to be paid to Consultant for services provided under the Agreement shall not exceed $78,000 in any calendar year for annual accounting and financial management services, and $10,000 for external audit support services in any calendar year except upon approval in advance and in writing by the Agency; and.

Whereas the Agency and the Consultant now desire to revise the Agreement to delete the separate $10,000 not-to-exceed amount for external audit support services in any calendar year, while retaining the $78,000 annual compensation limit;

Now, therefore, the Agency and Consultant agree as follows:

1. Section IIA "Payment" of the Agreement is hereby amended to read as follows:

> *Section IIA. The Agency shall pay Consultant an amount based on Consultant's hourly rates for the services described in Section I herein. The total compensation to be paid to consultant for annual accounting and financial management services provided under this Agreement shall not exceed $78,000 in any calendar year except upon approval in advance and in writing by the Agency. Consultant shall bill Agency based on the hourly rates and charges attached hereto as Exhibit B ("Consultant's Hourly Rates and Charges") and incorporated herein by this reference.*

Except as set forth in this Amendment, all other provisions of the Contract remain in full force and effect.

AGREED TO BY:

CONSULTANT	AGENCY
_____	_____
Horace Francis	Scott Hitchcock
Managing Director, CEO	Program Manager
Francis & Company PLLC	FileLocal