



Memorandum

Date: 6/3/2025
Meeting of: City Council

File No. AM No. 25-090
Type: Consent Item

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Planning and Community Development	Carol Helland	425-556-2107
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DEPARTMENT STAFF:

Planning and Community Development	Brooke Buckingham	Human Services Manager
Planning and Community Development	Seraphie Allen	Deputy Director

TITLE:

Approve Agreement to Administer Homeless Outreach Software in Partnership with City of Kirkland and City of Bellevue.

OVERVIEW STATEMENT:

The City's homeless outreach team tracks client data and activities related to their work. Staff inputs and tracks this data in a case management software platform called Apricot. The City would like to enter into a formal partnership to allow outreach staff from the City of Kirkland and City of Bellevue to use the same platform.

☒ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information** ☐ **Provide Direction** ☒ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Human Services Strategic Plan, Comprehensive Plan
- **Required:**
Interjurisdictional agreements require Council approval.
- **Council Request:**
N/A
- **Other Key Facts:**
Signing this MOU allows the City to formalize the partnership and invoice Bellevue and Kirkland for use of Apricot.

OUTCOMES:

Cross-jurisdictional partnerships and collaboration benefit the clients we serve. This opportunity allows us to case-conference and coordinate efforts with potential shared clients. Secondary benefits include cost savings to the City, as Bellevue and Kirkland would provide proportionate contribution toward annual fees.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:

The average annual cost is currently \$17,091.

Approved in current biennial budget: ☒ **Yes** ☐ **No** ☐ **N/A**

Budget Offer Number:

0000307 - Housing & Human Services
0000294 - Technology Solutions

Budget Priority:

Vibrant and Connected

Other budget impacts or additional costs: ☒ **Yes** ☐ **No** ☐ **N/A**

If yes, explain:

Staff cost to administer and monitor software for data consistency.

Funding source(s):

General Fund

Budget/Funding Constraints:

N/A

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
05/20/2025	Committee of the Whole - Public Safety and Human Services	Provide direction

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
	No meetings proposed	N/A

Time Constraints:

Bellevue anticipates seeking Council approval June 2025.

ANTICIPATED RESULT IF NOT APPROVED:

Redmond would continue to pay full costs of Apricot if not approved.

ATTACHMENTS:

Attachment A: Draft Agreement for Services between the Cities of Bellevue, Kirkland, and Redmond for Implementation and Maintenance of a Joint Homeless Outreach Data System