



## Memorandum

**Date:** 5/13/2025

**Meeting of:** Committee of the Whole - Finance, Administration, and Communications

**File No.** CM 25-283

**Type:** Committee Memo

**TO:** Committee of the Whole - Finance, Administration, and Communications

**FROM:** Mayor Angela Birney

**DEPARTMENT DIRECTOR CONTACT(S):**

Technology and Information Services	Michael Marchand	425-556-2176
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**DEPARTMENT STAFF:**

Technology and Information Services	Wanda Norman	Technology Project Manager
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**TITLE:**

Approval of the Energov Permitting and Licensing SaaS Contract in the Amount of \$528,227

**OVERVIEW STATEMENT:**

This is part of the Energov Modernization project to standardize permitting flows across City departments and move permitting system to a SAAS cloud-based solution. This contract is for the annual SaaS Service and Licensing Agreement.

We are asking for approval in the amount of \$528,227 to cover the annual SaaS costs for 2025 and 2026.

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

**REQUESTED ACTION:**

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
N/A
- **Required:**  
Contracts that exceed \$50,000 require Council Approval.
- **Council Request:**  
N/A
- **Other Key Facts:**  
N/A

**OUTCOMES:**

Streamlines business processes through automation, integration, and workflows for internal and external customers. Increases efficiency, collaboration, and communication, both between departments and with the public. Includes upgrades and maintenance to system as well as Disaster Recovery.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

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- **Timeline (previous or planned):**  
Estimated Timeline for Initial Implementation is early August 2025.
- **Outreach Methods and Results:**  
N/A
- **Feedback Summary:**  
N/A

**BUDGET IMPACT:**

**Total Cost:**

\$528,227

**Approved in current biennial budget:**

☒ Yes

☐ No

☐ N/A

**Budget Offer Number:**

BTIP Funding

**Budget Priority:**

Vibrant and Connected.

**Other budget impacts or additional costs:**

☒ Yes

☐ No

☐ N/A

***If yes, explain:***

Ongoing operational cost is \$254,800 plus potential 5% increase each year.

**Funding source(s):**

BTIP Funding

**Budget/Funding Constraints:**

N/A

☐ Additional budget details attached

**COUNCIL REVIEW:**

**Proposed Upcoming Contact(s)**

Date	Meeting	Requested Action
5/20/2025	Business Meeting	Approve

**Time Constraints:**

N/A

**ANTICIPATED RESULT IF NOT APPROVED:**

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We won't be able to move off "On Prem" to SaaS.  
Vendor will be mandating this in a few more years.

**ATTACHMENTS:**

Attachment A - Redmond WA Agreement SaaS Flip 040225