

RESOLUTION NO. 25-2018

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LAKE FOREST PARK, WASHINGTON, AUTHORIZING
THE MAYOR TO SIGN A PROFESSIONAL SERVICES
AGREEMENT WITH IWORQ SYSTEMS, INC. FOR
COMMUNITY DEVELOPMENT PERMITTING SOFTWARE
USE AND SUPPORT**

WHEREAS, the Community Development Department municipal services for the City of Lake Forest Park include permit intake, review, and issuance tracking, as well as record/data keeping, for the building, planning, street right-of-way, and code enforcement functions to the public; and

WHEREAS, the records, building, planning, street right-of-way, and code enforcement functions are essential, core duties provided daily by the city for the community; and

WHEREAS, the City of Lake Forest Park currently has an ongoing agreement in place with Carahsoft – Accela, Inc. for permit tracking software use and support, with automatic annual renewal, unless terminated in writing 60-days prior to the end of term; and

WHEREAS, recent retirements and other vacancies in various applicable Community Development positions enable the Department to take advantage of the opportunity to switch to a digital intake, review, and issuance process for service improvements; and

WHEREAS, as part of the switch away from a predominantly paper-oriented process, the Department compared the existing tracking software to numerous other options to find a right fit to the needs of the city; and

WHEREAS, the Community Development Department finds that the software services provided by iWorQ Systems, Inc. best fit the needs of permitting processes of the city; and

WHEREAS, staff provided written 60-day notice of termination to Carahsoft – Accela, Inc. as required by the current Professional Services Agreement, AG-16-027, on April 29, 2025, and the Agreement now ends on June 28, 2025; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Lake Forest Park, as follows:

Section 1. AUTHORIZATION. The Mayor is hereby authorized to execute a Professional Services Agreement with iWorQ Systems, Inc. for community development permitting software use and support, in substantially the same form as attached hereto

as Exhibit A, including: a three (3) year initial term; provisions for automatic renewal for successive one (1) year terms after the initial term at the discretion of the City; and in the amounts of \$19,000 for Year 1 and \$18,500 for Years 2 and 3.

Section 2. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this ____ day of _____, 2025.

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matthew McLean
City Clerk

FILED WITH THE CITY CLERK: May 16, 2025
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 25-2018