

Community Development Director
Mark Hofman

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April 29, 2025

Leslie Valdez
Senior Account Manager
Accela Government at Carasoft
11493 Sunset Hills Road, Suite 100
Reston, VA 20190
Leslie.Valdez@Carahsoft.com

Re: 60-Day Notice of Termination of Services Contract with Accela Permit Tracking

Accela Government at Carahsoft,

Thank you for your nine years of service and support under contract to the City of Lake Forest Park, WA with your permit tracking software. Facing budget constraints and fiscal cuts in these increasingly uncertain times, the City is looking at all existing contracts and procedures to find acceptable cost savings and service improvements. At this time, the City is exercising the termination of service and written notice requirements to end the contract, AG-16-027 (attached), between Accela, Inc. and the City of Lake Forest Park.

Per Section 4 of the Terms and Conditions, subscription terms are twelve (12) calendar months in duration and automatically renew for additional terms. The city may opt out from automatic renewal by providing written notice to Accela not less than sixty (60) calendar days prior to the Service Date anniversary which begins the renewal term. Thank you for the recent two-year quotes we've received (#48153780), expiring May 1, 2025. However, the end date of our current paid term is June 28, 2025 and we do not wish to renew.

We appreciate the service and software and look forward to a communicative and coordinated effort to transfer a copy of the city's data in a database dump file as per Section 16 of the agreement, preferably close to the end date of the current term in June. If you have any questions or to discuss the next steps please contact me directly at mhofman@cityoflfp.gov or (206) 957-2824.

Sincerely,

A handwritten signature in blue ink that reads "Mark Hofman". The signature is stylized with a large, flowing "M" and "H".

Mark Hofman
Community Development Director
City of Lake Forest Park