

CITY OF LYNDEN



EXECUTIVE SUMMARY

Meeting Date:	January 2, 2024	
Name of Agenda Item:	Contract with Brightly Software, Inc re City-wide Permitting Software	
Section of Agenda:	Consent	
Department:	Community Development	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input checked="" type="checkbox"/> Other: __Mayor__
Legal Review:	<input checked="" type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required	
Attachments:		
Contract with Brightly Software Inc		
Summary Statement:		
<p>Staff from Community Development, Public Works, IT, and the Fire Department have been researching options for implementing software which would allow for electronic permit submittal and review. After considering multiple companies the group selected SmartGov as their preferred option, a system offered by Brightly Software Inc. and used in many Washington State jurisdictions including the City of Ferndale. It is anticipated that the Building Division will represent 40% of use, Planning Division 15% or use, Code Compliance 10%, Public Works 20%, Fire 10%, and City Administration and Police about 5% when combined. The selected software does not limit the number of users or charge additional fees per user. It includes a strong public portal component.</p> <p>On December 4, 2023, the City Council approved the 2024 Budget which included funds to cover the acquisition and implementation of permitting software. The budget included a line item of \$130,000 from the general fund for this project. The attached Brightly order form details an initial outlay of \$55,221.17. Initial costs include Cloud Services for \$15,050.89 and Professional Services (configuration and migration) for \$40,170.28. These numbers include savings of over \$7,400 for signing before the end of 2023.</p> <p>Additional costs beyond this initial outlay will include larger computer screens for plan reviewers, bridging software for financial reporting and implanting single sign-on and potentially additional training services. Ongoing costs for the software will include subscription costs of approximately \$24,000 to \$26,000 annually.</p>		
Recommended Action:		
Motion to approve, and support the Mayor’s signature on the December 19, 2023, order form with Brightly Software, Inc.		