



# Whatcom County

COUNTY COURTHOUSE  
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## Agenda Bill Master Report

File Number: AB2024-752

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File ID:	AB2024-752	Version:	1	Status:	Adopted
File Created:	10/29/2024	Entered by:	MMiterko@co.whatcom.wa.us		
Department:	Finance Division	File Type:	Ordinance		
Assigned to:	Council Finance and Administrative Services Committee			Final Action:	11/19/2024
Agenda Date:	11/19/2024			Enactment #:	ORD 2024-070
Related Files:					

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Primary Contact Email: atan@co.whatcom.wa.us

### TITLE FOR AGENDA ITEM:

Ordinance amending the project budget for the Integrated Land Records and Permit Management System Fund, request no. 3

### SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:

Requests appropriation of \$250,000 to fund phase II of the permit system project for a total project budget of \$3,206,661.

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### HISTORY OF LEGISLATIVE FILE

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Date:	Acting Body:	Action:	Sent To:
11/06/2024	Council	INTRODUCED	Council Finance and Administrative Services Committee
		Aye: 7 Buchanan, Byrd, Donovan, Elenbaas, Galloway, Scanlon, and Stremmler	
		Nay: 0	
11/19/2024	Council Finance and Administrative Services Committee	RECOMMENDED FOR ADOPTION	
		Aye: 2 Byrd, and Donovan	
		Nay: 0	
		Absent: 1 Galloway	
11/19/2024	Council	ADOPTED	
		Aye: 7 Buchanan, Byrd, Donovan, Elenbaas, Galloway, Scanlon, and Stremmler	
		Nay: 0	

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**Attachments:** Proposed Ordinance, Notice of Action Proposed on 11.6.2024

PROPOSED BY: Executive  
INTRODUCTION DATE: 11/06/2024

ORDINANCE NO. 2024-070

**ORDINANCE AMENDING THE PROJECT BUDGET FOR THE INTEGRATED  
LAND RECORDS AND PERMIT MANAGEMENT SYSTEM FUND NO. 3**

**WHEREAS**, this fund was established by Ordinance No. 2014-085 to improve the land records geographic information system, implement software for stormwater asset maintenance, plan the replacement of the permit system, and implement web GIS; and

**WHEREAS**, the permit system project is entering Phase II that includes migration of the EnerGov permit system to the Tyler Technologies cloud and implementation of the Environmental Health module; and

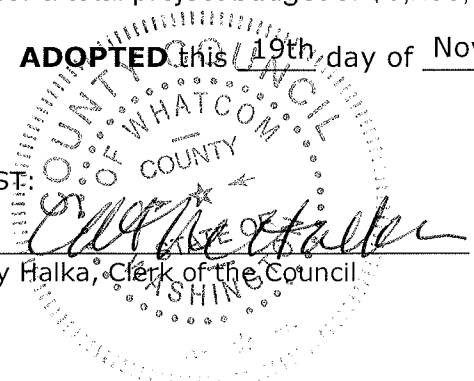
**WHEREAS**, additional funds are needed to complete the next phase of the project; and

**WHEREAS**, funding for Phase II is available from the General Fund 001, the Road Fund and the Flood Control Zone District;

**NOW, THEREFORE, BE IT ORDAINED** by the Whatcom County Council that Ordinance 2014-085 is hereby amended by adding \$250,000 of expenditure authority, as described in Exhibit A, to the amended project budget of \$2,956,661, for a total project budget of \$3,206,661.

**ADOPTED** this 19th day of November, 2024.

ATTEST:

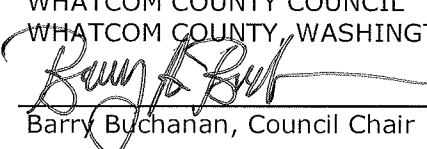
  
Cathy Halka, Clerk of the Council

APPROVED AS TO FORM:

Approved by email/B Waldron/10/28/24

Civil Deputy Prosecutor

WHATCOM COUNTY COUNCIL  
WHATCOM COUNTY, WASHINGTON

  
Barry Buchanan, Council Chair

WHATCOM COUNTY EXECUTIVE  
WHATCOM COUNTY, WASHINGTON

  
Satpal Sidhu, County Executive

(☒) Approved ( ) Denied

Date Signed: November 25, 2024

## 2025-2026 Budget Preparation - Regular Additional Service Request

### Administrative Services

### Information Technology

ASR # 2025- 7198

Fund 369

Cost Center 369100

Originator: P. Rice (25)

Expenditure Type: One-Time

Add'l FTE ☐Add'l Space ☐

Priority 1

**Name of Request: Permit System Implementation: Project Additions**

Costs:	Object	Object Description	2025 Requested	2025 Approved	2026 Requested	2026 Approved
	7420	Computer-Capital Outlays	\$250,000	\$250,000	\$0	\$0
	8301.001	Op Tnsfr In - General Fund	(\$137,500)	(\$137,500)	\$0	\$0
	8301.108	Op Transfer In - Road	(\$67,500)	(\$67,500)	\$0	\$0
	8301.169	Op Transfer In - Flood Fund	(\$45,000)	(\$45,000)	\$0	\$0
	<b>Totals</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

#### 1. Description of Request:

a) Describe the proposed activity or service, and indicate whether it is a higher or lower priority than existing services in your department budget.

Continuation of the EnerGov (Enterprise Permitting & Licensing) permit system implementation:

Phase I Post Go Live includes on-line permits, e-reviews, and the application review "shot clock".

Phase II includes migrating the EnerGov system to the Tyler Technologies cloud and implementing the Environmental Health module.

#### b) Who are the primary customers for this service?

Health and Community Services Department (Health)  
 Planning and Development Services Department (Planning)  
 Public Works Department (Public Works)  
 Citizens

#### 2. Describe the problem this request addresses and why Whatcom County needs to address it.

In Phase I, the new Tyler Technologies EnerGov permit system was implemented for Planning and Public Works in early 2022. Health was unable to be part of the new permit system implementation as originally planned due to the COVID-19 Global Pandemic. Phase I work continues which includes implementing online permitting, e-reviews and other functionality.

The permit system was implemented using on premise computer servers purchased in 2018 with the intent of taking the system to the cloud when the servers needed to be replaced which is in 2024. In addition, Whatcom County needs to move to the cloud in order to implement the Environmental Health module. Tyler Technologies is only offering the relatively new Environmental Health module in their cloud based system.

In Phase II, the project team plans to:

- 1). Migrate the current permit system to the Tyler Technologies cloud
- 2). Implement the Environmental Health module

The permit system implementation has been funded from the Integrated Land Records and Permit Management System Projects Fund (Project Budget).

In the 2023-2024 Mid Biennium budget, Council added \$55k (#4168) in funding to migrate the current system to the cloud and \$285k (#4169) in additional funding to implement the Environmental Health module. The project team continues to work on Phase I Post Go Live activities and will be contracting with Tyler Technologies to move to the cloud 3Q2024. Shortly there after, the project team plans to contract with Tyler Technologies to implement the Environmental Health module in 2025.

Upon review of the overall project, it is anticipated that additional funding will be needed for:

## 2025-2026 Budget Preparation - Regular Additional Service Request

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- 1). Tyler Assist consulting hours for 2025 and 2026 to continue the implementation of on-line permits, e-reviews, and the application review "shot clock" in the amount of \$150k.
- 2). Additional complexity of the data conversion and other aspects of the implementation of the Environmental Health module in the amount of \$100k.

### 3. Options

#### **a) What other options have you considered? Why is this the best option?**

The primary option for Phase I Post Go Live would be to use in-house resources and Tyler Technologies technical support to complete the implementation of on-line permitting, e-reviews and the application review "shot clock". This would cause significant delays in accomplishing these critical items.

The primary option for Phase II would be to use the existing implementation budget for the Environmental Health module. We believe that this would under resource the implementation resulting in poor data conversion, incomplete program configuration or the inability to configure required programs in the new system.

#### **b) What are the specific cost savings? (Quantify)**

Completing the implementation of key functionality such as online permit submission will save citizens travel time. Consultants and designers will have a one-stop shop for submitting plans, lessening their burden and time billed on their clients.

Environmental Health would avoid work interruptions associated with marginally supported software and would benefit from working in a fully integrated permit system with Planning and Public Works. Environmental Health estimates over \$20,000 in cost savings per year associated with less administrative overhead with permit application review, data entry and literally finding displaced paper permits.

### 4. Outcomes / Objectives

#### **a) What outcomes will be delivered and when?**

Additional consulting hours would be available in 2025 and 2026 to continue to efficiently add more permit types online for contractors and citizens.

The Environmental Health module would be setup and configured for our Health and Community Services Department in 2025.

#### **b) How will you know whether the outcomes happened?**

Additional permit types will be available online.

Environmental Health will be using the EnerGov permit system for their programs

### 5. Other Departments/Agencies

#### **a) Will this ASR impact other departments or agencies? If so, please identify the departments and/or agencies impacted and explain what the impact(s) will be.**

IT will partner with Planning, Public Works and Health in the continued implementation of the new permit system

#### **b) If another department or agency is responsible for part of the implementation, name the person in charge of implementation and what they are responsible for.**

### 6. What is the funding source for this request?

General Fund (55%): \$137,500  
Road Fund: (27%): \$ 67,500  
Flood Fund: (18%): \$ 45,000

Note: The above allocation percentages were used in the most recent additions to the project budget.

Companions include:  
ASR 7531 GF

## 2025-2026 Budget Preparation - Regular Additional Service Request

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ASR # 2025- 7198

**Fund** 369

**Cost Center** 369100

**Originator:** P. Rice (25)

ASR 7533 RF

ASR 7534 FCZD