



Cover Memorandum/Staff Report

File #: 26-0794

Agenda Date: 7/14/2026

Item #: 6.O.2.

TO: Mayor and Commissioners
FROM: Jay Stacy, Information Technology Director
THROUGH: Terrence R. Moore, ICMA-CM
DATE: July 14, 2026

APPROVAL OF RESOLUTION NO. 93-26 TO APPROVE A CITY STANDARD AND AWARD AN AGREEMENT WITH AVOLVE SOFTWARE CORPORATION FOR THE PURCHASE AND ANNUAL LICENSING FEES FOR PROJECTDOX ELECTRONIC PLAN REVIEW SOFTWARE AS A SERVICE IN THE TOTAL ESTIMATED FIVE (5) YEAR AGREEMENT VALUE OF \$599,169.13

Recommended Action:

Motion to Approve Resolution No. 93-26 to approve a City Standard and award an agreement with Avolve Software Corporation for the purchase and annual licensing fees for ProjectDox electronic plan review software as a service (SaaS) in the total estimated five (5) year agreement value of \$599,169.13.

Background:

ProjectDox, provided by Avolve Software, is the City’s platform for electronic plan review and markup of building permits and development applications. The system was selected in 2022 due to its widespread adoption among peer municipalities and its superior functionality compared to competing solutions.

Implementation required approximately one year to configure workflows, deploy public-facing interfaces, and train both staff and external users. Following implementation, ProjectDox was fully integrated with the City’s Enterprise Permitting and Licensing (EPL) system from Tyler Technologies (formerly EnerGov), creating a tightly coupled development services platform. Avolve Software has proposed a five-year renewal agreement that includes a transition from a site license model to a named user licensing structure, along with additional features and enhancements.

The totals costs for the contract period is as follows:

Year 1 Add-on Cost (Pro-Rated)	6/30/2026 - 1/8/2027	\$	28,369.13
Year 2	1/9/2027 - 1/8/2028	\$	142,700.00
Year 3	1/9/2028 - 1/8/2029	\$	142,700.00
Year 4	1/9/2029 - 1/8/2030	\$	142,700.00
Year 5	1/9/2030 - 1/8/2031	\$	142,700.00
Total		\$	599,169.13

Attachments:

1. Legal Review
2. Resolution No. 93-26
3. Approved City Standard Memo
4. Agreement

City Attorney Review:

Approved as to form and legal sufficiency.

Funding Source/Financial Impact:

Funding is available from account number: 125-26-220-524-51.25 Development Services Office
Supplies Computer Software FY26.

Timing of Request:

N/A