

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	October 7, 2024	
Name of Agenda Item:	Acceptance of Paper to Digital Grant from the Department of Commerce	
Section of Agenda:	New Business	
Department:	Community Development Department	
Council Committee Review:		Legal Review:
<input type="checkbox"/> Community Development	<input type="checkbox"/> Public Safety	<input type="checkbox"/> Yes - Reviewed
<input type="checkbox"/> Finance	<input type="checkbox"/> Public Works	<input checked="" type="checkbox"/> No - Not Reviewed
<input type="checkbox"/> Parks	<input type="checkbox"/> Other: <u>Mayor</u>	<input type="checkbox"/> Review Not Required
Attachments:		
Award Letter		
Summary Statement:		
<p>The Community Development Department was recently notified of grant award from the Department of Commerce. Planner, Dave Timmer, led the application efforts to secure the funding which will cover most of the costs associated with the City's conversion from a paper permitting system to a digital permitting system.</p> <p>Through SB 5290 the State has made funds available to jurisdictions seeking to make the transition with the goal of providing more efficient permit review and inspection processes as one aspect of addressing housing shortages across the state.</p> <p>This funding award comes as the Community Development Department had already been actively working on implementing a software system called SmartGov which will allow submission and payment of permits and land use applications through an online public portal. It will also allow for submissions to be reviewed simultaneously by different divisions and will actively update applicants via email as to the status of their applications.</p> <p>The awarded amount is \$140,000 which will cover the costs of the SmartGov software purchase, supporting software updates, hardware upgrades, and data migration. The grant will cover expenses incurred after July 1, 2024. Expenses made prior to July 1 are not reimbursable but were included in the City's 2024 budget. A contract with the Department of Commerce will be returning to the Council with additional details.</p>		
Recommended Action:		
Motion to accept the Washington State Department of Commerce's Paper to Digital Grant pending review of the final contract and to authorize the Mayor's signature on associated documents.		