

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	December 11, 2024 – Special Meeting	
Name of Agenda Item:	Contract for Paper to Digital Grant from the Department of Commerce	
Section of Agenda:	Unfinished 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:		
Contract with the Department of Commerce re Paper to Digital Grant		
Summary Statement:		
<p>On October 7th the City Council made a motion to accept the Washington State Department of Commerce's Paper to Digital Grant. The State has made these grant funds available to jurisdictions with the goal of providing more efficient permit review and inspection processes as one aspect of addressing housing affordability / shortages across the state.</p> <p>The Community Development Department has been actively working on implementing a digital process since this expense was approved in the 2024 Budget. The software system, called SmartGov, 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 will cover most of the costs of the SmartGov software purchase, supporting software updates, hardware upgrades, and data migration. The grant will reimburse expenses incurred after July 1, 2024.</p> <p>The attached contract is the follow-up detail to the Council's acceptance of the grant. Execution of the contract will allow staff to begin seeking reimbursements for expenses incurred in the last 6 months.</p>		
Recommended Action:		
Motion to authorize the Mayor's signature on the Washington State Department of Commerce's Paper to Digital Grant contract.		