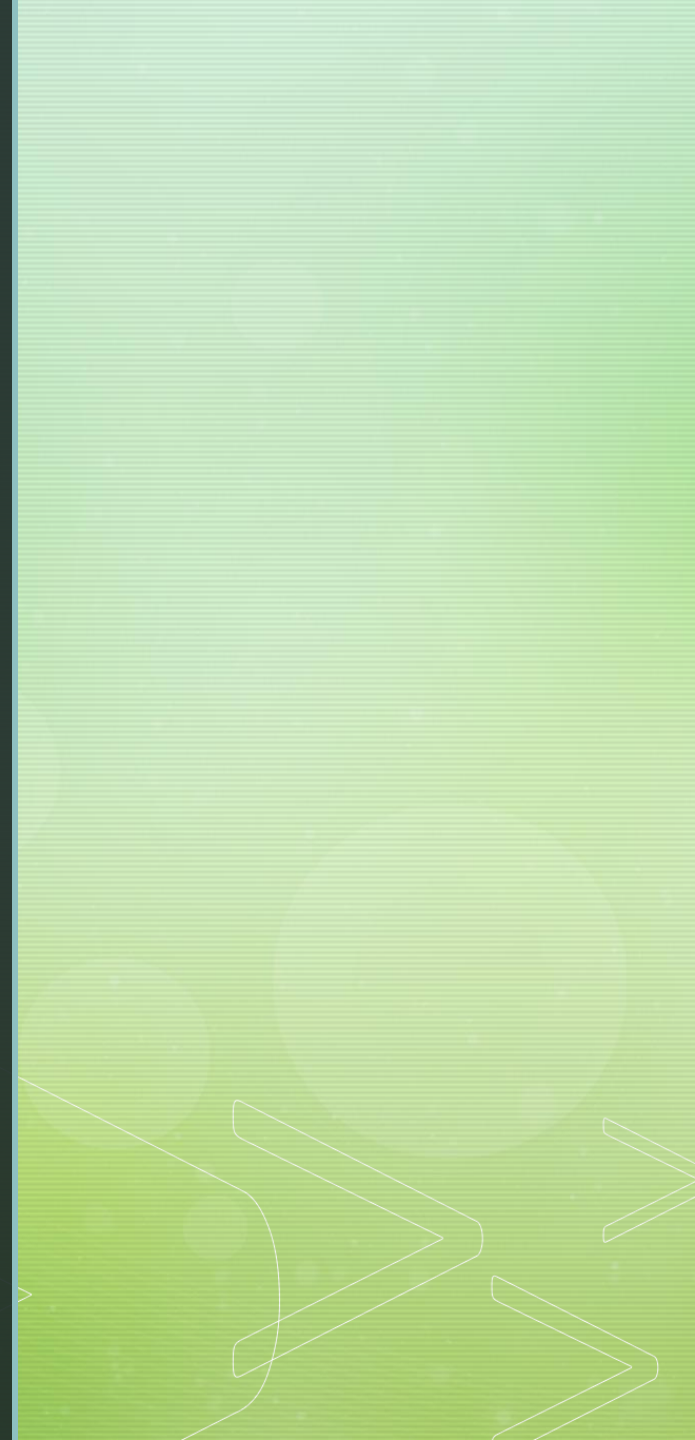


# Permitting Software Upgrade

August 24, 2020





## ONLINE PERMITTING


- BECAUSE OF COVID WE NEED TO OFFER ONLINE PERMITTING TO FULFILL OUR COMMITMENT TO THE COMMUNITY
- OUR CURRENT PERMITTING SOFTWARE HAS CONSTRAINTS
  - 5 USERS TOTAL
  - NO ONLINE PERMITTING
- UPGRADING OF EXISTING SYSTEMS



Sign Up or Log In  
Select Language

## City of Mount Vernon


support: (360) 336-6214  
PermitTech@mountvernonwa.gov



### My Portal

View your applications and inspection results


GO »



### Contact Us

Request information or report a concern


GO »



### Public Notices

Find and review public notice announcements

GO »



### Parcel Search

Find and review parcel information

GO »

## Welcome to the City of Mount Vernon's Online Permit Center

Our Department is actively adapting to the COVID-19 pandemic to ensure we can continue to provide services to Residents, Business Owners and Developers that are consistent with Governor Inslee's "Stay Home, Stay Healthy" orders.


Even though City Hall is closed to the public we are still able to accept, process, issue, and inspect some development activities as outlined below:

- Many of the permits our Department processes are already available online through this Permit Portal.
- Applicant's wishing to submit a permit that is not currently allowed to be submitted through this Permit Portal need to contact our Technicians at: 360-336-6214 or PermitTech@mountvernonwa.gov. Our Permit Technicians will provide you with instructions on how to submit a permit and its associated materials to our FTP site. Once these permits are received via our FTP site they will be processed in the same manner as permits received across our counter would be.
- Inspections for work consistent with Governor Inslee's orders\*\* will be conducted/accomplished through our new Virtual Inspection process. Applicants will request their inspection over our SmartGov Permit Portal. Click [HERE](#) to view step-by-step instructions on how to request a Virtual Inspection once it has been scheduled.
- All Pre-Application Meetings will be held virtually via video and audio conferencing software.

\*\* Click [HERE](#) to be directed to the COVID-19 website created and updated by the State. This website is your best resource regarding what is open and closed and the types of work that can continue. Click [HERE](#) to be directed to a page on this website where you can fill out and submit a form to the State to assist you in determining whether or not an activity is prohibited or not.

PLEASE ALLOW 24 BUSINESS HOURS AFTER SUBMITTING A PERMIT TO RECEIVE AN E-MAIL RESPONSE REGARDING THE STATUS OF YOUR APPLICATION.


**PRIOR TO APPLYING FOR A PERMIT YOU MUST REVIEW THE APPLICATION INFORMATION FOUND AT THE BOTTOM OF THIS PAGE!**



Home | Contact Us

### Applications

Search applications by #, address, or name



#### Apply online

Apply online with our quick and easy process

Apply »

**\$897<sup>00</sup>**  
Total due now

#### Pay online

Pay your applications quickly and securely

Pay »

You have 89 inspections upcoming

06/25	200 N VITRINA
07/05	200 N VITRINA
07/03	200 N VITRINA

#### My inspections

Request an inspection when you are ready

Request »

[View Applications](#)


30	active / inactive
10	expired / inactive
6	closed

#### My applications


Review your applications and inspection results

View »


### Other services




Advanced search



Inspection schedule



Reports



Documents

# CONVENIENCE

## Submittals

These submittal items are required as part of your application. Please upload your documents (as applicable) within 2 business days of application date, incomplete applications will not be processed and re-application will be required. To avoid plan review delays please follow the Electronic Plan Review Submittal Instructions, this guide can be found under the Documents Menu link on the home page. To upload your documents click on the link in the last column (0 Files)

Submittal	Required	Received	Version	Status	
Truss Specification	Yes		2	Pending	<a href="#">0 Files</a>
Site Plan depicting driveways, parking spaces, street frontage and general layout of the property	Yes	1/29/2020	1	In Review	<a href="#">1 Files</a>
Structural Drawings	Yes	1/30/2020	1	Approved	<a href="#">0 Files</a>
Landscape Plan	Yes	1/30/2020	1	Approved	<a href="#">0 Files</a>

Applicants can upload electronic documents with their application for review



## Contact Us

support: 360-337-5777

[help@kitsap1.com](mailto:help@kitsap1.com)



### Report a Violation

Report a concern or violation quickly and anonymously

Some Examples

Stray dogs

Building code violations

Abandoned vehicles

[GO »](#)



### Report Infrastructure Issues

Is something not working? Report the problem

Some Examples

Pot-holes

Water Leaks


AC failures in public spaces

[GO »](#)

# Community Calendar for Parks

**Event Manager™** EVENT COMMUNITY

CREATE AN EVENT



Reptile Mania Expo 4H Competition Bridal Show Reptile Mania Expo


VIEW TYPE: [List] [Calendar] [Grid] < VIEW BY: MONTH > Q SEARCH

WEDNESDAY, JULY 1, 2020 - FRIDAY, JULY 31, 2020

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
			8:59 AM - Weekly Recap	8:00 AM - 4H Competition	10:00 AM - Bridal Show	
5	6	7	8	9	10	11
	6:00 PM - City Council Meeting		8:59 AM - Weekly Recap		9:00 AM - Reptile Mania Expo	
12	13	14	15	16	17	18
			8:59 AM - Weekly Recap	8:00 AM - 4H Competition	10:00 AM - Bridal Show	
19	20	21	22	23	24	25
		6:00 PM - Zoning Board of Appeals	8:59 AM - Weekly Recap		8:00 AM - Swim Practice	9:00 AM - Reptile Mania Expo
26	27	28	29	30	31	1
				8:00 AM - 4H Competition		

**Event Manager™** EVENT COMMUNITY

CREATE AN EVENT



Reptile Mania Expo 4H Competition Bridal Show Reptile Mania Expo

VIEW TYPE: [List] [Calendar] [Grid] < VIEW BY: MONTH > Q SEARCH

WEDNESDAY, JULY 1, 2020 - FRIDAY, JULY 31, 2020

**Thursday, July 2, 2020**

**Weekly Recap**  
7/2/2020, 8:59 AM - 12:00 PM (ET) [f] [t] [e] [h]

**Friday, July 3, 2020**

**4H Competition**  
7/3/2020, 8:00 AM - 3:00 PM (ET) [f] [t] [e] [h]

**Saturday, July 4, 2020**

**Bridal Show**  
7/4/2020, 10:00 AM - 8:00 PM (ET) [f] [t] [e] [h]

**Tuesday, July 7, 2020**

**City Council Meeting**  
7/7/2020, 6:00 PM - 7:30 PM (ET) [f] [t] [e] [h]

**Thursday, July 9, 2020**

**Weekly Recap**  
7/9/2020, 8:59 AM - 12:00 PM (ET) [f] [t] [e] [h]

SHARE IT [Share] [f] [t] [in]

SUBSCRIBE [RSS] [G] [Y] [V]

# Facility Rentals and Reservations

Pick The Perfect Location For Your Next Event.

What kind of location do you need?  
*e.g. Classroom, Athletics, Football, etc.*

When is the event?  Start Date to  Anytime

When do you need availability?  Anytime to  Anytime

SEARCH LOCATIONS



Welcome to the Dude Solutions online request portal for Facilities Use. DSI is now accepting online applications for facilities use through our Community Use Portal. You will be able to access after-hours calendars, submit and manage your requests online. You can view the calendar as a guest and request space for your group as an OEC (Organizational Coordinator) Click Community Calendar to view all of our public events.

### Featured Locations



#### DSI Park Picnic Shelter

Picnic Shelter, Camp Site, Conference Room +1 more...

- Usages:
- Celebration (Birthday, Shower, Anniversary, etc.)
  - Sports
  - Fundraising Events
  - Concert
  - Meals
  - 4H Events
  - Meeting



#### DSI CC Gymnasium

Athletics/Multi Sport, Sports, Community Center +1 more...

- Usages:
- Celebration (Birthday, Shower, Anniversary, etc.)
  - Sports
  - Track Show
  - Fundraising Events
  - Concert
  - Sports Practice



#### DSI Reservoir Beach Camping

Picnic Shelter, RV Lot, Food +2 more...

- Usages:
- Celebration (Birthday, Shower, Anniversary, etc.)
  - Fundraising Events
  - Concert
  - Meals



#### DSI Park Baseball Field

Field, Athletics/Multi Sport, Sports +1 more...

- Usages:
- Sports
  - Sports Practice



#### DSI Park Soccer Field

Field, Athletics/Multi Sport, Sports +1 more...

- Usages:
- Celebration (Birthday, Shower, Anniversary, etc.)
  - Sports
  - Concert
  - Sports Practice



#### Falls Lake Beach Pavillion

Picnic Shelter, Food, Camp Site +1 more...

- Usages:
- Celebration (Birthday, Shower, Anniversary, etc.)
  - Sports
  - Concert
  - Meals
  - 4H Events
  - Meeting



#### DSI Park Football Field

Field, Athletics/Multi Sport, Sports +1 more...

- Usages:
- Sports
  - Sports Practice

LOGIN

# Lewis County Treasurer

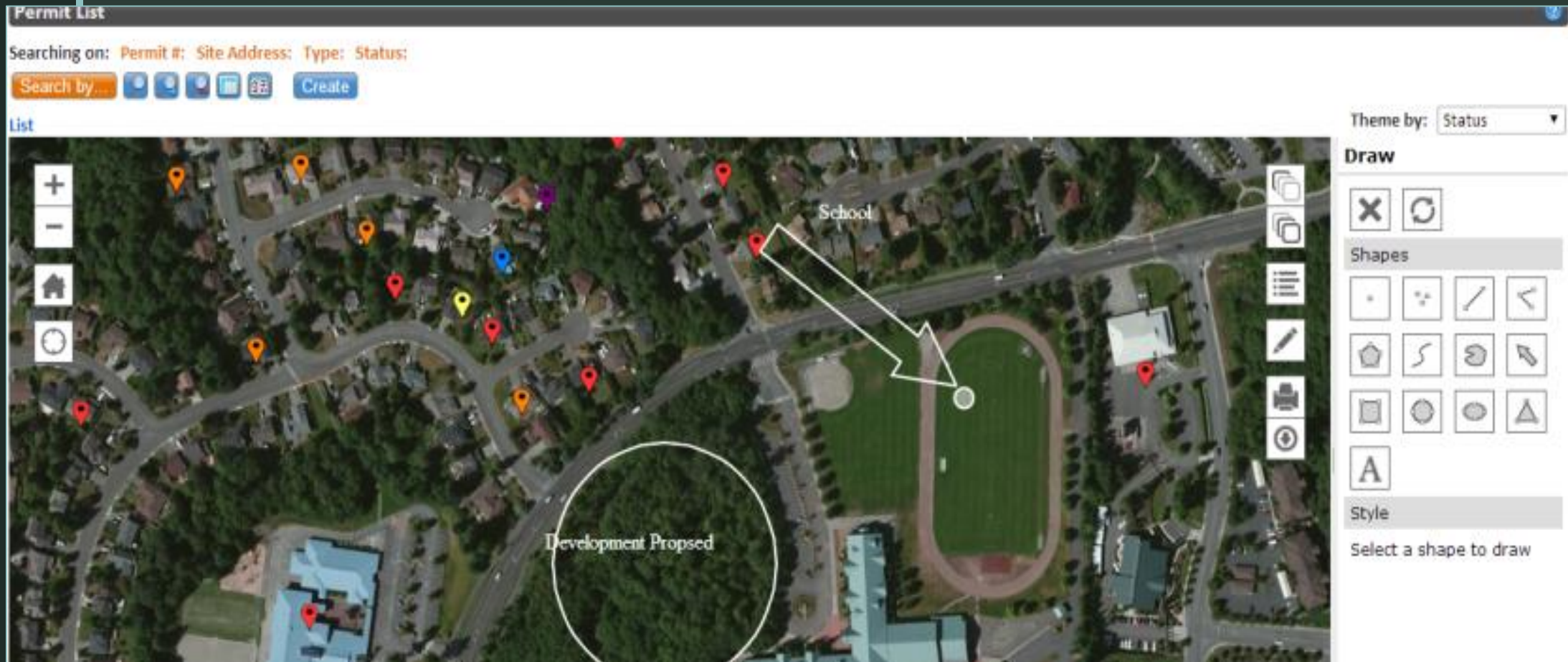
# Online Payment Options

The screenshot shows the Point&Pay website interface for Lewis County Treasurer. The browser address bar displays <https://client.pointandpay.net/web/LewisCountyTreasurerWA>. The page features the Point&Pay logo and a navigation bar with three steps: Step 1: Select Payments (active), Step 2: Review and Submit, and Step 3: Confirmation and Receipt. Below the navigation bar, there is a heading "Step 1: Select Payments" followed by instructions: "Please complete the form below. When finished, click the Continue button and you will be asked to review the information for accuracy before your payment is processed." A note states: "Note: \* indicates a required field." The main content area is divided into three sections: "My Bills", "Cardholder Information", and "Payment Information". The "My Bills" section contains a table with columns for Description, Property Taxes, Parcel or Account Number, and Amount. The "Cardholder Information" section includes fields for First Name, Last Name, Address Line 1, Address Line 2, City, State, Zip Code, Phone Number, and Email Address. The "Payment Information" section includes a dropdown for Payment Method (set to Credit Card), fields for Card Number, Expiration Date, and CVV, along with a link "Where is this number?".

# Lewis County Superior Court

The screenshot shows the Point&Pay website interface for Lewis County Superior Court. The browser address bar displays <https://client.pointandpay.net/web/LewisCountyClerksOffice>. The page features the Lewis County Apps logo and a navigation bar with three steps: Step 1: Select Payments (active), Step 2: Review and Submit, and Step 3: Confirmation and Receipt. Below the navigation bar, there is a heading "Step 1: Select Payments" followed by instructions: "Please complete the form below. When finished, click the Continue button and you will be asked to review the information for accuracy before your payment is processed." A note states: "Note: \* indicates a required field." The main content area is divided into three sections: "My Bills", "Cardholder Information", and "Payment Information". The "My Bills" section contains a table with columns for Description and Payment Type. The "Cardholder Information" section includes fields for First Name, Last Name, Address Line 1, Address Line 2, City, State, Zip Code, Phone Number, and Email Address. The "Payment Information" section includes a dropdown for Payment Method (set to Credit or Debit Card), fields for Card Number, Expiration Date, and CVV, along with a link "Where is this number?". At the bottom of the form, there are "Cancel" and "Continue" buttons.





GIS Conversion and other supporting software

# Initial costs

- Initial costs cover implementation and the first year's software contract.
- Applying to the COVID Cares Fund for reimbursement of the implementation and first year's costs.
  - Requirements for reimbursement are:
    - Allows for continued work while reducing public interaction
    - Not already in the budget
    - Must be implemented by the end of November 2020
    - City approves the expenditure

	Costs	
	Implementation with 1st year cost	Annual
<b>SmartGov</b>		
Permit, code enforcement, and licensing	\$17,351.82	\$12,800.37
<b>DudeSolutions</b>		
Asset Management and work orders	\$6,022.55	\$9,415.00
<b>Event Management</b>		
For Parks and Rec	\$2,685.00	\$1,700.00
<b>AWC GIS Consortium</b>		
Conversion of data from CAD to GIS	\$13,000.00	
<b>GIS software</b>		
We currently have GIS software, this is for upgrades to GIS online, cloud based services	\$1,500.00	\$1,500.00
<b>BlueBeam</b>		
Needed for online review of plans (4)	\$1,396.00	Only needed if we purchase the optional maintenance \$396.00
<b>Point and Pay</b>		
Online payment portal	\$500.00 plus \$75 per cc reader	\$50.00
<b>Hardware</b>		
Tablets for field work (22)	\$4,000.00	
<b>Total=</b>	<b>\$46,455.37</b>	<b>\$25,861.37</b>

## Recommendation

- Staff recommends the approval of the software upgrades and authorizes the City Manager to enter into agreements with Dude Solutions, AWC GIS Consortium, and Point and Pay to expand the City's online service capabilities and make the associated expenditures not to exceed \$51,700 with the authority granted in Resolution No. 5-2020, Section 3, Emergency Relating to the COVID-19 Pandemic.

# Permitting Software Upgrade

August 24, 2020

