

PROJECT ACTION PLAN

This Project Action Plan is intended as a tool for planning and monitoring how management staff will achieve the goals and objectives set by the City Council in the 2020-2022 Strategic Workplan. Management staff will complete this form for each Council project, it will be updated periodically and shared during scheduled Council department reports. This information is public, posted on the city's website and used to ensure accountability and share with our community .

Lead Department:	Building - Mike DeRoia - mderoia@ci.st-helens.or.us
City Council Goal / Tactic:	Goal 4 – Develop Policies/Programs to Promote Economic Development
Project Summary:	E-Permitting Process (PART 1 of 2)
Estimated Completion:	SEPTEMBER 2020

ACTION PLAN

1. Background of Project:

- The City pays state fees for Building/Planning/Mechanical permits. Through these fees, the State of Oregon has created an E-permitting software that can be used by Cities. This is seen as a more online friendly and electronic way to do standard business practices.

2. Current Status of Project:

- City staff is currently in the process of training and setting up the new software.

3. Strategic Steps to Accomplish Project:

- Training
- Migration of Data from Springbrook
- GIS Data
- Implementation/Go-Live date tentatively scheduled right now for August 2020

4. Estimated Cost of Project:

- There will be additional costs of some equipment, like iPads, to use out in the field as opposed to writing things and reporting on current paper forms. These costs are already included in the Building Department budget.

5. Barriers to Complete:

- Go-Live date is not confirmed and relies heavily on GIS and Springbrook Data. Building Staff training is nearly complete. With new processes for staff and our customer base, there will be a time of adjustment for many individuals and companies that do business with the City of St. Helens. That transition for everyone to get comfortable and gain confidence in the new system will take time, but the overall project should be completed by September 2020.

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Lead Department:	Building
City Council Goal / Tactic:	Goal 4 – Develop Policies/Programs to Promote Economic Development
Project Summary:	E-Permitting Process (PART 2 of 2)
Estimated Completion:	September 2021

ACTION PLAN

1. Background of Project:

- With the ePermitting implementation, new pathways are available to provide electronic plan submittal and review. This is the trend of the construction industry and has become even more evident of its value during the COVID-19 pandemic

2. Current Status of Project:

- Prioritize the types of electronic services to provide.

3. Strategic Steps to Accomplish Project:

- Prioritize service
- Establish standards and policy surrounding submittal and review
- Set up required equipment
- Implement

4. Estimated Cost of Project:

- There will be cost for equipment. However, a technology fee is in the new fee schedule and will provide funding.

5. Barriers to Complete:

- Full cost analysis of implementation of such a program.