

Project Fast Forward

Minutes

February 10, 2005

Committee Members include:

Van Collins, AGC
Dave Graff, Harr Family Homes, MBA
Rick Brunaugh, Pacific Resource Development, MBA
Tiffany Speir, MBA staff
Catherine Rudolph, Realtors
*Claudia Finseth, Parkland-Spanaway-Midland Advisory Commission
Rick Talbert, Pierce County Performance Audit
Joe Phillips, Pierce County Executive's Office
*Lyle Quasim, Chief of Staff

Participating PALS Staff

Chuck Kleeberg, Director PALS
David Rosenkranz, Assistant Director PALS
Mitch Brells, DENG Supervisor
Vicki Diamond, Current Planning Supervisor
Kathleen Larrabee, Resource Management Supervisor
Carol Johnson, Development Center Supervisor
Gordon Aleshire, Building Official

*Unable to Attend

Discussion Items

1. Committee prioritized the list of recommendations focusing on the top few recommendations.

1. Items #8 & #9 Reduction of the Permit Backlog
2. Items #19 & #123 Space and lobby functionality
3. Item #60 Implement project manager approach
4. Item #115 Implement project manager system
5. Item #54 Team approach for plan and ordinance preparation
6. Item #43 Solve Building Inspector Concerns (Contract pending)
7. Items #66 Encourage LUACs early participation in process.
8. Items #67 Determine level of staff support for LUACs.
9. Item #34 Return phone calls the same day

Additional items will also be prioritized for inclusion in the work plan as resources allow.

- Item #6 Adopt guidelines for the development permitting system
- Item #7 Address PALS management issues - Reorg, Mgr and Super Training
- Item #35 Improve phone system
- Item #44 Post job inspection card
- Item #55 Prepare indexed policy and procedures manual
- Item #63 Meet with applicant 20 days after NOA is mailed
- Item #74 Decrease non-fee administrative work for case planners
- Item #96 Exempt certain projects from DENG review
- Item #120 Make appointments within 48 hours of request
- Item #123 Redesign counter layout (bid awarded for planning the design)
- Item #131 Revise handout materials
- Item #144 List permits exempt from engineering review
- Item #145 Study additional permits that can be exempt from review
- Item #162 Prepare and maintain a policy Handbook

2. Backlog definition and reduction plan.

A spreadsheet was reviewed that showed cost estimates on reducing the backlog. The spreadsheet compared the November '04 estimate with a current update.

3. Scorecard.

A draft of a report on backlog reduction and review performance was presented. A couple of things were added and a draft is attached. The "Actual" or "% on time" numbers are not factual but are included only to see how the report would look.

4. Phones.

PALS staff will report back on what reports are available on phone and voice mail usage.

5. Meeting schedule is **every** Thursday afternoon at 1:30 for the next month.

February 10th Conference Room D
February 17th Conference Room F
February 24th Conference Room F
March 3rd Conference Room D