



Project

# Fast Forward

PLANNING AND LAND SERVICES

A Follow Up Report for

February 6, 2006

During the report to the Rules Committee on February 6, 2006 several questions were raised. This follow up report addresses those questions.

## Staffing

There were 11 positions on the 2006 budget. Hiring dates were staggered to help balance the Department's budget. The positions approved were as follows:

- For January: 2 of 4 Project managers  
2 Permit Technicians  
1 Office Assistant 2
- For June: 1 Permit Technician  
1 Civil Engineer 2  
1 Plans Examiner  
1 Building Inspector
- For Sept. 2 remaining Project Managers

The class descriptions for the project manager positions are being written with the help of Human Resources. Once that process is complete recruitment can begin. Recruitment for the permit technicians is under way. Office assistant positions are on hold pending possible layoffs in other County departments.

## PALS Plus - Permit Tracking Software - Reports

Our primary project focus is to get off the old DCIS system as soon as practical. PALS Plus has a wide range of existing reports. Each time another permit type is added some report enhancements are added.

The Fire Marshal's permits are close to being brought over. In the next few months we will be looking at Public Works & Utility's sewer connection permits. When all of the DCIS permits are moved into PALS Plus we will focus on any remaining reporting issues.

It would be helpful to the project team to have a meeting to clarify which report(s) need refinement and or to be created. We are also working to coordinate with the I.T. Department on the Business Intelligence software that is also being developed this year. That is an additional reporting tool that will provide users with more information. Our aim is to not duplicate their work.

## Which Recommendations are a Priority in 2006

The main focus for 2006 is recommendation #117 "Lobby waits to be no more than 20 minutes", The following list of recommendations are related to this main issue.

- Adopting guidelines for the development permitting process #6
- Modify Chapter 18 of County Code #15
- Declare planning permit complete on acceptance of application. #16
- Adopt overtime rules #21
- Consider requiring electronic final plat submittals #29
- Install optical imaging system #30
- Improve phone system #35
- Expand e-government #36
- Create clear thresholds for project review #93
- Exempt certain projects from DENG review #95
- Reinstate the LSA #96
- Dedicate 5 workstations to Tech Support #111
- Accept planning applications by current planner #112
- Planning applications to receive priority by permit techs. #113

PALS Plus - Permit Tracking Software is a second area of focus. Recommendation #18 "Resolve PALS data issues", is a main focus with other related recommendations.

- Create integrated time system and payroll system #17
- Develop a public awareness program #24
- Install field computer system #26
- Support PALS+ expenditure needs #31
- Prepare data entry needs into budget #32
- Incorporate PALS+ improvement needs into budget #33

At this point the Oversight Committee has not looked beyond this list. No recommendation has been removed from consideration.