



Fast Forward

Getting to 20 Minutes

The subcommittee looking at this issue continues to refine a new application process. The group discussed ways to minimize time spent with each applicant at the intake process while assuring the application package is complete. Separating the intake process into two steps may reduce the time the applicant is waiting in the Development Center.

There are additional field trips being planned for May. Also, we are looking for a local expert on process flow to help analyze the new proposal.

PALS Plus - Permit Tracking Software

May will see the resumption of our meeting with Sewer Utilities to develop their permits. This is the last permit phase that needs to be developed. Once all the permits are in place the cash register will be incorporated into the permit system. The team will then turn their attention to reports and other enhancements.

Space Remodel

Things are moving quickly as we continue our efforts to implement our space plan.

PALS East: We will begin the move-in to our new Development Center area beginning the second week in May. How far we get in moving everyone over will be determined based on the logistics of moving phones, computers, people, and their resources. Our hope was that this area would be completely finished before we began any moves into it; however, there are going to need to be some small scale work that will continue as we move. Most of this involves the customization of the modular office units for the staff who will work in this area.

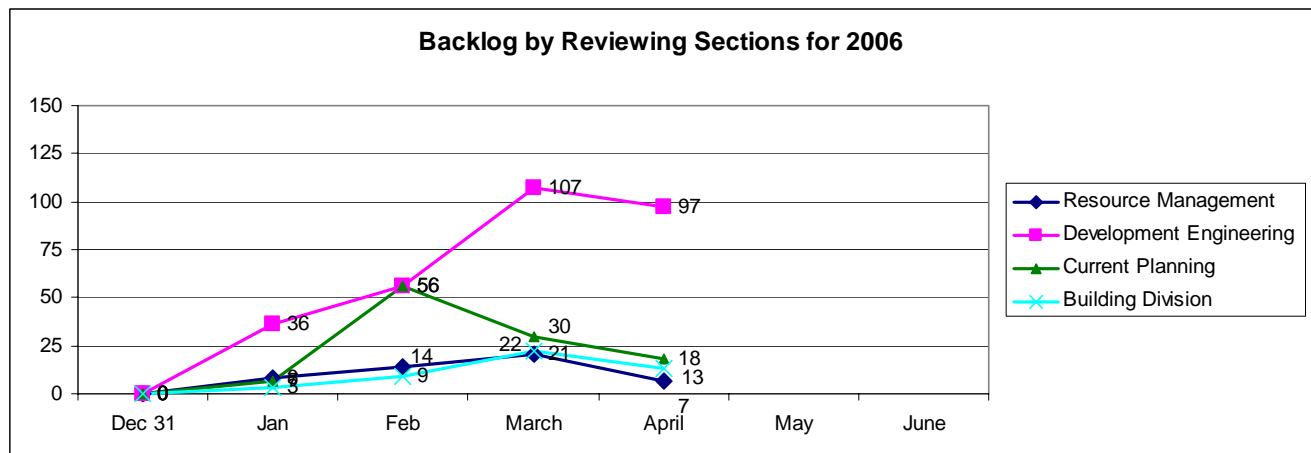
We are finalizing the RFP for the renovation for the Building Division. This work will not commence until a contractor has been selected. The graphic that we are using for the RFP is next to the space plan graphic located in PALS East.

PALS West: Bank & Office staff will be in on Tuesday, May 2nd to complete the four work units that were started a couple weeks ago. In addition, they will be looking at the remaining area that is not occupied with modular steelcase furniture and providing us with a cost estimate to complete the balance of PALS West with the steelcase furniture.

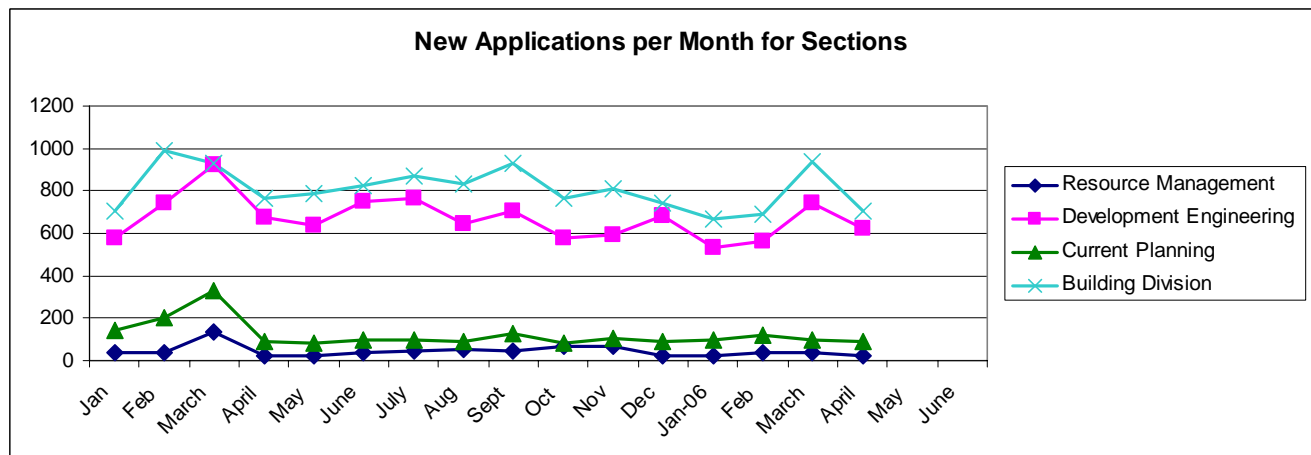
Performance Measures

Additional details on backlog and what is being done to address the volume of applications will be in the individual Section reports. Those will be posted to the PALS web-page no later than the 15th of May.

	January 31 st	March 31 st	April 30 th
Building Division	1	22	13
Current Planning	7	30	18
Development Engineering	36	107	97
Resource Management	8	21	7
Total	52	180	135



The spike in permit activity we saw in March has moderated in April.



Spending (Allocation for 2006 was \$200,000 for PALS and \$50,000 for the Fire Marshal)

Consulting PALS	\$51,772
Consulting Fire Marshal	\$ 6,457
Overtime and Extra Hire	<u>\$34,880</u>
Total	\$93,109

Staffing

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

For January: 2 of 4 Project managers	Recruitment for Development Engineering's Project Manager is complete and position is filled.
	Current Planning's Project Manager is not yet filled.
2 Permit Technicians (Plus 2 vacant)	Four positions have been filled. A hiring ladder is established to facilitate the June hiring.
1 Office Assistant 2	Offered.
For June: 1 Permit Technician 1 Civil Engineer 2 1 Plans Examiner 1 Building Inspector	
For Sept. 2 remaining Project Managers	