

Audit Oversight Committee

Agenda

May 17, 2007

Conference Room D 1:30 to 3:30

"The purpose and scope of the committee is to assist PALS in implementing audit recommendations through consensus building, feedback, continuity, and monitoring."

Discussion Items

1. Priorities – Report on any up dates or challenges.

Recommendations – Industry Watch List	Responsibility	Page
57. Add two Planner III positions and one Planner II	County Executive, County Council	123
64. Mail information to applicant within 28 days of NOA	Current Planning Manager	128
66. Encourage Land Use Advisory Commissions early participation in process	Current Planning Manager	129
73. Re-structure pre-application and pre-development meetings	Current Planning Manager	134
93. Create clear thresholds for project review	All PALS divisions	158
94. Create standard plan details	All PALS divisions	158
95. Exempt certain projects from DENG Review	Development Engineering	158
96. Re-instate Lobby Service Attendant	Development Center Managers	159
101. Assign two Permit Technicians to phone system	Development Center Managers	160
102. Better training for Permit Technicians	With each phase of PALS Plus that is released the staff is getting training. Additional training will follow the conversion.	161
114. First priority of Technical Support staff to be customers at counter	Development Center Managers	171

Recommendations – Industry Watch List	Responsibility	Page
117. Lobby waits to be no more than 20 minutes	Development Center Managers	173
118. Complete Information and Quick Processing in 30 minutes	Development Center Managers	173
129. Hire two new Permit Technicians	County Executive and County Council	176
138. Add one engineer and one engineer tech/inspector for enforcement	County Executive and County Council	186
140. Create Surveyor job classifications	Human Resources Department	186
141. In-house training program for engineers	Development Engineer Supervisor	187
147. Public Works to communicate directly to applicants	Public Works	190
150. Monitor timelines	CE III	191
158. Meet with Public Works staff for final acceptance	Development Engineer Supervisor and Public Works Director	194
161. Add three Engineer I positions.	County Executive and County Council	196
162. Prepare and maintain a policy handbook	Resource Management Supervisor	203
167. Add one biologist in addition to any needed for Directions Pkg	County Executive and County Council	210

Recommendations – Industry Watch List	Responsibility (other than PALS)	Page
174. Monitor staffing needs	Fire Marshall	215
178. Staff to meet 15 day review for reviews	Public Works	218
182. Remove notarization requirement	Public Works	219
183. Revise approach to incomplete applications	Public Works	219
188. Complete first review in 10 working days	Public Works	226
189. Use standby consultants as needed to meet timelines	Public Works	226

2. Getting to a 20 Minute Wait - Carol
3. Project Managers - Update - Vicki and Mitch
4. Reflections on visit from Zucker Systems

Meeting Schedule 2007
(3rd Thursday and three 2nd Thursdays)

June 21
July 12 (2nd)
Aug 16

Sept 20
Oct 11 (2nd)
Nov 15

Dec 20

Committee Members include:

Paul Ellis from the Chamber of Commerce
 Dave Graff, Harr Family Homes, MBA
 Rick Brunaugh, Pacific Resource Development, MBA
 Tiffany Speir, MBA staff
 Catherine Rudolph, Realtors
 Jan Schmalenberg, Tri Park Dev.
 Rich Larson, Larson and Associates
 Rick Talbert, P. C. Performance Audit
 Hugh Taylor, County Council Staff
 Joe Phillips, Pierce County Exec's Office
 Brian Ziegler, Director of P W & U
 Lyle Quasim, Chief of Staff

Participating PALS Staff

Chuck Kleeberg, Director PALS
 David Rosenkranz, Asst. Director PALS
 Mitch Brells, DENG Supervisor
 Vicki Diamond, Current Planning Super
 Mike Noot, Plans Examiner Supervisor
 Kathleen Larrabee, Resource Management Supervisor
 Carol Johnson, Dev. Center Supervisor
 Chip Vincent, Supervisor Advance Planning
 Gordon L. Aleshire, Building Official