

Project Fast Forward

Minutes

Jan 25, 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 Brels, DENG Supervisor
- Vicki Diamond, Current Planning Supervisor
- *Kathleen Larrabee, Resource Management Supervisor
- Carol Johnson, Development Center Supervisor
- Gordon Aleshire, Building Official

*Absent

Purpose and Scope

The purpose and scope of the committee is to assist PALS in implementing Project Fast Forward through consensus building, feedback, continuity, and monitoring. This committee is envisioned to be in place for the remainder of 2005 and 2006. Additional input will be solicited through focus groups and or sub-committees as needed.

Discussion Items

There were no questions on the spreadsheet of recommendations or the draft report sent prior to the meeting.

We reviewed the items sent in as proposals to work on this year. Items are listed in numerical order. PALS is tasked to identify costs associated with the various items. At the next meeting we will review the costs and begin to prioritize the list.

Items With Associated Costs

Item #7 Address PALS management issues - Reorganization and Manager Training

Item #35 Improve phone system

Item #43 Solve Building Inspector Concerns (**out for bid**)

Item #44 Post job inspection card

Item #54 Team approach for plan and ordinance preparation

Item #60 Implement project manager approach

Item #63 Meet with applicant 20 days after NOA is mailed
Items #66 Encourage LUACs early participation in process.
Items #67 Determine level of staff support for LUACs.
Item #115 Implement project manager system
Item #120 Make appointments within 48 hours of request
Item #123 Redesign counter layout (**bid awarded**)
Item #131 Revise handout materials

Items Without Associated Hard Costs

Many of these items may have a significant soft cost in employee hours.

Item #6 Adopt guidelines for the development permitting system
Item #34 Return phone call the same day
Item #55 Prepare indexed policy and procedures manual
Item #74 Decrease non-fee administrative work for case planners
Item #96 Exempt certain projects from DENG review
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

Other Items Suggested

Items 16, 25, and 80 have already been completed. Items 135 and 157 had been dropped from the audit in the final report.

Item #16 Declare permits “complete” on acceptance of application
Item #25 Review sick leave data
Item #80 Create private office for Current Planning Supervisor
Item #135 Assign lead for final plats to Development Engineering
Item #157 County Engineer to delegate signature authority

Meeting schedule for February will be **every** Thursday afternoon at 1:30.
Conference room will be announced as the agenda is sent out.