

TECHNICAL ADVISORY COMMITTEE
PROCESS SUBCOMMITTEE
September 1, 2009 at 2:30PM
Development Services Department Conference Room5C

AGENDA

1. Recommendation: DSD Counter Schedule (Leslie Gossen)
2. Discussion: Recommendations on improvements to discretionary process (Scott Molloy)
 - A. Implement a complete (cradle to permit) project manager model with a single project manager having complete control and authority over the project schedule and process (including over reviews by departments outside of DSD).
 - B. Revise the current deposit-based fee system for discretionary review to institute more accountability and control.
 - (1) Require project manager approval before any staff person's time can be billed to an account.
 - (2) Limit the planners and staff that can charge to development projects to a defined list.
 - (3) Convert deposit-based fees to fixed fees where possible (esp. engineering plan check and review).
 - C. Standardize the overhead rate charged by various city departments. Overhead rates are highly variable and lack transparency.
 - D. Move various disciplines involved in project review (fire, sewer, water, storm water, parks and planning review) back to DSD and move field engineering into DSD.
 - E. Reduce the number of reviewers and the amount of reviews per project. For example, engineering-related issues such as utilities, storm water, etc. should be handled by a single multi-disciplinary reviewer. Current and long-range planning reviews could also be consolidated.
 - F. Institute fee certainty for all projects. Give projects a complete estimate of all fees applicable to the project upfront and lock projects into a fee schedule for a defined period of time so that they are not subject to new fees or fee increases.
 - G. Move forward with outsourcing and expanding self-certification.