



Process Improvement Steering Committee

August 26, 2015, 3:30 p.m.
 Building 1, Conference Room 350

1. Purpose of Meeting

The committee shall serve in an advisory capacity to City Council. The function of the committee will be to work in harmony with City Council and City management to identify problems and barriers that may have negative impact on City operations, efficiency and effectiveness and facilitate solutions.

2. Attendees Present Denoted by X

<i>Name</i>		<i>Name</i>	
Tanya Arney – Vice Chair		COUNCIL LIAISON - Bob Dyer	
David Browning	X		
Bill Brunke	X	OTHER ATTENDEES	
Tuck Bowie, Chair	x	Rodney Jones	X
Tom Etter	X		
Brad Martin	X		
Preston Midgett	X		
Bob Scott	X		
		Staff	
		Catheryn Whitesell, Mgmt. Services	X
		Sandi Thompson (Recorder)	X
		Patti Phillips, Finance	X
		Jeff Smith – Economic Development	X

3. Meeting Notes, Decisions, Issues

Welcome and Call to Order by Chair Bowie.

New Business

Barriers to Business Survey – Mr. Browning noted a survey response of 325, so far. Ms. Eagle would like to have at least 370. The subcommittee’s goal is to look at interim results at its next meeting and see what might be flagged as most pressing.

Making contacts and encouraging businesses to participate in the survey was again discussed with everyone asked to assist in the effort.

Development Review and Building Permit Process – Mr. Bowie advised, at a meeting with Deputy City Manager Doug Smith to further discuss these issues, he was told that DSC is initiating a weekly pre-submittal process that would allow developers and others to sit down with staff and see what expectations there might be on both sides.

In light of the Director’s retirement, Mr. Bowie hopes some members of the PISC might be allowed to sit on the panel that decides his replacement.



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Mr. Martin is pleased that he has been invited to the roll out beta test of the new Acela Project Management program. It is the first time someone from outside of staff has been invited. Hopefully having an outside opinion will help in the final product.

City Manager Replacement – Mr. Bowie expressed his desire that when a Manager is chosen he will have some process improvement experience.

Ms. Whitesell noted there will be an opportunity for community input on expectations. Perhaps an opportunity could be formulated for Boards and Commission. She will follow up with Julie Hill, Media and Communications.

PISC Questionnaire – Mr. Bowie asked to table this report until the next meeting.

Next Meeting – September 30, 2015, 3:30 pm

*Councilman Dyer was delayed and Mr. Bowie dismissed anyone who needed to leave.