



Process Improvement Steering Committee

April 26, 2017 @ 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>	
Tuck Bowie, Chair	X	COUNCIL LIAISON - Bob Dyer	X
David Browning	X		
Bill Brunke	X	Staff	
Tom Etter	X	Catheryn Whitesell, STIR	X
Brad Martin	X	Sandi Thompson, Recorder	X
Preston Midgett			
Bob Scott		Guests	
Sabrina Wooten	X	Lawrence Dotolo, President VTC	X

3. Meeting Notes, Decisions, Issues

Welcome and Call to Order

Minutes of the meeting of March 29, 2017 were approved.

Submittal Fee Procedures

Mr. Martin discussed the current procedures the City uses to collect fees in association with applications for Use Permits, Rezonings, BZA, Chesapeake Bay Preservation and Wetlands. Fees are meant to help recoup expenses for advertising and mailings to adjacent property owners and are charged to developers incrementally as costs are known. He would like to ask PISC to explore this and possibly provide a recommendation to include the fee all in one invoice averaging out the expense, eliminating the need to write out checks and deliver them personally to the DSC.

Mr. Lawrence Dotolo, President of the Virginia Tidewater Consortium for Higher Education, was present and expressed an interest in serving.

Other Discussion

Ms. Whitesell, Director of the STiR Office, advised she wants her office to be a liaison for the Committee to assist them in any way.



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Members inquired as to the progress of online payment for city fees, services and taxes. Ms. Whitesell will check into any progress being made in this area by the City Treasurer, Commissioner of the Revenue and City departments and report back.

There was discussion of eliminating and consolidating job positions through more automated means. Mr. Lawrence Dotolo, President of the Virginia Tidewater Consortium for Higher Education, reminded everyone that because of out-migration of former military personnel, automation and corporate job cuts, people are leaving the area and there is a great need to create career paths for them to thrive and prosper.

Mr. Bowie advised Mr. Dotolo would like to become an official member of PISC. Councilman Dyer will ask City Council to appoint him.

Next Meeting - **May 31, 2017.**

Adjournment - 4:40 PM