



Process Improvement Steering Committee

May 31, 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	
David Browning	X		
Bill Brunke		Staff	
Larry Dotolo	X		
Tom Etter		Catheryn Whitesell, STIR	X
Brad Martin	X	Sandi Thompson, Deputy City Clerk	X
Preston Midgett	X		
Bob Scott			
Sabrina Wooten	X		

3. Meeting Notes, Decisions, Issues

Welcome and Call to Order

Minutes of the meeting of April 26, 2017 were approved.

Mr. Bowie welcomed new member, Larry Dotolo

Planning and Community Development Application Fee Procedures

Ms. Whitesell's research on Planning and Community Development applicant fees revealed that changing the process is problematic in that State law requires exact reimbursement for advertising fees. If the fees were to be adjusted across the board, then some applications, not requiring advertising, would be charged for it anyway. Payment is now accepted on Acela for those having an account. Some research would need to be done to determine the percentage of applicants who would overpay. City Council could be lobbied to ask for a State Code amendment.

Mr. Bowie noted it was not the intention to make the process more onerous.

Revenue Assessment and Collection

Ms. Whitesell, provided a report on this matter (attached).



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Other Discussion

Ms. Whitesell suggested revisiting the departmental survey. It would be advantageous to know if any of PISC's recommendations and observations for process improvement were acted upon.

Next Meeting – June 28, 2017.

Adjournment – 4:10 PM