

# SULTAN CITY COUNCIL

## AGENDA ITEM COVER SHEET

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**ITEM NO:** A-4

**DATE:** January 22, 2009

**SUBJECT:** Permit Process Improvement  
Consultant Contract Proposal, Kurt Latimore Co. LLC

**CONTACT PERSON:** Robert Martin, Community Development Director

**ISSUE:** Update permits, permit process and tracking, accountability to customers, and assess the City's "Springbrook" financial system's functionality for computerized permit processing and tracking.

**ACTION:**  
Authorize Mayor to execute contract with The Latimore Company, LLC not to exceed \$18,000.00 for Consultant Services in support of the Land Use Permit System.

**DISCUSSION:**  
In 2003, the City signed up for a program through the Snohomish County Economic Development Commission (EDC) for assistance with the permit process through a program called "Loaned Executive". Boeing provided the executive in the form of Kurt Latimore, and EDC provided the program called "Administrative Best Practices". The program addressed a range of permit issues including development of permit application forms, permit intake and processing procedures, and permit tracking systems. The updated forms and some upgraded procedures survive and are in use today. However, a huge influx of project applications in 2005, and major Staff changes have resulted in loss of much of the daily operational improvements put into play by the project.

Mr. Latimore, while serving on the Sultan Planning Board, has formed his own company and provides professional consulting services related to permit and process improvement.

We now need to revitalize some of the process systems that were in operation in the early 1990's, and update those processes to include Mr. Latimore's experience gained through his company. Our forms and processes need to be updated to accommodate current issues such as new impact fees, development procedures to insure compliance with updates in the Comprehensive Plan and Development Codes, and capabilities of current Staff.

This need was anticipated in the newly adopted 2009 Budget. Discussions at the Budget Workshops leading up to assembly of the 2009 Budget included explanations of the need to complete work on the permit system. Accordingly, the Council budgeted \$18,000.00 for this activity. The Latimore Company LLC is clearly the best choice to complete the remaining work as Mr. Latimore has all of the directly applicable background from his time on the Sultan Planning Board and his previous work through Snohomish County EDC.

**ALTERNATIVES:**

The Council may determine to:

1. Authorize the Mayor to execute the proposed contract for an amount not to exceed \$18,000.00.
2. Amend the work plan as desired to accomplish additional or different objectives.
3. Take no action on the proposed contract, thereby placing a hold on the permit update/streamlining project.

**RECOMMENDATION:**

Staff recommends making any changes desired by the Council and move to authorize the Mayor to execute a contract with The Latimore Company, LLC for services as indicated on "Attachment A".

**ATTACHMENTS:**

Attachment A: January 14, 2009 Proposed Work Plan for Sultan Permit Process Improvement by the Latimore Company, LLC.