

## **SULTAN PLANNING BOARD AGENDA ITEM COVER SHEET**

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**ITEM NO:** D-2

**DATE:** February 17, 2009

**SUBJECT:**

Permit Process Improvement - Consultant Contract, Kurt Latimore Co. LLC

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

**ISSUE:**

Provide Planning Board with update on Permit Streamlining Project.

**ACTION:**

No action required.

**DISCUSSION:**

At its January 22, 2009 regular meeting the Council authorized Mayor Eslick to execute a contract with Latimore Co. LLC to provide consultant services to upgrade our permit process to improve tracking, accountability to customers, and to assess the City's "Springbrook" financial system's functionality for computerized permit processing and tracking.

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. "**Attachment A**" provides an overview of the activities that will be undertaken in this project.

To insure that the system stays operational in the future, products of the project will include computer and hard-copy procedures for intake and processing of permits that will be incorporated into the application packets and available for staff and applicants on an ongoing basis.

This project was anticipated in the newly adopted 2009 budget through allocation of \$18,000 for this contract. This has been accommodated in the contract with Latimore LLC.

**ATTACHMENTS:**

Attachment A: Slide show prints of Latimore Project

Attachment B: Spreadsheet of current projects "Latimore Dashboard"