## COMMUNITY DEVELOPMENT SERVICES
### STUDY SESSION
#### MINUTES

**DATE:** 8-22-05

**COMMISSIONERS PRESENT:** Chairman Perry Huston, Vice Chairman David Bowen, Commissioner Alan Crankovich

**CDS STAFF PRESENT:** Director Darryl Piercy, Assistant Director Allison Kimball, Administrative Assistant Mandy Weed

**OTHERS PRESENT:** Nancy Goodloe, Kelly Carlson, Joy Potter, Randy Carbury, Chad Bala

**TOPIC:**
1. Permit Center Organization
2. Staffing Issues: Permit Tech 101
3. Final Mylars for Evergreen Ridge PUD

**DISCUSSION:**

1. Piercy stated that this discussion is a continuation from last week in regards to the Permit Center Review team and that the applications are displayed on the flowchart; the second chart shows the organizational structure. Commissioner Huston said that there was no notion to bring everything under one umbrella and one committee and to go back to the critical path. He stated that he specifically doesn’t see any FTE’s. Commissioner Huston said he wants to know the whole application times spent on CDS projects. He wants to know how it routes thru Public Works and Environmental Health and what they do with them. Commissioner Huston said the critical path is fine, just begin to quantify it as that will dictate if bodies move or if job duties do and not to worry about the organizational chart, the board will do that part. Board would like another progress report on Monday (8/29/05).

2. Piercy stated that he wanted to give a run thru of the expectations of the Permit Tech’s, what they do and where he sees them headed in the future. He stated they greet customers and they are the first impression of CDS. He stated that their knowledge base is much broader and if they don’t know the answer they have people behind them to help. With this we can allow others to focus their time on what they need to do be doing such as examining plans etc. Piercy went over a then versus now in regards to what permit tech do (see handout). He also stated he believes that all of the past problems with receipting and issuing permits that have caused us past audit reports have been corrected by the new permit techs and stated that this is why he feels having another permit tech in the near future is so important. Commissioner Crankovich stated that we need to review their job descriptions and salaries. Piercy stated that he has and it may be a little light in regards to job duties as they are not doing any plan...
review or inspections and in terms of salary he feels that they are in pretty good relation to the department. Commissioner Huston asks how we do our own support staff. Piercy said that by everyone doing their own share of each, but that we all pull together as a team when needed. Piercy went over the year to date permit report for July 2005 and stated that we are demonstrating we have maximized the use of all employees and that we are excepting the new workload and exceeding our goals.

3. Piercy stated the Evergreen Ridge PUD Phase I, Division II was ready for board consideration. Board signed mylars.

| ACTION: | 1. None, bring back 8/29/05  
|         | 2. None  
|         | 3. Motion passed by BOCC to sign Mylars. |