DRAFT

City of Colville

TECHNICAL REVIEW COMMITTEE

December 2, 2014

8:30 a.m. – City Hall

MINUTES

The Technical Review Committee held a meeting with other City Department Heads on Tuesday, December 2, 2014 in the Council Room at City Hall. Acting Chairman Eric Durpos called the meeting to order at 8:34 a.m.

MEMBERS PRESENT: Municipal Services Administrator Eric Durpos, City Planner RJ Keetch, Building Official/Inspector Dave Harper, and Mayor Pro-Tem/Councilmember Lou Janke. MEMBERS ABSENT: Street/Park Superintendent Terry LeCaire. OTHERS PRESENT: City Treasurer Vickie Strong, City Clerk/Human Resources Manager Holly Pannell, Fire Chief Joe Hirsch, Police Chief Bob Meshishnek, Librarian Krista Ohrtman, and Recreation Coordinator Jake Wilson. RECORDING SECRETARY: Susan Davis.

Following introductions, Mayor Pro-Tem/Councilmember Janke explained that the meeting was called to bring the departments together to meet the new staff members and to encourage interaction between all departments. The function of the Technical Review Committee (TRC) was reviewed. In reviewing applications and proposals, the TRC can also request the participation of other city departments as needed.

At this time, Eric Durpos distributed a list of items intended to initiate conversation on how to provide better customer service and streamline processes. He suggested that a desired goal be "To foster a positive, productive, working relationship between departments. Improve communication between TRC members at it relates to development in the City of Colville." A summary of the presentation and discussion follows.

- Areas of responsibility - civil vs building and building permitting, zoning, planning, etc.

The Public Works Department and the Building & Planning Department share areas of responsibility related to structural components and site improvements. Improve coordination and communication between departments, which is essential to the success of projects.

- Sharing of information

The sharing of information among all departments impacted by a project is very important.

- Plan review - one point of contact to respond to request

One point of contact to respond to requests for comments would help provide better customer service. For example, plan review comments from impacted departments could be submitted to the Building & Planning Department to compile and present in one document to avoid misunderstandings and other potential problems. Any and all verbal agreements should be documented.

- Revise project checklist

The current project checklist needs to be revised and streamlined to provide better customer service. Identify and include other processes or procedures as needed. For example, it would be helpful to identify utility rates for commercial structures so that there are no future misunderstandings. Also, a process needs to be considered to address filling and grading and parking lot development along with potential fees in order to hold developers accountable for these types of projects. The current digging permit process isn't working.

- TRC meetings - more productive friendly environment

Strive to provide better customer service in a more productive friendly manner. Set a good example by being helpful to the applicants. It was suggested that it might be beneficial for department heads to get together prior to meeting with applicants to discuss and coordinate responses on project proposals.

- Timely follow up

Be more proactive and work with applicants to help them succeed with their projects. Use deadlines for follow up and be willing to contact applicants when necessary to ensure a positive outcome.

- Capital Facilities Plan rework to make it a reasonable, accurate, usable document.

The Capital Facilities Plan, which prioritizes and ranks capital projects and equipment, hasn't always been a very useful document. Suggested improvements to the document included better explanations of projects and updated estimates and scopes, as necessary.

At this time, another item of discussion included technology needs. City Planner RJ Keetch felt it would be helpful to have a network drive for sharing documents, maps, etc. Mr. Janke advised that there is a freeze on technology for the time being. He requested a list of technology needs from the Department Heads to aid in assessing the City's needs and asked that they be submitted to the City Clerk and Mayor Pro-Tem. Mr. Janke felt a goal might be to strive for common systems.

As there was no further discussion, the meeting was adjourned at approximately 9:10 a.m.