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OPERATIONS COMMITTEE
MEETING MINUTES
November 6, 2006
8:00 a.m.
Village Green, 47 Hall Street

Attendance Don Grubbs, Tom Counts, Maureen Brady, Doug Wenzel, Steve Lutz.

I. BUILDING PER MIT PROCESS

Maureen Brady reviewed a customized building department report that she put together representing permits issued in February and March of 2006. The report identified several items including permit number, permit type, project name, application date, application process date, back from plan review date, back from zoning/engineering review date, additional information requested, notification to applicant, and permit to applicant. The group discussed formulating a report which identifies the application date and the finished date by project type. Also, a report which would identify the time it takes permits to be reviewed by the engineering and zoning department. The Committee stated that from such a report it could be determined what the average permit turnaround time is on any one project or any group of projects. The building department stated they would look into the building department's Franklin system in order to determine whether such a report could be generated without significant staff involvement.

II. PENDING ITEMS

The Committee stated that in December the City's communications plan will be reviewed and discussed.

III. ADJOURNMENT

Having no further business to come before Committee, the meeting was adjourned at 8:40 a.m.