



RECEIVED  
2014 DEC 23 PM 1:36  
CITY CLERK'S OFFICE

OFFICE OF THE CITY MANAGER

NO. LTC# 430-2014

## LETTER TO COMMISSION

TO: Mayor Philip Levine and Members of the City Commission

FROM: Jimmy L. Morales, City Manager

DATE: December 17, 2014

SUBJECT: **Plans Review Internal Work Day Update**

The purpose of this Letter to Commission is to provide a status update on the progress of our newly implemented Plans Review Internal Work Day. Our Plans Review Internal Work Day is designed to improve the productivity and effectiveness of our Plans Review Services by designating one day a month to expedite commercial and residential reviews. Building, Planning, Public Works, and Fire are closed to the public for customer walk-ins, while inspections continue as regularly scheduled. These days are scheduled on the last Friday of every month.

The past two Plans Review Work Days have yielded substantial gains in expediting the turnaround time of completed plans review of our departments necessary for permit issuance. The various trades have increased a productivity level on average of about 37 percent. There was also an increase in productivity of 14% between our first Internal Work day and our second, showing a growth in the number of plans processed. We expect these numbers to continue to improve as our Plans Review Work Days become more numerous throughout the upcoming year.

Please feel free to contact me if you have any questions or concerns.

  
JJ/MVF