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| Baton Rouge/East Baton Rouge Parish  Draft Implementation Action Plan |

**April 2019**

| **Department Name** | | | | | |
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|  | **Action Goal** | **Implementation Steps** | **Due date** | **Person**  **Responsible[[1]](#footnote-1)** | **Comments** |
| 1 | Develop comprehensive flow chart for all Permit & Inspection processes | * Obtain/process feedback from stakeholders AIA,  Growth Coalition, CRBA * Finalize flowchart * Post on website | 2nd Qtr 2019 | Director/Building Official | Working w/ AIA, Growth Coalition, CRBA  Assistance from IS |
| 2 | Develop comprehensive flow chart for all Subdivision processes | * Obtain/process feedback from stakeholders Growth Coalition, ASCE * Finalize flowchart * Post on website | 2nd Qtr 2019 | Director/Subdivision Engineer | Working w/ Growth Coalition, ASCE |
| 3 | Expand current Third Party Building Plan review option to add site and civil review to the current Third Party Plan Review contract providing for complete plan review option | * Amend existing contract w/ SCPDC * Marketing * Post on website | 1st Qtr 2019 | Director/Building Official/Subdivision Engineer | Working w SCPDC |
| 4 | Develop Third Party Plan Review option for subdivision plan reviews | * Develop and process RFP include input from stakeholder groups Growth Coalition, ASCE * Award contract * Marketing * Post on website | 2nd Qtr 2019 | Director/Subdivision Engineer | Working w/ Growth Coalition, ASCE  Purchasing |
| 5 | Fund major capital improvements to Permits & Inspections Building, thus creating a safe and inviting workplace environment and customer experience. | * Director and Building Official to coordinate with B & G Dept for re-bid of contract * Develop scope * Purchasing to process bid * Award contract * Contractor perform work | 2nd Qtr 2019 | Director/Building Official/B&G Director | Previously approved renovation contract cancelled due to delays  Director, Building Official & B&G Director to collaborate on improvements |
| 8 | Expand funding to train entry-level Plans Analysts and Code Enforcement Officers | * Primarily work w/ Finance to develop long range funding plan for required training/certification * Consider adjusting current fee schedule (see item 13) | 4th Qtr 2019 | Building Official/Finance |  |
| 12 | Fund currently frozen positions (Plans Analysts and Code Enforcement Officers) to address project backlog and consistently meet established benchmarks for process cycle times. | * Track performance metrics to develop personnel needs to address the backlog and maintain residential, commercial and subdivision reviews and inspections * Determine personnel needs based on metrics. * Meet with ACAO, finance, Human Resources, CAO to unfreeze | 4th Qtr 2019 | Mayor’s Office/Finance |  |
| 13 | Revise current fee structure to increase fees to full and complete recoverable costs. | * Work with Finance to determine actual costs of providing residential, commercial and sub-division plan reviews and inspections * Review of current fees to compare to actual costs * Make adjustments increases according to actual costs | 2nd Qtr 2019 | Dirctor/Finance |  |

1. To establish clear accountability there should be a single manager assigned responsibility for completing implementation. Where more than one manager is identified in this column, responsibility should be clarified in the comment section. [↑](#footnote-ref-1)