Attachment B

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i.   Eliminate Application Request

ii.   Eliminate Application Forms and include information in Accela (permit database)

iii.   Assign or reassign projects within 3 business days

iv.   Automate inter-departmental review

v.   Continue funding consulting services for CEQA

vi.   Provide backup/buddy system to address leaves and absences

vii.   Prioritize ordinances that streamline and clarify rules and process

ix.   Fund Training for staff

x.   Review process and SOPs – Identify efficiencies

xi.   Use technology to improve access to information and automate processes

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