

**Town of Pelham Operaitons: COVID-19 Service Levels**  
**Operations Division : Engineering**

Staffing Levels	Planned			COVID-19			
	FTE	Contract	Total	FTE	Contract	Total	% Compliment
Eng. Tech's	2		2	2		2	100%
CC Coordinator		1	1		1	1	100%
		Division total	3		Division Total		100%

Service		Normal	Covid
Building and Planning Department	Lot Grading Plans	yes	yes
	Pre-Con Meetings	yes	yes
	Site Plan Application Review	2 weeks review	3-4 weeks review
	Subdivision Application Review	2 weeks review	3-4 weeks review
	Development Agreements	2 weeks review	3-4 weeks review
	Site Inspection	Daily	as required
Committee of Adjustment	Application Review	weekly	postponed
	Prepare Comments	weekly	postponed
Field Inspections	Assumptions	as required	every 2 months
	LC Reduction	as required	every 2 months
	Securities Release or Reductions	as required	every 2 months
	Operating PM	weekly	as required
Temp Works Permits	Utility Providers	weekly	weekly
	Resident or Contractor	weekly	None being issued
Engineering In-House	Council Reports	weekly	as required
	Current Budget Review	bi-weekly	monthly
	Study Reports, Data, Results	Weekly	monthly
	Mapping, GIS	Weekly	monthly
	Water Model Updates	3 months	3 months
	Wastewater Model Updates	3 months	3 months
	Field work and Investigations	daily	weekly
	Surveying	monthly	none at this time
	Tenders, RFQ's, RFP's	weekly	weekly
	Capital PM	daily	daily
	Phone calls & emails from Residents	daily	daily
	Events Support	as required	none
	DWQMS Support	as required	as required
	Various Outside Committee Support	quarterly	none at this time
	Unopened Road Allowance Request	as required	as required
	Managing Contractor Services	as required	as required