

**CITY OF SACRAMENTO
DEVELOPMENT OVERSIGHT COMMISSION**

SYNOPSIS

March 10, 2003

Commissioners Present:	Mark P. Abrahams, James Gately, Brian Holloway, Daniel J. Larkin, Michael F. Malinowski, Johan Otto, and Bruce Starkweather
Commissioners Absent:	Alberto Esquivel

AGENDA ITEM	DISCUSSION	ACTION
1. Call to order and Roll Call	The meeting was called to order at 4:39 p.m by Chairman Abrahams.	
2. Approval of 12/9/02 Synopsis	Mike Malinowski moved approval and Bruce Starkweather seconded the motion.	Motion Passed. Unanimous.
3. Communications	Kirsten Garrard announced that the Clerk's Office was recruiting for the vacant Building Industry Trade Organization and she had copies of the application packet.	Information Only
4. Committee Reports a) Communications b) Monitoring c) Innovation d) Study	Communications: Jennifer Franz distributed packets of information and discussed surveying, graphic arts and marketing possibilities for the DOC. Mike M. requested that he and Kirsten meet with SACTO. Study: the Subcommittee met once and reviewed the citizen participation process. The group is interested in meeting with the Planning Commission and DRPB chairs to discuss ways to save time and develop best practices.	Information Only
5 Recommendations 1) Short Term a) Customer Interface i) Customer Service Outreach/Progress Measurements ii) Brochures iii) 13 th & I Imp. b) Ombudsman/Helpline c) Prequal. Program d) Teambuilding DPT Recommendations (0, 1, selected 2 priorities	1.a)i) Cust. Outreach – Brian Holloway handed out a draft RFQ for customer follow up surveys and phone calls. 1.a)ii) Brochures – Kirsten Garrard gave an overview of types of brochures the committee had come up with. 1.a)iii) 13&I Improvements – the staff committee gave a PowerPoint presentation on their work, 3 proposals and their recommendation of option 2. Dennis Richardson said he would reconvene the committee with Mike Malinowski that worked on the North Permit Center to review staff's recommendation and come up with a final plan. 1.b) Helpline – Susan Obad reviewed current status and statistics of the helpline. The DOC requested that helpline phones be installed at the public counters. 1.c) Prequalification program – Dennis Richardson discussed interested from the AIA, Structural Engineering Board and Interior Designers to participate. 1.d) Teambuilding – The Innovation subcommittee is interested in working on this program and the DOC expressed concern that direction for this work item come from the City Manager's Office. 2. DPT Recommendations – Gary Stonehouse reviewed the tracking spreadsheet he developed and gave examples of how staff is working on these priorities.	Information Only

6. Field Inspection Updates	Nick Buchburger gave an overview of the status and statistics of field inspections.	Information Only
7. Development Statistics Report	Gary Stonehouse and Dennis Richardson reviewed the 5-year historical permit activity, valuation statistics and staffing for development activity in the City.	Information Only
8 Budget	Tom Lee and Gus Vina have an overview of the City's budget status, revenue and proposed cuts. They also discussed strategy for requesting Council approval for DOC recommendations.	Information Only
9. Input on future meeting agendas	The DOC requested quarterly workload statistic updates, a status report on the short-term recommendations implementation and updates from the commission subcommittees.	Information Only
10. Adjournment	Johan Otto moved the meeting be adjourned. Jim Gately seconded the motion. The meeting was adjourned at 6:40pm.	Motion passed. Unanimous