

**CITY OF SACRAMENTO
DEVELOPMENT OVERSIGHT COMMISSION
SYNOPSIS**

Monday, November 3, 2003

Commissioners Present:	Mark Abrahams, Alberto Esquivel, James Gately, Brian Holloway, Daniel Larkin, Michael Malinowski, John Nunan, Johan Otto
Commissioners Absent:	Bruce Starkweather

AGENDA ITEM	DISCUSSION	ACTION
1. Call to order and Roll Call	Chairman Abrahams called the meeting to order at 4:35 PM.	
2. Approval of 9/08/03 Synopsis	Commissioner Nunan moved for approval and Commissioner Malinowski seconded the motion. Vote was 7-0 to approve the 10/6/03 synopsis as submitted (Commissioner Larkin arrived after the roll-call and vote).	Motion passed. Unanimous.
3. Status Report on Development Services Fee and Charge Survey and Analysis	Mike Medema reviewed the staff report regarding the fee and charge survey and analysis. Three firms were interviewed on 10/31/03, and MuniFinancial was selected as the consultant of choice to conduct the survey and analysis. The target completion date for this project is February or March of 2004, with a status report brought before DOC and City Council in December of 2003. Commissioner Malinowski asked what municipalities would be in the comparison data, and Mike Medema responded that the selection of municipalities would be determined during the scoping process. The next steps include meeting with the consultant to determine scope, and creating the contract documents.	Information only.
4. Design Review/Planning Commission Streamlining	Commissioner Holloway updated the DOC regarding progress made to date on joint meetings with representatives from the DOC, Planning Commission and Design Review and Preservation Board. He reported that the group is starting to make good progress on the identification of streamlining opportunities. They have identified three alternatives to consider, including more staff approval authority, changing the DRPB into an advisory group to the Planning Commission, and merging the DRPB and Planning Commission into one body. A follow-up meeting is scheduled for 11/13 to continue the discussions.	Information Only

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<p>5. Communications</p> <ul style="list-style-type: none"> a. Comments from the Audience b. Written Comments Received 	<p>Comments from the Audience: Steven Ballew from the Preservation Round Table discussed the Design Review process from a preservation standpoint. Paul Harriman from the Area One Neighborhood Advisory Group (“NAG”) advised the Commissioners that his group meets every third Monday, attracting a group of 30-50 people, and invited members of the Commission to attend. Jeanne Boyer from the Blvd Park Neighborhood Assn requested that she be added to the DOC mailing list. Upon request, members of the public in attendance at the DOC meeting were added to the email distribution list.</p> <p>No written comments were received.</p>	<p>Information only.</p>
<p>6. Process Management Guidelines</p>	<p>Dennis Richardson discussed the concept of process management guidelines. He stated that he was not distributing a written report on the guidelines, as it was still in review by staff. He considers the report a “living document” at this point. He added that 3 of the 4 Process Manager positions have been filled, and they are working with different departments within the City to leverage the efforts of these departments, in addition to customer groups, and the private sector. In addition, they will attempt to identify ways to become more successful. He considers the process management group to be more of a catalyst rather than owners of the projects themselves. He discussed documentation, the triage process, checklists, and proactive problem solving. He committed to the delivery of a written policy statement within a couple of weeks.</p>	<p>Information only.</p>
<p>7. Status Report on DOC Short Term Recommendations</p>	<p>Gary Stonehouse reviewed the DOC Quarterly Status report, highlighting several areas, including the building infill team, personnel resources, development workshop in the Gardenland community, and brochures. Chairman Abrahams inquired about the status of both the Customer Opinion Survey and Team building contracts. Both contracts were reported to be at the City Attorney’s office for signature.</p>	<p>Information only.</p>
<p>8. 2003 Annual Report Content</p>	<p>Art Gee discussed the outline of the 2003 Annual Report to Council. He suggested that the subcommittees convene soon in order to meet the draft review deadline for the December 8 DOC Meeting. One committee will review second year progress and create a report, and another committee will prepare the third year plan. He stated that the DOC should approve the report in early January, and present the final version to Council on January 20. He added that an important component of the report is the content of the 3rd year program. Chairman Abrahams approved of the outline, and requested that DOC members write the review of the 2nd year plan. He added that more interaction is needed between the DOC and the public. He asked for suggestions from public attendees to increase their involvement.</p>	<p>Review and Comment</p>

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9. Miscellaneous Reports		Information only.
10. Adjournment	Chairman Abrahams called for the adjournment of the meeting at 5:35 PM. Commissioner Malinowski moved for approval, and Commissioner Larkin seconded the motion. Vote was 8-0 to adjourn.	Motion passed. Unanimous.