

**CITY OF SACRAMENTO
DEVELOPMENT OVERSIGHT COMMISSION
SYNOPSIS**

Tuesday, March 30, 2004

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

AGENDA ITEM	DISCUSSION	ACTION
1. Call to order and roll call.	Chairman Holloway called the meeting to order at 5:30 PM.	
2. Approval of 03/15/04 Synopsis	Chairman Holloway moved to accept the 3/15/04 synopsis as submitted. Vote was 8-0 to approve the 3/15/04 synopsis as submitted.	Motion passed. Unanimous
3. Communications a. Comments from the Audience. b. Written Comments Received.	1) Comments from the Audience a) No comments from the audience were noted. b) A letter from Linda Kingsley was noted, complimenting the Planning Department (specifically Planner Heather Forest) regarding educating her on the appeal process. Chairman Holloway presented this example as a successful and proactive customer service initiative.	Information Only
4. Budget Overview/Review of Senior Team Workshop	Betty Masuoka presented notes from the Development Services Senior Team offsite, held on 3/11-12. She revealed that the group developed the new mission statement of "We help build a great city", in addition to the new name of the department, which is the Development Services Department. The materials that were distributed included two-year goals, key values, strengths and challenges. Betty also discussed the budget submittal, adding that in order to comply with the 20% reduction, Development Services will achieve this with fee increases, not with a reduction in staff. This will include increases in cost recovery in order to reduce reliance on the general fund. She is also recommending 3 additional positions, including 2 transportation planners, and a Civil Engineer. Other staff augmentations may occur off-cycle, including a senior administrative staff resource, a fire inspection management position, and additional inspection resources to assist with the projected summer workload. In addition, she will be reviewing a five-year review of development fees, including a plan to utilize fees to provide the enhanced services that the DOC is requesting. Commissioners asked about the team-building project, including how this initiative will be expanded to include other staff members. Betty responded that Laura Mason-Smith will continue to work with the department, to expand the initiative to all levels of staff.	Review and Comment
5. Presentation of Special Recognition	Chairman Holloway presented Roberta Deering with a letter of commendation honoring her contribution towards early notification and community outreach, specifically her weekly e-newsletter, in her role as Preservation Director. He also presented Bob Robinson with a letter of commendation regarding the creation of an ordinance to amend the City Code to permit the City Manager or other designated official to approve Final Maps, Parcel Maps, and to execute Subdivision Improvement Agreements. Chairman Holloway cited this initiative as an excellent example of a common	Information Only

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6. Streamlining Report	<p>sense approach to streamlining.</p> <p>Gary Stonehouse reviewed the last meeting of the subcommittee, and stated that he did not believe that there was consensus from the Design Review Board. He distributed the Principles document, and reviewed changes with the Commissioners, commenting regarding principle 7, that the DOC subcommittee members strongly favored approach #1, which was the creation of a general design review board. The Commissioners discussed the two approaches to principle #7, ultimately agreeing to support approach #1. Testimony from the public and from two members of the Design Review and Preservation Board was heard, and Commissioners decided to move principle #9 to #2, and to reword principles #7 and #8. The DOC, with the recommended revisions, unanimously approved the principles.</p>	Motion passed Unanimous (8-0)
7. Customer Comment Form Reporting	<p>Art Gee reviewed the customer comment form data, including a comparison between 4Q 2003 and 1Q 2004. He observed that the lowest mark overall was waiting time, and that suggestions included scheduling appointments more often and express lines. He stated that feedback would be provided to the DOC on a quarterly basis. Commissioners requested that all customers receive the comment forms at the counter, and attached to building permit applications on an ongoing basis. Art added that he would provide this data to all managers and supervisors on a weekly basis, and would make it available to the public on the DOC website.</p>	Review and Comment
8. Approval of DOC Annual Report to Council and Presentation Assignments	<p>Gary Stonehouse introduced the final draft of the 2003 Annual Report to Council, encouraging the Commissioners to provide comments to the Staff Report and Resolution. The Commissioners discussed the presentation, and volunteers were solicited to present sections of the report. Assignments were:</p> <ul style="list-style-type: none"> • Staff Report/Introduction: Gary Stonehouse, Dennis Richardson • Letter from the Chair, DOC Overview: Mark Abrahams • Customer Opinion Survey, 2003 Accomplishments: Mike Malinowski • Citizen Participation: Daniel Larkin • Streamlining Initiatives: Bruce Starkweather • 2004 Initiatives: Brian Holloway • Best Practices and Prequalification Goals for 2004: John Nunan <p>Commissioners agreed to meet on 4/7/04 at 2pm (Downtown) to finalize their presentation to Council.</p>	Motion passed. Unanimous (8-0)
11. Communications a. Comments from the Audience.	<ol style="list-style-type: none"> 1) John Febbo, from the DRPB, spoke regarding the streamlining principles, and recommended changes to the language in principles #7 and #1. He endorsed the principles as amended (approach #1). 2) Steven Ballew, from the Preservation Round Table, spoke regarding the streamlining principles, and endorsed the principles as amended. 3) Jon Marshack, from the Blvd. Park Neighborhood Assn. supported approach #1 as amended, adding that the City's design guidelines need amending to make them easier to understand. 4) Bob Chase, from the DRPB, spoke regarding the streamlining principles, giving a history of the two 	Information only

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	approaches to principle #7, adding he strongly supports principle (as amended) #2. He also stated that the AIA would step forward in support of the streamlining principles.	
12. Miscellaneous Reports	N/A	Information only
13. Adjournment	Chairman Holloway moved for the adjournment of the meeting at 7:05 PM.	Motion passed. Unanimous