

**CITY OF SACRAMENTO
DEVELOPMENT OVERSIGHT COMMISSION
SYNOPSIS**

Monday, April 4, 2005

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

AGENDA ITEM	DISCUSSION	ACTION
1. Call to Order	Chairman Starkweather called the meeting to order at 5:35 PM.	Information Only
2. Approval of 03/07/05 Synopsis	Synopsis approved as submitted.	Information Only
3. Communications a. Comments from the Audience b. Written comments received	a. No comments were noted. b. No written comments were received.	Information Only
4. Special Recognition	Michelle Azavedo of Panattoni Development Co. described a successful development project interaction with the Development Services Department, and recognized Jeanne Corcoran, Lindsay Alagozian, Beth Tincher and Art Gee for their work on the project and presented them with plaques.	Information Only
5. Subcommittee Reports	Art Gee reported on the Early Notification Pilot Program, and stated that the program is now live. He also shared a brochure describing the program.	Review and Comment
6. Report from ACM/Director	Ray Kerridge reported on Department vacancies (22 of which 11 are new positions from the midyear budget), promotions, new hires, and off-site recruiting efforts. He added that the new budget would include a request for additional positions, which will put the Department in a stronger position. Art Gee reported on the process assessment initiatives, including updating the DOC on process mapping status and the first completed initiative, the fax and fax back process. He posted diagrams of the existing and proposed process, including documentation of time, paper and staff savings with the revised process. Ray Kerridge asked for DOC input for the next process reengineering effort. He recommended the planning entitlement process as the next effort. Commissioner Holloway agreed, and Commissioner Otto suggested that the commercial plan review process be considered. Commissioner Nunan added that the Best Practices subcommittee was also addressing the commercial plan review process. Commissioner Malinowski described the need for improvement in the commercial plan check process, but expressed an interest in addressing the planning entitlement process first. Amy Williams gave the DOC an update on media communications for the early notification pilot program, and stated that there will be an additional outreach for the pre-approved house plan project this month. In addition, she stated that the new Pilot Program will be publicized in April or May. Amy reviewed the status on the Department logo, and on phase II of the internet improvement. She added information regarding the new employee recognition program, "Spotlighting Success". Bill	Review and Comment

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	<p>Thomas updated the DOC on the new pilot program, named the "MATRIX Program", and distributed a briefing paper describing the program details. He stated that the program will be a phased approach, and that a team is currently in place to handle an infill project in the downtown area. Commissioner Holloway stated that he liked the volunteer approach of staffing the pilot. Jon Marshack from the Boulevard Park Neighborhood Assn. asked for details on how the new program would affect a project in his area that was a big concern to the preservation community. Ray Kerridge answered that the team concept would have all staff around the table at the same time, and all conditions would be shared at that time, improving internal and external communication.</p>	
<p>7. Update on Development Services Initiatives</p>	<p>Gary Stonehouse updated the DOC on Development Services improvement initiatives, including delegation proposals. Commissioner Malinowski asked about a more simplified process for improvements in the future. Gary answered that we hoped to have a routine quarterly submittal of improvement proposals (ordinance revisions) to Council. Ray Kerridge added that the Department started with non-policy issues, and would regularly submit improvements, including policy issues. Commissioner Holloway asked for all DOC members to receive a copy of the staff report prior to Council presentation. Ray Kerridge added that internet improvements would include regular updates regarding these initiatives.</p>	<p>Review and Comment</p>
<p>8. Updates on DOC Initiatives</p>	<p>Commissioner Starkweather briefed the DOC on the Applicant Customer Focus Groups, held on 3/16 and 3/24. He added that several of the participants asked about details regarding improvement initiatives, and suggested that we keep them involved and engaged in the process. Commissioner Nunan commented on the breadth of experience represented at the 3/24 session, and added that all were equally enthused and wanted to remain involved. Commissioner Holloway commented on the session held 3/16, and how participants verbalized on the culture change that was occurring in the Development Department. Commissioner Starkweather added that the DOC needed to continue its focus on change.</p>	<p>Information only</p>
<p>9. DOC Annual Report</p>	<p>Commissioner Starkweather spoke about the annual report draft structure and content, and stated that the final version deadline is 4/8/05, to meet the City Council deadlines for report on 4/26/05. He suggested that the members cover the report by section, and submit any changes. Commissioner Nunan stated that his comments were included in the latest version, but some of the narrative text was missing from the report. Commissioner Holloway stated that he submitted additional content for community outreach efforts and gave a copy to Jon Marshack for his review prior to finalization. Commissioner Starkweather added that the DOC role would be shifting to advice and counsel. He also gave an overview of the organizational structure section. Commissioner Holloway asked about briefing of Council members prior to the presentation to the full Council. Commissioner Starkweather agreed that selected council members should be briefed. Commissioner Malinowski suggested that key items should be bolded in the report. Commissioner McBurney asked about describing details regarding staff</p>	<p>Review and Comment</p>

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	<p>empowerment and recognition. Commissioner Malinowski proposed modifying the section titled “Customer Outreach” to be “Measuring Success”, and switch the order of details to reflect newer items first in the narrative. Commissioner McBurney suggested that the section entitled “Improving the Organizational Structure” be amended to include a matrix of the original organization, and proposed changes. Commissioner Starkweather added that he would like a visual representation of that before and after for the power point presentation. Ray Kerridge discussed bringing all Board and Commission support under one management group, and suggested including that in the report. Commissioner Starkweather agreed with this change. He also commented on the section entitled “Promoting an Appropriate Regulatory Environment”, specifically the topic of the common sense ordinance, suggesting that this be modified. Commissioner Malinowski commented that more specific language would be more appropriate. Commissioner McBurney cautioned against including specific wording about the ordinance. Ray Kerridge stated that he would like to use Commissioner Malinowski’s proposed language as a starting point for staff discussions, but it would be appropriate to include the background section in the report. Commissioner Malinowski asked for Commission input into his proposed ordinance draft. Commissioner Holloway stated that he agreed that the draft included a very good description of the proposal. Commissioner Starkweather indicated that the report was very well thought out and presented. Commissioners discussed the language of the ordinance and the approach of keeping the concept a broad one. Jon Marshack suggested the inclusion of performance goals into the proposal. Commissioner Starkweather added comments regarding the section entitled the “Fee Nexus Study”. Commissioner Malinowski suggested including a report regarding fee documentation and review. Commissioner Starkweather asked commission members to approve the draft as discussed. Commissioner Otto moved to accept the draft as discussed, Commissioner Malinowski seconded the motion, and the motion was unanimously passed.</p>	
10. Miscellaneous Reports	<p>Commissioner Abrahams asked about the Customer Comment forms. Commissioner McBurney suggested adding an anonymous comment box for Staff members. Commissioner Starkweather stated that he would revisit the DRPB and CPC to update them on subcommittee work and DOC initiative emphasis going forward.</p>	
11. Adjournments	<p>Meeting was adjourned at 7:40 PM.</p>	