

**CITY OF SACRAMENTO
DEVELOPMENT OVERSIGHT COMMISSION
SYNOPSIS**

Monday, November 7, 2005

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| Commissioners Present: | Kristina McBurney, Bruce Starkweather, Michael Malinowski, Mark Abrahams, Holger Fuerst, Brian Holloway, John Nunan |
| Commissioners Absent: | James Gately |

| AGENDA ITEM | DISCUSSION | ACTION |
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| 1. Call to Order | Chairman Starkweather called the meeting to order at 5:35 PM. | Information Only |
| 2. Approval of 10/03/05 Synopsis | Synopsis approved as submitted. | Information Only |
| 3. Communications a. Comments from the Audience b. Written comments received | a. No comments from the Audience were noted. b. No written comments were received. | Information Only |
| 4. Updates from Directors | <p>Bill Thomas from the Development Services Dept spoke about communications with Staff regarding the future and expansion of the MATRIX program. He added that there are plans for continued cultural changes and bringing MATRIX Citywide. Bill stated that the mood is optimistic, and that the all-MATRIX Staff meeting was very encouraging. He also outlined 2006 initiatives, including reviewing fees, completion of DSD reorganization phase II, including customer services and administration. Resources, training, professional development, outreach, customer education, emphasis on empowerment, technology and communications are all emphasis' for the coming months and 2006.</p> <p>Chairperson Starkweather commented regarding his support for the Staff, and asked for an update on the Common Sense Ordinance and Customer Bill of Rights and Employee Bill of Rights. Bill Thomas stated that the next step would be presentation to City Council, and added that he has included the package in all of his outreach efforts. Carol Shearly from the Development Services Dept spoke regarding a long-range planning and public development unit that is in the planning stages. She stated that infrastructure readiness and planning would be included in the public development area of expertise, and that New Growth and Infill would also be included in the unit. She added that the efforts would include community planning, land use planning, fiscal impact analyses, and financing plans, including measures of success and benchmarking. Commissioner Malinowski asked about the Railyards and Infill including the relationship between the existing Infill programs. He asked if this would become one effort or two in parallel.</p> <p>Commissioner Holloway asked about infill projects and the size limitations that previously existed (5 acres). Lucinda Willcox answered about the definitions of infill that applied to different programs. A broader definition exists for larger programs. Commissioner Starkweather commented about the barriers that must be removed as the general plan moves forward. Marty Hanneman from the Transportation Dept. distributed an information packet about the Dept of</p> | Information Only |

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| | <p>Transportation including organizational charts, mission, key services and business lines. He described the key services, business lines and locations to the Commissioners.</p> <p>Commissioner Holloway thanked Marty Hanneman for the org chart and list of key contacts, including phone numbers. Marty Hanneman stated that he would be coming back to the Commission regarding the parking master plan in January 2006, with future updates including the Bridging I5 project, Delta Shores, proposed streetcars for Capitol Mall, alley paving. He added that the employee base was the Department's number one asset, and emphasized their investment in the employee base. Commissioner Malinowski asked about the mission statement and its consistency with the Department's recent direction. He commented that the statement seemed out of date regarding recent activities in terms of the broader community. Marty Hammeman stated that the mission, vision and values statements were currently under review. Commissioner Starkweather commented that the DOC had reviewed the alley paving issue from the applicant's perspective. Commissioner Fuerst asked if the Transportation Dept would bring back the level of service standards, and Mr Hanneman stated that the Development Services Dept. was taking the lead on that issue. Gary Reents from the Utilities Department and stated that their function was water, sewer, drainage, flood control and waste management for the City. He referred the Commissioners to their website for organizational charts and contact information. He stated that a lot of their focus was on operational maintenance and capital improvements, with a significant customer service and billing unit. Their development and planning staff has been doubled downtown and in Natomas to support the review process. The focus on planning is on the systems, including sewer, water and drainage. He added that the Dept is pursuing another water treatment plant near the airport. Recent regulatory efforts may result in costly improvements. Commissioner Malinowski asked if there was a map for the propensity of flooding in the combined sewer system. Mr Reents answered that there is model that shows flooding in certain areas, and that the model is very storm dependent, and that their long-term plan was to remove flooding from all structures for a 100-year event and to remove flooding from all streets for a 10-year event. Gary Reents stated that he could increase the information on the internet, and that recent improvements should improve the flooding. Commissioner Nunan commented on a marked improvement in the plan check process in Utilities and encouraged an emphasis on the integration of their processes with Development Services, particularly with the development engineering process. Commissioner McBurney asked about the water meter plan, and about how it would work in the combined sewer system. She asked about replacing the sewer drains, and Mr Reents answered that there is a regular replacement program to replace a certain number per year, and a replacement of problem areas. She added a question regarding curb replacements, and about the inspections or installations by Utilities. Mr Reents answered that Streets handled the sidewalk and curb replacements. Mr Hanneman stated that their inspectors coordinate the replacement. Commissioner</p> | |

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| | <p>Fuerst asked about issues regarding utilities easements. Mr Reents answered that the concern was access to utilities services and the avoidance to access issues. Wendy Saunders from the Economics Department discussed the role and size of her department. She discussed the forthcoming economic development strategy and focusing the scope of work in her department. She added details regarding the Partnership for Prosperity, and the plans for shovel-ready/ crane-ready sites. Wendy added that there were two success stories in North Sacramento, including 450 new employees and \$15M in payroll. She added that there will be a series of new focus group meetings to drill down to the specifics of what the City needs to do, including focused efforts on producers, people and places. Commissioner Malinowski commented on national marketing and encouraged her to focus on initiatives that could be used in this marketing effort, with an emphasis on sustainable development. Wendy Saunders commented on the culture change that had occurred in the department. Commissioner Starkweather commented regarding business friendly changes and encouraged the intrinsic connection between the culture of innovation to permitting to shovel ready to becoming one of the green capitals.</p> | |
| 5. Focus Groups | <p>Ray Kerridge stated that we have completed the first round of focus groups and was ready to undertake the second round. Art Gee from Development Services recapped how the department has used focus groups in the past, including inviting the customers to team building workshops to define success. He added that the groups were also used to empower staff, and that the department has continued to use focus groups to provide feedback and comments regarding initiatives including the MATRIX program. They also provided ongoing communication between several sectors. Most recently, the focus groups reviewed the Customer, Employee Bill of Rights and the Common Sense Ordinance and provided comments and changes to those documents, including an ongoing dialog with the customers. Commissioner Holloway commented on the need to include more representation on the focus groups, including possibly membership from the Urban Land Institute that would touch a broader representation. Commissioner Nunan added that it was time to broaden the outreach, including using the Builders Exchange as a facility to broaden the audience and the input. Commissioner Abrahams added that the homeowners need to be included and suggested a way to randomly select those representatives. Commissioner Starkweather requested the Utilities and Transportation Depts to report back on their plans to examine their processes through the focus group model used by Development Services. He added that there should be a greater consistency in the customer groups in addition to efficiency and certainty, and that existing processes should be explored. He suggested that the DOC select a subcommittee to work with them in these efforts. Commissioner Fuerst urged that the Dept seek active feedback from the development community regarding the planning/entitlement efforts at the BIA.</p> | Discussion |
| 6. Construction Traffic Control Management | Nicholas Theocharides from the Transportation Department presented an informational report regarding the construction | Review and Comment |

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| | <p>traffic control management program. He encouraged any comments from the DOC that could be incorporated in their upcoming presentation to City Council. He added that Staff had reviewed management practices in several cities, including site visits. Recommendations include a dedicated work unit that would be responsible for the management of the downtown traffic control program, and an expansion of the use of encroachment permits process. Commissioner Malinowski expressed a serious concern about a lack of distinction between major projects vs. minor projects and suggested the use of the model recently developed by the City Arborist. He recommended a distinction between levels of projects (a matrix) that accommodates differing situations. Nicholas Theocharides commented that the intent was to provide better customer service, and that they would be asking for more resources to do so. Commissioner Malinowski asked for an acknowledgement of that in the report. Commissioner Nunan commented regarding the integration of encroachment projects, and the use of pre-job conferences. He added a recommendation for continued communication to flesh out the ground rules. Commissioner McBurney commented regarding the need for the additional staff for inspections. She added concerns regarding smaller infill projects and the need for sensitivities for the requirements of those projects. Commissioner Starkweather encouraged a flexible, adaptable solution.</p> | |
| <p>7. Role of ACM with Development Oversight Commission</p> | <p>Ray Kerridge asked for feedback regarding the role of the ACM. Commissioner Abrahams suggested that, on a monthly basis, we split the focus of the meetings and that the ACM present every other month. Commissioner Fuerst commented on the momentum of the change that has occurred under the management of Ray Kerridge, and expressed concerns regarding the slowing of that momentum. Commissioner McBurney encouraged his continued involvement. Commissioner Malinowski commented that Ray had created the energy and vision, but added that the meetings were getting too long, and recommended a set of ground rules regarding meeting and presentation time. Commissioner Nunan commented that the DOC needs to examine themselves and determine their role going forward. Commissioner Abrahams stated that the DOC was trying to promote decision making at the lowest possible level, and that participation should occur at that level. Commissioner Starkweather commented on the need for Ray Kerridge’s continued leadership role, and that the DOC role in facilitating a continued culture shift and in the next phase of strategic vision in the totality of development services was an important one. He added a need to define the focus going forward.</p> | <p>Discussion</p> |
| <p>8. DOC Recruitment Update</p> | <p>Commissioner Starkweather discussed his recommendation regarding DOC appointments, including updating the skill set for further appointments due to the direction/focus shift of the DOC. Commissioner Abrahams commented on the two-term limitation that would result in turnover.</p> | <p>Information Only</p> |
| <p>9. City Attorney Orientation for DOC Members</p> | <p>Janeth San Pedro from the City Attorney’s office distributed a syllabus for the orientation training session and introduced the video that is available on-line. She suggested viewing the tape on their own time, and solicited questions from the members. Commissioner McBurney asked about testifying</p> | <p>Information Only</p> |

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| | <p>before other boards and commissions in a private citizen capacity. She also asked about reporting requirements, specific to parking reimbursement. Commissioner Holloway discussed the appearance of conflict of interest.</p> <p>Commissioner Nunan commented on general economic benefit. Commissioner Malinowski asked about the “public generally” exception outlined in the training materials and the exceptions in the Brown Act regarding majority attendance at meetings of other bodies. Janeth San Pedro also reviewed the concept of serial meetings prohibited under the Brown Act and email exchanges. She also commented on Ex Parte communications, which generally involve an adjudicative body. Commissioner Holloway commented regarding his concern regarding the restriction on Ex Parte communications. Ms. San Pedro suggested that questions should be referred to the City Attorney’s office regarding legal implications. Commissioner Holloway and Commissioner Malinowski asked Ms San Pedro to refer concerns to the Attorney’s Office regarding the public’s ability to comment regarding projects. She encouraged the DOC to develop their own rules and procedures regarding meetings and communications. She added that she would present the comments from the DOC and would suggest an attorney be assigned to the DOC. Commissioner Malinowski recommended a start and stop time for each agenda item. Commissioner McBurney commented that Ex Parte communications would become more of a concern in the upcoming changes to the boards and commissions, including reconfiguring of those bodies and encouraging participation earlier in the process rather than just on meeting nights. Commissioner Holloway asked for comments regarding conflict of interest (common themes). Janeth answered that the presentation covered this theme in greater detail. She will forward the link to the presentation to Staff, who will forward it to DOC Members.</p> | |
| 10. Miscellaneous Reports | <p>Ron Beehler from the Building Division reported on the statistics in past targets and over the counter permits approval. Commissioner Holloway asked for an addition to the next meeting for a report back regarding further regulatory improvements and an additional report regarding level of service improvements.</p> | Information Only |
| 11. Adjournment | <p>Commissioner Starkweather adjourned the meeting at 8:00 PM.</p> | |