



Minutes City of Sacramento Development Oversight Commission

COMMISSION MEMBERS:

Holger Fuerst, P.E., Chair
Kristina McBurney
John M. Packowski, Associate AIA

Dennis Guerra, AIA, LEED AP
Darryl Chinn, AIA, Vice Chair
Scott Schriefer

Brian Holloway
John Nunan
Roger Valine

CITY STAFF:

William Thomas, Director, Development Services
Sabina Gilbert, Deputy City Attorney
Janis Franklin, Program Specialist

300 Richards Boulevard, 2nd Floor Training Room

July 6, 2009 – 5:30 P.M.

The Development Oversight Commission (DOC) is a board of the City Council with review and recommendation authority. Its purpose is to provide a forum for the public to introduce and discuss suggestions, comments, and concerns regarding the city's development services function. The DOC will host public meetings to hear public comments before providing its recommendations to City Council.

NOTICE TO THE PUBLIC

You are welcomed and encouraged to participate in this meeting. Public comment is taken (3 minutes maximum) on items listed on the agenda when they are called. Public Comment on items not listed on the agenda will be heard at the end of the meeting as noted on the agenda. Comments on controversial items may be limited and large groups are encouraged to select 3-5 speakers to represent the opinion of the group.

Notice to Lobbyists: When addressing the Commission you must identify yourself as a lobbyist and announce the client/business/organization you are representing (City Code 2.15.160).

Speaker slips are located in the lobby of the hearing room and should be completed and submitted to the Commission Secretary.

Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. The City posts Agendas at City Hall as well as offsite meeting locations.

The order of agenda items is for reference only; agenda items may be taken in any order deemed appropriate by the Commission. The agenda provides a general description and staff recommendations; however, the Commission may take action other than what is recommended. The agenda is available for public review on the Friday prior to the meeting. Hard copies of the agenda, synopsis, and staff reports are available from the Community Development Department at 300 Richards Boulevard, 3rd Floor (25 cents per page)

Meeting facilities are accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify the Community Development Department at (916) 808-5908 at least 48 hours prior to the meeting.



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Minutes

July 6, 2009

*300 Richards Boulevard,
2nd Floor Training Room*

All items listed are heard and acted upon by the Development Oversight Commission unless otherwise noted.

Call to Order – 5:30 p.m.

Roll Call present except Nunan (A-Ex), Guerra (A-Ex)

Consent Calendar

All items listed under the Consent Calendar are considered and acted upon by one motion. Anyone may request that an item to be removed for separate consideration.

1. **Minutes from May 4, 2009 Meeting**

Location: Citywide

Recommendation: Approve Meeting Minutes from May 4, 2009.

Contact: Janis Franklin, Program Specialist, (916) 808-7705

Action: Moved by Chair and carried (7; 0; 0) to approve minutes.

Staff Reports

Staff reports include oral presentations including those recommending receive and file.

2. **Director Update – Activities of the Development Services Department (Oral)**

Location: Citywide

Recommendation: **Receive and File-** Status report on Community Development Department organizational and operational changes, budget, work programs, training programs; and similar matters.

Contact: William Thomas, Director of Development, (916) 808-1918

Action: William Thomas updated Commission on budget, recent department layoffs, and all staff meeting where service level impacts were discussed. He also reviewed a recent complaint letter which outlined good customer service in spite of delays. In addition, he discussed the development of a plan within the next three months of how to rebuild when the economic situation changes. Commissioner McBurney commented regarding service levels and an example of excellent customer service. Commissioners also inquired about staffing levels, work schedules and the status of discussions with the County. William Thomas also added that Ray Kerridge and Terry Shutten had reopened discussions about merging due to the County budget situation. Commissioner Holloway asked about a combined Development Oversight Commission. Commissioner Valine asked about the Business Journal customer survey and on changes to other Commissions.

3. Commission Streamlining/City Wide Design Review (Oral)

Location: Citywide

Recommendation: Review and affirm Ad Hoc committee representing DOC

Contact: David Kwong, Planning Director, (916) 808-2691

Action: David Kwong updated Commission on potential City wide design review. He stated the Design Review Commission and Planning Commission had formed an ad hoc committee to address City wide design review and multi family housing standards. The ad hoc committee meetings will follow Brown Act meeting procedures, including noticing and public meetings. He added that staff may produce a checklist for individual design review areas, and would look to Council for direction on City wide design review. Commissioner Fuerst asked about the original proposal to merge Design and Preservation Commission, and potential joint hearings of the existing Commissions. William Thomas expressed concerns about implementing City wide design review without accompanying streamlining initiatives. Commissioner Fuerst recommended that the DOC participate in the ad hoc committee. Commissioner McBurney expressed interest in participating. Commissioner Chinn expressed interest in DOC participation and observation. William Thomas asked if Commission wanted him to follow up on City Clerk progress regarding commission changes. Commissioner Fuerst clarified the separation of tasks, one being asking William Thomas to ask the City Clerk for the review results and the other being the ad hoc committee participation. Commissioners Packowski and Holloway also expressed interest in participating in the ad hoc committee. William Thomas stated that he would place this item on the next agenda for a report back.

4. CDD Executive Dashboard (Oral)

Location: Citywide

Recommendation: Review and Comment on enhanced on-line reporting capabilities for CDD Management and Staff

Contact: Ryan Pham, Support Services Manager, (916) 808-2278

Action: William Thomas introduced Ryan Pham who reviewed the background and creation process of the dashboard. John Squires and Susan Obad demonstrated the CDD Dashboard of information that will appear on all staff computers, with information tailored to roles and responsibilities. Information included revenue, services and supplies expenditures and work load statistics (including real-time Q Flow statistics on customer wait times and service types). Commissioner Fuerst asked staff if there was information on expected wait times, and whether there were appointments available. William Thomas replied that the Q Flow system was implemented only two months ago and that staff would be accumulating trending information to more accurately predict wait time. Ryan Pham added details regarding two large monitors in the waiting area that displayed details regarding queuing. Commissioner Schriefer asked about length of inspections vs. inspection type. Commissioner Valine asked about data regarding contractor efficiency. William Thomas stated that staff was pioneering the dashboard for the City and that many of the reports shown on the dashboard were posted on a periodic basis by admin staff. John Squires demonstrated details regarding labor costs and cost accounting. Commissioner Valine inquired

about potential incentives for revenue generation and cost savings. William Thomas commended John Squires, Susan Obad, Frances Chong and Ryan Pham for their work on this project. Commissioner Packowski inquired about capturing data for costs vs. revenue on controversial projects.

Public Comments - Matters Not on the Agenda

5. None

Questions, Ideas, and Announcements of Commission Members

6. Commissioner Fuerst asked staff to report back on DOC openings.

Adjournment: 6:50 PM.