

AGENDA  
Mayor Swisstack's Transition Team  
**Development Team Meeting**  
Wednesday, April 16<sup>th</sup>  
1:30-3:00p.m. – Rio Rancho Regional Chamber

Bill Moore opened the meeting. Six of the thirteen team members were present. Five residents attended.

The Team discussed the following:

- the development department has talented employees however, some of them are inexperienced and might be reluctant to make a decision
- it takes 4-6 weeks for a tenant improvement permit; process is overly complicated; ideal turn around time would be 1 week, 2 weeks maximum
- communication within the department is a concern
- explain to “frontline” employees their importance to the “organization”; these are the people that most residents interact with on a daily basis – they are important!
- empower people to help; let employees know that delays cost money to the city; let them know what happens if “it” doesn’t get done
- DRC in Rio Rancho is different than in ABQ; EDC uses the DRC process and has been very successful; unlikely to work however if City Manager isn’t present to make final decisions {staff not empowered to make those decisions}
- educate staff to the benefits of development on city; workshop on financial impact of delays

**Development Process Manual discussion:**

- have users review it BEFORE it’s adopted by the Governing Body; very important that developers be given an opportunity to review the DPM prior to implementation
- minimum requirements to be set; keep them flexible
- DPM to undergo continual review for changes
- matrix and flowchart work together
- timeframes to be implemented and adhered to
- have Committees and Boards involved and empowered to make decisions
- Councilor Petrullo will ask for monthly updates on the progress of the DPM at upcoming City Council meetings
- possible reorganization/restructure needed after implementation
- create true “one-stop” shop
- keep “fast track” option in for EDC; they market this tool

The three areas for which the Team will provide recommendations:

1. Communication
2. DPM
3. Process

A rough draft of the final report will be emailed for Team Members' review and input.

For the next meeting:

Review rough draft of the final report prior to the meeting. Note any changes, corrections or additions for discussion.

Next meeting:

Friday, April 25<sup>th</sup>, 1:00 p.m. at RRRCC.