

***BIC Regular Meeting
of
November 16, 2022***

Agenda Item 10



DBI Five-Year Strategic Plan Update

Building Inspection Commission, November 16, 2022

Five-Year Strategic Plan

Goal

Prioritize and coordinate DBI's workstreams to:

- Establish and achieve our goals
- Reflect our organizational values
- Provide high-quality service to our customers and the public

Five-Year Strategic Plan

Strategy

Engage an experienced facilitator to:

1. Work with the Executive Team to update the Five-Year Strategic Plan to reflect the vision and values of the new management
2. Develop and help DBI deploy operational infrastructure to ensure a successful implementation of the strategic plan

Five-Year Strategic Plan - Request for Proposal

Intended Outcomes

- 1) Five-year strategic plan featuring goals, strategies, tactical initiatives and resource requirements in one comprehensive document
- 2) Operational tools and processes to prioritize, coordinate, implement, measure and review the strategic plan and our progress towards the goals identified in the plan

Five-Year Strategic Plan - Components

Strategic Plan

- Executive summary of the strategic plan
- Comprehensive, detailed plan articulating DBI's:
 - Vision
 - Mission
 - Five-year goals
 - Strategies
 - Measureable objectives
 - Tactics
 - Timelines

Five-Year Strategic Plan - Components

Operational Tools & Processes

- Executive summary of the strategic plan implementation, measurement and review processes
- Project prioritization and coordination process
- Strategy and tactics tracking tool
- Tactic barrier identification and resolution process
- Staff feedback process
- Accountability tools and process

Five-Year Strategic Plan - Timeline

November - December 2022

Draft Request for Proposal (RFP) for facilitator

- Currently under review by Civil Service, City Contracting

January 2023

Publish RFP

- Host pre-meeting, answer questions from potential respondents

April 2023

Evaluate RFPs, interview top scoring respondents

- Review Team: Asst. Dir Christine Gasparac, Permit Services Administration Manager Carrie Pei, Compliance Manager Chris Vergara

May 2023

Award contract

June 2023

Begin strategic planning process

January 2024

Publish and begin implementing the Five-Year Strategic Plan



THANK YOU