



**BUILDING INSPECTION COMMISSION (BIC)
Department of Building Inspection (DBI)**

REGULAR MEETING

Wednesday, March 19, 2014 at 9:00 a.m.

City Hall, 1 Dr. Carlton B. Goodlett Place, Room 416

Aired Live on SFGTV Channel 78

ADOPTED June 18, 2014

MINUTES

The regular meeting of the Building Inspection Commission was called to order at 9:15 a.m. by President McCarthy.

1. Call to Order and Roll Call – Roll call was taken and a quorum was certified.

COMMISSION MEMBERS PRESENT:

Angus McCarthy, **President**
Frank Lee, **Commissioner**
James McCray, Jr. **Commissioner**
Debra Walker, **Commissioner**
Sonya Harris, **Secretary**

Warren Mar, **Vice-President**
Kevin Clinch, **Commissioner**
Myrna Melgar, **Commissioner**, (9:25 a.m.)

D.B.I. REPRESENTATIVES:

Tom Hui, **Director**
Edward Sweeney, **Deputy Director, Permit Services**
Dan Lowrey, **Deputy Director, Inspection Services**
Gayle Revels, **Acting Chief Financial Officer**
William Strawn, **Legislative and Public Affairs Manager**
Hema Nekkanti, **IS Project Director**
John Hinchion, **Senior Inspector of Code Enforcement**

CITY ATTORNEY REPRESENTATIVE

John Malamut, **Deputy City Attorney**

2. President's Announcements.

President McCarthy made the following announcements:

- Congratulations to Director Hui for last week's six-month follow-up at the Board's Government Audit & Oversight Committee (GAO) on last year's Civil Grand Jury report and recommendations. The Committee agreed with Director Hui that DBI, working with GSA, which offered to assist, will manage the implementation update of the BPR recommendations –rather than issuing an RFP for an outside consultant to do this work. Once Director Hui has developed his plan, he'll brief the Commission on details.

- Thanks to Director Hui, too, for following up on the Human Resource recommendations received from the General Services Administration (GSA), and for implementing immediately specific policy and procedural changes to ensure that any DBI errors or oversights tied to the 125 Crown Terrace incident are prevented in the future.
- Congratulations to Chief Building Inspector Patrick O’Riordan for his explanatory comments to Matier & Ross in the *Chronicle* this past Sunday on the 5-alarm fire that destroyed the nearly completed apartment building at 4th and China Basin. The Fire Department’s investigation into the cause of this fire is still under way.
- Director Hui has appointed Deputy Director Dan Lowrey as Chair of a DBI working group that will generate effective recommendations on ways to address failed elevators in SRO buildings. As you know, many elderly and those with limited mobility live in these buildings –so when an elevator is not functioning residents often are confined to their units. Dan Lowrey and other DBI staff, along with elevator company representatives, the Mayor’s Office and the Board of Supervisors, will be invited to be part of this new working group –and to report recommendations to Director Hui by mid-May.
- Finally, Congratulations to Robert Chun and DBI’s Soft Story program, who were cited in a March 6th *LA WEEKLY* article about earthquake safety preparations in Los Angeles and San Francisco. San Francisco’s soft story program was referred to the ‘leader’ in West Coast major urban building department’s efforts to reduce the risk of building collapse following the next major earthquake – and LA leaders were urged to adopt a similar program as quickly as possible.

3. General Public Comment: The BIC will take public comment on matters within the Commission’s jurisdiction that are not part of this agenda.

Mr. Henry Karnilowicz said that he wanted to congratulate Tom Le for appointing Mira Lee to the fifth floor intake interim management, and she is doing a great job. He is pleased to have someone who actually does intake herself. He also mentioned permit tracking and said that it is great to get information online for permits, however it does not show if there are any drawings for the permits or not and customers have to go to the Planning website for that. The other day he looked through some permits and it turned out that Planning was wrong, and there were drawings so he hopes that with the new tracking system customers can actually see if there were drawings on a job or not because this helps with research.

Mr. Robert Davis said that he was a Bayview resident and wanted to mention one building in particular, 4801 Third Street and the Vacant/Abandoned Building ordinance. In 2009 this building had a vacant/abandoned building citation which was dismissed and they finally showed up and paid after two notices, and a Director’s hearing. In 2010 the same building had the nine times multiplier waived in the office by someone, and essentially the Department threw away \$6,500. He passed through the building the other day and there were more citations, NOV’s, and another Director’s hearing notice on the door. This is a building on the main street in Mendel Plaza in the

Bayview on Third Street between Oakdale and Palou. The building has been empty for 20 years and has to be registered every year by the owner, and there is something about the process that needs to be addressed. Mr. Davis asked the BIC to look at the Vacant/Abandoned Building ordinance again, which was passed by the Board of Supervisors in 2009, to see what can be fixed in the process. Mr. Davis invited the BIC to come to the Bayview for a Commission meeting and said they have plenty of office space since there was talk about not being able to hire people because the Department did not have room.

Commissioner Walker said that she wanted to ask a question about the property. President McCarthy said as a point of order Commissioners could not respond during public comment, and he asked if Commissioner Walker could bring this up in new business.

Senior Inspector of Code Enforcement, John Hinchion, said that he wanted to give a slight update on 4801 Third Street. Mr. Hinchion stated that the property has been referred to the City Attorney's Office some time ago so it is under their jurisdiction now and he cannot comment beyond that.

4. Director's Report.

a. Update on DBI's finances.

Ms. Gayle Revels, Acting Chief Financial Officer gave an update on DBI's finances and addressed the following points:

- Revenue is up about 7%, and the valuation is up about 25% from last year so it is equivalent to the large charges for service and the revenue income.
- DBI is expecting to end the year, probably closer to \$19M over the charges for services that was originally budgeted.
- Expenses - Employee salaries are still slightly lower than expected and there is a fuller staff than in the past.
- The Department still has some vacancies, and has requested a surplus transfer for the salaries into work orders.
- Some of the money will be used for the work order with the GSA for the BPR project.
- Non-personal related expenses and materials and supplies – DBI is on track to spend the entire budget and are seeing some savings in professional service.
- DBI is seeing savings in services for other departments. The work orders are generally billed quarterly and a higher percentage is expected next month.

b. Update on proposed legislation.

Mr. Bill Strawn of Legislative and Public Affairs gave an update on proposed legislation which included the following items:

- **Mayor's Executive Directive 13-01 - Affordable housing Production and Preservation.** Director Hui and Chief Building Inspector Ron Tom met with the Mayor's Office to try to improve the coordination on this program.
- **File No. 131148 – Authorization of Dwelling Units Installed Without a Permit.** Supervisor David Chiu sponsored this legislation, and there will be a couple of changes in the new legislation that affect DB: 1) Anybody with a current Notice of Violation would

have it suspended temporarily if the owners opt for legalization, and the NOV would be abated if they legalize the unit within one year. 2) In-law units pursuing no fault evictions through the state's Ellis Act after March '14 have to wait ten years before they would be eligible to apply for legalization.

- **File No. 140122 – Ordinance recognizing Small Business Month in May 2014.** Supervisor Tang's aide will speak on her proposal to have the awning improvement façade legislation for the month of May, and DBI has waived the building and plan review fees as a way of incentivizing owners to do improvements as a way to help small businesses. Also, May is building safety awareness month.
- Regarding the mandatory soft story program, DBI has tried to have more screening forms come in and this month they increased to 954 of the screening forms from 630. The problem is 4,862 owners have been notified, and have not responded yet so at the Director's suggestion DBI will do a small advertising to remind people that the forms are due by September 15th, otherwise the Department would have to start writing NOV's.

Commissioner Clinch asked what are the compliance tiers, and where are they referred to in the table? Mr. Strawn said that the series of tiers are set up in terms of at risk, and the larger buildings with more units are in Tier One and those that are single family homes over a garage is probably in the last tier. Commissioner Walker asked if the next report could include how many are total in each tier.

Vice-President Mar asked on the Mayor's Task Force for affordable housing, besides the need to build new affordable housing, if that working group was also discussing the transfer of some of the public housing to the non-profit groups? Mr. Strawn said that he was not aware of that discussion. Director Hui said that their group did not discuss that yet, and they only had three tasks: One was regarding how to streamline the permit processing, save time, and speed up the review process. The second one was illegal in-law units, and the third was Ellis Act evictions.

Mr. Strawn added that Senator Leno has introduced in the California State Senate, Senate Bill 1439, that will essentially prohibit new property owners from invoking the Ellis Act to evict tenants for five years after acquisition of that property. That is scheduled for a safe hearing soon, but at least the proposal is in.

c. Update on Permit Tracking System.

Ms. Hema Nekkanti, I.S. Project Director, said that they have completed the one-day and training sessions as of Monday for all DBI and Planning staff. In addition the inner agency reviewing staff has been trained such as: Fire, DPW, and PUC and the training was an overview of all of the functionality and features at a high level. Several specific questions came up about the functions during these sessions, and this will be addressed when staff gets to the specialized sessions. They are continuing the last round of User Acceptance Testing, and there is a last week pending that will continue during the second week of April. The issues that came up in the last few weeks have been fixed and staff is retesting right now, and is also working on the data conversion, mapping, and are running the data conversion scripts this week. The entire team is hoping to get to review the first round of data conversion before the end of this week, but they will not know more regarding the data accuracy until another couple of weeks because it is millions of rows that are

being converted. There is still a staff shortage with the I.T. staff and interviews have been done for permanent positions and so far the results have not been encouraging, but DHR is helping out so DBI is trying to pursue other avenues.

Commissioner's & Staff Question & Answer Discussion:

- Commissioner Walker said that she missed the last meeting, but heard that DBI employees were being hired by the tech community. She asked if this was going to add additional time for having the PTS System up and running? Ms. Nekkanti said that this has definitely had an impact over the last four months based on the project plan that they had, and it has been pushed out because staff is not able to respond in a timely fashion.
- Commissioner Walker asked if temporary staff could be hired, and Ms. Nekkanti said that she could not answer that but they are working with HR on this. Commissioner Walker said that it has been 10 or 15 years that the BIC and DBI have been working on this, so it seems challenging to be in a city full of technology and not have people to work on the Department's technology.
- Vice-President Mar asked if DBI could go to the vendor and ask for temporary help with staff, and Ms. Nekkanti said that they are working on that.
- President McCarthy asked if the vendor has been responsive to staff's complaints, and Ms. Nekkanti said yes they have but they are losing staff as well so they are in the "same boat".
- President McCarthy said that Ms. Nekkanti was giving the Commissioners the hope that the PTS project would stay on track, but he believed it may not, so he was wondering if there should be a follow-up meeting with the stakeholders.
- Commissioner Walker said that perhaps the BIC should agendaize this for the next meeting.

d. Update on major projects.

Director Tom Hui stated that the Commissioners have received the number of permits that came in from the financial report, and it still has not slowed down. He expects to still have more permits and projects coming in, and the number of cranes is up to 45 but there may be more. It is hard to have the statistics on how many will go up or down, because it is so fast sometimes that the Inspectors cannot keep track of them. The amount of money last month was about \$7.3B, and besides these major projects DBI has a lot of new tasks such as: The Mayor's directive regarding the housing projects, Soft Story program, and sending out lots of NOV's. The illegal in-law units are another task that the Department has to take care of, and staff already has a handle on condo conversions. Due to these tasks, staff have had daily discussions on how to make the shop run more efficiently and also talked about how to hire more people to get the work load down.

Vice-President Mar asked why 100 Van Ness Avenue was not listed on the major projects report, because it is a big conversion of about 300 commercial to residential units. Director Hui looked for the address but was not able to find it, but he said that he believed it was included on the report and that he would get back to Vice-President Mar on this.

e. Update on code enforcement.

Dan Lowrey, Deputy Director of Inspection Services, presented the following Building Inspection

Division Performance Measures for February 1, 2014 to February 28, 2014:

• Building Inspections Performed	4168
• Complaints Received	221
• Complaint Response within 24-72 hours	193
• Complaints with 1 st Notice of Violation sent	47
• Complaints Received & Abated without NOV	102
• Abated Complaints with Notice of Violations	50
• 2 nd Notice of Violations Referred to Code Enforcement	20

Chief Housing Inspector Rosemary Bosque presented the following Housing Inspection Services Performance Measures for February 1, 2014 to February 28, 2014:

• Housing Inspections Performed	1017
• Complaints Received	403
• Complaint Response in 24-72 hours	393
• Complaints with NOVs issued	125
• Abated Complaints with NOVs	474
• # of Cases Sent to Director's Hearing	38

Senior Inspector of Code Enforcement Services John Hinchion presented the following Code Enforcement Services Performance Measures for February 1, 2014 to February 28, 2014:

• # of Cases Sent to Director's Hearing	64
• # of Order of Abatements Issues	18
• # of Cases Under Advisement	12
• # of Cases Abated	128

Commissioner's & Staff Question & Answer Discussion:

- Deputy Director Lowrey included graphs in the Commissioner's package this month to better show the performance measures for BID, HIS, and CES. He said that he would continue to include graphs in the report.
- Mr. Lowrey said that from June to March 2014 there has been 100% response to complaints.
- Ms. Bosque said HIS hired new Inspectors so the number of abated cases has increased.
- There are a lower number of inspections performed by Housing Inspectors, because they take a code enforcement case from the beginning to the end, all the way through the City Attorney's Office.
- HIS has continued to send cases to the City Attorney regarding heat violations and life safety issues, and have focused on multiple violations on multiple properties by owners.
- Ms. Bosque said that there will be more improvements regarding the data for complaints, NOV's, etc. once the new Acela System is installed.
- Vice-President Mar asked if future reports could note how many routine inspections are done, and Ms. Bosque said that HIS would provide that information.

- Commissioner Lee asked how routine inspections were done, and if Inspectors just surprised people or notified them first. Ms. Bosque said random inspections are done of residential hotels to make sure they have grab bars in bathrooms and other requirements of the hotel conversion ordinance.
- Ms. Bosque said HIS also sends out an extensive routine request letter package, and the goal is to help owners/operators by way of auditing and educating them.
- Commissioner Walker said that it would be good to do a blanket reminder to notify owners, and education and workshops are good.
- Ms. Bosque said owners get two-week notice and they generally notify the tenants. Non-profit groups help with this tenant outreach as well.

Secretary Harris called for public comment on items 4a to 4e.

Mr. Robert Davis said that he was wondering about one more thing related to code enforcement, and according to the Vacant/Abandoned Building Ordinance a sign must be posted on a vacant/abandoned building, and he has never seen this sign anywhere. Mr. Davis showed a copy of the sign on the overhead projector, and said if the Director knows that the building is abandoned, which he would know if the building was registered last year, then DBI would be obligated to send out a notice saying that the building is abandoned or vacant and it must be registered within 30 days. Essentially a notice could be sent out every year to buildings that are already abandoned or vacant without having to wait for the building owner to register it every year and go through the Notice of Violation or the Director's Hearing process again and again. This is a time saving point and another thing is that a building that is abandoned has no power, gas or electricity and it could be said that all of those buildings are known to PG&E, and then all staff needs to do is take the PG&E list and the buildings that have no power or electricity and compare them to the buildings already registered as vacant/abandoned to the city list of public addresses merge and purge and staff would find most of the buildings in San Francisco that are vacant and abandoned. The Department of Public Health does that with trash collection, and if it is a city address and there is no trash service and it is not a vacant lot, they send the owner a letter and they have 30 days to reply or they are automatically signed up. He also said that one person in that department does the whole city and it is very easy to do with a computer.

Mr. Henry Karnilowicz said getting back to Commissioner Lee's comment about surprise inspections at the SRO's, he is a frequent visitor to these places so he can say that a lot of tenants are not comfortable with that, and they want to have a 24-hour notice. There was an inspection the other day and there was a complaint that they never got notice. He is sure a lot of times that inspectors may catch somebody doing something wrong, but a lot of times these are existing conditions and have been around for a while. Tenants need to be given notice because they regard their place as their homes, so they do not want to be invaded.

President McCarthy said that yesterday staff shared with him statistics on vacant/abandoned buildings in regard to a meeting with Supervisor Cohen.

Mr. Lowrey said that staff had a meeting with Supervisor Cohen and were asked about the vacant buildings, and a couple of years ago there were over 600 vacant buildings yet as of this year DBI is down to 235. From the Department of Building Inspection's point of view the program is working, and when staff is aware of a vacant/abandoned building they do the proper notification

process. There are also additional inspectors working on this, so the building could be posted and tracked properly. Statistically DBI is down 50 or 60 percent.

Vice-President Mar said listening to the previous speaker, is the Department down because some owners are not re-registering their buildings since they are vacant and is staff going solely by registration? Perhaps DBI should compare its numbers with the Department of Public Health's numbers, and if it is abandoned they do not have garbage, electricity or water and it is probably abandoned otherwise they would need those services.

Commissioner Walker said staff can only keep track of what they know, so maybe it is good to try to get the data. Mr. Lowrey said that staff would look into doing the data comparison.

5. Discussion and information regarding addressing heat complaints by the Department.

Chief Housing Inspector Bosque gave a presentation regarding heat complaints by the Department of Building Inspection, and discussed the following points:

- Chief Bosque distributed a couple of handouts regarding heat complaints, one was a notice of heat policies that was established in November 2011 and was a response to concerns about the alleged heat violations and what could be done with the existing process.
- Staff tightened the time frames of compliance and basically shortened them considerably.
- January 1, 2012 through December 2013 DBI received 551 alleged heat violations, and of those 94% are closed, and the peak violations have been abated.
- There are about 36 open cases out of 551, so that means the cases are getting abated and 90% are closed.
- What is working is manifest presence and issuing the assessment of costs when applicable.
- Ms. Bosque discussed a case study about a particular building and what happened from Sunday to Friday. Regarding a complaint of not having any heat at a residential hotel and the HIS inspector responded right away and contacted the property owner. There was some trouble with gaining access, but a contractor was on site to fix the problem. The building was posted with an NOV. The number of visits was labor intensive, but heat was restored.
- Only way for DBI to obtain penalties for a code violation of the Housing code is through litigation or getting a judgment through court, and everything else is reimbursement for costs rendered.
- Ms. Bosque explained the process of a Director's Hearing, and many cases involve landlord/tenant disputes.

Commissioner's & Staff Question & Answer Discussion:

- Commissioner Walker said ultimately the goal is to get the heat fixed, but asked if inspectors had to go out or if the owner can just be cited. Lack of heat 2 days is a problem.
- Ms. Bosque said the only way DBI can get penalties is through litigation or a judgment.
- Vice-President Mar said heat problems apply as well as NOV's, but it may be better to sift through them and get an idea of the landlords that are problems.
- Commissioner Lee asked if staff takes into account how heat is provided to tenants in the interim or does a landlord provide a portable heater.
- Ms. Bosque said a portable heater can be used if it is permanently fixed and installed, but owners really don't really use this. She will research Commissioner Lee's idea.

- President McCarthy said that he calendared this item because a complaint was made and staff has to be kind of “street smart” to recoup fees, because litigation is difficult.
- Commissioner Walker asked if there is a life safety issue could penalties be accelerated or maybe have the fees doubled?
- Ms. Bosque said the only way to do so would be to amend the Housing and Building Code or by changing the Director’s Hearing process.
- Director Hui said the heating issue has been under his radar since last year, and besides issuing penalties the only way is to use the “stick and carrot”. Meaning if owners get a building permit, then DBI would waive certain fees.

Secretary Harris called for public comment.

Mr. Sandy Birnbach said that the Director’s Hearing was not held and it was cancelled. Assessment of cost is not a penalty so therefore it becomes a tax deduction to the landlord: A fine of less than \$500 or more than \$1,000. He was in a non-habitable building for seven days and nothing happened, and the inspector was there at 9:00 a.m. and they did a wonderful job but that is where the process stopped. 94% of the cases were closed, but within what time frame and were they within 3 or 4 days or 3 or 4 months. His case was closed, but it took 7 days so staff has to do something to enforce the Code.

Mr. Henry Karnilowicz said there is no doubt that these hotels have old systems in them, and when it comes to the boiler trying to find parts for them can take a while to get it ordered and so on. Sometimes one part is put in and then another part goes out and then that has to be replaced. He said that he was not making excuses for the owners, but it is not a quick and easy fix to deal with this. Housing Inspection does a great job on going out and addressing these items and with the older elevators it is difficult to just fix them up, but also they are out of commission for two or three months and these are not easy things to solve.

Item 6 was skipped and item 7 was taken out of order.

7. Discussion and possible action regarding a proposed ordinance recognizing Small Business Month in May 2014; amending the Planning Code and the Building Code to retroactively waive fees for the month of May for certain façade improvements; affirming the Planning Department’s determination under the California Environmental Quality Act; and making findings, including environmental findings and findings of consistency with the General Plan, and the eight priority policies of Planning Code, Section 101.1.

Ms. Ashley Summers of Supervisor Katy Tang’s office said that this legislation is to recognize Small Business Month and Building Safety Month in May 2014. This also supports the city’s small businesses to create the improvements that support the corridor. In 2012, 10 businesses applied for the fee waiver and 4 applied for the sign permits with an average fee of \$1,500 to \$2,000. Businesses saved \$20K and in 2013, 11 businesses applied and they are encouraged by the steady numbers and with enough outreach they hope that more people will take advantage of this opportunity. To spread the word about the upcoming fee waiver, their office has notified all of the Supervisor’s offices so that they could be included in the upcoming newsletters and reach out individually. They have coordinated with the Office of Small Business, the Office of Economic

Workforce Development, DBI, and the Planning Department to distribute information, and additionally they have translated the materials into English, Spanish, and Chinese and their office will be doing merchant walks. Supervisor Tang is asking for a third year that the Commission continue the program that supports our small businesses.

Commissioner Walker made a motion, seconded by Commissioner Melgar, to support the legislation regarding Small Business month.

Secretary Harris called for public comment and there was none. Secretary Harris called for a roll call vote:

President McCarthy	YES	Vice-President Mar	YES
Commissioner Clinch	YES	Commissioner Lee	YES
Commissioner Melgar	YES	Commissioner McCray	YES
Commissioner Walker	YES		

The motion carried unanimously.

The Building Inspection Commission temporarily adjourned at 10:50 a.m. to begin the Abatement Appeals Board meeting.

The Building Inspection Commission reconvened the meeting at 12:25 p.m.

RESOLUTION NO. BIC 012-14

6. Discussion of possible items for the Joint Building Inspection and Planning Commission meeting. Potential items are: (continued item from February 19, 2014)

- **Discussion of permit turnaround time from the Planning Department**
- **Discussion of public housing issue and In-Law units**

President McCarthy said that he wanted to update the Commissioners on how the joint meeting went with the Planning Commission officers. The meeting went very well, and there was a lot of discussion even though he and Vice-President Mar went in with an open-minded, but not clear, agenda. They were cognizant of the fact that there are a lot of issues to talk about, but the BIC needs to put together a list of items.

Vice-President Mar said that Planning will require a few more meetings before there is a joint meeting, because the BIC and Planning officers want to be very clear with the public. Since it will be a joint meeting and if there are action items that are clear to the public, then they could be prepared to come and speak. There may be informational items to include the collaboration between the two departments, and to clarify the work of both departments that is sometimes confusing to the public. They do not want too much on the agenda, and they discussed whether items would be informational or action items.

Commissioner McCray said that he heard they discussed informational items for the public as opposed to action items, and Vice-President Mar confirmed that was correct and said those are the broad parameters, but they will wade through the items to clarify things.

Commissioner Walker thanked President McCarthy and Vice-President Mar for following up on the joint meeting, and said that it is a complicated process between departments. To give a little history there were three items at the first meeting and presentations were done from both departments. At the end of the meeting there were follow-up requests and a couple of comments to come back and change things from a discussion to an action item. Ultimately the commissions operate individually, but one reason she brought this meeting up is DBI is at the tail end of the business process reengineering, and computer system; If you consider 15 years there is a lot that will require cooperation between both departments. As far as permits more specific information needs to be given to the project sponsors, such as how long it is going to take, and if the permit is in Planning we need to know from them how long it is going to take. Policies and procedures and cooperation between the departments should be addressed. DBI inspectors are the “eyes” of both departments and issues about change of use are in the Planning Department’s purview, but DBI is somewhat responsible. There were many conversations regarding this in the Eastern neighborhoods plan, so getting on the same page with Planning would be good.

Commissioner Lee said that the topics need to be narrowed down more. The Directors of both departments should work together, and maybe they could write an M.O.U.

Commissioner Walker said that other departments such as Fire and the Health Department need to be included as well.

President McCarthy asked the Commissioners to email Secretary Harris if they had topics they would like discussed at the Joint meeting. President McCarthy mentioned setting up another meeting of the BIC and Planning Commission officers.

8. Commissioner’s Questions and Matters.

- a. Inquiries to Staff. At this time, Commissioners may make inquiries to staff regarding various documents, policies, practices, and procedures, which are of interest to the Commission.**

Commissioner Lee said that he noticed during the last few Abatement Appeals Board hearings there were issues where tenants and property owners disagree on who is allowing access in and who is not, so he wondered if DBI could develop a program that might mitigate some of the mysteries. Perhaps the nonprofit organizations could act as a witness to both parties to keep them honest.

Deputy Director Ed Sweeney said the nonprofit groups may come in at the Director’s Hearing level. Usually tenants call to make a complaint and HIS and BID makes an appointment with the tenant and owner.

Commissioner Melgar said that tenants are afraid of retaliation by the landlord, and Commissioner Walker said that it would be good for the nonprofit groups to help in those situations.

Director Hui said after the Director’s Hearing then staff could ask HIS if there is a conflict to have the nonprofit groups come in.

- b. Future Meetings/Agendas. At this time, the Commission may discuss and take action to set the date of a Special Meeting and/or determine those items that could be placed on the agenda of the next meeting and other future meetings of the Building Inspection Commission.**

Secretary Harris said that the next meeting would be on April 16, 2014.

Commissioner Walker mentioned the presentation on the PTS system by Ms. Nekkanti, and following up on the grand jury report.

- 9. Review and approval of the minutes of the Regular Meeting of October 16, 2013.**
 - continued item from February 19, 2014

Commissioner McCray made a motion, seconded by Commissioner Clinch to approve the minutes of October 16, 2013.

Secretary Harris called for public comment and there was none.

The motion carried unanimously.

RESOLUTION NO. BIC 013-14

- 10. Review and approval of the minutes of the Special Meeting of November 20, 2013.**
 - continued item from February 19, 2014

Commissioner McCray made a motion, seconded by Vice-President Mar to approve the minutes of the Special Meeting of November 20, 2013.

Secretary Harris called for public comment and there was none.

The motion carried unanimously.

RESOLUTION NO. BIC 014-14

- 11. Review and approval of the minutes of the Regular Meeting of December 18, 2013.**

Commissioner Clinch made a motion, seconded by Vice-President Mar, to approve the minutes of December 18, 2013.

RESOLUTION NO. BIC 015-14

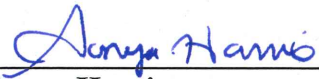
- 12. Adjournment.**

Vice-President Mar made a motion, seconded by Commissioner Walker, that the meeting be adjourned. The motion carried unanimously.

RESOLUTION NO. BIC 016-14

The meeting was adjourned at 12:51 p.m.

Respectfully submitted,



Sonya Harris
Commission Secretary

SUMMARY OF REQUESTS BY COMMISSIONERS OR FOLLOW UP ITEMS	
Update on the status of the Permit Tracking System, and discussion of the timeline for project completion. – Walker, McCarthy, Nekkanti	Page 5, 12
Agenda item regarding comparing vacant/abandoned building ordinance, and comparing DBI’s data with the Department of Public Health. – Lowrey, Mar	Page 8
Possibly write an MOU between Planning and DBI, following the Joint Commission meeting. – Lee	Page 11
Schedule another follow up meeting with the Planning Commission President and Vice-President. – McCarthy	Page 11
Develop a program to better work with landlord/tenant disputes, and possibly have nonprofit groups help with this. – Lee	Page 11
Follow up on grand jury report. – Walker	Page 12