

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

SPECIAL MEETING

Wednesday, February 4, 2014 at 9:00 a.m.

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

Aired Live on SFGTV Channel 78

ADOPTED May 21, 2014

MINUTES

The regular meeting of the Building Inspection Commission was called to order at 9:10 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**

D.B.I. REPRESENTATIVES:

Tom Hui, **Director**
Dan Lowrey, **Deputy Director, Inspection Services**
Gayle Revels, **Acting Chief Financial Officer**
William Strawn, **Legislative and Public Affairs Manager**

CITY ATTORNEY REPRESENTATIVE

John Malamut, **Deputy City Attorney**

2. Discussion and possible action on the proposed budget of the Department of Building Inspection for fiscal years 2014/2015 and 2015/2016.

Secretary Harris reminded the Commissioners that in order for the budget to pass, there has to be an affirmative vote of five out of seven.

Gayle Revels, Acting Chief Financial Officer stated that she made the presentation of the budget at the last meeting, and she was happy to say that she has not made any changes. Ms. Revels said that the only question she received was whether or not the Department had any funds available for promotional activities related to the 25th anniversary of the Loma Prieta earthquake, and there is not anything specifically for that event but there are funds for promotional activities in the Department as a whole and staff can definitely do something with the existing funds that are in the budget. Ms. Revels said that she expects some minor changes to work orders: One of the work orders for hording and cluttering is going up a little bit and the HSA work order is going down a

little, but they all “come out in the wash” and are minor changes overall so she had nothing else to present.

President McCarthy said this might be the quickest meeting ever, and he thanked Ms. Revels for her work on the budget. The one thing he wanted to talk about was the expansion plans and the office space. Director Hui has talked about it on numerous occasions, but the key for him is – he forgot the dollar amount – but he thinks it was over a million dollars that needs to be paid for the investigation and how to expand the space and so on.

Ms. Revels said in this current fiscal year DBI has \$400,000 to do a facility master plan and the Department has partnered with the Department of Public Works. They have hired a consultant and done a needs analysis of the existing building. They have looked at DBI’s existing budgeted staff and space and have come back with a recommendation that more space is needed: The question now is some fine tuning has to happen with how many people the Department will grow to in the near term, how many conference rooms are needed, and is that analysis going to be expanded. Once they determine how much space is needed and what the options are, that is going to happen this year with the money that is already budgeted. Ms. Revels said for example, if it is decided that the current building is 66,000 square feet and staff needs roughly 95,000 square feet, then they would say if you need 95,000 square feet you can either add onto your building at this cost, you could move into a building in the Civic Center Plaza which would be about this cost or you could build a new building (location to be determined), and it would be about this cost.

Ms. Revels said next year she suspects that the analysis would be finished and the Department will be moving forward with an option and the consultant in consultation with DBI staff, the BIC, the Mayor’s Office, and the Capital Planning Committee, so there are a lot of people that will be involved and the next step would be taken next year towards whatever resolution seems best to all parties involved. Ms. Revels said since staff does not really have an idea of what that resolution is going to be, they put a half million dollars in next year’s budget for general planning since it is going to cost money, and another million was entered for the following year. As the Commission knows, DBI and the BIC have to approve the budget and then it goes to the Mayor’s Office at the end of February. The Mayor does not actually present the budget to the Board until June 1st, so sometime between now and June 1st if they have a better idea they may change those numbers and say there is a perfect building at the corner of Market and Van Ness, and they would give DBI the exact amount of space for “X” money and then they might actually change what is in the proposal that the Mayor will put forward to the Board, but staff does not really know that so the money is in the budget as a place holder.

Commissioner Walker asked if the Mayor’s Office could do that without the Commission approving it or having any say about it? Ms. Revels said she expects the budget to come back to the BIC to have a say. Commissioner Walker said that would be good. Ms. Revels said that her understanding is that the BIC would need to have a say as well as the Mayor’s Office and the Capital Planning Committee, and they have been clear that all players need to have a say before spending what is likely to be a significant amount of money.

Vice-President Mar asked if there was a time line when the Mayor has to get back to the BIC about any changes, for example, if they get the budget in February do they have to come back to the Commission by April or March? Ms. Revels said traditionally they do not have to come back to

the Commission at all, so they can make changes all the way up to the week before they present the budget in June. They generally do that in consultation with Ms. Revels and the Director, but it does not necessarily come back to the BIC. Ms. Revels said the Department would communicate any large changes, but they may not know when they are going to happen as it may be at the last minute.

President McCarthy said that as a Commission, they have the opportunity to go to the Budget hearings and voice their concerns. Even if DBI were to hire more people, which it looks like the Department is going to be constantly building; there is not anywhere to put them. It is not a hiring problem that the Department has, but the bigger problem is space.

Ms. Revels said that is true and the Department could add a few more people into the existing space, but not a significant number of people. The other part of the discussion they had recently with the Department of Real Estate and the Mayor's Office is could there be a satellite office: Is there another office in the close vicinity to DBI that could be rented for more space. Ms. Revels said that is still in discussion and one option that was given was too far away, so they are looking for an option that is a little closer as a possibility for hiring more staff.

President McCarthy stated that will be a big challenge because two years ago, the Department was trying to get in the mode of hiring people and now are catching up. The next problem is to keep that flow of nutrition and good people coming aboard over the years, but the issue is where we are going to put them so that should be a big focus. President McCarthy congratulated Ms. Revels on doing a good job and said hopefully they would not give her too hard of a time at the Budget Committee meeting.

Secretary Harris called for public comment, and there was none.

Commissioner Walker made a motion, seconded by Commissioner Melgar, to approve the budget.

Secretary Harris called for a roll call vote.

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

The motion carried unanimously.

BIC RESOLUTION NO. 003-14

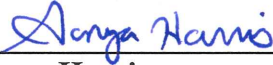
Secretary Harris said as a reminder, the next Regular meeting would be on February 19th.

3. Adjournment.

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

RESOLUTION NO. BIC 004-14

Respectfully submitted,



Sonya Harris
Commission Secretary