



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

REGULAR MEETING

Wednesday, January 18, 2012 at 9:45 a.m.

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

Aired Live on SFGTV Channel 78

ADOPTED May 16, 2012

MINUTES

The regular meeting of the Building Inspection Commission was called to order at 10:25 a.m. by President Hechanova.

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

COMMISSION MEMBERS PRESENT:

Reuben Hechanova, **President**

Kevin Clinch, **Commissioner**

Criss Romero, **Commissioner, excused**

Debra Walker, **Commissioner**

Sonya Harris, **Secretary**

Warren Mar, **Vice-President**

Mel Murphy, **Commissioner**

Frank Lee, **Commissioner**

D.B.I. REPRESENTATIVES:

Edward Sweeney, **Acting Director**

William Strawn, **Communications Manager**

Pamela Levin, **Deputy Director, Administrative Services**

Rosemary Bosque, **Chief Housing Inspector**

Steve Panelli, **Chief Plumbing Inspector**

Gayle Revels, **Acting Finance Manager**

Penny Venable, **IS Project Director**

CITY ATTORNEY REPRESENTATIVE

John Malamut, **Deputy City Attorney**

2. President's Announcement(s).

President Hechanova welcomed everyone to a new year in 2012 and said that he was proud of the goals and objectives that were met last year, and mentioned the World Green Building's Council award of San Francisco as internationally the best governing policy among other major world cities. President Hechanova stated that the Commission, the Department, and the City of San Francisco all deserved kudos for this award. President Hechanova said he wanted to push towards everyone getting seismic upgrades for both residential and commercial properties and they should act now, instead of later. President Hechanova congratulated Raymond Berrios and Alan Smith for providing great customer service; He congratulated Jeffrey Ma for his retirement after serving the City 36 years; He congratulated Wendy Hamilton who was in Records Management on her

promotion to a position at the Controller’s Office, and congratulated Howard Zee of Plan Review Services who was appointed to the Building Code Structural Code Committee, as well as Director Day for serving on the International Code Council (ICC) at the State level.

There was no public comment on this item.

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

Mr. Gabriel Ng said that he was an architect practicing in San Francisco for over twenty-five years, and the last couple of years have been the worse. Mr. Ng stated that he wanted to address the permit application cancellation procedures: In the last six months he had nine permit cancellations and the procedure is very bad. DBI is supposed to send out permit cancellation notices, and three years ago he sent in his change of address yet the certified mail that was sent to his former address and was denied since no one checked the computer for the change of address prior to sending the notice. Mr. Ng said second he feels the fee is outrageous and he knows it is the Code but for example: A million dollar project, DBI will charge about \$2,000 for each year’s extension and in today’s economy everybody is trying to survive. Developers and homeowners are already living on the edge and they are charged \$2,000 a year, so can the Department give people a break or provide a grace period. Mr. Ng also mentioned that staff puts cancellation stamps all over each set of plans and for each project they are printing hundreds of pages when SF is supposed to be “green”. Mr. Ng stated that he would like the Commission to look at the procedure to see if it is fair, because it seems like the Department is putting salt on people’s wounds.

Mr. Jeremy Shaw said that he works for Gabriel Ng Architects and he is the person that comes to DBI to deal with extending the permits. Mr. Shaw stated that he received three separate calls for several projects, and he had to make three separate trips to DBI: The first time staff said they wanted an extra set of plans for the addendum so he dropped them off; then they needed extra copies of the site permits and applications because they had the word “cancelled” stamped on every single signature. Later that day he received a call saying he needed two copies of each set of plans, so for one job that is another 100 sheets of large drawings and is a huge waste of paper and time. Even with the delay of the procedures, it will have expired in another month so if there was a way of simply marking canceled on the plans, as opposed to writing all over it and completely wasting a legal set of documents, instead of wasting our time and the Department’s time reviewing this. Mr. Shaw said that he was on the ground floor and it took staff one hour to go through three applications and double check everything in front of me, because they did not want to send him away and have to call him back again and ask for more documents.

Mr. Steven Courier stated that he was President of the Outer Mission Resident’s Association, and Director Day and Ms. Bosque knows him well. Mr. Courier said there was a Board meeting Monday night where they got fed up and basically lost it, and their association is sick and tired of every time a , “For Sale” sign goes up that illegal building will take place. Mr. Courier said that he has a small file from 2011 and will give some examples of the addresses: 71 Curtis – The mother died and the son could not afford to live there so the electricity was turned off, there was no sewage, no PG&E, no garbage pickup, and they were dumping their waste between 71 Curtis and next door. This involved not only Building Inspection but the Department of Public Health and the association is still dealing with that. 1060 Prague Street – Illegal building took place and Inspection

Services has been out there and he has spoken to them. 1294 Geneva Street – This case has been going on for five years, and there were squatters and a fire in the building and the City Attorney is dealing with the problem, but the owners said they could not afford to fix it. Mr. Courier stated he knew it was a blight issue and Director Day and someone at DPW were at hearings when he spoke and questioned who to direct the blight issue to: If it is graffiti, illegal building, or simply boarded up – It is an ugly corner at Athens and Geneva. Mr. Courier said that they have been dealing with 600 Cordova St. where someone just paved the whole backyard, front yard, then put an illegal unit in the garage. One of his board members is present and will talk about 398 Winding Way: He also said 161 Gambier has had a problem for 25 years, and 141 Seville St. is the newest one and when he confronted the owner after Building Inspection signed off on the building he was doing, and he illegally put in a back unit, and he has a picture. Mr. Courier said the owner came downstairs with a pipe that he was going to swing at him, so he made an assault complaint. Mr. Courier stated that he wants to work with the Commission and the Department and he said that he has been in his house for 20 years and he put an addition on and has gotten the permits needed—He did it the right way and he thinks that everyone should as well.

Mr. Spencer Gosch introduced himself and mentioned that he previously said he would not return, but in the spirit of the new administration he changed his mind. Mr. Gosh thanked the initial speakers for pointing out some of the confusion that he will discuss in the next three minutes: His argument is that Ms. Day is guilty of malfeasance for not issuing written directives to staff for over three years. Mr. Gosch said that it was preposterous to take a permit clerk from Alameda over a staff of seven or eight people, and transport her to be the Director of the Department of Building Inspection for the City and County of San Francisco with a staff in excess of two hundred, and double her salary at the same time. Mr. Gosh asked if that sounds like a likely situation, and said Ms. Day is not only under-qualified, she is not qualified by State law and in spite of her malfeasance and failure to meet the basic state requirements for this position, there she sits.

President Hechanova asked Mr. Gosch to please address more of what the Department issues are, but not in the form of a personal attack.

Mr. Gosch said he did not see his statements as personal, but he would do his best. Mr. Gosch stated the next appointee to comment on would be Ms. Levin and her failed Q-Matic project that she is responsible for, and he believes the vendor has already been paid off in violation of the Controller's requirements because they have not delivered a viable product, so this also sounds like malfeasance. Mr. Gosch stated that he sees this Q-Matic failure as cementing Ms. Levin's alibi for the future failure of the multi-million dollar Permit Tracking System, and when confronted with the disappearance of millions associated with the project she can say that she showed the BIC what she was not capable of with the Q-Matic project. Mr. Gosch said that his advice is to hire a team of computer science graduate students to oversee the computer project to make sure it does not fail. Mr. Gosch stated the real problem is due to his mistreatment at the hands of political appointees, he has been forced to look hard at his place of employment for over twenty-two years – Twenty of them happy prior to Ms. Day's appearance. Mr. Gosch said the result of that effort is he has identified the one person most responsible for the problems and confusion at the Department of Building Inspection and that would be Mr. Hanson Tom. Mr. Gosch said that Mr. Tom is the one person that has caused the most problems and he has also not written any written directives in three years, and the cost of his malfeasance is truly fantastic – Tens of millions of dollars for DBI, far in

excess of that for the customers. Mr. Gosch stated that if nobody else goes under Mr. Lee's new administration, the one person that has to go – Keep Ms. Day and remove Hanson Tom.

Ms. Monica Younger of BOMA stated that she was a San Francisco native and happy to be at the meeting. Ms. Younger said that she wanted to reiterate some of the facts that Stephen Courier already mentioned about illegal building, and the owner applied for a permit at 398 Winding Way – There was no structural work but just a kitchen remodel. Ms. Younger stated that she drove by the property and there was a huge picture window that she did not see on the permit, so she filed a complaint and had some follow up but nothing has changed since November 14th, and DBI tried to go into the property to see what the issues were but they are still outstanding and she wants to know why it took so long to get the process rolling. Ms. Younger said it may be better if there were stricter rules and guidelines for permits or steeper fines to get people to abide by the law of the permit process. Ms. Younger stated that she also did extensive renovations in her house and went through the proper channels, waited eight or nine months, had to do revisions, and paid the fees as it was all part of the process: It needs to be equal for everybody and everyone should follow the process. Ms. Younger said they want to make the City beautiful and be able to increase the value of the property and the beauty of all the neighborhoods in San Francisco, not just the Crocker-Amazon area: They do not want parking lots in front of people's homes – They want it to be a green and enjoyable place for everyone. Ms. Younger stated that she sees the City is losing lots of revenue that they should be getting for fines, and she wants the process to be equal for everyone, and anything the BIC could do would be appreciated.

Ms. Jewell Camillie said that she is also on the board of the Outer Mission Resident's Association, and they are really frustrated with illegal building that is going on so they have called 311 and written letters. Ms. Camillie stated that 1294 Geneva is an eyesore and they joke about torching it, because then at least it would be gone and they would not have to see it anymore – They are not advocating that and are legal citizens but it is frustrating. Ms. Camillie said that she owns property in the area and lived there for over forty years, and wants to know why these things are being done and why is it that people think they can pave over a front yard and turn it into a parking lot or build an illegal unit. Ms. Camillie stated that it is interesting that District 11 has to undergo redistricting because of census numbers, but they have to lose 6,000 people because they started to count all of the illegal apartments in the district. Ms. Camillie said she implores the BIC to take some action and have this put on as an agenda item in the future, because their voices are not being heard and they pay property taxes.

4. Report, discussion and possible action on the proposed budget of the Department of Building Inspection for fiscal years 2012/2013 and 2013/2014.

Deputy Director of Administration Services, Pamela Levin stated that this is the first meeting on the two-year budget that DBI is required to do for 2012/2013 and 2013/2014. Ms. Levin gave a major overview of the budgets, and requested Commissioners to hold their questions or discussions until the end of the presentation. Ms. Levin's presentation addressed the following points:

- Budget Priorities
 - Fund positions required to meet increase in construction activity.
 - Meet growing demand for permit and inspection services.
 - Increase housing and code enforcement activities using both in-house and community based resources.

- Improve service delivery.
- Improve fiscal health of Department.
- Major Upcoming Projects
- Budget Revenues
- Budget Expenditures
- Changes – Authorized Positions
- Changes – Other
- Changes – Vehicles

Commissioner's & Staff Question & Answer Discussion (Budget):

- Commissioner Walker: Does DBI get credit for old cars being turned in? The cars are turned in to Central Shops and auctioned, and the Department is supposed to get the credit.
- Commissioner Walker: There was testimony at a hearing at the Board of Supervisors that there may be issues with senior outreach, and health and safety issues affect seniors more: Is DBI adding more code enforcement staff? Yes, 2 Inspectors are going to be added.
- Commissioner Murphy: The 5th floor is not adequately staffed and funded, and DBI needs more engineers, plan checkers, and clerks since business is picking up.
- Commissioner Lee: Supports the suggestion of looking at the 5th floor budget, and increasing the budget to add staff. Report came out saying the building industry is picking up some, and most of DBI's permits are issued by the 5th floor.
- Commissioner Lee: If 10 vehicle replacements was a "hard sell", how many vehicles did DBI have in fiscal year 2007/2008 compared to now? She is not certain, but now there is 1 vehicle for 3 employees right now.
- Ms. Levin: Previously DBI had 106 cars, and the City did a vehicle study that said if a vehicle does not use 3,000 to 5,000 miles per year then new cars are not needed, and because of this DBI lost 4 or 5 vehicles. Also all Chiefs gave up their vehicles so staff could use them, and there is only 1 pool car available.
- Commissioner Mar: There are vacancies and the Commission would like to staff up, since last year the positions could not be filled since DHR did not have an adequate list.
- Ms. Levin: Good news is the test is out now for the clerks, but the bad news is that DBI still has not gotten the requisitions.
- Ms. Levin: Proposition F positions are difficult to fill because there is a maximum number of Prop F retiree positions available throughout the City.
- President Hechanova: DBI is an Enterprise department and our income revenue stream has gotten better. Ms. Levin: The funding source does not matter, but she will talk to the Mayor's Office about this.
- Commissioner Murphy: The \$2M that was paid in City Attorney's fees could get DBI more cars. Ms. Levin: These fees are not something the Department has control over, but DBI does receive reports of spending, and she checks to make sure DBI is not being "double counted".
- Ms. Levin: There used to be a monthly or quarterly report done on the money received from cases, but now DBI only gets it once a year. Commissioner Walker: Perhaps someone can go through the list that the Commissioners get at the Litigation Committee.
- President Hechanova: Agendize a brief report from the Litigation Committee.
- President Hechanova: Who owns parking lot where DBI parks its cars? Cal Trans owns it

and the cost is \$175 per space.

- President Hechanova: Regarding COLA (Cost of Living Allowance) is it time and a half for overtime? Yes it is time and a half.

Chief Housing Inspector, Rosemary Bosque gave a presentation on the CEOP (Code Enforcement Outreach Program) and discussed the following points:

- Regarding the Code Enforcement Outreach Program, the Department of Public Health with respect to the SRO Collaborative - Housing Inspection staff meets with those groups once a month and they participate in the SRO Task Force, and they provide information sometimes on a daily basis.
- When the Housing Inspectors go out, for instance with the SRO Task Force they can meet on a daily basis with those individuals if they are going into a residential hotel and have violations regarding heat, bed bugs, leaky fixtures or other Code violations.
- Sometimes when the Inspectors leave, DBI does not fully know the conditions so the CEOP groups provide reports to assist the Department and these are discussed in detail at the monthly meetings.
- DBI participates with them and throughout the year are invited to various group community meetings: For example staff has been invited to Mr. Courier's groups meetings in the Outer Mission. DBI participated in tenant summit.
- DBI made presentations on bedbugs, hoarding and cluttering, etc.
- Some things are not caught in the budget but she and other Chiefs spend time on these events.
- When judging the effectiveness of CEOP and the Collaborative please keep in mind that they are offering services, from translation to outreach, to being in the community to get the person into the process who might be afraid to come to DBI to get services.
- These groups act as intermediaries between DBI and members of the community. They are very effective for example: Inspectors are going to a residential hotel and they do not know the conditions of the rooms because people are afraid to open their doors, but the outreach people have been able to get in.
- 250 Kearny Street there was a man in his early 90s that was so afraid to let DBI staff in that it took months for the Housing Inspector to gain his trust – This was months after the Chinatown Community Development Center getting him to let DBI staff in. This makes a difference with respect to quality of life issues.

Commissioner's & Staff Discussion on CEOP Presentation:

- Commissioner Walker: Thanked Ms. Bosque and said to the issue she spoke about earlier of the concerns for Senior Outreach...DBI is proposing to expand the budget to \$148K, will that be sufficient to deal with those issues also?
- Ms. Levin: Scope of work requested in RFP is work done by HIS and CEOP – General about what the group was but it said the target population is elderly, low income tenants at risk for support services living in unsafe, unhealthy conditions.
- Ms. Levin: Chief Bosque and CEOP groups can work together to make things more effective.

- President Hechanova: Good to have effective contributions to these programs, and it may be more measurable, but cannot just go on a social basis, so DBI needs to be mindful of the budget and improving San Francisco.

Commissioner's & Staff Question & Answer Discussion (Budget) (Continued)

- Commissioner Lee: Mentioned the training and travel budget for F/Y 2012/2013 is \$324K, and asked if this was for training for everyone in the Department? The Finance staff went to each division and asked what their staff needed most, and most trainings are CALBO related. Plumbing and Electrical have professional groups, but a lot of areas only have minimal training.
- Director Day: DBI has to have Certified CASP Inspectors to be certified at \$3,500 per Inspector and they have to take a test to become certified. This needs to be done by 2013 for 20 Inspectors.
- Commissioner Lee asked for additional information about the CASP Program at a later meeting.

Secretary Harris called for public comment on this item.

Mr. Luke O'Brien of the SFCRG (San Francisco Coalition for Responsible Growth) said that he had a comment when talking about recovering monetary damages, and in the private sector when someone has been wronged by somebody in a case that might justify suing an individual or entity for damages, part of that discovery when talking to an attorney about the chances of their being able to find favorable judgment of what someone wants to sue for – coupled to that discussion is a discussion on the likelihood that someone would be able to recover those damages. Mr. O'Brien said to get to that point it involves an investment of time and money and certainly if someone finds out that the person who has wronged them was in trouble financially, and has no assets to recover then they are making a very intelligent business decision to just cut their losses and move on, so he is suggesting when the Department is talking about pursuing entities/businesses for damages that they would have a reasonable chance of recovering those damages, in the event that they are confident that they can find a judgment in their favor.

5. Discussion and possible action on Code amendments under the BIC jurisdiction.

- a. Plumbing Code amendment to Section 510.6.2.6 requiring flue vent terminations to be located at least 4 feet from a property line as historically required in San Francisco and California codes.
- b. Mechanical Code amendment to Section 802.8.1 and 802.6.2.6 requiring flue vent termination to be located at least 4 feet from a property line.

Mr. Steve Panelli Chief Plumbing Inspector stated that he was going to address both amendments: Plumbing Code amendment to Section 510.6.2.6 and Mechanical Code amendment to Section 802.8.1 and 802.6.2.6.

- Requirement for the flue vent to be 4 feet from the property line was in the Code section in 2001, but since there was no adoption until 2010 then that was removed and NFPA

(National Fire Protection Association) verbiage came in to play in that section and they took verbatim what was said, and the section was removed and not part of the NFPA.

- Mr. Panelli talked to IAPMO (International Association of Plumbing and Mechanical Officials) and explained the situation that we had, then they said the best thing to do was to put in an amendment because it would not be returning into the Code.
- One question that comes up is in San Francisco there is zero property line so consumers having someone come to their property, putting in a water heater and running a flue all the way to the top of the property and putting it on a zero property line it is o.k. as of right now, but if the next door neighbor decides to build on top of their property and go higher than that location then that becomes a problem. Being 4 feet off the property alleviates any kind of problem with decks, windows, doors, etc. and the consumer does not have to call and have somebody else come back out and charge them again for something that should have been taken care of in the first place and move the flue pipe over.
- Mr. Panelli stated that he is asking the BIC to approve the changes/amendments to the Plumbing and Mechanical Code of San Francisco.

Commissioner’s Question & Answer Discussion.

- Commissioner Lee asked what is the current distance right now? Mr. Panelli said zero since it was removed from the Code that is why it is being changed for all flues to be 4 feet.
- Commissioner Murphy asked what is the firewall in between? They are looking at terminations, and there can be a side wall termination.
- Commissioner Clinch asked if this includes dryer vents too? Dryer vents are environmental air so DBI does not look at that.

Secretary Harris called for public comment on 5a and 5b. There was no public comment.

Commissioner Walker made a motion, seconded by Vice-President Mar to approve the amendments to the Plumbing and Mechanical Codes. The motion carried unanimously.

President Hechanova asked if these were items that the BIC had to take action on.

Deputy City Attorney John Malamut said the charter requirement is that the BIC has to hold a hearing on Code Changes, but they do not necessarily have to approve those Code Changes. Mr. Malamut stated that the items are usually agendized so the Commission could take action if they want to.

Secretary Harris called for a roll call vote:

President Hechanova	Yes	Vice-President Mar	Yes
Commissioner Clinch	Yes	Commissioner Lee	Yes
Commissioner Murphy	Yes	Commissioner Walker	Yes

The motion carried unanimously.

RESOLUTION NO. 001-12

6. Discussion and possible action regarding a new Administrative Bulletin AB-102 Substantial Change.

Director Vivian Day said that this bulletin is to quantify substantial change in the Building Code in San Francisco, to go forward with the CAPSS recommendation for substantial changes after an event or an earthquake or something similar to make sure that the Department does not start looking at minor things like cracks, sheetrock, and framing issues.

Commissioner Walker stated that she read the letter from the Code Advisory Committee stating that they recommended some changes, so she was wondering if they were incorporated into the document they have.

Director Day said yes the changes are included in this final version of the bulletin.

Commissioner Walker made a motion, seconded by Vice-President Mar to approve Administrative Bulletin AB-102. Director Day recommended that AB-102 and the CAC letter be changed to reflect the date the item is being approved, June 18, 2012. The motion carried unanimously.

President Hechanova	Yes	Vice-President Mar	Yes
Commissioner Clinch	Yes	Commissioner Lee	Yes
Commissioner Murphy	Yes	Commissioner Walker	Yes

RESOLUTION NO. BIC 002-12

7. Discussion and possible action regarding proposed amendments to structural provisions of the 2010 California Building Code Sections 3402.1, 3405.2.1, and 3405.4 by the CAPSS Implementation Team.

Director Day said these amendments are recommendations made by the CAPSS Implementation team and they started discussing this in Feb with the CAC last year and now it is ready to come to the Commission for approval. Director Day stated she recommends that the Board approves it, as this further defines the items in the Building Code relating to earthquakes and structural damage.

Commissioner Walker stated that these amendments are really important when it comes to being reimbursed by the Federal government for emergency repairs, etc. Commissioner Walker said it is important for engaging with FEMA and is one of the first projects that the CAPSS Implementation Team actually identified to make sure that they are able to properly coordinate with FEMA on these types of definitions.

Commissioner Walker made a motion, seconded by Commissioner Clinch to approve the proposed amendments to structural provisions of the 2010 California Building Code Sections 3402.1, 3405.2.1, and 3405.4 by the CAPSS Implementation Team. The motion carried unanimously.

President Hechanova	Yes	Vice-President Mar	Yes
Commissioner Clinch	Yes	Commissioner Lee	Yes
Commissioner Murphy	Yes	Commissioner Walker	Yes

RESOLUTION NO. BIC 003-12

8. Discussion and possible action on proposed amendments to the San Francisco Building Code structural provisions due to corrections published in the “January 1, 2011 Errata” of the 2010 California Building Code.

Director Day said these amendments are state Code changes that came out in an errata after the Building Code was published: The Code came out in January of 2011 and by state law DBI is required to adopt it, but it is just due to numbering and minor changes in the Code but they are applicable to the City of San Francisco and should be approved.

Commissioner Walker made a motion, seconded by Commissioner Clinch to approve the amendments to the San Francisco Building Code structural provisions due to corrections published in the “January 1, 2011 Errata” of the 2010 California Building Code. The motion carried unanimously.

President Hechanova	Yes	Vice-President Mar	Yes
Commissioner Clinch	Yes	Commissioner Lee	Yes
Commissioner Murphy	Yes	Commissioner Walker	Yes

RESOLUTION NO. BIC 004-12

9. Director’s Report.

a. Update on DBI’s finances.

Ms. Gayle Revels, Acting Finance Manager, gave a brief update on DBI’s finances including a discussion on revenues and expenditures. Ms. Revels presentation included graphs that addressed the following points:

FY 2011-12 Revised Budget - Revenue

- MOUs
- Apartment/Rental Unit/Hotel License Fee
- Charges for Services
- Other

FY 2011-12 Revised Budget - Expenses

- Program Expenses
- Employee Salaries and Fringes
- Non-Personnel Related Expenses
- Services of Other Departments

b. Update on proposed legislation.

Mr. Bill Strawn, Legislative & Public Affairs Manager, gave an update on proposed legislation that discussed the following items:

- Ordinance No. 110853 – Proposes to create a Public Arts Trust Fund to help preserve and maintain art required by new developments in the C-3 Downtown District.
- Ordinance No. 111047 – Amends the Administrative and Planning codes to require commercial landlords who lease to small businesses to bring the ground floor entrances to, and exits from, the building into compliance with applicable state and federal disability access laws.
- Ordinance No. 110854 – Updates green building requirements for the design, construction and operations of City buildings by amending the SF Environmental Code.
- Maher Ordinance/Toxic Cleanup Ordinance – Planning working closely with the Department of Public Health and the SF PUC, are still researching/working with the City Attorney to draft amended language.

c. Update on Permit Tracking System.

Ms. Penny Venable, DBI IS Project Director, gave an update on the Permit Tracking System that addressed the following points:

Permit and Project Tracking System (PPTS) Update

- State 2 – Process Analysis in Progress
- User Group Update
- Next Steps

What has been Completed

- Project Initiation
- Analysis (Current Phase)

d. Update on major projects.

Director Day stated that what was happening with Q-Matic is there was a union grievance filed by one of the unions, and they wanted to meet and confer before DBI implemented the system. Director Day said that DBI has met and conferred with most of the unions and there is one union left to contend with, and once that is done then the Department can begin the implementation of the Q-Matic system. Ms. Levin stated that the update on major projects was also addressed during the earlier budget presentation.

e. Update on Q-Matic and status of activation.

Director Day addressed item 9e above.

f. Update on other technology projects.

Ms. Levin gave an update on other technology projects and discussed the following items:

- Web enhancements/features
- Refresh Infrastructure
- Cash Management System
- Miscellaneous projects

Ms. Levin mentioned that the Department has talked to the contractor for the Permit Tracking System to find out what needs to be done for the Cash Management System.

g. Update on new hires.

Director Day gave an update on new hires and she stated that there are 3 new Electrical Inspectors starting work next week, and that will help out in the electrical department. There are also 2 new Building Inspectors starting work before the end of the month, and there are also requisitions out for 3 Housing Inspectors, and the requisitions for the Clerks DBI hopes to be able to fill now that they have the list. Director Day stated that DBI can also put out a 5214 Engineer requisition to replace Jeff Ma since he retired.

10. 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 Murphy stated that the problem with permit cancellations is a big issue.

Director Day said that this would be addressed at the Public Advisory Committee (PAC) meeting tomorrow and there is legislation pertaining to this also. There was further discussion between Director Day and the Commissioners that mentioned the process for notifying applicants via certified mail, permit extensions, Mr. Ng's particular situation, and customers having to submit new sets of drawings.

Commissioner Murphy stated that he would like to agendize permit extensions at the next regular meeting.

- 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 Regular Meeting was scheduled for February 15, 2012, but there may also be a Special Meeting to address the budget at the end of January or the beginning of February.

11. Review and approval of the minutes of the Regular Meeting of July 20, 2011.

Commissioner Walker made a motion, seconded by Vice-President Mar to approve the minutes of the Regular Meeting of July 20, 2011. The motion carried unanimously.

RESOLUTION NO. BIC 005-12

12. Adjournment.

Commissioner Walker made a motion to adjourn, seconded by Commissioner Mar. The motion carried unanimously.

The meeting was adjourned at 12:25 p.m.

RESOLUTION NO. BIC 006-12

Respectfully submitted,

Sonya Harris
Commission Secretary

SUMMARY OF REQUESTS BY COMMISSIONERS OR FOLLOW UP ITEMS	
Report from City Attorney’s Office on cost recovery DBI receives for various cases. – Hechanova	Page 5
Update on outreach services to the elderly. – Walker	Page 6
Report on DBI staff to receive certification as CASP Inspectors. – Lee	Page 7
Update on permit extensions. – Murphy	Page 12