



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

REGULAR MEETING

Wednesday, February 15, 2012 at 9:30 a.m.

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

Aired Live on SFGTV Channel 78

Adopted June 20, 2012

MINUTES

The regular meeting of the Building Inspection Commission was called to order at 9:45 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**

Debra Walker, **Commissioner, excused**

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**

Tom Hui, **Deputy Director, Permit Services**

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 the February meeting and thanked the following DBI staff: Min Chen of Plan Review Services, Evelyn Karcs of the Building Inspection Division, Senior Inspector Alex Kwan and Jason Buckley of the Plumbing Inspection Division. President Hechanova said that there was expressed appreciation from the public and thanked the staff for their high level of service and professionalism. President Hechanova welcomed new Commissioner Myrna Melgar, and said the service that she would be providing the BIC is most welcome and the City of San Francisco as well as the public would appreciate her service.

Commissioner Melgar thanked President Hechanova and said that she was very glad to be at the Commission meeting.

President Hechanova also thanked former Commissioner Criss Romero for providing his valuable time and expertise on various issues that have come before the Building Inspection Commission. President Hechanova mentioned that there were some Hong Kong building officials in the City that are learning about the best service for electrical and mechanical systems that the City of San Francisco has, and sometime in March there will be a briefing showing how they will utilize this information. President Hechanova expressed thanks for the opportunity to serve on the Commission, and said that he would be stepping aside to undertake the next step. President Hechanova stated that his years of service have been wonderful, a great opportunity, and there have been some great achievements: The Permit Tracking System (PTS), CAPSS Program that was instrumental in making the City seismically safe, and the crowning point was last fall at a meeting in South Africa the Green Building Council voted San Francisco as having the best green building policy in the world. President Hechanova extended a tremendous thank you to his fellow Commissioners, the City Administration, and DBI Staff who have helped make these achievements possible. President Hechanova stated that the BIC must continue forward, not rest on its laurels, and he is “passing on the baton” to other Commissioners and staff to continue his objective of making this great city of San Francisco even better.

Commissioner Murphy stated that he has had a wonderful six years on the Commission, and parting can be such sweet sorrow: He served two years as President and long before he was appointed as a DBI Commissioner his business took him to the Building department very often and he always felt very comfortable. Commissioner Murphy said it was like family being around everybody, not withstanding his many ups and downs, and becoming a Commissioner was exciting and he was delighted to serve. Commissioner Murphy paid special tribute to Ed Sweeney, who always stepped up when asked and said others have helped too: Joe Duffy, Tom Hui, and Neil Friedman. They have contributed so much to making changes that make it easier for the stakeholders to do business. Commissioner Murphy said when he started he had the notion that he would get things done quickly but little did he know that what he considered a six month project would take six years, and had been in the pipeline about 16 years. He also thanked the Commission Secretaries: First Ann Aherne and now Sonya Harris for their tireless work and keeping him connected. He said Frank Lee was on the BIC when he arrived and was a wonderful Commissioner and friend: Reuben Hechanova was his Vice-President for a couple of years and he enjoyed working with him, as well as Kevin Clinch and Warren Mar. He said the former BIC President told him that he was on the BIC for four years and felt like nothing was accomplished, but he could not relate to that kind of statement, because this Commission has made some remarkable achievements. Commissioner Murphy said Commissioner Walker deserves a special mention because they were at loggerheads so often, however if he had anything to say to her he preferred to look her in the eye and she is not present today. Commissioner Murphy mentioned that parting is such sweet sorrow but he will be spending extra time with his wife, his daughter, and their new chocolate lab. He said there are no shortcuts to any place worth going, and all of the Commissioners make a difference and he thanked them very much.

Commissioner Lee asked Commissioner Murphy to not feel like things have not been accomplished, since the BIC has accomplished a lot since he joined the Commission. Commissioner Lee stated that he is probably the longest continuing member, but Commissioner Walker may have more time based on her prior service and when he arrived he was working with Commissioner Criss Romero and thanked him for his service on the Commission. Commissioner

Lee said when he joined, there were issues with the Department and the Commission and the commissioners saw how things should be and knew what good government was. Commissioner Lee stated that they liked to keep things transparent, open, have proper debate without intimidation, and without any negativity. Commissioner Lee said the process had already started when Commissioner Murphy came on board and now the Department is working properly. Commissioner Lee said that DBI has a Statement of Incompatible Activities for employees and Commissioners that says what everyone should and should not be doing. Commissioner Lee said that things are a lot better than six years ago and are moving forward, including implementing the Permit Tracking System. Commissioner Lee thanked everyone for doing a good job.

Commissioner Mar said that before Commissioner Melgar he was the newest commissioner on this body, and he thanked Commissioners Murphy and Hechanova for briefing him on what it would be like to sit on this Commission. Commissioner Mar stated that it is important for everyone to understand that this is a citizen commission, and the members of the BIC come from different places: Some commissioners are landlords, some are in professions such as architecture, engineering, and construction, and the commissioners bring some of those experiences with them. Commissioner Mar said when members of the BIC are serving, it is not their project that is being discussed, but others and that is why it is important to keep things open and transparent. Commissioner Mar thanked Commissioners Romero, Murphy, and Hechanova and said the BIC has moved forward because political debate has been kept open and honest, while everyone does not always agree and at times they argue in public that is part of the process of good government. Commissioner Mar said that sometimes things are slow to get done in San Francisco as this is a very big, crowded city where people like to get involved and be part of the process.

Commissioner Clinch said that he would like to add his “two cents”, and he thanked Commissioners Murphy, Hechanova, and Romero. Commissioner Clinch stated that the commissioners did not allude to the time commitment involved and the work they have done – It has been enormous and it has taken a lot of work and time that should be appreciated.

Commissioner Murphy stated that in case anybody got the wrong message he believes the Commission achieved a lot in the last six years, and he is personally proud of the over-the-counter permit service. Commissioner Murphy thanked Ed Sweeney, Jeremy Hallisey, and Tom Hui for helping to get that process going, and he also thanked Pamela Levin and John Malamut.

Commissioner Melgar said that as the “new kid on the block” she is sorry that commissioners Hechanova and Murphy are stepping down, as she was looking forward to serving with them but she has great hopes for the future. Commissioner Melgar stated that she is a longtime tenant and housing rights advocate, a nonprofit developer, and a homeowner and landlord in San Francisco. Commissioner Melgar said that she is also a longtime City employee and has worked in a program that was jointly administered by DBI and the Mayor’s Office of Housing, and she will try her best to keep civil discussions going and though everyone may not agree we should always be respectful, and keep in mind what is in the best interest of the people of San Francisco. Commissioner Melgar thanked the commissioners for being so gracious, and she thanked Secretary Harris for making the transition into the Commission so seamless.

President Hechanova stated that as a working body the wheels need to keep moving forward as there is significantly more work to be done. President Hechanova said that the bar is set a little

higher and the way to achieve goals is by the transparency of making sure that the safety, welfare, and health of the City is really at the apex of our objectives – this way the permitting process is also fair and transparent. President Hechanova extended a personal thank you to Secretary Sonya Harris, who has been terrific to boldly step in and more than adequately fill the wide and big shoes of former Secretary Ann Aherne. President Hechanova thanked Deputy City Attorney John Malamut for providing a strong directive and guidance during his Presidency, as well as his years as a commissioner and Vice-President.

Secretary Harris welcomed Commissioner Melgar to the Commission and thanked Commissioners Hechanova, Murphy, and Romero and said that she thoroughly enjoyed working with them. Secretary Harris said that the commissioners have been instrumental in getting her to where she is, and also instrumental in the Department. Secretary Harris stated that she is sure that Secretary Ann Aherne sends them well wishes also.

Secretary Harris called for public comment on the President's announcements. There was none.

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

Mr. F. Joseph Butler stated that he has been an architect in private practice in San Francisco for 24 years, and a member of the American Institute of Architecture for the past 22 years. Mr. Butler said that he is requesting that the Building Inspection Commission convene a hearing next month on the failure of Director Day to make a determination about whether or not a permit application 2011 02250973 for 550 Jersey Street was issued in error. Mr. Butler said that he believes it must be revoked, because the San Francisco Building Code has not been upheld, and the City Charter grants all commissions the power to hold hearings. Mr. Butler stated that this Commission has a specific responsibility for the enforcement, administration, and interpretation of the City's Building, Mechanical, Electrical, and Plumbing Codes and the Charter appendix describes the BIC's powers and duties: The Commission shall inspect and recommend additions, alterations, and repairs covered by the San Francisco Code. The Commission may reverse, affirm, or modify determinations made by the Department of Building Inspection on all permits required for final Certificate of Completion. Mr. Butler stated that he wrote Director Day on December 9, 2011 requesting that she investigate the 550 Jersey Street permit application for the numerous breakdowns in departmental procedures and practices intended to protect the health and safety of the public. Mr. Butler said he followed up on February 3 of this year, citing the sections of the Building Code that were violated by the issuance of the permit for final inspection, for a 10-year project where the construction had never begun, including the failure of the Central Permit Bureau to perform its duties on this application and the discovery of two different documents purporting to be the approved permits issued by DBI. Mr. Butler stated that he requested the Director provide her determination on the errors after previously affording her two months of time for investigation, yet he has not even had the courtesy of a reply from the Director. Mr. Butler said that he construes her failure to act as an upholding of the permits issuance, and in light of serious and numerous Building Code violations with respect to this application, he has identified in handling of the 550 Jersey Street permit. Mr. Butler stated that he challenges her determination that it is valid, and he is putting the Commission on notice of his imminent appeal. Mr. Butler said that departmental decisions on permits are subject to the BIC's review as authorized in the Charter, therefore he requests that the Commission act on his appeal on or before the next Regular meeting in March.

Mr. Butler stated that he would submit the appeal in writing within the 15-day requirement of the Director's determination on February 10, and he will ask the Commission in March to find that the facts of errors in the issuance of this permit are serious enough to order its revocation. Mr. Butler stated that he does not undertake this lightly and has afforded the Director every opportunity to act in upholding the San Francisco Building Code.

4. Report, discussion and possible action to approve the Department of Building Inspection's proposed budget for fiscal year 2012/2013 and the proposed draft budget for fiscal year 2013/2014.

Deputy Director Pamela Levin stated that at the last meeting the Commission asked staff to make several changes in the budget, and she documented them in the report. Ms. Levin said that staff clarified that the new Electrical Inspector and one Plumbing Inspector would be budgeted in their respective divisions, but they will be working on an as-needed basis part-time, doing plan review and they will also be out in the field doing inspections so it will be shared. Next, the Commission asked staff to look at the staff for plan check and DBI is proposing to add two new engineers and two new associate engineers, which brings Permit Services up to 74 positions at the end of 2013-2014. Ms. Levin stated those positions were funded by looking at what the new rates that were brought through by the Controller's Office budget system, which were less than originally loaded in so there were some savings. Ms. Levin said that revenues were also increased by a small percentage and DBI is confident that the revenues are achievable. Staff has also gotten feedback from the Municipal Finance Advisory Committee (MFAC), and they had a meeting that consisted of several different departments, and they met with other people in the City and the Bay Area at large. Ms. Levin stated that MFAC has experts in the various fields that impact the City's revenue, so there is always a Real Estate developer and they are also seeing growth in revenues for the General Fund. Ms. Levin said that DBI is being very conservative by not overestimating its revenues, as was done several years ago in order to avoid having to cut staff. Ms. Levin stated that staff is aware that filling positions takes a long time, but DBI has the normal attrition and are forced into attrition by the fact that positions do not get filled right away. Ms. Levin said the Department was successful last week in getting fifteen requisitions through the Mayor's Office under the Department of Human Resources, however the trick is being able to actually bring somebody on board through the recruitment process, including the eight clerks who have testing requirements. Ms. Levin stated that DBI is doing everything possible to make sure they are responsible in terms of what is being proposed in the budget, while also being responsible to DBI customers by providing services and working with others in the City family to keep the Department moving along. Ms. Levin said that DBI got approval to add a new vehicle to replace one that was in an accident: The last point is the budget gets submitted to the Mayor's Office next week, and then there is a long period of time where it moves through the Mayor's process and a lot of changes could occur during that time. Ms. Levin stated that there could be changes in fringe rates, salary rates, agreements with the unions, etc. but the Department will report any changes to the Commission.

Commissioner's & Staff Question & Answer Discussion:

- Commissioner Murphy said the issue he brought up at the last meeting was staffing for Permit Services, but he and President Hechanova met with Director Day and she assured them that the necessary funding would be in place for the 5th floor.
- Commissioner Lee asked if the 15 approved requisitions are for this year or next year? Ms.

Levin said they are for this year, but there will be challenges with the clerks due to the testing process. DBI is working with DHR so positions can be filled quickly.

- Commissioner Mar said since it has been difficult to fill positions, has the Department looked into bringing back some retirees through Prop F? Ms. Levin said there has to be a position vacant that is approved, but the second issue is individuals who have retired have gone out with large salaries and when they come back for Prop F they get a lower salary so it is difficult to attract people.
- Commissioner Murphy stated since DBI has been known as a “cash cow”, he urges the new Commissioners to ask lots of questions regarding the budget and where the money goes. He thanked Ms. Levin and said she did an excellent job.
- Commissioner Melgar asked for clarification on increasing Housing and Code Enforcement activities using resources found in the communities in which they occur. Ms. Levin said two words were left out of that sentence, and not only by the contracts DBI has with the community based organizations in the community, but also by our staff. There are 2 large programs that were administered for Code Enforcement and Housing-related activities: Single Room Occupancy (SRO) collaborative and the Code Enforcement Outreach Program (CEOP).
- Commissioner Melgar asked about the budget for training staff, and if lead training was included. Ms. Levin said a lot of the lead training is still done by DPH.
- Acting Director Sweeney stated that most lead abatement is handled through the Department of Public Health, but DBI has a person on the 6th floor that goes out for health-related issues concerning lead paint.
- Commissioner Melgar said her question was about staff having training and maintaining the certification, since they enforce the Building Code side of lead in construction activities. Mr. Sweeney stated that more than one person has certification, but there are classes that staff can attend and as far as the budget it is up to each division Chief to provide that.
- President Hechanova asked about the proposed organizational chart. Ms. Levin stated Tom Hui is going to be listed as Acting Deputy Director for Permit Services and that is a budgeted position.
- Ms. Levin thanked the Finance Staff for helping her through the budget process and for being able to help her to answer the BIC’s questions.
- Commissioner Murphy asked Tom Hui if he felt he had the necessary staff for his division. Mr. Hui said he believes he will have sufficient staff to perform the jobs right now.
- Mr. Hui thanked the Commission for helping him get staff, and said he appreciated Director Day and Ms. Levin trying to get extra positions because the amount of work coming up is substantial.
- Ms. Levin assured the BIC that she is doing everything she can to keep the positions and requisitions moving through the process, and the Mayor’s Budget Analyst has attended the BIC meetings and recognizes that it is very important to the Commission.

Vice-President Mar made a motion, seconded by Commissioner Lee to approve the 2012/2013 budget and the proposed 2013/2014 budget.

President Hechanova said before the Commission takes action he wanted to thank Ms. Levin and also DHR, and the Executives team that has helped to move the Department forward. President Hechanova called for public comment.

Ms. Nancy Wuerfel stated that she wanted to compliment Deputy Director Pamela Levin for preparing a wonderful budget, and said that she has been very responsive in meeting her requests for detail on things that nobody in their right mind would ask for. Ms. Wuerfel said that as a member of the public she appreciates having a responsive and caring bookkeeper, accountant, and CFO. Ms. Wuerfel questioned the reason for having some people in acting positions in the budget, as opposed to having full appointments: Maybe she is ignorant of the process but DBI may want to ask why they have acting appointments.

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 Melgar	Yes

The motion carried unanimously.

RESOLUTION NO. BIC 007-12

5. Director’s Report.

a. Update on DBI’s finances.

Ms. Gayle Revels, Acting Finance Manager, gave an update on DBI’s finances and discussed the following points:

- DBI’s revenue projections are similar to what has been discussed in the past.
- The Department is continuing to receive more funds than expected under “charges for services”, and that is the main surplus in revenue projection.
- Everything else is coming in fairly close to what was budgeted for this year, so DBI is not projecting a surplus except in “charges for services”.
- There are fewer refunds than anticipated, as staff was expecting to get around \$300K in refunds, but at this point they do not expect that amount so it has been lowered to \$200K.
- The main difference in the financial report has to do with expenses, as the expenses for this year finished about 58% of the year’s budget: Salaries and fringes were left alone and staff did not project an increase.
- The Department got some approvals last week, but it is late in the year so DBI is starting to project some savings in salaries and fringes.
- Staff is projecting about \$1.3M in savings, so hopefully DBI will be able to get the positions filled.
- Staff is also projecting some savings on personal materials and supplies.
- DBI is continuing to see more issued permits, both in volume and in the valuation of permits, which is why there is an increase in “charges for services”.
- In terms of the financial report the Department is in good shape.

President Hechanova stated that on “expenses” it was dated November 30th, and Ms. Revels apologized for not updating the date on the report but she stated it is as of the end of January.

President Hechanova asked about the lag in hiring and questioned if it was going to roll into the next budget period? Ms. Revels said the budget would start over, but DBI would still anticipate that everyone would be hired for the full year: Hopefully everyone would be hired before the end of the fiscal year which is not until the end of June.

b. Update on proposed legislation.

Mr. Bill Strawn of Legislative and Public Affairs gave an update on proposed legislation that DBI is monitoring, and discussed the following points:

- 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.
 - Mr. Strawn said that Supervisor Chiu recently amended the legislation to make sure it is going to cover any DBI administrative expenses that may be involved in the fee collection. Also there is a more substantial amendment on increasing the arts district outside of the C-3 Downtown District to 75,000 square feet or more.
- 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.
 - Mr. Strawn said that this is also called the Maher Toxic Ordinance, and Department of Public Health and Planning are pushing this through. Also this legislation may slow down DBI's ability to issue permits depending on customers meeting DPH standards.

Commissioner Lee stated that he had questions regarding the disabled access ordinance, and ADA access, since DBI is trying to get inspectors certified as Access Specialists, are they going to be playing a part in anything that is being proposed in the legislation?

Mr. Strawn said that he does not know if the inspectors would specifically be involved, but a number of them are in the process of taking the training. Mr. Strawn stated that this legislation would expedite DBI's review of those types of compliance steps that property owners would be taking.

President Hechanova asked if the Seismic Safety Finance Act had a correlation to Senate Bill 301, where it authorizes the housing committee development seismic retrofit.

Mr. Strawn stated that he thinks they are two separate pieces of legislation, but he has not been given additional detail.

President Hechanova asked fundamentally if they had the same objective of seismic retrofits that would be beneficial to homeowners and also in the commercial category. Mr. Strawn said he thinks the focus is on residential.

President Hechanova and Mr. Strawn had a brief discussion about DBI possibly securing funding from Homeland Security, and the Department is in the process of applying for grants as they applied last year for funds to pay for the mobile field devices that Inspectors can use to do a rapid assessment following an earthquake or other disaster.

c. Update on Permit Tracking System.

Ms. Penny Venable, IS Project Director, gave an update on the Permit and Project Tracking System and stated that DBI is currently in the Analysis stage which is the milestone for this month, so the Department is on schedule. Ms. Venable addressed the following points:

- DBI and Planning Configuration Analysis Sessions (February 2012 Milestone)
 - On schedule for completion
 - Met with Outside Departments – Fire, DPW
- Enterprise Analysis Sessions (March 2012 Milestone)
 - Began system configuration requirements for the work flow between DBI and Planning
- System Prototype Development (March 2012 Milestone)
 - Completed 60% of 4 prototypes (vendor)
- Configuration Analysis Documents (April 2012 Milestone)
 - Continued preparation and review with DBI and Planning subject matter experts
- Next Steps
 - Complete DBI and Planning configuration analysis sessions
 - Complete Enterprise configuration analysis sessions
 - Complete system prototype development
 - Continue configuration analysis document reviews and approvals
 - Start historical data conversion analysis
 - Form PAC subcommittee to provide input on Accela Citizen Access

President Hechanova said when Ms. Venable continues the configuration analysis document reviews and approvals, if there would be a presentation on that soon or coordination with staff, and bringing in the public?

Ms. Venable stated that every month the public is given an update as to what stage the PPTS is in, staff answers questions, and focuses with the Sub-Committee would be the Citizen Access Portal: The documentation and configuration that is being done now is more for internal staff but customers get a high level update on the status.

d. Update on major projects.

Mr. Tom Hui, Deputy Director of Permit Services, stated that in the last few months there have been a lot of high-profile projects coming in such as the cruise terminal, TJPA, and others. Mr. Hui said the division has additional quotas coming in, such as 140 New Montgomery for the old AT&T building, 1190 Golden Gate, and then everybody has heard the news about Sales Force. Mr. Hui stated this is going to be the headquarters of about two million square feet, housing about 10,000

employees and they want this project reviewed in 2015. Mr. Hui also mentioned 8 Washington St., 201 Folsom Street, a 40-story building, 55 – 5th Street, a school, and the seismic retrofitting of the Memorial building. Mr. Hui said the amount of projects in the pipeline amount to an estimate of \$100M, and he appreciates the Director for listening to him and giving him more staff. Mr. Hui stated to answer Commissioner Mar’s question regarding getting the retirees – When the division gets staff it usually takes six months to a year to fully utilize and train them. Mr. Hui mentioned Jeff Ma possibly coming back since he was very knowledgeable: Right now other staff, Ron, Rudy, David, and Hanson are helping out with Mr. Ma’s previous duties. Mr. Hui said that all the work on the fifth floor is not done by him, but it is the whole team working together: Engineers, Inspectors, and Clerks help to get the job done. Also the major jobs will be headed by Hanson Tom.

Commissioner Murphy said that Mr. Hui was far too modest, and he congratulated him on doing a great job with getting the fifth floor to where it is today. Commissioner Murphy stated that Mr. Hui has built a good structure around him, and he hopes that he succeeds in getting the necessary staffing. Mr. Hui stated that he and his staff are working to get the permit process going smoother and more streamlined.

President Hechanova mentioned one of his concerns with all of the major projects, especially the high-rises, fire review, sprinklers, and elevators – Is DBI getting adequate personnel to pay attention to these items, since life safety is paramount. Mr. Hui stated that safety is number one and DBI staff always reviews safety and does not “give up” the Code: DBI always works with the Fire Department to go through each item, and to make sure all high-rise buildings comply with the latest Codes.

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

Acting Director Sweeney stated that DBI has met and conferred with the various unions, and are looking at possibly activating Q-Matic by mid-March. Mr. Sweeney said the only thing that is different is a little more training of the staff, and they are allowing time for Mr. Hui to review and make any necessary tweaks or changes since he will be running the program.

President Hechanova said that it is gratifying to hear that Q-Matic is moving forward to be tested by the public and also being implemented by Mr. Hui, who has been very successful with the fifth floor and Permit Services.

f. Update on other technology projects.

Deputy Director Levin gave an update on other technology projects, and said that this week DBI started limited testing on the online web for services for 3R requests, and are continuing to work with the Department of Technology on the consolidation of the server rooms. Ms. Levin discussed the following items:

- Web enhancements/features
- Refresh Infrastructure – Project to replace server room equipment to meet normal replacement schedule has begun
- Cash Management System: DBI and Treasurer and Tax Collector’s Office are working with a vendor on implementing a new Cash Management System. This system will incorporate

the security and recommendations from the Controller’s audit in order to increase compliance.

- Miscellaneous projects:
 - Integration with the Enterprise Addressing system and DBI addressing system.
 - Incorporate changes to track SFPUC Ordinances within the Permitting process
 1. Storm water Compliance Ordinance. Changes to track ordinance in testing phase.
 2. Integration with cross-connection assembly management system.

- g. Update on new hires.

Acting Director Sweeney stated that there have been four new hires since the last meeting, and three of them are 6248 Electrical Inspectors: The only additional one is the 6331 Building Inspector. Mr. Sweeney said that Inspector John Cuneo, one of the last members of the third floor that was laid off has been brought back. Mr. Sweeney stated that DBI is looking forward to John coming back, and are also looking forward to the future with all of these projects gearing up for inspections.

President Hechanova said that it is gratifying to hear that the Department has filled its quota of rehiring staff that was laid off, and that they can continue to serve DBI using the experience previously gained.

Commissioner Melgar stated that other municipalities have experienced layoffs, and she was specifically thinking about Oakland: They may have folks with skills and experience that DBI could benefit from. Commissioner Melgar asked with the positions that are opening in the coming year, are there any recruitment efforts to get those people on board.

Ms. Levin said that for a lot of the positions, especially engineering positions, there are lists so there is opportunity for people to apply. Ms. Levin stated that they would get on a list, there are different measures in terms of rule of the list, rule of three, and so on: A lot of people are coming out of the State who have been laid off, and other jurisdictions. Ms. Levin said that as part of trying to fill all of these positions, she would look into working on the recruitment.

Secretary Harris called for public comment on the Director’s Report.

Ms. Nancy Wuerfel stated that she wanted to go on the record with a recommendation for the Permit Tracking System: She has noted that the outside departments that have been met with so far are Fire and DPW, but she wants to encourage a strong alliance with the Assessor/Recorder’s Office. Ms. Wuerfel said that the Assessor/Recorder’s office needs to have accurate and up-to-date information from DBI, which is going to them already but since there is this wonderful opportunity she wants to reinforce the subject of who owns the building. Ms. Wuerfel stated that this was a subject of an expose in one of the local papers, so when someone comes in with an application and they name the owner it should be double checked and corresponded with records in the Assessor’s Office. This would inform each side if there is a discrepancy: Perhaps the assessor did not know there was a change in ownership that had been identified, and any discrepancy needs to be corrected. Ms. Wuerfel complemented the Enterprise Addressing System and said they are delighted to have one address for a huge property – It is really going to save a lot of time and trouble. Ms. Wuerfel said back to the issue of communications, when there are changes in valuation, the basis on which the Assessor’s Office makes their first determination on how

properties will be re-evaluated, once completed, it is important to make sure that information is a line item that goes directly over to the Assessor's Office. Ms. Wuerfel stated when projects are finalized, it is important to get it over to them in a timely manner, so she envisions this is a wonderful opportunity for the Permit Tracking System to benefit the revenue of the City and keep everyone informed on the same basis—Different departments should not have different information about the same address.

6. 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.

President Hechanova asked Mr. Sweeney if there was a discussion on additional emergency generators for high-rises, and if that is ongoing. Mr. Sweeney said that he would review the information and get back to President Hechanova with a response.

- 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 the next Regular Meeting is scheduled for March 21, 2012.

President Hechanova stated that the Election of Officers would take place when the new appointees are in place, and Commissioner Walker is back. He strongly supports those new appointees that are consistent with making this Commission not only better, but the hard work that the BIC does is something that is not only to be commended but is to be the measuring stick for other Commissions by which our collaborative efforts in the past have never been divisive but strongly fought for other provisions. President Hechanova said the Commissioners should continue to move projects forward, and get them permitted in a way that continues to maintain life safety and welfare.

Commissioner Murphy said that he enjoyed serving with Commissioner Romero for the last six years, and he welcomed Commissioner Melgar, and joked that along with all the languages that she speaks, she does not speak Gaelic.

7. Review and approval of the minutes of the Regular Meeting of August 17, 2011.

Commissioner Murphy made a motion, seconded by Commissioner Mar, to approve the minutes of the Regular Meeting of August 17, 2011. The motion carried unanimously.

RESOLUTION NO. BIC 008-12

8. Adjournment.

Commissioner Clinch made a motion to adjourn, seconded by President Hechanova. The motion carried unanimously.

The meeting was adjourned at 11:12 a.m.

RESOLUTION NO. BIC 009-12

Respectfully submitted,

Sonya Harris
Commission Secretary

SUMMARY OF REQUESTS BY COMMISSIONERS OR FOLLOW UP ITEMS	
Vote on election of officers at the next meeting. – Hechanova	Page 12