



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

REGULAR MEETING

Wednesday, December 15, 2010 at 9:30 a.m.

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

Aired Live on SFGTV Channel 78

ADOPTED May 18, 2011

MINUTES

The special meeting of the Building Inspection Commission was called to order at 10:10 a.m. by President Murphy.

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

COMMISSION MEMBERS PRESENT:

Mel Murphy, **President**

Kevin Clinch, **Commissioner**

Criss Romero, **Commissioner, excused**

Debra Walker, **Commissioner**

Ann Aherne, **Commission Secretary**

Reuben Hechanova, **Vice-President**

Robin Levitt, **Commissioner**

Frank Lee, **Commissioner**

D.B.I. REPRESENTATIVES:

Vivian Day, **Director**

Edward Sweeney, **Deputy Director**

William Strawn, **Communications Manager**

Pamela Levin, **Administration & Finance Division Supervisor**

Sonya Harris, **Secretary**

CITY ATTORNEY REPRESENTATIVE

John Malamut, **Deputy City Attorney**

2. President's Announcement.

President Murphy thanked Secretary Aherne for the great job that she has done and for putting up with him, and Sonya Harris her able assistant. President Murphy thanked his fellow Commissioners, Director Day, and DBI staff. President Murphy stated that Deputy Director Sweeney made his life a little easier as well. President Murphy said that he wanted to talk about the Department's achievements, but said that those achievements have never measured up to the way he would have liked since as a government agency things move very slowly. President Murphy stated that there have been some successes in the past year such as the CAPSS program which has now been taken out of DBI's hands. President Murphy said that he wanted to take some time to emphasize that there is still a need to do more public outreach as a result of the

CAPSS program to let home owners, property owners and tenants know exactly what is happening. President Murphy wished everyone happy holidays.

There was no public comment on this item.

Secretary Aherne announced that items #3, 4 & 5 were for appointments by the BIC as recommended by the Nomination's Committee; the BIC is free to consider any of the candidates that applied, not just those that were recommended by the Committee.

Commissioner Lee made a motion, seconded by President Murphy that items 3, 4 & 5 be taken together. The motion carried unanimously.

RESOLUTION NO. BIC 056-10

- 3. Discussion and possible action to approve and swear in members of the Access Appeals Commission. Appointment/Reappointments recommended by the Nominations Subcommittee for two construction seats are: Henry Karnilowicz and William Ellsworth. Seats to expire November 1, 2014.**
- 4. Discussion and possible action to approve and swear in members of the Board of Examiners. Reappointments/Appointments recommended by the Nominations Subcommittee are: Ken Cleaveland, High-Rise Sprinkler-Building Owner; Mel Cammisa, Electrical Engineer; Manuel Flores, Building Trades; Robert Fuller, Registered Fire Protection Engineer; Dick Glumac, Mechanical Engineer; Kevin Mirkovich, Plumbing Contractor; Armin Wolski, General Contractor; James Reed, Electrical Contractor; Patrick Buscovich, Structural Engineer; Jane Martin, Architect. Seats to expire September 15, 2013.**
- 5. Discussion and possible action to approve and swear in members of the Code Advisory Committee. Reappointments/Appointments recommended by the Nominations Subcommittee are: Jerry Cunningham, Fire Protection Engineer; Marc Cunningham, Member-at-Large; Ilene Dick, Member-at-Large; Ira Dorter, Member-at-Large; J. Edgar Fennie, Major Project Architect; Fredric Freund, Commercial Property Owner/Manager; Rene Vignos, Major Project Structural Engineer; Stephen Harris, Small Projects Civil Engineer; Shane O'Reilly, Residential Projects Contractor; Arnie Lerner, Historical Preservation Architect; Zachary Nathan, Small Project Architect; Lee Yvonne Phillips, Disability Access Advocate; Jim Reed, Electrical Engineer/Contractor; Tony Sanchez-Corea, III, General Business Community; Kevin Wallace, Remodeling Contractor, Tony Lau, Major Projects Contractor; Robert Wong, Seats to expire August 18, 2013.**

Secretary Aherne read all out all of the names of the various proposed appointees and added that there were a few people that were new applicants as most of the candidates have reapplied to continue in their seats. Secretary Aherne stated that the Commission received only five new applications and asked if the Commission would like those persons to introduce themselves.

Commissioner Lee said that he wanted to say a little bit about what happened at the Nomination Committee meetings.

Commissioner Lee said that the Committee met just over a week ago and were surprised that there were not very many public members at the meeting. Commissioner Lee said that he and Commissioner Hechanova looked at the applicant's to see what categories would best suit the Committees and the applicant's expertise. Commissioner Lee stated that he was happy to have Miss Martin, a fellow architect, apply and said that she is the founding member of her architectural firm and a founding director of Planned San Francisco, which is a community based organization that helps promote permeable landscaping. Commissioner Lee said that it was decided that Ms. Martin would be an excellent addition to the Board of Examiners. Commissioner Lee stated that the next candidate considered was Henry Karnilowicz for the Access Appeals Commission; Mr. Karnilowicz has been a contractor since the 1970's. Commissioner Lee said that Mr. Karnilowicz was being suggested for the AAC and said that everyone else was an incumbent on the other seats. Commissioner Lee said that for the Code Advisory Committee there were two seats open one for the residential contractor and one for the major contractor seat. Commissioner Lee said that Mr. Shane O'Reilly and Mr. Tony Lau were qualified for those two seats. Commissioner Lee said that the Committee tries not to have people serve on more than one Committee.

Vice-President Hechanova said that the Committee had the responsibility to place the appropriate people into the right position with their respective experience and keeping in mind the conflict of interest limitations. Vice-President Hechanova said that the Nominations Committee is always looking for good people to serve.

Secretary Aherne said that on the Access Appeals Commission and the Board of Examiners she was advised by the Ethics Commission that anyone who still needs to obtain a waiver cannot be sworn in until that waiver is obtained.

Mr. Henry Karnilowicz came forward to say that he was withdrawing his application from the Access Appeals Commission due to circumstances that have come up.

Secretary Aherne said that when the Sub Committee met Arnie Lerner was on that seat and the Sub Committee decided that if Henry could not obtain a waiver for some reason that Mr. Lerner would be appointed to that seat. Secretary Aherne stated that Deputy City Attorney John Malamut had informed her that the nominations are just considerations so if the BIC members agree Mr. Lerner could be appointed at this time.

Secretary Aherne said that regarding the Board of Examiners, Mr. Ken Cleaveland was resigning as he had been appointed to the Finance Corporation by the Mayor and will not be able to serve.

Commissioner Walker said that she really wanted to say how grateful the Commission and the City is to these people who volunteer for all of these bodies to help advise on various issues.

Commissioner Walker made a motion, seconded by Vice-President Hechanova, that all of the recommended appointments be made with the exceptions of Ken Cleaveland to the BOE and

with Arnie Lerner replacing the appointment of Henry Karnilowicz to the AAC. The motion carried unanimously.

RESOLUTION NO. BIC 057-10

President Murphy gave the Oath of Office to those appointees who were present for the Access Appeals Commission, Board of Examiners and Code Advisory Committee. Secretary Aherne said that she was duly sworn to be able to administer the Oath and would do so for those appointees who were not present at the meeting.

Mr. Edgar Fennie, Chairman of the Code Advisory Committee thanked the Sub-Committee for making these appointments because the strength of the CAC is based on having a full membership. Mr. Fennie said that he knew it was a lot of work since not too many candidates step forward to volunteer, but said he appreciated that the sub-committee tried to fill all of the positions. Mr. Fennie stated that he wanted to thank members of the BOE for coming to the CAC meetings because those members really contribute to the CAC meetings; the more people, the richer the discussions. Mr. Fennie thanked President Murphy and Commissioner Walker for their involvement in the CAPSS program and said that the last meeting was held last week with the final draft due out in the next week or two. Mr. Fennie said that the CAPSS document was put together over a long time with a lot of voices and a lot of participation.

There was no further public comment.

6. Director's Report.

a. Update on DBI's finances.

Deputy Director of Administrative Services Pamela Levin reported that DBI's revenue continues to be strong and has grown a bit; in comparing this year to the same time last year, year to date there is 17% more revenue. Ms. Levin said that in terms of refunds there continues to be between three and five refund requests per day, but most of them are small. Ms. Levin said that in looking at the revenues in comparison to last year it looks as if there is some sort of issue, but said that this is caused by the fact that the Real Estate Department billed DBI for the full amount of rent in November rather than in January. Ms. Levin stated that the Department continues to fill positions and to have training along with the purchase of Code books which DBI did not have in the previous year; however, all of this was budgeted and expected. Ms. Levin said that once the Department has six months of financial information a better projection for the rest of the year and into next year can be done as the budget will be developed. Ms. Levin said that if things are strong DBI will submit a supplemental sometime in January to add some positions to meet the volume of growth and the demands for the Plan Reviewing and Building and Inspection Services areas. Ms. Levin asked if there were any questions.

President Murphy asked about the \$2.38M shown for rent. Deputy Director Levin said that the rent has been the same for the past two years, but there was a timing issue as the rent was being billed earlier this year. President Murphy asked how much the Department paid for the renovation of two floors at 1660 Mission Street. Ms. Levin said that it was a couple of million. President Murphy asked if money was being spent on training/retraining since a number of staff had been

moved to different positions due to layoffs. Ms. Levin said that a lot of money is being spent on training as in the last couple of years the budget had been very tight, but now people are being sent to training, not just on the Code, but on a more general basis. President Murphy asked how much has been spent on training and Ms. Levin said that she would have to look at the figures and come back to the Commission at a later meeting.

Vice-President Hechanova asked about the interest and investment line in the Deputy Director's report where there is a difference between the \$122,000 and the projected \$194,000 for a drop year to day of \$79,000. Vice-President Hechanova said that he was concerned about the downturn. Ms. Levin said that it was difficult to figure out what the fund balance is as the Controller's Office does not post the interest until into the next month. Ms. Levin stated that she did not think that this is necessarily a reflection of not getting as much money, but more of a reflection about how the budget was developed.

Commissioner Walker asked if Ms. Levin had a breakdown of how much revenue increased as a result of the registering of vacant properties and the one and two unit registrations. Ms. Levin said that the Department had not yet received a posting of apartment licenses or the one and two family registrations. Ms. Levin stated that it was estimated that there would be \$6M in terms of apartment license fees and said that \$3 - \$4M of that was the increase that was done when the Department did a reshuffle of the methodology and \$1.4M was projected for the one and two family registrations. Commissioner Walker thanked Ms. Levin and said that these revenues helped with the fact that the Department now has a \$2.5M surplus.

Vice-President Hechanova asked about the amount projected for services for the Permit Tracking System and asked what happens to the money that is not used and the interest on that money. Deputy Director Levin said that the money was budgeted several years ago and in increments between years; it rolls over as it is a continuing project and it does earn interest. Ms. Levin stated that this money is still available and if additional funding was needed the Department would have to include those funds in the budget submission. Vice-President Hechanova said that he understood that the Department does not lose the money, but asked if it accumulated interest and if that interest rolls back into the project or gets absorbed into any other fund. Ms. Levin said that she believed that that the interest is posted to the operating fund, but said that she would look at that; it is not given away to anybody and stays with DBI. Vice-President Hechanova said that he just wanted to make sure as the Planning Department has taken liberties with DBI money before.

President Murphy asked if the money that was previously allotted for the CAPSS program could be used for any ongoing expenses at DBI. Director Day said that the money that was paid for CAPSS came out of a program called the Strong Motion Impact Fee Program that is a separate fund that is set aside and there was a contract for a certain amount for the CAPSS program. Director Day said that this fund is replenished every time a person takes out a permit and said that in the next budget cycle the Department will be asking to appropriate money from that fund for a position for the Disaster Coordination Program. President Murphy asked if DBI will have control over that money. Director Day said that DBI has control over that money, but said that it has to be spent for special purposes around mitigation for earthquake purposes and things like that. President Murphy asked if this money could be used for training of the new 2011 Codes. Director Day said that it could not be used for that, but could be used for the Disaster Preparedness

Program and training Inspectors to be able to use the new methods of reporting an earthquake and tracking disasters. Deputy Director Levin said that the Department budgeted all of the money that is needed for Code training in the operating budget.

President Murphy said that every financial statement looks different and asked what expenditure recovery meant. Deputy Director Levin said that this is the payments that other departments pay DBI for services provided.

Mr. Luke O'Brien of the San Francisco Coalition for Responsible Growth (SFCRG) said that the Director was saying that with every permit that is taken out there is an allocation of funds toward this particular program with specific rules about that money being expended for issues to do with impact consequences. Mr. O'Brien asked if this item was documented in the receipts page of the permit that is taken out. Director Day said that it is listed as a SMIF fee which means Strong Motion Impact fee. Director Day stated that the fee varies depending on whether the permit is for commercial or residential and has been ongoing since the mid 1990's. Mr. O'Brien thanked Director Day for her clarification.

There were no further public comments.

b. Update on proposed legislation.

Director Day said that there was a proposed legislation that will impact the Department that is to be implemented by July 1st from the PUC; it is a landscape ordinance that will require DBI to expend more time in routing plans to the PUC and will incur more administration costs for time spent on this legislation. Ms. Day stated that the Department was working with the PUC regarding this and how much staff time it is going to take in order to recoup DBI's costs from the PUC which will show up in the expenditure recovery. Ms. Day said that DBI is doing some programming for the PUC in the computer system to identify certain properties that will be affected.

Director Day said that last year DBI started legislation regarding the name change for the Department. Ms. Day said that this legislation got stalled in the Mayor's Office last year as it was not high on the priority list at that time. Ms. Day stated that this is being brought up again as it will either get on the June ballot or the November ballot because it is a Charter Amendment. Ms. Day said that these were the only items for legislation that are currently going on with the Board.

President Murphy asked about PUC staff on the 5th Floor at DBI. Director Day said that there is two PUC staff at DBI, but said that this staff will not be working with the landscape ordinance. Ms. Day stated that the landscape ordinance has to go through DPW for Plan Check. Ms. Day said that DBI will be plan checking and routing civil drawing which has not been done in the past. President Murphy asked if DBI has had any discussion with the PUC on what the process is going to be and asked if this is going to be another black hole for plans. Ms. Day said that it is not going to be and said that DBI has had several discussion with the PUC and has been communicating almost weekly to get the programming completed in time for the rollout on July 1st.

There was no public comment.

c. Update on Permit Tracking System.

Pam Levin, Deputy Director of Administrative Services reported that the Department is ending the long marathon of putting the Request for Proposal (RFP) together. Ms. Levin said that she would be talking to the City Attorney tomorrow for the final review along with the Controller's Office and the Human Rights Commission.

Vice-President Hechanova said that the efforts on the PTS seem perplexing to him because at one time it was ready to be awarded. Vice-President Hechanova said that he remembered that there was a Canadian organization or company that it was being rewarded to and then it was retracted, but said that if it was ready to be awarded at that time he could not understand the additional work that had to be done to get this new RFP moving. Ms. Levin said that two years ago the Department went out for an RFP, but said that there was a very long evaluation period and after sitting down with the vendor to work things out it was decided that the City would reject all bids and start over. Ms. Levin stated that at that time there was no written MOU between DBI and the Planning Department and it was difficult to figure out what each department's responsibilities were and how the RFP would be developed. Ms. Levin said that in the meantime the City went through the last budget process and a different funding methodology had to be worked out so that the General Fund would not be severely impacted. Ms. Levin said that the MOU is finished and executed and said that she has been working with an individual from the Planning Department along with technical staff from DBI to rewrite the RFP so that the Department does not end up with the same situation where the bid had to be rejected. Ms. Levin stated that it was important to rewrite and tighten up the requirements so that it is very clear what is expected from the vendor. Ms. Levin said that this has been a drawn out process, but said that there should not be any more reviews by various departments. Ms. Levin said that in order to include other department DBI had to be kind of attached at the hip to the Human Rights Commission, the Controller's Office and the City Attorney's Office to make sure there are no issues. Ms. Levin said that this is a better product. Vice-President Hechanova said that in light of what took place earlier today on the Abatement Appeals Board where it is evident that it should be clear that information flow is crucial and necessary, especially in the category of where the Assessor's Office does not have the continuity of change of ownership; it impacts the process where staff time gets really drawn out. Vice-President Hechanova said that in light of the Permit Tracking System it is important to get back on track as it is taking far too long to get the RFP out there again.

President Murphy said that he is as frustrated now as he was when he came on the Commission six years ago. President Murphy said that there was a public speaker that came to the Commission then and he said that the BIC was talking about the Permit Tracking System when he was 62 and said that he was now 74. President Murphy stated that it has been a long, long time in the works.

Mr. Luke O'Brien of the San Francisco Coalition for Responsible Growth (SFCRG) said that as far as the past is concerned he would prefer to look to the future and let the past go, although there seems to be an awful lot of unanswered questions. Mr. O'Brien stated that he had come to a past meeting and testified that logistically this is a challenge, but it is not an impossibility. Mr.

O'Brien said that he suggested keeping this project small at the beginning with the caveat that it is expandable as a system, and therefore, it would be servicing one department initially and subsequently would be expandable to serve other departments. Mr. O'Brien said that it sounded like DBI has to engage the Planning Department anyway, but said that the other suggestion that he made along with keeping it small to begin with was to put a schedule together with a timetable of target dates and when those targets would be met. Mr. O'Brien stated that from the report today he would hope that the public would be privy to a RFP the first week of January and then be provided with some sort of a schedule of how that is going to roll out over the year and what the target objective dates are. Mr. O'Brien said that he would like to suggest that somebody from the public and the people who are going to be affected by the efficiency of this system, have a chance to make their input part and parcel of this process because it does not seem that any public members have had any input. Mr. O'Brien stated that hopefully by the end of next year this process will be in place.

Mr. Henry Karnilowicz of SFCRG said that there is no doubt that trying to set up a system to track permits everywhere is taking a long time, but said that he would say that the DBI tracking system that is in place is a really good one. Mr. Karnilowicz said that he uses it very frequently and said that he thinks that the difficulty lies with the other City departments and getting everything to coordinate.

d. Update on status of CAPSS.

Director Vivian Day said that the CAPSS contract is scheduled to end on December 31st and is not going to be extended. Director Day said that the Mayor's City Administrator is taking over the program on the actual earthquake management to find funds and things for this program to go forward.

There was no public comment.

e. Update on other activities affecting administration of the Department.

Director Vivian Day said that she wanted the Commissioners to know that there will be some more staffing changes in the Department. Director Day stated that staffing changes are being made on the first floor to better accommodate customers, better organize the help desk and to have a public information counter on the first floor across the disciplines. Director Day said that she was putting this together with Inspectors and mainly staffing it with the help of the 1408 permit techs; the plan room will be moved to the second floor. Director Day said that some staff functions will be merged to better service the project sponsors and customers and said that then DBI will be pulling in more staff from the holdover list on open requisitions by January 15th. President Murphy asked if the holdover list is from every department in the City or just DBI. Director Day said that DBI clerks have a special condition that they must have Building Department administration experience for at least a year and the Inspectors are a special breed that has to come from the union list. Director Day stated that right now there are no created lists left except for the Plumbers so the Department actually has to appoint provisional Inspectors until DHR comes up with some new testing procedures for the Electrical and Building Department lists. Director Day said that DBI is appointing provisionally and bringing people back and even

asking staff that have been transferred to other departments if they would like to come back knowing that these reqs will become permanent in the future. Director Day said that the Department is trying to bring back experienced staff and are then looking to hire entry level staff to work on things like the QMatic system that is ready to go on line now, and to help direct customers so that the experienced clerks can be used to process permits.

President Murphy asked how much time was being spent on training for these people that are switched from one job to another. Director Day said that most of the staff is cross-trained in some areas, but they are not training in the area of issuing permits and that is where the Department's lack of training happens. Director Day said that if clerks come from another division, say from Building Inspection into issuing permits then they have to work alongside another clerk to learn the fee schedule that needs to be charged on each permit so it takes someone one to two months to do that. Director Day stated that this is in-house training that has to take place one-on-one, side-by-side and the same would have to happen on the position that has been vacated. Director Day said that the Inspectors are sent to outside training classes for training on the Codes.

Vice-President Hechanova said that he was bringing up a minor item, but stated that the signage on the fifth floor has been paper for a long time and does not look very professional. Vice-President Hechanova asked if there was any money built into the budget to finish out that space.

Director Vivian Day said that the QMatic system is ready to go live as it has finally gotten programmed and the Department is in the final stages of testing it. Director Day said that once the QMatic system goes live all of those signs will be coming down; the signage in the hallways and the elevator lobbies were supposed to be replaced by Real Estate, but we lost our Building Manager. Director Day stated that she is reinstating the implementation team meetings on remodeling to remind everyone that this needs to be done once everyone is settled into the right place so that all the paper signs go away. Director Day said that once this happens everyone will know who is on what floor and that is part of what new staff will do by acting as greeter in the beginning while the Department is implementing this new technology. Director Day said that DBI is implementing the Selectron system which in the inter voice response system for inspection scheduling so people can call in and schedule inspections by phone. Director Day said that all of this should be live and implemented by the end of this year.

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

Mr. Jose Morales said that the Commission has known him for a while and said that today was a very important day for him, because this is the last meeting of the year and he still has not gotten his public hearing. Mr. Morales said that he was talking about the mutilation of the wonderful Administrative Bulletin (AB-035) of September 18, 2002 and of the 2007 Building Inspection Commission that represents an abuse of the authority of the present DBI executives, mainly Director Vivian Day, who have been incapable to solve an easy case of the illegal house number 574 San Jose Avenue. Mr. Morales said that this number was assigned only for the brand new unit that was to be on the third floor of the horizontal and vertical extension of a duplex; a new project. Mr. Morales stated that on December 9, 2004 this project was cancelled by the Planning Commission and this was upheld by the Board of Appeals because it was preserved affordable

housing as mandated by the will of the voters with Proposition M. Mr. Morales said that he has been coming to the BIC for two years and the landlords and equally greedy attorneys thought that he did not have jurisdiction to stay in his affordable home. Mr. Morales stated that this is what it is all about, affordable housing, affordable growth and said it was appealed to the Superior Court and then to the California Court of Appeals where the landlord lost overwhelmingly in both courts. Mr. Morales said that he wanted to ask for a moratorium on the new Code that is trying to be passed based on the lack of research as the new AB-035 is a flip of over 180 degrees from the required construction to whatever is reasonable to change the house number.

8. Discussion about DBI's Statement of Incompatible Activities.

Director Vivian Day said that in the Commissioner's package there was a copy of DBI's current Statement of Incompatible Activities (SIA) as designed by the Ethics Commission of the City of San Francisco. Director Day said that staff, the Commissioners, and Board Members are required every two years to take an updated training on the SIA; at DBI every staff member is required to file a Form 700 which would list any gifts or anything that would be remotely connected with the SIA or might be considered as incompatible activity. Director Day reported that there are four requests from staff members for a waiver from some of the provisions so that they can work and train in their trades after work and said that this is normally granted by the Ethics Commission. Director Day said that she has discussed this with the Ethics Commission and there does not seem to be a conflict of interest as long as the staff member does not do the activity on City time or let it interfere with their work. Director Day said that staff trains or teaches at the colleges and said that this has been going on for many years.

Commissioner Lee asked if there had been any complaints about this SIA regarding violations and asked if DBI would receive them or would people complain directly to the Ethics Commission. Director Day said that if someone wanted to complain they could do so to either or could complain through the whistleblower program. Director Day stated that currently there are no complaints on file.

President Murphy asked if a City employee could help his neighbor fix his deck without getting "creamed". Director Day said that they could as long as it is on their own time and does not conflict with their City duties; staff could not help their neighbor and then go out and inspect the deck. Director Day stated that there is an opinion by the City Attorney that Inspectors are not supposed to work within their own districts where they reside so the rules are very clear. President Murphy said that he could understand why people do not want to serve on some of these Commissions and Committees once that hear about the Form 700.

There was no public comment

9. Review and approval of the minutes of the July 21, 2010 meeting.

Commissioner Clinch made a motion, seconded by Vice-President Hechanova, that the minutes be approved. The motion carried unanimously.

RESOLUTION NO. BIC 058-10

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.**
- 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.**

Commissioner Walker said that she wanted to revisit AB-035 to get a staff policy and procedure in place. Director Day said that a written office policy and procedure will take 60 days to produce, but said that this will be done. Commissioner Walker said that she had an outstanding request for a hearing about how DBI deals with bed bugs and those types of Code Enforcement issues. Secretary Aherne said that she believed that this item was going to be on the January agenda. Director Day said that there was going to be a presentation by Code Enforcement and the Department of Public Health.

Vice-President Hechanova asked about the issue of validity of signed documents and asked if the Department had a database that could make a confirmation on whether the signature on any of the drawings and/or documents is valid. Director Day said that the Department did not have any such database. Commissioner Walker said that the Department counts on people under penalty of perjury.

Commissioner Lee asked if Secretary Aherne could send out an announcement regarding openings on any of the Boards and Committees appointed by the BIC. Secretary Aherne said that the Mayor’s Office is now requesting a quarterly report of all committees or boards that Commissions appoint so this would keep everything current.

President Murphy said that in his President’s Report he forgot to mention someone who was very instrumental in getting people together in DBI and from the outside to move forward as far as jobs were concerned and that was Jeremy Hallisey. President Murphy said that he would like to thank Jeremy for being a real George McGovern of diplomacy.

Vice-President Hechanova asked about the potential or proposed date for a joint Planning, Small Business and BIC meeting. Secretary Aherne said that once the holidays are over hopefully that will get back on track, and said that she would speak to the parties involved.

11. Adjournment.

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

RESOLUTION NO. BIC 059-10

The meeting was adjourned at 11:25

Respectfully submitted,

Ann Marie Aherne
Commission Secretary

SUMMARY OF REQUESTS BY COMMISSIONERS OR FOLLOW UP ITEMS	
Report on how much has been spent on training/retraining of staff.-- President Murphy	Page 4
Policy and Procedure for AB-035. - Commissioner Walker	Page 11
Report on how DBI deals with bed bugs and those types of Code Enforcement issues. - Commissioner Walker	Page 11
Date for joint meeting between BIC, Planning and Small Business Commissions. - Vice-President Hechanova	Page 11