



PUBLIC ADVISORY COMMITTEE

MEETING NOTES

Thursday, May 17, 2012
2:00 p.m. to 3:30 p.m.

1660 Mission Street
Room 2001

1. WELCOME & INTRODUCTIONS

Tom Hui welcomed everyone to the meeting and introductions were made.

2. STORMWATER MANAGEMENT ORDINANCE: REQUIREMENTS AND SFPUC IMPLEMENTATION PROCESS

SFPUC representative Sarah Minick was in attendance to provide a presentation to the committee; however, since only one member of the public was present, she provided a brief summary of the Stormwater Management Ordinance instead.

Ms. Minick explained that the ordinance was designed to reduce the volumes and flows of water going into the City's combined sewer system which addresses 90% of stormwater. The other 10% goes into a separate sewer system, also called NS4, where the main objective is to protect water quality by treating stormwater before it enters the bay.

The Stormwater Management Ordinance requires projects over 5000 square feet or more to implement green infrastructure on their site to manage stormwater. Ms. Minick mentioned that the public is provided with online tools to help them calculate size and depth of green infrastructure for their project. Additionally, the PUC has staff to assist with guidelines and technical matters regarding this specific ordinance. The process to obtain approval is to submit a preliminary Stormwater Control Plan to the PUC showing how the project intends to address and manage stormwater on site. Once specifications are met and approved, the project can move forward to obtain a site permit from DBI. A final Stormwater Control Plan should thereafter be submitted at the time of CFC. PUC will work in conjunction with but parallel to DBI's current routing regarding this issue. PUC currently has a system to check which customers need to be notified to submit appropriate documentation.

Tom Hui asked if Sarah can fax the specifications to Kirk Means so that the department can answer relative questions.

Ms. Minick said that the PUC would be open to conducting an outreach program to address questions.

3. DISCUSSION OF POSSIBLE CHANGE IN DBI HOURS OF OPERATION

Tom Hui reported that Director Day has mentioned the possibility of changing DBI's hours from 8:00am to 5:00pm to 7:30am to 5:00pm to coincide with Q-Matic's implementation.

4. UPDATE ON PERMIT & PROJECT TRACKING SYSTEM

Penny Venable, project manager of PPTS, reported that the analysis for requirements on how to configure PPTS that began in November and signed off by DBI and Planning has now been completed. The vendors were provided with 29 DBI documents and 35 Planning documents for the enterprise analysis sessions. The vendor has also initiated the configuration of the core system based on DBI's requirements. MIS staff went to a system administrator training to learn how to maintain product in terms of data items. They are continuing interphase analysis of GIS APL, Planning's timekeeping system and POS cashiering system. The next step is to begin configuration testing (with the first testing to begin on Monday, May 21) with formed groups that will compare requirement documents against the system to make sure configurations meet the specifications. The citizen access committee will be scheduled to begin meeting in the summer and last through the fall. Pamela Levin added that everything is on schedule and all is going well. It was asked how long the project will take to which Ms. Levin replied that the project should be completed by November 2013 because of the work involved in each of the documents mentioned earlier is essentially its own individual process.

5. UPDATE ON Q-MATIC IMPLEMENTATION

Pamela Levin announced that Q-Matic will be implemented on June 11. Ms. Levin added that they are currently completing instructions and frequently asked questions material which will be translated in different languages (Spanish and Cantonese). These documents will be handed out in different information counters and floors to help customers familiarize themselves with the system before the launch. Once implemented, staff will be posted by information counters to assist customers with questions. It was asked if Q-Matic had the capability of letting customers sign-in to Q-Matic online or via cell phone. Ms. Levin replied that at this time, it does not.

6. ROUNDTABLE DISCUSSION

Drake Gardner mentioned that he is still currently looking into the possibility of changing codes that pertain to light-well venting.

Jonas Ionin of Planning commented on the lack of staffing to address their backlog of work.

7. FUTURE AGENDA ITEMS

Tom Hui announced that any future agenda items should be forwarded to Carolyn Jayin.

8. ADJOURNMENT

There being no further business the meeting was adjourned at 2:35 p.m.