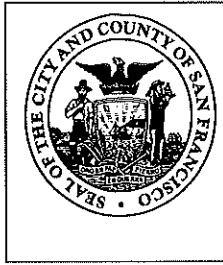


***BIC Regular Meeting  
of  
May 17, 2017***

***Agenda Item 17***



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

**REGULAR MEETING**

**Wednesday, December 21, 2016 at 9:30 a.m.**

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

**Aired Live on SFGTV Channel 78**

**DRAFT MINUTES**

The regular meeting of the Building Inspection Commission was called to order at 9:10 a.m. by Vice President Walker.

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

**COMMISSION MEMBERS PRESENT:**

Angus McCarthy, <b>President (Excused)</b>	John Konstin, <b>Commissioner</b>
Debra Walker, <b>Vice President</b>	Frank Lee, <b>Commissioner</b>
Kevin Clinch <b>Commissioner (Excused)</b>	Gail Gilman, <b>Commissioner</b>
James Warshell, <b>Commissioner</b>	

Sonya Harris, **Secretary**

**D.B.I. REPRESENTATIVES:**

Tom Hui, **Director**  
Ron Tom, **Assistant Director**  
Edward Sweeney, **Deputy Director, Permit Services**  
Dan Lowrey, **Deputy Director, Inspection Services (Excused)**  
Taras Madison, **Chief Financial Officer**  
Rosemary Bosque, **Chief Housing Inspector**  
William Strawn, **Legislative and Public Affairs Manager**  
Lily Madjus, **Communications Director**

**CITY ATTORNEY REPRESENTATIVE**

John Malamut, **Deputy City Attorney**

**2. President's Announcements**

Vice President Walker stated the following before the announcements.

First of all, I would like to say Happy Holidays to everyone! I would like to acknowledge the work our Department is doing in response to the fire in Oakland, the San Francisco arts community has long been supported and nurtured. The Department is on the leading edge to legalize units and secure those types of spaces with Code Enforcement and partnership with Inspectors. Fire, Health and other departments would come up with a program and we will have it agenized in January for a formal presentation.

Next I will be announcing DBI's Employee of the Quarter winners for Quarter 3, 4, and Employee of the Year.

- Our winner of Employee of Quarter 3 is Betty WaiChing Lee, Permit Technician, who was nominated by Rick Halloran.
- Our winner of Employee of Quarter 4 is Carolyn Jayin, Executive Assistant to the Director, who was nominated by Patty Herrera.
- Our winner for Employee of the Year is Senior Building Inspector Bernie Curran (originally nominated by Dan Lowrey).
- The Commission would like to thank, Department Head Phil Ginsburg of the Recreation and Parks Department for generously providing free ice skating tickers at The Holiday Ice Rink, Union Square, which includes a free skate rental, as well as free entry tickets to the Conservatory of Flowers in Golden Gate Park, to all three winners.
- Director Hui will also send a formal letter of appreciation to Mr. Ginsburg for his generous support of DBI's Employee Recognition Program, where staff and managers nominate outstanding employee performance each quarter, and where DBI salutes these Employee Winners for the superb public services they are providing to the Department, to the City and to all San Franciscans.
- Warmest Congratulations to Bernie Curran as DBI's Employee of the Year, and to Betty WaiChing Lee as Winner of Employee of Quarter 3, and to Carolyn Jayin as Winner of Employee of Quarter 4!

All of the Employee of the Quarter Winners came to the podium and Vice-President Walker and Director Hui presented their Certificates of Appreciation and awards. Photos were also taken of the group.

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

Julie M. made the following comments regarding the Oakland Ghost Ship Fire and presented a petition with over 10,000 signatures:

We the undersigned call on the San Francisco and Oakland Fire Department and the San Francisco Department of Building Inspection to:

- 1) Immediately cease unsolicited artist building inspections until more resources are in place for artists to either A) Bring their buildings up to Code in an affordable way or B) Access new affordable housing.
- 2) Departments not be so heavy-handed in inspections and enforcement that evictions result.
- 3) Waive permit fees associated with upgrades like sprinkler systems, exit, etc. anywhere this is possible.

Julie M. also mentioned that the fire has bred a lot of fear and stress. Departments should start taking a positive approach to safety. The City is responding to a crisis, but there have been a number of Fire Department evictions. Well intentioned people are trying to keep everyone safe.

Many artists would rather take on the risks involved in living in a building that they or their landlord cannot afford to bring up to Code over being homeless.

Vice President Walker said that she was also an artist and lives in an artist space, and she agreed with the speaker 100%. Vice President Walker extended an invitation to the Fire Department to attend next month's BIC meeting.

#### **4. 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.**

Vice President Walker reiterated that many of the Commission have requested a presentation from DBI staff, specifically with Fire in regard to the art space issue and to make sure that does not include eviction but includes legalizing as much as possible, and making spaces safe to be on our January agenda.

Director Hui said he will work on the scheduling with Fire to ensure their attendance.

- 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 would be held on January 18, 2017.

- 5. Discussion and possible action to approve and swear in members of the Code Advisory Committee. Appointment/Reappointments recommended by the Nominations Sub-Committee are: J. Edgar Fennie, Jr., Major Projects Architect, Tony Sanchez-Corea, III, General Business Community, Arnie Lerner, Historic Preservation Architect, Henry Karnilowicz, Commercial Property Owner/Manager, Jim Reed, Electrical Engineer/Contractor, Brian Salyers, Fire Protection Engineer, Michael Chavez, Major Projects Contractor, Rene Vignos, Major Projects Structural Engineer, Robert Wong, Mechanical Engineer/Contractor, Marc Cunningham, Member-At-Large, Ilene Dick, Member-At-Large, Jonathan Rodriguez, Member-At-Large, Kevin Wallace, Remodel Contractor, Ira Dorter, Residential Projects Contractor, Zachary Nathan, Small Projects Architect, Stephen Harris, Small Projects Civil Engineer, Vacant, Disability Access Advocate . Terms to expire August 10, 2019.**

Commissioner Lee suggested that Agenda items 5, 6 and 7 be discussed together, and Vice-President Walker agreed.

*Commissioner Gilman made a motion, seconded by Commissioner Konstin to hear agenda items 5, 6, and 7 together. The motion carried unanimously.*

**RESOLUTION NO. BIC 053-16**

Commissioner Lee expressed his appreciation to the members of Code Advisory Committee for their hard work this past year. The committee held 70 meetings to review and commented on 19 proposed ordinances, reviewed amendments for the building and DBI cost schedule, along with hundreds of San Francisco amendments to the 2016 California Building Codes. He also thanked them for spending a lot of time and said they did a lot of work. The Nominations Sub-Committee reappointed 16 out of 17 seats on the Code Advisory, the Seat of Disability Access Advocate remained vacant.

The Board of Examiners did not meet last year. 12 of 13 members had been on standby and ready to serve, the Nominations Committee reappointed the 12 members for another term. Armin Wolski qualified for the vacant Seat of Fire Protection Engineer, so he will be serving on this new seat.

Commissioner Gilman stated that many members wanted to serve the City and County of San Francisco and were dedicated to DBI, so the Commission wanted to thank them. She also said that she and Vice President Walker would send a formal request to meet with the BOE to discuss Modular Stick Construction.

Vice President Walker thanked the members for their hard work.

Secretary Harris called for public comment and there was none.

**6. Discussion and possible action to approve and swear in members of the Board of Examiners (BOE). Appointment/Reappointments recommended by the Nominations Sub-Committee are: Manuel Flores, Building Trade, Dick Glumac, Registered Mechanical Engineer, Patrick Buscovich, Registered Structural Engineer, Bradley Sugarman, Licensed Architect, Sam H. Alkhatib, Registered Electrical Engineer, Dan Caracciolo, Licensed Plumbing Contractor, James Reed, Licensed Electrical Contractor, Michael W. Cashion, High-Rise Sprinkler - Building Owner Representative, Jeremiah Schaub, Tenant & Licensed Architect, Civil or Structural Engineer, Randy Collins, Licensed Structural Engineer, Specializes in Seismic Improvements, Jamison Hyde Curry, Property Owner & Licensed Architect, Civil or Structural Engineer, Vacant, General Contractor Seat. Terms to expire September 15, 2019.**

Please see item 5 above for details.

**7. Discussion and possible action to approve, reassign from the General Contractor Seat, and swear in a member of the Board of Examiners (BOE) Registered Fire Protection Engineer Seat - Armin Wolski. Term to expire September 15, 2019.**

Please see item 5 above for details.

*Commissioner Gilman made a motion, seconded by Vice President Walker, to accept the recommended appointments/reappointments to the members listed in Agenda items 5, 6 and 7.*

Secretary Harris called for a roll call vote:

<b>Vice-President Walker</b>	<b>YES</b>	<b>Commissioner Gilman</b>	<b>YES</b>
<b>Commissioner Lee</b>	<b>YES</b>	<b>Commissioner Warshell</b>	<b>YES</b>
<b>Commissioner Konstin</b>	<b>YES</b>		

*The motion carried unanimously.*

## **RESOLUTION NO. BIC 054-16**

### **8. Discussion on Accela permit and project tracking system.**

Mr. Bruce Yuke, Project Manager with the Department of Building Inspection, filled in for Shawn Bulen and gave the Status Report:

- Activities Completed this period
  1. Proof of Concept meetings completed for Ease of use, data interfaces, and Inspector workload scheduling
  2. Completed drafting the project governance model
  3. Accela has delivered the Fit-Gap Analysis to DBI for review
- Activities In Progress
  1. DBI is reviewing the Fit-Gap analysis and will work with Accela to finalize scope, budget and timeline
  2. Socialize Project Governance Model with stakeholders: DBI Executive Team, BIC, City CIO, Planning, Accela, and DBI Project Core Team
  3. Design organizational Change Management approach and detailed plan
  4. Draft the Statement of Work (SOW) and contract amendment for the re-start of the project
- Activities Beginning in the Next 30 Days
  1. Review draft SOW and contract with stakeholders
- Risks
  - Schedule, Deliverables & Resource Access: No issues
- Key Upcoming DBI Activities
  - Review governance model with stakeholders
  - Review results of fit-gap analysis with DBI business users

Commissioner's & Staff Question & Answer Discussion:

Mr. Yu:

Stated the Organizational Change Management (OCM) approach has been drafted.

Commissioner Warshell:

150 items remained in Fit-Gap, will the OCM approach be an opportunity to streamline current performances?

Mr. Yu:

It can be. Prior OCM study was done and critically evaluated, it was a critical part of implementation for this project into the working structure of DBI.

Commissioner Gilman:

The BIC wished to get early feedback from other Departments (Planning, Fire, etc.) so that interface is done early on, at the front end. There is a window of opportunity and then it gets closed, so the BIC does not want to get deep into the project and then data gets requested.

Mr. Yu:

Many of the Departments are included in the governance early on.

There was no public comment.

## **9. Director's Report.**

### **a. Update on DBI's finances.**

Ms. Taras Madison, Deputy Director of Administration & Finance Division, gave an update on DBI's finances and addressed the following points:

- Revenues – Year to date equals 29 million, and DBI has strongly collected revenues at a pace faster than budgeted. However, overall revenues are down from last year by 2.9 million.
- Valuation of issued permits showed a decrease of \$605M. This represented a -24.5% from a year over year comparison.
- Expenditures – Year-to-date spending through November 2016 are approximately \$442 thousand less than this time last year, which represents a 2.17% decrease.
- 3<sup>rd</sup> quarter revenue from Plan Review Services is down \$1.5 million.

Commissioner Gilman requested when preparing the budget in the future to show a more invested portion toward Code Enforcement outreach programs. In collaboration to get up to Code, especially after the Ghost Ship Warehouse fire. With the excess expenditures is it a one-time expenditure service or a roll over?

Ms. Madison said that she would make a note of it.

### **b. Update on proposed or recently enacted State or local legislation.**

Mr. Bill Strawn, Legislative and Public Affairs Manager, gave an update on proposed or recently enacted State or local legislation and addressed the following points:

- **Water Conservation** – Jan. 1, 2017 Deadline for Commercial Properties’ Compliance. Building owners must submit a Commercial Conservation Affidavit to the San Francisco Department of Building Inspection, verifying that all fixtures currently installed at time of their self-inspection are water efficient and code-compliant.
- **File No. 161291** – Supervisor Peskin’s proposed ordinance to update Administrative Code Chapter 41 on the Hotel Conversion Ordinance.
- **File No. 160442** – Fire Safety Requirements in Existing Buildings. Sponsors: Campos and Kim
- **File No. 150792** – Disclosure of Fire Safety Information. Sponsor: Supervisor Tang
- **File No. 151122** – Supervisor Wiener, supported by the Mayor, ordinance giving preferences to those displaced by fires on priority relocation list for any units available on the city’s affordable house.
- **File No. 160590** – Supervisor Farrell’s ordinance to amend the public works code to limit the numbers of street space permits, tied to building permit extensions, that enable an owner to secure ‘private’ parking at neighbors’ expense.
- **File No. 161069** – Supervisor Wiener’s amendments to the Health Code revising the definition of development projects subject to requirements for an Alternate Water Source system, including revised definitions of large and small residential projects.

**c. Update on major projects.**

Director Tom Hui gave an update on major projects and said that as of December 6, 2016, there was a 2.08% increase from last month’s (November) report in Total Construction Cost.

**d. Update on Code Enforcement.**

Deputy Director Dan Lowrey gave an update on Code Enforcement.

Deputy Director Lowrey presented the following Building Inspection Division Performance Measures for November 1, 2016 to November 30, 2016.

- |   |      |
|---|------|
| • Building Inspections Performed                        | 5264 |
| • Complaints Received                                   | 304  |
| • Complaint Response within 24-72 hours                 | 244  |
| • Complaints with 1st Notice of Violation sent          | 54   |
| • Complaints Received & Abated without NOV              | 155  |
| • Abated Complaints with Notice of Violations           | 55   |
| • 2nd Notice of Violations Referred to Code Enforcement | 13   |



Deputy Director Lowrey presented the following Housing Inspection Services Performance Measures for November 1, 2016 to November 30, 2016.

• Housing Inspections Performed	1,097
• Complaints Received	301
• Complaint Response in 24-72 hours	293
• Complaints with NOV's issued	279
• Abated Complaints with NOV's	123
• # of Cases Sent to Director's Hearing	43
• Routine Inspections	290

Deputy Director Lowrey presented the following Code Enforcement Services Performance Measures for November 1, 2016 to November 30, 2016:

• # of Cases Sent to Director's Hearing	60
• # of Order of Abatements Issues	11
• # of Cases Under Advisement	10
• # of Cases Abated	44
• Code Enforcement Inspections Performed	85
• # of Cases Referred to BIC-LC	2
2# of Cases Referred to City Attorney	-

There was no public comment.

**10. Review and approval of the minutes of the Regular Meeting of May 18, 2016.**

*Commissioner Gilman made a motion, seconded by Commissioner Walker, to approve the May 18, 2016 minutes. The motion carried unanimously.*

**RESOLUTION NO. BIC 055-16**

**11. Adjournment.**

*Vice-President Walker made a motion, seconded by Commissioner Konstin, to adjourn the meeting. The motion carried unanimously.*

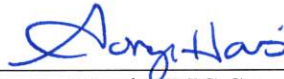
**RESOLUTION NO. BIC 056-16**

The meeting was adjourned at 10:04 a.m.

Respectfully submitted,



\_\_\_\_\_  
Annie Chow, Assistant BIC Secretary



\_\_\_\_\_  
Sonya Harris, BIC Secretary

<b>SUMMARY OF REQUESTS BY COMMISSIONERS OR FOLLOW UP ITEMS</b>	
Requested Fire to attend the January BIC meeting. – Vice President Walker	Page 3
Commissioner Gilman requested when preparing the budget in the future to show a more invested portion toward Code Enforcement outreach programs. – Gilman	Page 6