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

REGULAR MEETING
Wednesday, June 21, 2017 at 10:30 a.m.
City Hall, 1 Dr. Carlton B. Goodlett Place, Room 416
Aired Live on SFGTV Channel 78
ADOPTED August 16, 2017

MINUTES

The regular meeting of the Building Inspection Commission was called to order at 9:55 a.m. by President McCarthy.

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

COMMISSION MEMBERS PRESENT:

Angus McCarthy, **President**
Debra Walker, **Vice-President, Left at 11:45 a.m.**
Kevin Clinch, **Commissioner, Excused**
Gail Gilman, **Commissioner**
John Konstin, **Commissioner, Left at 11:30 a.m.**
Frank Lee, **Commissioner**
James Warshell, **Commissioner**

Sonya Harris, **Secretary**

D.B.I. REPRESENTATIVES:

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

CITY ATTORNEY REPRESENTATIVE

Robb Kapla, **Deputy City Attorney**

2. President's Announcements.

President McCarthy made the following announcements:

- Good Morning, Ladies and Gentlemen, and Welcome to the June, 2017 meeting of the Building Inspection Commission.
- Congratulations to Director Tom Hui, and many of DBI's staff who worked hard to organize and co-host this year's Earthquake Safety Fair at Bill Graham Civic Auditorium

last week, on June 15th. There was an excellent turnout – roughly 600 or more people – who attended one of the five free workshops – every one of which had standing room only, or more than 100 people per workshop; and people visited more than 110 Vendors offering contracting, engineering, design and financial services to have questions answered about specific projects.

- I was pleased to be there, as was Commissioner Lee and Commissioner Warshell. At the Opening of the Fair, Mayor Lee, former Mayor Brown, three members of the Board of Supervisors, and several Department Heads, along with representatives of Assemblyman Chiu, Assemblyman Ting, and State Board of Equalization Member Fiona Ma, and representatives from SEONC (Structural Engineers of Northern California), the International Code Committee (ICC), and CALBO (California Building Officials), also attended and supported DBI's efforts to help San Franciscans prepare to respond when the next big earthquake strikes.

- Special thanks to Carolyn Jayin, Gary Love, Ed Donnelly, Ken Hu, John Romaidis, Joe Ospital, Steve Panelli, Jimmy Cheung, Matt Ralls, James Sanbonmatsu, Betty Lee, Ken Burke, James Zahn, Pat O' Riordan, Chu Liu, Susie Song, and Irene Wong– all of whom went beyond the call of duty and were instrumental in making the Earthquake Safety Fair an outstanding community education event.

- Special Thanks, and a Warm Welcome, to this year's Project Pull Summer Interns' class – some of whom are attending today's BIC meeting. DBI has a total of 18 high school interns this year who will be working with Code Enforcement, Housing, MIS, Permit Services, Financial Services, Emergency Response Services, Inspections, Communications, the BIC, Public Affairs, the Central Permit Bureau, Records Management and Technical Services – up from the 14 interns we had in 2016. Many of the interns also helped at the Earthquake Safety Fair last week –their second day at the Department.

- Thanks also to Dennis Yee of the Housing Inspection Division who received a letter from a customer who appreciated his prompt response on the inspection and following up on his property issues afterwards.

- Finally, just another reminder that we are requesting management and staff nominations for DBI's Employee of Quarter Two, 2017. Please send nominations to Carolyn Jayin or William Strawn before the end of June so we can ask the Employee Recognition Committee to review all nominations in early July and to announce our Quarter Two winner at the July BIC meeting.

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

Mr. Henry Karnilowicz stated that he wanted to thank Director Hui and staff for doing an excellent job at the Earthquake Safety Fair. The workshops were full and jam packed with members of the public. He also saw a lot of people at the counter where the Inspectors sat, and this was a great resource for people to ask questions about what it takes for people to get a permit at the Building Department. In his experience, DBI does a great job with getting permits issued, even though there is a backlog in some areas. He mentioned plan check, structural, mechanical, and electrical plan check for Title 24. He also thanked everyone for doing an excellent job.

Commissioner Lee stated that the fair was not only focused on attracting property owners, but it attracted a lot of tenants as well. He saw a lot of tenants in the group of people at the workshop he attended. Commissioner Lee mentioned that the Department did a very good job at explaining what the Inspectors look for when going to buildings. Inspectors stressed that tenants should notify the Department if they see a problem in their building or a condition, so that staff could help get it corrected. These are the kinds of things that the Department does and Commissioner Lee said he was very proud of the staff.

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.

Commissioner Gilman stated that she had two matters she wanted to bring up for future meetings. The Commission still needs to close the loop with Director Hui on his evaluation. They conducted it and had a side memo of priorities that the Commission hoped Director Hui could work on in the coming year. She believed the Commission signed off on it, and it is sitting with the City Attorney so she would like to follow up in either July or August. In light of the earlier Abatement Appeals Hearing she would be interested in hearing from the Department, even if it is just a cursory overview, if there is any sense of how much illegal non-permitted construction is happening across the city, particularly on single-family homes. At the Director's Hearings she is seeing an increase in people ignoring the permitting process, going ahead with work and gambling against the timeline because of how lengthy the process is. This is to give ample time to homeowners to come into compliance that the gamble is better to start the work rather than waiting for the permitting process. She's alarmed that, in this particular housing market, that people are taking this risk. She wants an overview from the Department to see what their best thinking is and how much of this illegal activity staff believes is happening.

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 of the Building Inspection Commission would be held on July 19, 2017.

5. Discussion on Accela permit and project tracking system.

Mr. Shawn Bulen gave an update on the Accela permit and project tracking system and discussed the following points:

- Major Accomplishments from the Previous Month
  - Initial sessions on Usability & Global configuration held
  - Initial sessions with users held for baseline configuration assessment; overview of business pain points
  - Initial planning discussion on merging the DBI & Planning environments
  - Gartner delivered the first IVV assessment
  - Draft Project schedule provided & reviewed
  - Onboarding of new Accela team

- Key Risks/Issues
  - Hosting environment
    - ✓ Mitigation: We are working with Accela to evaluate alternative environments.

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Milestone	Target Start	Target Finish	Status
Stage 1 – Initiation	05/15/2017	08/07/2017	-
Stage 2 – To-Be Analysis	05/23/2017	11/28/2017	-
Stage 3 – Solution	08/01/2017	11/15/2017	-
Stage 4 – Build	06/15/2017	04/12/2018	-
Stage 5 – Readiness	03/29/2018	08/21/2018	-
Target Go Live	August 2018		
Stage 6 – Deploy & Support	08/13/2018	11/02/2018	-

- Major Activities Planned for Next Month
  - Accela to wrap up Project Management deliverables
    - ✓ Detailed Schedule
    - ✓ Charter
    - ✓ Project Management Plan
  - Accela to wrap up Usability Standards
  - Accela to wrap up Global Configuration Standards
  - Continued activities DBI/Planning environment Merge
  - Initial discussions on Data Migration
  - To-Be analysis/prototyping sessions start 7/24

6. Discussion and possible action regarding a proposed ordinance (Board of Supervisors File No. 170702) that approves a fee waiver under Building Code, Section 106A.4.13, for LMC San Francisco I Holdings, LLC's project at 1515 South Van Ness Avenue, in addition to other requirements.

Mr. Mawuli Tugbenyoh, the Mayor's Liaison to the Board of Supervisors, presented File No. 170702 that approved a fee waiver for a project at 1515 South Van Ness Avenue. The ordinance waived the premium plan check fees for Lennar Multi-Family. Homelessness is a public health crisis the City is experiencing and through a partnership with Supervisor Ronen and Lennar Multi-Family they are allowing them to use their site at 1515 South Van Ness Avenue as a temporary navigation center. This ordinance would allow the premium plan check fees to be waived, and move their permits along quickly. They are still responsible to submit all plans that are approved under regular standards by the Planning Department. Lennar is allowing them to use the site for approximately 9 months, and they originally intended to demolish the site in January. Mr. Tugbenyoh said they are extending the site as a temporary navigation center for 2 extra months at a significant cost to them, so the agreement with Lennar was to have the premium plan check fee waiver in place, so he hoped they could get the Commission's support for the ordinance.

Commissioner's Question & Answer Discussion:

- Commissioner Gilman said that she hoped in the future the Mayor's Office in conjunction with the Board of Supervisors can encourage more developers to do this, because there are individuals living on the street in encampments, and this would help to stabilize them once they get to a navigation center.
- Vice-President Walker applauded the Mayor's and Supervisor Ronen's Offices for this proactive solution around an issue that concerns everyone – Making sure that people have homes. She supported waiving DBI's permit fees, and asked that they pay attention to open space needs and arts. This would help create habitability and would be helpful for the tenants. Tenderloin National Forest brought tenants in to help design their own space, which made their environment feel like a home.
- Commissioner Warshell wholeheartedly supported the temporary use of the space as a navigation center. He has had interaction with the Octavia Boulevard parcels in Hayes Valley and these sites not only serve as a productive use for opportunities such as the navigation centers, but they have a huge impact on the communities as well. Not having dis-used, boarded-up, chain-linked off areas, and instead using it constructively is an incredibly important and significant impact on whole communities. For those reasons he joined Vice-President Walker in encouraging developers and city agencies, such as MOED, to be creative and supportive of these things.
- Commissioner Warshell asked to know the magnitude of the premium fees that are being waived, just for the Commission's record.
- Director Hui responded by stating that he did not have all the plans or details, but the cost is roughly around sixty thousand based on the given information.
- Commissioner Warshell estimated that the sixty thousand will be about an 8-9 month rent on the site.

Vice-President Walker made a motion, seconded by Commissioner Warshell, to support File No. 170702 that approves a fee waiver under Building Code, Section 106A.4.13, for LMC San Francisco I Holdings, LLC's project at 1515 South Van Ness Avenue.

Secretary Harris called for a roll call vote:

President McCarthy	**YES**	**Vice-President Walker**	**YES**
Commissioner Gilman	**YES**	**Commissioner Konstin**	**YES**

Commissioner Lee	**YES**	**Commissioner Clinch**	**Excused**
Commissioner Warshell	**YES**		

The motion carried unanimously.

RESOLUTION NO. BIC 031-17

7. Discussion and possible action regarding Administrative Bulletin AB-110 Building Façade Inspection and Maintenance.

Mr. Laurence Kornfield stated that he is currently with the City Administrator's Office working on earthquake resiliency programs, and he worked at DBI for 24 years. Mr. Kornfield presented Administrative Bulletin AB-110 and discussed the following points:

- Last year the BIC, the BOS, and the Mayor's Office approved an ordinance regarding the façade maintenance & inspection program.
- The ordinance became a law last June and requires façades of buildings with 5 stories or more to be inspected, in accordance with the Administrative Bulletin.
- The City Administrator's office is working with DBI, BOMA, and many other building owners.
- There was a consensus on the bulletin that was developed, and everyone believed it provided appropriate standards. AB-110 describes how inspections will be applied.
- The community has supported the above work.

Vice-President Walker clarified that AB-110 was just putting the policy in writing and clarifying things.

Mr. Kornfield stated that AB-110 was a maintenance standard.

Secretary Harris called for public comment, and there was none.

Vice-President Walker made a motion, seconded by Commissioner Konstin, to approve AB-110 Building Façade Inspection and Maintenance.

Secretary Harris called for a roll call vote:

President McCarthy	**YES**	**Vice-President Walker**	**YES**
Commissioner Gilman	**Excused**	**Commissioner Konstin**	**YES**
Commissioner Lee	**YES**	**Commissioner Clinch**	**Excused**
Commissioner Warshell	**YES**		

The motion carried unanimously.

RESOLUTION NO. BIC 032-17

8. Discussion regarding the Department of Building Inspection's plan check system and opportunities to improve efficiency, consistency, and uniformity in the plan check process, including timing and issuance of addenda.

Deputy Director of Plan Review Services, Dan Lowrey, presented a Power Point presentation regarding "Plan Review and Processes" and discussed the following items:

- Strategic Plan Goal 1: Review Plans and Issue Permits Safeguarding Life and Property in Compliance with City and State Regulations.
    - FY 2015-2016: 69,000 permits issued with 92% processed Over-the-Counter
    - Review Plans Using a Transparent Process and with Standards Applied Uniformly
- Current Mechanisms for Improvement and Consistency
- Training for Consistency and Uniformity
- Consistency and Uniformity

There was extensive discussion between Commissioner's and staff regarding this item, and below are some of the points which were mentioned.

Commissioner's & Staff Question & Answer Discussion:

- President McCarthy said that Deputy Director Lowrey gave a good report, including the fact that 92% of permits were processed Over-the-Counter (OTC). The data is really good and there is a format in place. People complain about 8% of the permits.
- Mr. Lowrey said that DBI has strict guidelines in the Strategic Plan, and these guidelines are used to see if staff is meeting the goals.
- Vice-President Walker said the statistics are truly amazing. The BIC heard people complain because of problems with a particular project, and the fact that some people could walk in and get an OTC permit when maybe it should be submitted.
- Commissioner Warshell said the statistics were astounding and he complimented Director Hui and staff for accomplishing this. Sometimes neighbors complain about work being done or an OTC permit that was issued, because the owner misrepresented themselves when they applied for the permit.
- Commissioner Warshell asked if Mr. Lowrey has reviewed challenges over time?
- Commissioner Walker said to clarify between permits issued OTC and those that have gone beyond the scope of work.
- Mr. Lowrey replied that it is hard to control from DBI, but once the Department gets the complaint Inspectors will shut down the job if needed.
- Commissioner Warshell said that maybe DBI needs to do some fine tuning of the process, and possibly be "tighter" on approving certain permits.
- Mr. Lowrey stated that staff discusses fine tuning at their weekly staff meetings.
- Director Hui said that staff watches for people who try to cheat the process, but it does not happen often. DBI Inspectors issue NOVs if there is a problem. He encouraged neighbors to complain if the owner has gone beyond the scope or done work without permit.
- Director Hui also said that people confuse the Planning Department and DBI processes. If it is a complicated job, then the permit would go to "Intake".
- Commissioner Warshell asked if the 92% was for commercial and residential projects and Mr. Lowrey said yes they were for both.
- President McCarthy made the following comments:
    - 85% are issued in 30 days, but he has heard a lot of complaints.
    - The complaint he received was about inconsistency in the review process for same sized projects. Example: One took 30 days and one took 3 months.
    - Some site plans have several rounds of comments.

  - What is the procedure for stakeholders?
- Mr. Lowrey said stakeholders could talk to a Supervisor if there is a problem. Sometimes comments are not reviewed right away, but the Department tries to aim for consistency in the DBI group. One Plan Reviewer may look at a project different than another.
- President McCarthy asked if he compared how many plans go to a certain Plan Checker? Mr. Lowrey said Managers ask questions when they are reviewing plans during the Quality Control Check.
- Director Hui said that the monthly performance of Plan Checkers is reviewed, including their backlog, how many permits issued, comparison of large jobs vs. small jobs. Director Hui said as a Plan Checker himself, comments could be issued but there should not be a back and forth. – It is not about how many rounds of comments, but about consistency of doing things right initially.
- President McCarthy said it would be good to implement a program that has true data regarding the time plan checkers spend on permits, including a periodic update.
- Commissioner Warshell said the BIC wants to be certain the goal is not to process "X amount" of permits, but to have consistent high quality work, and staff should be scrupulous and thorough in their review. If someone's throughput is very high, make sure it is good quality. Management should be careful of how standards are defined.
- Mr. Lowrey said part of the Quality Control Check is to review Plan Checkers work for consistency, and "spot checks" are done. If there are severe deviances, e.g. unusually fast or slow, then Management would review further to see if maybe the person needed more training.
- Commissioner Gilman asked how many Plan Checkers and Supervisors there are? She said people are people, and cannot all do things the same way.
- Director Hui said there are about 30 Inspectors/Engineers and Mechanical Engineers are separate. There are 9 Senior Staff, 5 Supervisors, and the Director reviews items also if needed.

Secretary Harris called for public comment.

Mr. David Bonowitz said that it was unbelievable that the BIC was responding to the ridiculous numbers, because the "proof is in the pudding". He said Deputy Director Lowrey said a lot of times Inspectors stop the job. 92% OTC permits – How many turn out right or not.

9. Discussion regarding Soft Story retrofit projects.

Mr. Robert Chun, Manager of the Soft Story Program presented a summary on "Soft Story" and discussed the following items:

- 6800 Soft Story Buildings
- 4900 Subject to the Ordinance
- 2800 Permits Issued
- 1300 Certificates of Final Completion (CFC)
- Quality Control During Plan Check
- Design Standards – Staff Meeting/Code Discussion
- Quality Control During Construction
- Owner/Engineer of Record/DBI Inspector

- Ensure the quality and consistency of inspections by conducting Senior Building Inspector Spot Checks. (Ongoing with Senior Inspectors performing at least 50 per month.)

Deputy Director of Inspection Services, Edward Sweeney, said that he supervises the Plumbing Inspection Division, Electrical Inspection Division, and Building Inspection Division. Mr. Sweeney discussed the following points:

- Deputy Director Sweeney and staff looked into soft story jobs, and he told the Inspectors about the concerns that were brought up at the last BIC meeting.
- He asked Senior Staff when doing spot checks to make sure they are looking at soft story also.
- BID staff performed 20+ inspections regarding soft story.
- There were no NOVs and all 4 were Senior Inspectors who did the inspections.
- There were no glaring problems, and DBI Inspectors were not the only ones looking at the soft story projects.
- Third party engineers look at all jobs.
- DBI Inspectors are pretty busy and they are usually put in certain districts to reflect their skill level.
- Inspectors confirmed and inspected the nailing, concrete, bolts and concrete, and performed slump tests.
- 5% of spot checks are ongoing.

There was extensive discussion between Commissioner's and staff regarding this item, and below are some of the points which were mentioned.

- President McCarthy asked if the Special Inspections letter was part of the permit?
- Mr. Sweeney said yes and Special Inspectors on projects have certain licenses.
- President McCarthy confirmed that people do not get final on buildings without Special Inspections sign offs.
- Mr. Sweeney said if people try to cut corners, then DBI goes back out to catch it. There are usually the same engineers and contractors, since that is what they specialize in. – there are about 20 or so.
- Mr. Sweeney said last month there were 26 separate inspections and Correction Notices were issued.
- Commissioner Warshell said that Phase I was done, and asked for an update on the status of achieving compliance of filings.
- Mr. Sweeney said the next hurdle is challenging. Last year buildings had to have a set of plans, but this year work needs to be completed, and Inspectors will see if it was done. A lot of elderly people sold their property because of this program. He did not think there were enough contractors to handle the program.
- Director Hui said the following regarding Soft Story:
    - Tier 1 – Done 100%
    - Tier 2 – There are a couple in Code Enforcement
    - Tier 3 – Waiting for 1,600 buildings to submit by September 2017. DBI is doing public outreach, and once it goes to Code Enforcement, then there is a cost to the owner.
- Commissioner Warshell mentioned partnering with the BOS or the State of CA to help with these problems.

- Bill Strawn, Legislative & Public Affairs Manager, said that DBI recently had a positive response from the BOS and staff provided a breakdown of 1,600 buildings that were out of compliance.
- Mr. Strawn mentioned the following items:
    - Supervisor Farrell's Office has 380 properties, and his office responded to Lily Madjus' outreach efforts.
    - Supervisor Farrell said that he would advertise and reach out to his constituents, and this is a top priority in the Marina District.
    - As with the firs 2 Tiers, people procrastinate but DBI is trying to be aggressive about getting people into compliance.
    - *S.F. Chronicle* wrote a front page story a few weeks ago.

Secretary Harris called for public comment.

Mr. David Bonowitz made the following comments:

- Congratulations to David Leung, Ed Sweeney, and Dan Lowrey. Submittals are ahead of where they have been.
- Quality Control – 3,000 buildings have CFCs.
- Property last month had an NOV.
- 26 spot checks – At least one engineer/contractor had a horror story, because they cannot compete with "bottom feeders".
- This program is different, because people do not want to voluntarily do their building.
- Owners are non-compliant or seek out degenerate contractors.
- There is a gap between the Engineer, Contractor, Plan Checker, and Special Inspector.
- There should be a serious review to see if the problem is with 1% or 20% of properties.

There was extensive continued discussion between the Commissioners, Deputy Director Sweeney and Mr. Bonowitz following his public comment testimony.

Mr. Rodrigo Santos made the following comments:

- He is a licensed Structural Engineer and does a comprehensive review of drawings.
- He analyzed sites and has done forensic work – Gone to the 4th Fl. at DBI to look for drawings.
- Wood frame, with brick concrete foundation, sheer walls, and anchor bolts.
- Permits – Vertical and horizontal additions.
- Inspector goes to the site and reviews the work and compares it to the approved drawings.
- If the work is non-compliant then the Inspector would stop work and ask for a new permit.
- He has been in business 34 years and the system at DBI works well – There are checks and balances.
- No system is perfect, and there is deviation.
- Inspectors do random inspections of rebar placement on the site.
- The final letter is signed by the Structural Engineer of Record.

President McCarthy asked Mr. Santos as the Engineer if he has to write a letter saying the job is done, and Mr. Santos said yes, absolutely. President McCarthy said the checks and balances should bring people to light.

At 11:45 a.m. President McCarthy announced that the only sitting Commissioners were Angus McCarthy, James Warshell, and Frank Lee. Commissioner Gilman stepped out for a moment and returned at 11:50 a.m.

President McCarthy asked Mr. Sweeney if it was possible to get a dedicated person to do follow up inspections? Mr. Sweeney said that he could assign a Senior Inspector to do that, and report back to the BIC.

10. Director's Report.

a. Update on DBI's finances.

Deputy Director Taras Madison gave an update on DBI's finances and discussed the following items:

- Ms. Madison presented the May 2017 Revenues & Expenditures report for '16/'17
- Revenues were down and reduced by $7M from the prior year.
- Department is still above budget.
- Revenues – Higher plan review revenue.
- Expenditures – Increased due to salary and work order expenditures.
- Budget Update – At the last meeting in February the budget was submitted to the Mayor.
  - Changes - $900K increase to Assessor's Office
  - $1M increase to pay for rent at 1660 Mission for the fiscal year
  - $3M moved from the residential hotel preservation funds to the Mayor's Office of Housing
- Budget Cut Ideas – As recommended by the Budget Analyst
  - $300K reduction in project funding – Cutting 4 Building Inspector positions
  - $182K increase in attrition – Not cutting positions but cutting the funding
- Plan in action to change current CNG vehicles to new Hybrid plug-ins

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

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

- **File No. 170240 – Access to Lactation Rooms** – Supervisor Tang's ordinance amending the Police Code to require employers to provide employees breaks and a location for lactation.
- **File No. 170702 – Premium Plan Check Fee Waiver for 1515 S. Van Ness –** An ordinance proposed by Supervisor Ronen and the Mayor's Office, which will waive DBI premium plan check fees in exchange for being able to use this site as a temporary homeless shelter.
- **DBI ordinance to codify the process for the Commission's review of legislation** proposed by the Board of Supervisors, stipulating at least a 90-day time period for review. Supervisor Farrell agreed to introduce the ordinance.
- **DBI ordinance to codify DBI's existing process of expediting the review and approval of solar permits.** Supervisor Peskin agreed to introduce this ordinance.

- **DBI ordinance to codify the existing process of expediting the review and approval of permits for electrical vehicle charging stations.** Supervisor Tang agreed to introduce this ordinance.
- **File No. 16111 & 16112 – Tall Building Advisory Committee & Fund Transfer –** These are proposed ordinances from Supervisor Peskin to establish a Tall Building Advisory Committee to the Board, Mayor and DBI. In addition, the Request For Qualifications (RFQ) is pending and it will be used to establish a pool of PEER Review experts.

c. Update on major projects.

Director Tom Hui said that there was a 7% increase in major projects, due to a huge project that came in. Also, the Planning Commission said that there are some projects in the pipeline.

d. Update on Code Enforcement.

Edward Sweeney, Deputy Director of Inspection Services, gave an update on code enforcement and presented the following statistics.

Deputy Director Sweeney presented the following Building Inspection Division Performance Measures for May 1, 2017 to May 31, 2017.

• Building Inspections Performed	5711
• Complaints Received	452
• Complaint Response within 24-72 hours	402
• Complaints with 1st Notice of Violation sent	87
• Complaints Received & Abated without NOV	231
• Abated Complaints with Notice of Violations	41
• 2nd Notice of Violations Referred to Code Enforcement	42

Deputy Director Sweeney presented the following Housing Inspection Services Performance Measures for May 1, 2017 to May 31, 2017:

• Housing Inspections Performed	1313
• Complaints Received	498
• Complaint Response in 24-72 hours	479
• Complaints with NOVs issued	174
• Abated Complaints with NOVs	455
• # of Cases Sent to Director's Hearing	38
• Routine Inspections	345

Deputy Director Sweeney presented the following Code Enforcement Services Performance Measures for May 1, 2017 to May 31, 2017:

• # of Cases Sent to Director's Hearing	91
• # of Order of Abatements Issues	16

• # of Cases Under Advisement	13
• # of Cases Abated	58
• Code Enforcement Inspections Performed	135
• # of Cases Referred to BIC-LC	-
• # of Cases Referred to City Attorney	-

Secretary Harris called for public comment, and there was none.

11. Review and approval of the minutes of the Regular Meeting of March 15, 2017.

Commissioner Lee made a motion, seconded by Commissioner Warshell, to approve the minutes of the Regular Meeting of March 15, 2017. The motion carried unanimously.

RESOLUTION NO. BIC 033-17

12. Adjournment.

President McCarthy made a motion, seconded by Commissioner Warshell, to adjourn the meeting. The motion carried unanimously.

RESOLUTION NO. BIC 034-17

The meeting was adjourned at 11:57 a.m.

Respectfully submitted,

Sonya Harris, BIC Secretary

SUMMARY OF REQUESTS BY COMMISSIONERS OR FOLLOW UP ITEMS	
Request for the Commission to finalize Director Hui's evaluation. The BIC conducted it and had a side memo of priorities that the Commission hoped Director Hui could work on in the coming year. – Gilman	Page 3
Report/overview from the Department as to their sense of how much illegal non-permitted construction is happening across the City, particularly on single-family homes. – Gilman	Page 3
President McCarthy asked Mr. Sweeney if it was possible to get a dedicated person to do follow up regarding the soft story inspections? Mr. Sweeney said that he could assign a Senior Inspector to do that, and report back to the BIC. – McCarthy	Page 11