



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

REGULAR MEETING

Wednesday, November 16, 2011 at 9:45 a.m.

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

Aired Live on SFGTV Channel 78

ADOPTED April 18, 2012

MINUTES

The regular meeting of the Building Inspection Commission was called to order at 10:34 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, excused**

Criss Romero, **Commissioner**

Debra Walker, **Commissioner**

Sonya Harris, **Secretary**

Warren Mar, **Vice-President, excused**

Mel Murphy, **Commissioner**

Frank Lee, **Commissioner**

D.B.I. REPRESENTATIVES:

Edward Sweeney, **Acting Director**

William Strawn, **Communications Manager**

Pamela Levin, **Deputy Director, Administrative Services**

Rosemary Bosque, **Chief Housing Inspector**

CITY ATTORNEY REPRESENTATIVE

John Malamut, **Deputy City Attorney**

2. President's Announcement(s).

President Hechanova stated that there was a new State law that took effect on November 1st and it requires that DBI obtain from the property owners copies of any and all electronic/PDF copies of soils reports. President Hechanova said while DBI retains a copy of the report, staff must also transmit an electronic copy to the State, and details of the requirement are on DBI's new website which everyone should visit to learn more about the Department's professional services. President Hechanova stated he would also like to mention the Mayor's response to Supervisor Malia Cohen's question about enforcement: DBI has set up a link to the Mayor's Office of Housing and this program provides loans that may need further funding for outstanding violations, and the details are at the new modified website at www.sfdbi.org. President Hechanova said earlier this month, he and Neil Friedman attended the Annual BOMA Code meeting and provided updates on not only what is happening at DBI, but some of the features provided within the next few months for the new PTS system and pilot testing for Q-Matic, along with a press release for the new features being provided

to the public. President Hechanova stated that Bill Strawn represented DBI on Channel 7 when he talked about the public affairs program on November 10th, and explained DBI's role in enforcing the new State law enforcing carbon monoxide alarms for residents with fuel-burning devices, especially with the oncoming demand of heating: These alarms prevent injury and death from carbon monoxide, which is odorless and invisible and can only be monitored with technology. President Hechanova extended his appreciation to James Zhan of Plan Review Services for providing excellent public service, and he wished everyone Happy Thanksgiving, especially to the DBI family and their friends.

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

Mr. Robert Davis stated that he would like to discuss three things: One is the failure to collect the nine times multiplier on cases brought to the City, and the second is the process for DBI Notices of Violation (NOV), and the third is the open Notices of Violation in the City. Mr. Davis showed pictures on the overhead projector and said at 4801 – 3rd street, the City lost \$7,000 worth of revenue because they did not collect the nine times multiplier when the case went to the City Attorney's Office. Mr. Davis said the owner of the building's representative came in and brought a check for \$765, which is the legal fee, the penalty was dismissed, and essentially they bought themselves another year of doing nothing. Mr. Davis stated this building has been here for about eight years vacant in the Bayview plaza and the process is broken, because there is not any coordination within the three departments that handle blight: Department of Public Health (DPH), Department of Public Works (DPW), and Department of Building Inspection (DBI). Mr. Davis said that nobody knows what anybody else is doing, and he showed a picture of a building located on the corner of Thomas and 3rd Street, right next to the children's recreation center, this part is DPH; the blighted buildings are DBI; the weeds, grass, trash are DPW. Mr. Davis stated that this building has been on DBI's radar for 15 years, and he has gotten information from Mr. Strawn with a spreadsheet of the open NOV's in the City. Mr. Davis said that he started in the Bayview because he wanted to know how many open NOV's there were: There were approximately 336 and they dated back to the year 2000, and he was surprised about that because he thought DBI opens an NOV, the owner gets a notice, and they take care of it then they have 30 to 60 days or the penalties start to kick in. Mr. Davis stated to compare the Bayview numbers, he asked Mr. Strawn for all of the numbers for the City to see how they stood, and he was surprised to see that there were nearly 5800 open NOV's in the City, some dating back to 1994. Mr. Davis said that one has to wonder what the process is and how it can be fixed, and he also asked to have this as an agenda item because he thinks there is enough going on that it needs to be looked at.

4. Discussion and possible action to approve and swear in members of the Board of Examiners. Reappointments/Appointments recommended by the Nominations Sub-Committee are: Michael Cashion, High-Rise Sprinkler-Building Owner. Seat to expire September 15, 2013.

Secretary Harris asked if Commissioner Lee would like to give a review of the Nominations Sub-Committee meeting.

Commissioner Lee stated that the Nominations Sub-Committee met last week and reviewed the applications for the seat of the High-Rise Sprinkler Building Owner, and they found that Michael Cashion was well qualified as he currently manages a high-rise building in downtown San Francisco,

so he definitely fits the category. Commissioner Lee said that it was sort of a process of elimination and there was one candidate that did not live in the City, and another candidate that did not have the experience necessary for High-Rise Sprinkler Building Owner so they narrowed it down to two people and decided Michael Cashion had the best experience, so they are recommending that the BIC appoint Michael Cashion to the High-Rise Sprinkler Building Owner seat.

President Hechanova asked if the Commissioners had any questions.

Commissioner Murphy asked if Mr. Cashion was told that he needed to come to get sworn in, in front of the Building Inspection Commission.

Secretary Harris said she mentioned that the meeting was going to be held today, and told Mr. Cashion he had the opportunity to come if his schedule allowed or he could be sworn in at the Department at a later date. Secretary Harris stated the Commissioners could still have discussion and decide if they are in agreement with the appointment, and if so, it could still go forward today.

Commissioner Murphy stated that he would like to see the appointees come before the Commission, so maybe Mr. Cashion could make it to the next meeting.

Commissioner Walker said that she agreed and would like to be able to meet the people who the BIC are appointing, though she appreciates that the committee went through the process and is recommending this appointment. Commissioner Walker stated she prefers meeting folks and being able to have a conversation with them, so maybe this could be continued to the next meeting.

Secretary Harris asked if Commissioner Walker was requesting all of the candidates to come or just the recommended candidate.

Commissioner Walker stated she was requesting that the recommended candidate come to the next meeting.

Commissioner Walker made a motion, seconded by Commissioner Murphy, to continue this item to the call of the Chair.

Secretary Harris called for a roll call vote on the motion.

President Hechanova	Yes	Commissioner Lee	Yes
Commissioner Murphy	Yes	Commissioner Romero	Yes
Commissioner Walker	Yes		

The motion passed unanimously.

RESOLUTION NO. BIC 029-11

5. Director's Report.
 - a. Update on DBI's finances.

Deputy Director of Administrative Services Pamela Levin gave an update on the revenue and expenses through the end of October, which is four months of the fiscal year. Ms. Levin said that at this point, staff is still projecting to end with a balanced budget, and one of the reasons DBI is continuing through the first four to five months in a projection that the Department will be on budget is because we do not have enough information to project it to the rest of the year. Ms. Levin stated at this point things are looking really good in terms of revenues, and she showed a graph on the overhead projector. Ms. Levin said there is 41.7% of the budget for charges of services, which is primarily due to the large projects that will be discussed in one of the later items by Tom Hui. Ms. Levin said in the report she gave the BIC, the year-over-year comparison and the valuation of issued permits shows a growth of 4.7%. Ms. Levin stated when the BIC looks at where the growth is in terms of issued permits, there are some increases in permits from \$10,000 to \$50,000 but the primary reason for the increase is the permits that they are \$1 million or more in terms of valuation and that is a 62% increase. Ms. Levin said staff built this in when they did the budget of about 2.5% increase year-over-year, and that was excluding MOUs: Trans Bay Terminal, any other large Port projects, and the PUC building is pretty much done. Ms. Levin stated DBI is doing inspections on that but the plan review is completed and it is pretty much built. Ms. Levin said she would be coming back to the BIC in January with the full budget, and will show a continued increase in the Department's revenues. Ms. Levin stated in terms of expenditures, the first cylinder on the graph is personnel salaries and fringes, and DBI has spent 27% of the budget and in terms of how much the fiscal year has passed is 33%. Ms. Levin said that DBI continues to have room to hire more positions and staff will put some requisitions in, primarily for clerks at all levels, building inspectors, and an individual who would be able to do some of the updating of the policies and procedures for the Department because that seems to be a concern on many people's part. Ms. Levin stated that right now looking at expenditures year-over-year, DBI's expenditures are at a 6.4% increase, and that is due in large part to the fact that there are 24 more filled positions than DBI had at this time last year. Ms. Levin said that DBI is continuing to hire people and the recognition is that staff needs to put more requisitions out, and staff needs to push the approval and get the results of the tests to be able to hire clerks and DBI will be doing that in the next month or two.

Commissioner Walker said as far as personnel needs, it seems from what the Department has been looking up for the past few months there may be a need to bump up some Code Enforcement, and maybe the BIC could talk about that. Commissioner Walker stated the BIC could certainly discuss the blighted buildings, and the list that the Commission was provided showing 5,000 cases open so it might behoove the BIC to resolve and close some of these cases or focus some attention there.

Commissioner Murphy stated the Acting Director needs to listen to the mid-level staff and see where the needs are, and fill some of the positions. Commissioner Murphy said he was not aware when Director Day went on leave and appointed Deputy Director Sweeney as Acting Director that she said any appointments would be done by Deputy Director Levin. Commissioner Murphy stated that he asked President Hechanova to check this out and he said that was correct after he checked the minutes. Commissioner Murphy said that there are many needs, and DBI needs engineers as he keeps getting complaints as to why they have not been hired, and the BIC was told that there would be three inspectors at the Trans Bay Terminal and that has not happened when there is a need for Inspectors there, so he thinks DBI is dragging its feet a little bit.

Ms. Levin clarified her role and said that she signs off that there is sufficient financial backing for

the positions and that they are budgeted and the Department has the requisitions, but she does not make the decision on hiring an individual – It is a collaborative effort and it really is the Acting Director who makes the decisions by consulting with the other Deputy Directors and staff in terms of what positions to push through. Ms. Levin stated she just tries to help get them approved by the Mayor’s Office, keep pushing to make sure the recruitment goes through, and then signs off at the end but she is not making the decisions on what positions the Department is filling.

Commissioner Murphy said that all he knows is there are 40 or 50 vacancies and he is hearing of complaints from customers that they have to wait in line, and it is usually clerks and cashiers so he is wondering why that has not been addressed.

Acting Director Edward Sweeney stated that he would like to weigh in and say that there are 10 clerks that are in the process of being hired, and the problem with the engineers is DBI was waiting on a new list. Mr. Sweeney said that list is in now and the Department just hired 2 mechanical engineers and that has clearly had an effect, but DBI is in the process of hiring another structural engineer.

Commissioner Murphy asked about inspectors for big projects. Mr. Sweeney said Trans Bay was mentioned but they will not be doing anything but digging for the next six or seven months. Commissioner Murphy said that he and President Hechanova were at the site a couple of weeks ago, and it should be one inspector down there right now. Mr. Sweeney stated not at this time as all of the pile driving and indicator work is done by special inspection, and DBI will go there once a month just to check on it and to check the special inspections logbook: Traditionally all of the earth moving, indicator pile work and shoring is done through special inspection. Commissioner Murphy thanked Mr. Sweeney for the explanation.

President Hechanova asked if inspectors were available to be put in place by the time they are needed. Mr. Sweeney said there is one more inspector that DBI can call back who is at the PUC right now, but any additional building inspectors after that the Department would have to initiate a test.

Ms. Levin stated in terms of the clerks, the City was waiting for testing to occur for Chief Clerks and the level below that, and they finished and the application period ended last week, so DBI is going through the process to see how the ratings came up and then the Department will do the actual hiring. Ms. Levin said DBI continues to run into this situation where the City has to do testing for large groups of positions, some of which can be done in-house and some cannot.

Commissioner Walker asked if the Commission has the ability to encourage them to expedite those tests or schedule them in a manner that fits with DBI’s hiring needs.

Ms. Levin said that Acting Director Sweeney and she are constantly in contact with DHR to kind of push them along but it is hard because there are so many steps in the process especially the one that was established last year, which is a committee to look over each requisition. Ms. Levin stated that staff is trying their best and she has been pretty successful in pushing the Mayor’s Office so everyone is trying.

President Hechanova asked what is the workable time period if DBI were to push and request to

make the modification so the Department can set up testing – Would it be next quarter or the start of the year?

Acting Director Sweeney stated that DBI does a test it has to be certified and posted, and Commissioner Romero is probably better than he is at explaining how that works. Mr. Sweeney said that it is a slow process and it will probably be at the beginning of the New Year, in March or April.

President Hechanova said since it is a slow process will it be timely enough to meet the Department's needs, because it seems that staff is always trying to play catch-up as opposed to providing that service when it is needed.

Mr. Sweeney said the problem is for instance, they were just told that Jerry Sullivan, a Building Inspector for District 4, the Marina and Pacific Heights, will be retiring at the first of the year. Mr. Sweeney stated that staff just received that information so he and Deputy Director Levin immediately got together to discuss getting another inspector to replace Jerry. Mr. Sweeney said that by law, DBI has to keep so many positions vacant which is some arcane Civil Service rule, so they activated one of the vacant Building Inspector positions and called DHR and told them instead of one Building Inspector, the Department was requesting two, so this saved some time.

Deputy Director Levin stated that as long as there is a vacant position, the way that the City works is there is a bottom line that is needed to stay within expenditures for salaries, as well as a bottom line in numbers of positions that DBI can fill. Ms. Levin said staff has the ability to activate positions to decide that the Department wants to fill them as needed in terms of our building process or our needs, but the Department does have to keep some vacant. Ms. Levin stated in this case, DBI is lucky that there are vacancies for some retirements, so staff can push it so that there are people available as others retire.

Commissioner Murphy said that it is great the BIC is having this conversation because a few years ago the discussion was about laying off people, but the financial report reflects that things are moving in the right direction. Commissioner Murphy stated that it is important to keep up with it so that DBI can give customers/stakeholders the service they are paying for.

Ms. Levin stated when staff comes to the Commission in January and request the new budget, the one thing that the BIC needs to be cognizant of is how much the revenues are pushed in terms of expectations for growth next year, because this will determine how much staff can do. Ms. Levin said it is tricky because DBI does not want to staff up too fast because no one wants a layoff like last time – It is not science, it is art and staff is trying their best to meet the needs of the customers.

Commissioner Murphy said he thinks that Ms. Levin and Mr. Sweeney can dissect where the needs are and then go from that point.

President Hechanova asked who pays for the testing? Ms. Levin replied if it is testing outside then DHR pays for it, but if it is something that DBI is doing essentially what happens is it is internal testing, so staff is participating in interviews and going over resumes instead of doing their usual duties. Ms. Levin said that the bottom line is there is no increase in cost, but there are other things staff could be doing so there is an opportunity lost.

b. Update on proposed legislation.

Mr. Bill Strawn, Manager for Public Affairs & Legislation stated that the BIC has a November highlight summary similar to last month's and they should note the ordinance that Supervisor Chu introduced that actually received some coverage this morning in the *S. F. Chronicle* business section about the accessibility of not reaching it. Mr. Strawn said that Acting Director Sweeney is putting together a Brown Bag briefing that should be ready by the end of this month to bring in people and make sure that small businesses are very clear on what needs to be done. Mr. Strawn stated including information on the certified access specialty is one way to try to deal with some of the lawsuits. Mr. Strawn stated in addition to that it may be worth noting that it probably would not come to the Board before January, and the Small Business Commission is going to have their own hearing on December 12th, but he did not expect it to be before the Board before January. Mr. Strawn stated the Mayor has signed it and it has already taken effect as of November 9th, and the legislation that was originally proposed by Supervisor Wiener but he decided to withdraw that. Mr. Strawn said that Supervisor Malia Cohen's measure dealing with acts of God or buildings destroyed by fire was passed by the Board this week, and the Planning Department has added a couple of amendments to find out when the actual starting date will be, giving the owners an additional 18 months to apply for a building permit. Mr. Strawn stated that DBI is happy with it because at least the property will be seen as restored as it should be, and the only other item awaiting action is dealing with the Public Arts Trust Fund which may or may not involve DBI.

Commissioner Walker said that she was at the Planning Commission for the Public Arts Trust Fund Legislation which passed unanimously, and it basically expands the use of the public art fee of 1% on large developments to include arts activity, possible art space and community development and she looks forward to it coming before the BIC.

Mr. Strawn stated that DBI is still working with Planning on the amendment to the ordinance that deals with possibly requiring additional testing of ground water and soil that will affect how quickly the Department can release the building permits, but that has not been formally introduced nor has it been scheduled by the BOS, but Supervisor Avalos was looking into vacation rentals of housing.

President Hechanova asked if this was in response to the America's Cup for a condition that has been prevalent for the past year? Mr. Strawn said he thinks it has been driven by the Department of Public Health and their environmental section, who feel that people living in certain parts of the City are more subject to potentially dangerous, health-wise, toxicity.

President Hechanova said in addition to Ordinance 110854 updating the Department on the design of green building requirements that he would like to commend this Commission for having passed the greenest building policy ever and San Francisco was recognized for this.

Commissioner Murphy stated about three years ago the BIC extended or changed the Code to extend permits by 36 months, and right now there are a lot of permits that are being cancelled so he would like to see the Department take another look at the requirements for cancelling permits. Commissioner Murphy said that he is sure there are notices, but he still thinks the majority of stakeholders are still struggling to get money to move their projects forward. Commissioner Murphy asked when does the clock start ticking? From the day that it comes out of Planning or the

day it gets approval from Street Use & Mapping and all of the other stations, that is up to one year. Commissioner Murphy said that he would like the Department to look into how permits are cancelled, and he would like this item agendaized.

Mr. Sweeney said that he would follow up on this item.

c. Update on Permit Tracking System.

Ms. Penny Venable, DBI Project Director and Project Facilitator stated that the Department's vendor, Accela 21-Tech, are present and Mike Birkhead is the Project Manager and Brendan Barnes is the Business Process Facilitator. Ms. Venable gave an update on the Permit Tracking System (PPTS) that addressed the following points:

1. Relationship between DBI and Planning finalized and MOU approved
2. Began status meetings and reporting
3. Completed Initiation Phase including:
 - Project Charter
 - Project kickoff meeting presentation
 - PAC demo
 - System staging environment
 - Project Plan
 - PPTS product training
4. Kickoff meeting for internal staff took place on October 26, 2011
5. PAC demo of Citizen Portal and Mobile Office took place on October 26, 2011
6. Next Steps:
 - Conduct Business Process sessions with DBI and Planning Operations staff 11/14 – 11/18
 - Begin development of Analysis Phase deliverables

Commissioners & Staff Discussion:

- There was a lot done last month and finalized the relationship between DBI and Planning and the MOU was signed off.
- The initiation phase was completed and that included the project starter, the kickoff meeting presentation, the demonstration, the system staging environment, and the initial project training.
- Kickoff meeting occurred on October 26, and the demo included citizen portal.
- President Hechanova asked if there was a direct invitation of the stakeholders that will be working on this system? Yes, they were involved in the kickoff meetings, trainings, and demos.
- Everyone was introduced to the project, their roles were clarified, staff given an understanding of the schedule and how important their involvement could be.

- Commissioner Walker said she sat down with the Interim Director on an interview with one of the staff, and it was very informative to process the customizing of DBI's system. It went through a detailed interview with each employee that participates in the system to see their role, what they do, the data they have, whether they need input and access to the reporting. It was a pretty impressive process.
 - Accela 21-Tech came in a couple of weeks ago and looked at the building staff workloads and positions for the future.
 - There were intensive sessions all week with DBI and Planning, and Acela 21 Tech met with staff to implement work flows.
 - Commissioner Murphy asked if there could be a presentation at each PAC meeting, and Deputy Director Sweeney said this could be agendaized.
- d. Update on major projects.

Mr. Tom Hui of the Plan Check Division gave an update on major projects and the following points were discussed with the Commission & Staff:

- At the last meeting Hanson Tom informed the BIC that DBI has received some high profile jobs totaling \$1,782M.
 - There are other jobs over \$20M in the pipeline that requires a substantial amount of engineering and inspection staff to do the work.
 - A few jobs came back from the Planning Department recently. One example is a \$170M job on 10th & Market.
 - New engineers are coming on board to help but it takes six months to train them.
 - Plan check seems to need more people, especially during the early stages of the project.
 - There will be designated electrical and plumbing plan checkers available to do major plan check, so they will be available on the 3rd floor and the 5th floor. For example: Gray water catchment systems are getting more complex so these inspectors are needed for these projects.
- e. Update on Q-Matic and status of activation.

Mr. Tom Hui said that Ron Tom and Hanson Tom have been extensively working on the Q-Matic project and it will start on November 21st, and the BIC is welcome to attend and help staff to make any improvements.

- f. Update on other technology projects.

Deputy Director Levin gave an update on other technology projects and addressed the following points:

1. Web enhancements/features

- Online Inspection scheduling: Electrical Inspection scheduling is now available over the web. Over 150 Electrical Inspections have been scheduled since go-live.
- 3R requests over the web: System testing in progress to have 3R requests made available to the public over the web.

- Permit to operate boilers: A new web module is now available to allow contractors to renew their permit to operate boilers over the web. Approximately 340 boiler permits have been renewed using this new process.
2. Refresh Infrastructure – Project to replace server room equipment to meet normal replacement schedule has begun. We are currently obtaining approvals on the server refresh plan and equipment purchase from the Department of Technology.
 3. Cash Management System: DBI and Treasurer and Tax Collector’s Office are working jointly with the vendor on implementing a new Cash Management System. This system will incorporate better security and recommendations from the Controller’s audit in order to increase compliance. We are currently gathering requirements to integrate the new cashing system with the Permit Tracking System.
 4. PC refresh – 100% Complete.
 5. Email Migration: DBI working with DT/selected vendor on email migration. Email migration was performed. Vendor continuing to work on resolving residual issues.
 6. Miscellaneous ongoing projects in progress:
 - Integration with the Enterprise Addressing system and DBI addressing system. Parallel testing in progress on creation and update of addresses.
 - Incorporate changes to track SFPUC Ordinances within the Permitting process
 - Incorporate changes within PTS Debris collection compliance for the Department of Environment
 - Several sunshine requests for data
- g. Update on new hires.

Acting Director Sweeney gave an update on new hires and said that he had two updates: DBI is ready for panel interviews with Electrical Inspection, and the 1052 Business Analyst position closes on November 21st.

Commissioner Murphy asked if Mr. Sweeney looked at the Electrical Inspectors that have previously worked for the Department? Mr. Sweeney stated DBI would be looking at them and new applicants.

President Hechanova called for public comment.

Mr. Henry Karnilowicz said that the new website is great and he looks forward to all of the departments integrating. DBI is getting addresses assigned to properties and he wants to commend the Department. Mr. Karnilowicz stated that he had a problem with getting an appointment for an inspection online, and had a problem attempting to access that service. Mr. Karnilowicz said he thinks everyone is well pleased with what is happening at DBI.

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.

Commissioner Lee asked which applicants are priorities. Acting Director Sweeney said the vast majority of customers come through the 5th Floor and get in and out in a few hours, and this may affect Planning if they run into historical or design items.

Commissioner Lee asked about an update on the three committees: CAC, BOE, and AAC. He would like an update as to how they are doing, so they would need to meet with the Nominations Committee first.

Commissioner Walker said it would be a good idea to have this as a full BIC agenda item once they have met with the Nominations Committee.

President Hechanova said that Secretary Harris would contact him and provide a summary from each of the committees.

- 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.

President Hechanova stated that the next regular meeting would be on December 21st, but some of the commissioners may not be able to attend and he would like full attendance so the meeting may be moved up to December 14th.

7. Review and approval of the minutes of the Regular Meeting of May 18, 2011.

Commissioner Walker made a motion, seconded by Commissioner Lee to approve the May 18, 2011 minutes. The motion carried unanimously.

RESOLUTION NO. BIC 030-11

8. Adjournment.

Commissioner Walker made a motion to adjourn, seconded by Commissioner Romero. The motion carried unanimously.

The meeting was adjourned at 11:50 a.m.

RESOLUTION NO. BIC 031-11

Respectfully submitted,

Sonya Harris
Commission Secretary

SUMMARY OF REQUESTS BY COMMISSIONERS OR FOLLOW UP ITEMS	
Update on code enforcement and cases with outstanding NOVs. – Walker	Page 4
Update on permit cancellation process. – Murphy, Sweeney	Page 7-8
Presentation at each PAC Meeting on the PTS System. – Murphy	Page 9
Update on the three sub-committees: Code Advisory Committee (CAC), Board of Examiners (BOE), and Access Appeals Commission (AAC). – Lee	Page 11