



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

REGULAR MEETING

Wednesday, October 19, 2011 at 9:00 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 9:10 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**

Criss Romero, **Commissioner, excused**

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 welcomed everyone to the meeting. He encouraged everyone, due to the Loma Prieta earthquake that took place almost three decades ago, to do more with regard to preparedness. He looks forward to having the community and City's support in this regard.

President Hechanova acknowledged staff who received letters of appreciation: Dwayne Farrell for his professional assistance and Michael Gunnell who was mentioned in an article in the Biscayne Times of October 2011.

There was no public comment on this item.

3. Update on Earthquake Safety Implementation Program/CAPSS.

In conjunction with the 22nd anniversary of the Loma Prieta Earthquake, the Mayor has released a press release announcing the availability of the draft plan. Amy Brown reported that the plan is publicly available via the City Administrator's website. They are continuing to get the word out on this plan which includes project timelines of what they hope to accomplish in the next thirty years. They are continuing to actively meeting with various groups and organizations to educate and build support for the proposed program. They are also working with the Disaster Council and DEM staff to arrange a presentation to their group, as well as with the Fire Commission. There are some slight changes noted from the previous version submitted to the BIC related to the timeline, but for the most part, it is, by and large, what was discussed previously. Staff would be happy to provide further updates at future meetings.

Commissioner Walker thanked Ms. Brown for her report. Commissioner Walker inquired if there is any potential funding in moving forward with this program. Ms. Brown reported there is some development with Mello-Roos type funding. She cited City/County of Sacramento that recently adopted a plan that allows financing for solar energy upgrades. They have requested a formal opinion from their bond council on this issue because they previously wanted them to stop given the uncertainty with the federal government, Fannie Mae and Freddie Mac. They are currently awaiting the council's opinion.

Commissioner Murphy inquired on their progress of the program since it left the jurisdiction of DBI. Ms. Brown stated the biggest progress is the drafting of the report and its public release. Commissioner Walker asked for clarification on Commissioner Walker's question regarding bonds and who it would benefit. Commissioner Walker stated the bonds would benefit private property owners seeking funding to assist them with seismically strengthening their homes.

Jason Elliott of the Mayor's Office commented that the Mayor is supportive of the plan and their efforts to implement.

President Hechanova posed a question to Laurence Kornfield with regard to shelter in place efforts. Mr. Kornfield stated the biggest concerns after an earthquake will be displaced persons and building damage. Through FEMA and other federal sponsorships, the City is working with SPUR to develop a shelter in place concept. This will take some commitment from the City's side, to make up the difference in services that are not available via someone's home after a disaster.

Commissioner Murphy stated he would like to see homeowners who apply for permits such as a bathroom or kitchen remodel, include mandatory work involving simple shear wall, tie downs, foundation bolts, etc. as a preventative measure. Mr. Kornfield agreed and stated that it does not cost a lot to make some big improvements to increase seismic safety.

Commissioner Walker stated the details are outlined in the report. If the Department makes the work mandatory, they must ensure the engineering is correct. They have contracted with the Structural Engineers of Northern California to obtain specific details to put it through the Code Advisory Committee so that the Department is not misleading people with incorrect engineering.

It is their hope to start rolling out mandatory fixes. President Hechanova added it is their intent to simplify some of the details that could help expedite a higher level of safety.

4. Public Comment.

Suzanne Dumont spoke to say how wonderful Recreation and Park has been in finally taking care of the historical landmark known as the Stowe Lake Boat House. Since stage one of the capital improvements has begun at the boat house, several health, safety, and environmental issues have surfaced. Ms. Dumont has been in direct contact with Mayor Lee, who is directly responsible for Phil Ginsburg, has yet to reply. She has also contacted DBI and DPW who both disavow having any jurisdiction over Recreation & Park projects. DBI is refusing to take complaints and has dismissed her calls before she could talk to staff about lead paint and work site injuries that have occurred since the work began. There are no permits with DBI or DPW for work being performed at the boat house, which is strange. In 2011, there are eleven other Golden Gate projects in the DBI database, along with a long history of permits for Golden Gate Park.

Ms. Dumont said in the past few weeks, Recreation & Park power washed, sanded, and scraped 68 years of lead paint off the exterior of the boat house without using protection as required by local and state ordinances. There are photographs showing paint chips in and around the beds at Stowe Lake. Ms. Dumont stated she has done research on the history of the boat house and can attest that it has never had any lead paint remediation or abatement.

Ms. Dumont stated other health and safety issues are that the newly installed, unpermitted paving has changed the height of the walkways and the steps. As a result, several people and children can trip and injure themselves. Just recently a gentleman was taken to the emergency room to be treated as a result of falling from the steps at the boat house. He is not the only person requiring medical care in the past few weeks from injuries at the boat house. The paving contractor freely told passersby's that he had no idea that there was a historic 100-year old retaining wall and levy to hold the lake water away from the boat house. He was surprised to see the walkway covered in water seeping from the lake, after he hammered out the old path. The contractor had no oversight from DBI or DPW and dumped in more concrete to seal the leak.

Ms. Dumont said she contacted DBI on October 6, 2011 and was referred to Inspector Patrick O'Riordan. Inspector O'Riordan left a voicemail the next afternoon, which Ms. Dumont has a transcript of, in which he states DBI has no jurisdiction over Recreation & Park, Golden Gate Park, or Stowe Lake. DPW would be involved if they were undertaking to repair or replace the retaining wall. The primary contact would be San Francisco Recreation & Park. Ms. Dumont stated her problem with the inspector's comments is that there are dozens of building permits that have been issued over the past 20 years for Golden Gate Park, and complaints can be found online.

President Hechanova thanked Ms Dumont for her comments.

Nancy Wuerfel thanked everyone who responded to her public comment at a prior Commission meeting where she informed them of a missing complaint on the DBI tracking system. The

complaint has since been restored online, and she wished to acknowledge the correction. Ms. Wuerfel brought up a more serious complaint that she is requesting for the BIC to place on a future agenda. Due to a recent accident at a construction site on Third Street in August where four workers were injured, Ms. Wuerfel reviewed the DBI procedures for special inspections written in Administrative Bulletin AB-046 issued January 1, 2012, as well as samples of special inspection reports for projects currently undergoing construction. From her initial analysis, Ms. Wuerfel stated that some of the procedures and certifications outlined in AB-046 are not being carried out as written and that the San Francisco Building Code regarding test samples are not being documented, nor is the requirement to have the structural observer submit a written statement to the Building Official regarding the frequency and the extent of structural observations prior to the commencement of the observations as required in Section 1710 of the building code. She also found that progress reports for special inspections are not being filed or submitted. The only reports she found were final reports. The lack of timeliness on submitting the special inspection reports defeats the purpose of AB-046. The 550 Jersey Street project approved and issued in 2001, expired with no work done, had special inspections, special certifications, and special testing requirements to be done. However, the renewal permit filed 2011, failed to require these inspections. Ms. Wuerfel urged the Commission to agendize this item for further discussion.

Earl Shattucks spoke on the property at 4801 Third Street. He noted that the building is falling over and collapsing onto the bus stop. This area is a major hub of transportation and has been around for quite some time. There is a political storm involved with this property which may contribute to the hold up of any action being taken to resolve it. Mr. Shattucks has contacted 311, the Board of Supervisors, the Mayor, the City Attorney, and Deputy Director Edward Sweeney regarding this issue. He urged staff to look at this building. He hopes to hear back from the Department soon.

Robert Davis spoke on blighted buildings in the Bayview. One property he spoke of was Mendell Plaza. It has building permits both current and expired as of 2006. The property also has fees due to the City in excess of \$6,000. Another property is located on Oakdale. In addition to all the complaints, it has piles in the backyard and is abandoned. The third property has been on the City radar for the past 15 years. It is a bunch of shipping containers where people are living. Currently, the process for handling these types of complaints to be litigated is approximately 14 steps. None of these steps include any kind of intake system for the Departments to share the burden of figuring out department jurisdictions and to shift that from consumers to agencies. When you call 311, they direct you to various agencies, and most of the time you get nowhere. Mr. Davis requested under the Sunshine Law all open notices of violations in the Bayview and to have this item as a future agenda item for the Commission.

5. Director's Report.

a. Update on DBI's Finances

Pamela Levin, Deputy Director of Administrative Services presented the financial report. DBI is projected to end the year on budget. Ms. Levin spoke on DBI's revenues and expenses. The largest part of revenues is the charges for service. Currently, DBI has 25% of the year already concluded as of the end of September. Revenues are at 28.4% in terms of charges for services.

The apartment and rental unit fees will come in starting December. The deadline is December 10 before people start to have penalties. These items will be posted in December and January. In comparison to previous years, it shows a 37.52% less this fiscal year versus last fiscal year at this point in time. The majority of this is due to the intergovernmental agreements and DBI receiving monies early last year for various projects such as Transbay, Exploratorium and the PUC projects. There is an increase in valuation of issued permits of 54.3%. Additionally, there are less small projects with valuations less than \$2,000 and an increase in projects over \$2,000 - \$1million, with significant growth in those projects valued at over \$1million. There is also an increase inspection activity. In terms of expenditures, 25% of the year has passed with approximately 20% of salaries and fringes having been expended. Finance is ensuring that DBI does not exceed its budget and that there is enough staff.

Commissioner Murphy asked if staff could provide at the next meeting, a report of the difference in revenue from when DBI increased its fees for permits and blighted buildings.

Commissioner Murphy inquired about the difference between the off-hour plumbing inspection versus off-hour electrical inspections. Ms. Levin stated the budget for plumbing is \$26,500 and the budget for electrical is \$406,700. These numbers are based on prior year revenue. Deputy Director Ed Sweeney clarified that most of the off-hour plumbing inspections have to do with covering trenches. When it comes to electrical, it is almost always the high rises and involves life safety tests. Most buildings in San Francisco do not allow life safety tests because it disturbs the occupants of the building. Electrical inspectors are conducting three or four overtime inspections each evening and/or in the morning prior to the building being opened; therefore the volume of work on the electrical inspections is much higher.

President Hechanova inquired about the boiler permit penalties of \$15,000. Deputy Director Ed Sweeney explained that this program is administered through the Plumbing Inspection Division. There is a dedicated inspector that travels the city checking boilers for their yearly certifications. If people do not certify within a certain time span, a notice of violation is issued. The Code specifies a certain fine they have to pay for not complying with certifying their boiler. President Hechanova asked if there are time limits to how these penalties can be resolved relative to the onset of the cold season. It seems like the spike in complaints happen after these penalties have been in place for well over a year. Mr. Sweeney stated the penalties were more for not having the boiler certified. Staff is continuing to monitor the certifications via a database and inspector verifications.

Commissioner Murphy inquired on the Department's system for dealing with non-sufficient funds (NSF)/bounced checks. Pamela Levin stated DBI does not get notified of a bounced check until five to seven days after payment was made. Due to this apparent lag, the Department will be obtaining a new cash management system to try to be able to get the information faster. When an NSF check is received, the permits are immediately suspended. A letter is sent out to the property owners which DBI gives between 15-30 days to respond. If there is no response, it gets turned over to the Treasurer-Tax Collector's Office where they may start the process that includes collections or liens on the property. DBI does follow up on those customers who frequently give bad checks. Additionally, NSF customers have to pay \$50 more because there is

a fee the Department has to turn over to the bank. Customers cannot correct payment by check. Only credit cards or cashier checks are accepted.

President Hechanova made an inquiry on permit extension filing. It appears to be a low figure for what seems to be quite a few outstanding projects out there. He asked if the fees were being deferred. Pamela Levin stated staff has been processing quite a few extensions, and she will look into this item to see the actuals. It could be hitting Central Permit Bureau Fees. President Hechanova asked for clarification from the standpoint of what would be the revenues that are part of and separate from. Ms. Levin stated staff will do their best and look into providing the information.

Commissioner Clinch inquired about the graph and if it included all the MOUs. Ms. Levin stated the graph indicates total revenue. Commissioner Clinch stated it would be interesting to see a graphical representation of the effect of stimulus monies received by the City versus the figures without. Ms. Levin stated at this time, they received stimulus as a result of the Transbay Project of approximately \$5M. They hope to receive this by the end of October. It takes time to receive the money from the Federal government.

President Hechanova hopes to see greater revenue in line item 611-70 as a result of seismic retrofitting.

b. Update on proposed legislation.

William Strawn, Legislative and Public Affairs Manager highlighted items that were provided in the Commissioner packet. Supervisor Chiu has introduced new legislation to assist small business to come into compliance with ADA requirements. The DBI aspect to this legislation is that we would prioritize ADA type work. DBI currently does this practice upon request. The Mayor signed into legislation the Green Building Updates. There is pending committee action on the proposed Public Arts Trust Fund that may involve DBI once they get into the details from a development fee collection point of view. There is still pending legislation that Supervisor Cohen has introduced regarding building repairs brought about by fire or acts of god. This has been referred to the full Board and passed yesterday for its first reading. It will change the timetable to give property owners another six months to complete repairs. Supervisor Avalos has proposed to have a hearing on the issue of people taking rental property and using them for tourist use. The hearing has not yet been scheduled, and DBI is cooperating as they move forward. President Hechanova asked if this issue was more for Planning rather than DBI. Mr. Strawn agreed; however, DBI had been asked to participate and to provide a report.

c. Update on Permit Tracking System.

Penny Venable, DBI IS Project Manager was hired two weeks ago to manage the Project & Permit Tracking System project. Her background is in program management, IT, business and quality assurance management. Ms. Venable introduced the Planning Project Manager Isabelle Vulis, Accela CEO Maury Blackman, and Accela Project Manager Mike Birkhead.

Ms. Venable proceeded to present a status report on the project to date. The contract was signed with Accela-21Tech effective September 12, 2011. They are finalizing the relationship between DBI and Planning in terms of an MOU. They are beginning the Initiation Phase which includes an organizational chart, draft project charter, preparing for a kick-off meeting presentation next week, and system staging environment ready. Staff has been meeting with the vendor in terms of discussing the deliverables and timelines. The kick-off meeting for internal staff is scheduled for October 26 from 10:00-11:30 a.m. The Public Advisory Committee (PAC) demo for the Citizen Access Portal and Mobile is scheduled for October 26 from 3:00-3:30 p.m. They have started their status meetings and reporting. Their next steps are to complete the initial Phase One deliverables next month.

Ms. Venable presented the high-level timeline. The project is broken up into different stages.

- Initiation – preparation of project charter (in progress), project plan (in progress and finalizing), kick-off meeting, and staging environment testing.
- Analysis –reviewing the Business Process Engineering Report (BPR) and identifying any changes since its publication.
- Configuration – how to configure the system to meet departmental needs in terms of workflow, data, and displays.
- Stage 4 – where the system is built, having the core system, data conversion, reports, end products and user interfaces.
- Stage 5 – getting ready for production, training, user acceptance testing
- Stage 6 – deployment, system goes live, production support, prepare for transition for the CRC – Accela’s helpdesk
- Stage 7 – final transition and move to CRC helpdesk.

The schedule is targeted for completion on December 31st on a 24-month schedule.

Commissioner Murphy made an inquiry with regard to the schedule. He asked if Stage 2 and 3 could be implemented by November/December 2011. Additionally, he inquired as to the number of people on the project team. Ms. Venable replied that there are approximately 20 subject matter experts, 3 project managers, and several directors on the DBI side as well as Planning. They will be reviewing the BPR report and workflows with the subject matter experts. Commissioner Murphy asked why this project will take 24-months. Ms. Venable stated they want to complete the project with quality and ensure the resources are available and not affect business as usual. This project was planned out very closely with the Planning Department, DBI, and Accela in terms of what it would take to complete the project with quality and accuracy. There has been major progress within the last two weeks with regard to deliverables and partnering with the different groups. Commissioner Murphy inquired if there was an oversight group for this project. Commissioner Murphy stressed the importance of having the stakeholders participate as part of the committee. Ms. Venable stated there is a Steering Committee comprised of the DBI and Planning Directors, a representative from the Controller’s Office and Mayor’s Office. There is also a Governing Committee comprised of the Chief of Staff of Planning and the Deputy Director of DBI. Staff from both departments will be involved to review workflows. Commissioner Hechanova added the PAC could be useful participants in the user interface portion of this project. Ms. Venable stated they will begin that process at the demo to the PAC next week.

Commissioner Lee asked who proposed the stages of the project. Ms. Venable stated the schedule was developed by DBI, Planning, and Accela. Commissioner Lee further inquired if the timeline was reasonable. Ms. Venable stated, in her experience, the timelines are laid out well. If they could move forward any quicker, they would. Commissioner Lee stated it would be his preference to have a system implemented sooner and do updates to it later. Commissioner Walker reminded commissioners that the RFP that was published included a discussion on how the project was to be implemented. The amount of data, interface, and lack of coordinated efforts between Planning and Building complicates the process. Impatience can lead to mistakes in the system that the departments are investing a lot of money in. The ultimate goal is to provide a great system that provides good public service and transparent information.

Maury Blackman, Accela CEO expressed that he is delighted to be able to provide his services to San Francisco. His goal is to provide a service that improves the relationship between the City, its citizens, and other parts of the construction community, as well as provide more transparency and accountability. Mr. Blackman opened up to questions from the Commission. Commissioner Murphy asked if there was any way to get the system up and running sooner. Mr. Blackman stated his staff will work closely with the project team to condense this down as much as possible. He is pleased that there are 20 subject matter experts involved because in his experience, projects slow down when the vendor and consultants are unable to extract information from staff, so having that amount of people is a very good thing. In reviewing the project plan, he stated they can work very diligently on Stage 2 and 3 and re-evaluate the project timeline. Commissioner Murphy asked if they could complete Stage 2 and 3 by March 2012. Mr. Blackman stated they would work efficiently to meet that deadline. Commissioner Murphy asked if there was a possibility of having a barebones system and adding to it later. Mr. Blackman stated the City and the system would be complex primarily because of the area we live. They want to ensure that the system put in place can serve the public to the fullest extent. President Hechanova asked if this project was totally unique that it would take that long to create and address key issues the departments needs. Mr. Blackman stated his company provides a software package that is tailored to meet the needs of government agencies. What is unique is the size and scope of the project. This is a complex project because of the number of people who will be interacting with the system. When you have a large audience to serve both on the government and customer side, the margin of error is narrow. President Hechanova asked if the department's current equipment be sufficient to run the system or will server upgrades be required. Mr. Blackman stated the way the contract is written, the vendor will provide the infrastructure upgrades. As far as the technical capability, part of contract is to provide training for staff to manage and maintain the system. Commissioner Mar inquired about the vendor's work in other cities. Mr. Blackman stated they are currently implementing a similar system with the New York Department of Public Health to assist with restaurant inspections. It is an 18-month project. Commissioner Mar asked for a status update to the Commission in March /April 2012. It was stated that status reports will be provided to the Commission on a monthly basis. Commissioner Clinch assumes the vendor is working on a lump sum fee and it is to their advantage to complete the project as soon as possible.

d. Update on major projects.

Hanson Tom, Acting Deputy Director presented an update on major projects. The largest projects in the pipeline are the public safety buildings –

- Future police headquarters
- Firehouse

Other major projects include –

- Rincon Hill
- Trinity Plaza
- 350 Mission Street
- 45 Lansing Street

One new residential project is 184 Channel Street. DBI will also be involved in the SFMTA Central Subway project. The largest MOU project is the high speed rail project in which DBI currently issued the excavation permit. DBI staff is also plan checking the Port's project for the future cruise terminal.

Commissioner Murphy asked if staff could arrange a tour with the Commissioners of some of the major projects. Hanson Tom would like to invite the Commission to visit the high speed rail project.

Commissioner Walker inquired if there were other projects related to the America's Cup that would be added to the list. Mr. Tom stated that the cruise terminal is a part of the America's Cup project. They will use the terminal as open space to hold events. After the America's Cup, the space will be used for commercial purposes. Commissioner Walker asked if there was going to be any future development in that area. Mr. Tom responded that it there would be added parking for the cruise terminal area.

Commissioner Lee asked DBI's timeline in their involvement with these projects. Mr. Tom responded that most of the high profile projects have permits filed, with the exception of the Central Subway. They should be filing their first permit for the Union Square station next March 2012. Commission Lee asked if DBI would be doing inspections on these projects. Mr. Tom responded they are still trying to tie down the inspection details for the TJPA project, but for the cruise terminal, DBI will not be performing inspections.

President Hechanova asked if Mr. Tom had assistance in reviewing the major projects. Mr. Tom stated that he is mainly managing the projects. He has an engineer follow the projects for him. For example, for the TJPA project, he will have 6 team members conducting plan check. President Hechanova asked if there was a critical timeline for the Commissioners to visit the high speed rail project. Commissioner Clinch stated he would welcome a meeting prior to the site visit to further explain the project.

Commissioner Walker added she has witnessed the progress at the SF General Hospital project.

President Hechanova inquired if there were photos taken on these projects that they can view. Mr. Tom responded he has taken his own photos, but the project sponsor may have additional photos.

President Hechanova hopes DBI also gives attention to the smaller projects. Hanson Tom stated the 5th floor operations are handling 80% of those projects.

e. Update on Q-Matic and status of activation.

Hanson Tom provided an update on the Q-Matic implementation. Mr. Tom hoped to launch the system in early September. They will officially launch next month on November 21st. The Department is moving forward to train staff on the Q-Matic operation. The operation procedures and FAQ will also be posted on the DBI website for customer review.

Commissioner Murphy asked how many screens will be on the 5th floor. Hanson Tom stated there are currently two screens. He would like to see more, as the needs arise. A speaker system is also available. Kiosks will be located on the 1st, 4th floor, and 5th floors. If the system runs effectively, more stations will be placed on the 3rd and 6th floors. Commissioner Murphy asked if DBI has received any complaints from expeditors on the Q-Matic system. Mr. Tom stated that he asked for their input but did not receive much response. There are concerns the system may not be flexible; however, plan check staff can adjust the review station. President Hechanova asked if this was clearly communicated to the PAC to help facilitate an understanding of the system. Mr. Tom stated an update was provided to the PAC at their last meeting. He hopes to schedule another meeting to go over their concerns. Acting Director Sweeney stated he has been in contact with the “frequent flyers”, and their main concern is related to the system’s flexibility in routing customers through the plan check stations.

President Hechanova inquired if Q-Matic will allow for staff to float between floors should there be a greater need at a particular review station. Mr. Tom responded that at this time, Q-Matic is unable to have this function. Floor managers will supervise workflow.

Commissioner Murphy inquired if Q-Matic will help to alleviate problems the Department is experiencing at its cashier stations. Mr. Tom responded that the system will help to facilitate a decrease in waiting times. Commissioner Murphy asked if DBI has enough cashiers. Mr. Tom stated they increased their staff by one. Acting Director Sweeney added they are in the process of hiring additional staff, such as two 1408 positions assigned to the 5th floor.

Commissioner Lee thanked staff for their work in getting the Q-Matic system up to this point.

f. Update on other technology projects.

Deputy Director Pamela Levin highlighted IT projects:

- Update to Outlook email
- Go live with electrical inspection scheduling over the web
- Refresh project – re-evaluating server needs and virtualization

- Cash management system – the vendor has been meeting with DBI on the requirements. They hope this will process payments faster and provide more accountability. They are hoping go live by April 2012.

President Hechanova inquired about the budget for the Refresh project. Pamela Levin stated the budget that was submitted to the Board was \$1M. President Hechanova asked that staff provide an update on this item and that it be agendaized for a future meeting.

- g.** Update on new hires.

Acting Director Sweeney reported on five new hires:

- Two 6331 Building Inspector (1st Floor)
 6331 Building Inspector (5th Floor)
- Two 5207 Associate Engineer (Mechanical)
- One 1070 Project Director for the PPTS Project

The building inspectors were staff who were previously laid off. There is one additional building inspector who was laid off that currently works at the SFPUC.

President Hechanova welcomed Ms. Venable, Project Director to DBI and thanked Acting Director Sweeney for the informative newsletter.

Commission Secretary called for public comment on the Director’s Report.

Nancy Wuerfel commented on the Permit Tracking System. She appreciates the need to have this project expedited and supported Commissioner Walker’s comments on the matter. Ms. Wuerfel stressed the importance of training for staff. Additionally, the Department should look into having a backup system in case something goes wrong with the new system. Ms. Wuerfel asked for clarification as to the date/time of the PAC demo. Ms. Levin responded that the PAC meeting takes place from 2:00-3:30 p.m. The actual demo is scheduled for 3:00 p.m. Commissioner Murphy asked why the date of the PAC meeting was changed. Ms. Levin responded that the date was changed to accommodate the attendance of Planning representatives.

Luke O’Brien suggested having public comment for each individual item of the Director’s report. Mr. O’Brien commented on the Permit Tracking System item. He suggested having only a small group of experts working on the system to get the job done. He continued to say that this project should be localized with DBI first, with a condition on the vendors, using the appropriate protocols to keep it simple.

There was no further public comment on this item.

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 Walker asked for discussion of special inspections and its criteria. Also, it would be helpful to have a presentation to the Commission of what DBI does and does not have jurisdiction over, such as Golden Gate Park, the Port, Redevelopment, etc. Additionally, Commissioner Walker asked for an update on the blighted buildings program.

President Hechanova brought up the issue of customer parking. It has been reported that staff monopolize garage parking. He is requesting that staff be mindful of making parking spaces available to our paying customers. Acting Director Sweeney reported staff no longer utilizes the parking garage. Mr. Sweeney will speak to staff to address this item.

There was no public comment on this item.

- 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.

The next regular meeting is scheduled for November 16th. The Litigation Committee will meet on November 15th.

Commissioner Murphy agreed with the public speaker with regard to having public comment after each item, in lieu of waiting until the end.

There was no public comment on this item.

7. Review and approval of the minutes of the Regular Meeting of April 20, 2011.

Commissioner Walker made a motion, seconded by Commissioner Murphy to approve the April 20, 2011 minutes. The motion carried unanimously.

RESOLUTION NO. BIC 027-11

There was no public comment on this item.

8. Adjournment.

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

The meeting was adjourned at 11:24 a.m.

RESOLUTION NO. BIC 028-11

Respectfully submitted,

**Carolyn Jayin, Executive Secretary to
The Director**

Edited by: Sonya Harris, BIC Secretary

SUMMARY OF REQUESTS BY COMMISSIONERS OR FOLLOW UP ITEMS	
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Update on the budget for the Refresh project. – Hechanova	Page 11
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Presentation of what DBI does and does not have jurisdiction over, such as Golden Gate Park, the Port, Redevelopment, etc. – Walker	Page 12
Update on the blighted buildings program. – Walker	Page 12