



PUBLIC ADVISORY COMMITTEE

MEETING NOTES

**Thursday, August 18, 2011
2:00 p.m. to 3:30 p.m.**

**1660 Mission Street
Room 6034**

1. WELCOME AND INTRODUCTIONS

Edward Sweeney, Acting Director welcomed attendees to the meeting and introductions were made. Mr. Sweeney is serving as Acting Director due to Director Day's medical leave through October 2011.

Acting Director Sweeney announced that Daniel Lowrey will serve as Acting Deputy Director for Inspection Services while he is assigned as Acting Director.

2. GENERAL DISCUSSION ON SUBMITTAL PROCESS

Hanson Tom gave a general overview of the submittal process and minimum requirements of documents that are to be submitted.

It was asked if there were processes to do different things such as addenda submittal. Hanson Tom referenced Administrative Bulletins AB-032 and AB-052 which outlined how DBI handles site permits. Hanson stated he submitted revisions to these bulletins to the Director. Acting Director Sweeney stated if the bulletins are finalized, he would sign them for distribution and implementation.

3. GENERAL DISCUSSION ON DISABLED ACCESS CHECKLIST

This item has been continued to the September meeting. Copies of checklist will be sent to attendees prior to the next meeting.

It was suggested that DBI staff do outreach to the AIA to educate members on its requirements.

4. ROUNDTABLE DISCUSSION

There was an inquiry on the status of having a one-form permit application. Management stated that the new PTS system would address this. The new system is slated for implementation in two years.

There was an inquiry to DPW regarding BSM sign offs on over the counter permits. DPW currently has counter hours on Tuesday and Thursdays for sign offs. Eleanor Tang will follow-up with John Kwong on this item.

It was asked if doors are open at 7:30 a.m. Acting Director Sweeney stated that they are only open for employees. Customers are not able to access services until 8:00 a.m. This is a policy that was put into place due to occurrences of theft in the building. Another issue with the policy change was not having enough staff to start at 7:30 a.m. Security cameras have since been installed. As a result, DBI is looking to revert back to a 7:30 a.m. opening and have staff available for customers for Inspection Services.

Hanson Tom spoke on the backlog. Most site permits take approximately two weeks. General permits are taking four weeks to begin review. Mechanical is improving, but they still need to move forward in recruiting mechanical engineer positions. Hanson spoke to Emily Morrison of DBI Personnel/Payroll and it was said these positions have been released by the Mayor's Office. They are now waiting for the list from DHR. It was asked why there was such a delay in filling the positions. It was said that the positions had been at the Mayor's Office for some time and were recently released to DHR. DHR has experienced a shortage in staff which may contribute to the delays. Ms. Levin will follow-up with DHR on the status of the 5207 recruitment.

Hanson Tom reported there are three new clerks assigned to his program. Management will be revamping 1st floor intake operations. Additional clerk positions will not come on board until October.

Addressing issues are being handled by CPB staff.

Pamela Levin reported they have scheduled a cash handling training seminar for staff in September.

5. FUTURE AGENDA ITEMS

An item was brought up regarding greywater capture at athletic facilities and online boiler permits.

Another item raised for a future meeting was carbon monoxide detector requirements.

6. ADJOURNMENT

There being no further business the meeting was adjourned at 3:27 p.m.