

of the Ramaytush Ohlone community and by affirming their sovereign rights as First Peoples.

2. FINDINGS TO ALLOW TELECONFERENCED MEETINGS UNDER CALIFORNIA GOVERNMENT CODE SECTION 54953(e). *(Discussion and Possible Action)*

The Commission will discuss and possibly adopt a resolution setting forth findings required under Assembly Bill 361 that would allow the BIC to hold meetings remotely according to the modified Brown Act teleconferencing set forth in AB 361.

Commissioner Neumann made a motion, seconded by President Bito, to continue to meet remotely for the next 30 days. The motion carried unanimously.

RESOLUTION NO. BIC 069-22

3. President's Opening Remarks.

- President Bito said good morning to the Commissioners, DBI staff and attending public.
- President Bito said one of the things she reflected on was being the President for the past year and at the last meeting the Commission went through a number of items from a tracking standpoint and with respect to the fee study, the 5-year strategic plan and some other items that are followed on the Client Services Subcommittee are things she looked forward to tracking and the progress of those. She also said that some items may be moved to the December 2022 BIC.
- President Bito said items #10, 13, and 12 would potentially be moved and that was why it was good to track items and keep the BIC abreast of those continued items.

There was no public comment.

4. Director's Report.

a. Director's Update [Director O'Riordan]

Director O'Riordan presented the following updates:

- Earlier in the week the Department published its new website on SF.gov and had received rave reviews for the simplicity and ease of navigation.
- He thanked the communications team for leading the effort and the many DBI staffers who served as subject matter experts to make sure the new pages were accurate and up to date and thanked Digital Services team who made the vision a reality.
- He shared a recent success from the Small Business Ambassador program that a small business in the Richmond District called the Department for help to get their final inspections and sign-offs so they would be able to open their restaurant called The Launder Mat. They wanted to open by Thanksgiving and knew they were close to the finish line. We sent Building Inspector Trevor Byrne who was assigned to the Small Business Ambassador program and he worked with Inspector Enrique Argumedo to help resolve the final items that needed to be submitted and the project was signed off a few days later. The owners Jamie, Adam, Kevin, and Jenna were grateful for the help and expressed their appreciation for the assistance.
- He was proud of the high level of customer service the team provided by our inspection team, and great work to the team.
- For today's agenda staff would touch on a number of topics including changing permits that were given priority and update on the strategic planning process and an update on the

Department's fee study that was just about to start.

Director O'Riordan said there was one more item to mention before closing the Director's Update regarding tenant improvements as follows:

(This slide was included in the supporting documents for item 4b.)

- Office Space Tenant Improvement (OTI) Trends.
- Prior to the pandemic the Department had a high of 800 OTI permits.
- During the pandemic there was a record low of about 100 permits.
- Rebounding Fiscal Year 2022-23 with 450 in the last quarter.

b. Update on major projects.

Director O'Riordan gave an update on major projects for October 2022 as follows:

- Major projects are those with valuation of \$5 million or greater filed, issued, or completed.
 - 4 permits filed
 - \$60.2 million in valuation
 - 102 net units
- Major projects with permits issued.
 - 3 issued
 - \$29.4 million in valuation
 - 24 net units
- Major projects with Certificate of Occupancy
 - 4 issued
 - \$58 million in valuation
 - 96 net units

Commissioner's Questions and Comments:

Commissioner Neumann asked if the Department tracked the fee waivers for affordable housing.

Director O'Riordan said the data was available and would be able to provide an update at a future meeting.

c. Update on DBI's finances.

Deputy Director of Administration & Finance Alex Koskinen gave an update on the Department's Fiscal Year finances 2023 as follows:

Mr. Koskinen said he was looking forward to sharing a more comprehensive update as it was still early in Quarter 1 and Quarter 2 in January with results of budget planning, and year-end projections and fee study proposals.

- Fiscal Year 2023 had received \$15.6 million against the \$85.9 million Revenue budget and had spent \$24.3 million against the \$91.2 million Expenditure budget.

- Operating Revenues had decreased by \$1.8 million from the same period the year before.
- Total Expenditures were \$24.3 million which increased \$724 thousand from the same period last year.

Commissioner's Questions and Comments:

President Bito asked how much was left in the fund to cover the increase in expenses as DBI was operating in the negative.

Mr. Koskinen said there was a little over \$100M in cash but only \$21M available for appropriation and had already committed the difference to balance Fiscal Year 2023-24 (FY), and a significant amount of those reserves were committed to that year and the next. The number to focus on was the \$21M.

President Bito asked if Mr. Koskinen could explain what was meant by appropriations and what he was using the money toward.

Mr. Koskinen said the Department had \$100M in cash but had projects from the continuing year that had been appropriated and not yet spent. Assuming that prior year amount had been carried forward and assuming those amounts and purchase orders or unspent funds committed in prior years had carried forward. The budget from prior years assuming the Department spends those amounts and any purchase orders or unspent funds that were committed in prior years that had been carried forward, plus the City has a two-year budget and for Fiscal Year 2023-24 and 2022-23, which was approved last year. The Department has committed to using the fund balance to balance expenditures.

Mr. Koskinen said the Department had the cash in its bank account but had committed \$79M to existing continuing projects that had not been spent yet and future sources.

President Bito said the budget was a concern last year for the Commission, but at what point was the Department out of money.

Mr. Koskinen said the projections had the Department running out of available funds for appropriation around Fiscal Year 2025, and we had been working closely with the Controller's Office and Mayor's Office to find solutions assuming nothing had changed to date. The fee study would be a large part of solving that problem and the Department was hoping to generate significant revenue while reducing expenditures in mostly work orders, and possibly Community Based Organization (CBO) grants. Not to cancel those but to shift that funding source to other departments, which would be further discussed in agenda item #11 regarding the fee study. There was work the Department did and was not charging for; However, there are opportunities for extra revenue recovery that will be researched.

President Bito said when going over the supporting materials for the fee study was it correct that the fees were decreasing.

Mr. Koskinen said that was part of agenda item #11 regarding the fee study and he would talk about some of the history where in 2015 there was a reduction, and no changes had been made since. There was a lot the Department was hoping to accomplish, part of which was to give ourselves flexibility, to adjust fees annually or more frequently than once every seven years so we are adequately recovering expenditures.

Commissioner Sommer asked if the Commission reviews the budget annually or every two years.

Mr. Koskinen said the Department and the Commission reviews the budget every year. In the upcoming January 2023 meeting, he would present materials on the fund balance usage over time, how much was left, projected usage, and more.

President Bito asked from a tracking standpoint was the monthly financial reports tracked against what DBI had projected in the budget.

Mr. Koskinen said projections were difficult especially in the beginning of the year and expenditures and revenues are not always steady depending on when invoices were received. Sometimes they come in all at once at the end of the year or all at the beginning of the year, so it was difficult to project using a straight line which was why effort was focused at the six and nine month marks – This is when DBI would have more confidence where the Department would be on the revenue and expenditures side, and yes there was monitoring to be sure the Department was not too high or low on either side.

Commissioner Sommer said along those lines was there a comparison made year to year tracking any unusual differences.

Mr. Koskinen said the Department does look, however it was hard to account for all factors that may have happened one year versus another. It was very hard to project based on what happened in a prior year, while it may be informative for a sanity check but those projections early in the year were difficult to make.

Commissioner Neumann asked how much of the Department's expenses was expected to be covered by revenue, and was DBI expected to be a fully self-reliant department.

Mr. Koskinen said the department was supported by fees only, and did not have the support of a General Fund.

President Bito said she would be curious to see how the budget was tracked against the projections of the budget.

Mr. Koskinen said usually towards the end of the year there would be a projections column. and a projected balance column and they were not presented today because it was still very early. They are variable and if shown, the projections would be shown on budget. It should have been included in the details, but it was not shown in the presentation so it can be for the next meeting.

Commissioner Alexander-Tut said she was looking at a memo from October 19, 2022 and was that the most updated document because it was showing a zero balance. She asked if the power point reflected where the Department was to date.

Mr. Koskinen said the use of fund balance was the \$27.7M and \$58M was the actual charges for services and revenue coming in. Other revenues were the use of fund balances and there was \$300K from the Board of Supervisors (BOS) as an add back for a specific project.

Commissioner Alexander-Tut said when the Commission has its Special Meetings in regard to the budget, she would like to see a breakdown in numbers the way it is presented in the memos and breakdowns of all the encumbered revenue and all non-personnel services.

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

Assistant Director Christine Gasparac gave an update on recently enacted State or local legislation as follows:

File No. 220970: Ordinance amending the program established in Ordinance No. 143-21 waiving certain first-year permit, license, and business registration fees for certain businesses, retroactive to November 1, 2021.

File No. 220878: Ordinance amending the Planning and Building Codes to increase fines and penalties for violations of Planning and Building Code provisions.

File No. 220981: Hearing to review the economic impact, real estate valuations and potential tax revenue loss, and City budget consequence of vacant office buildings and reduced daytime populations in the Economic Core, including the Financial District, SOMA and Embarcadero; and requesting the Office of Economic and Workforce Development, Assessor-Recorder,

Department of Building Inspection, Controller’s Office, Small Business Commission, Planning Department, the City Economist, and Assessment Appeals Board to report.

File No. 220902: Hearing on the permitting processes, time-frames, and systemic barriers experienced by small property owners building Accessory Dwelling Units (ADUs) under the local and state mandated programs; and the applications in the pipeline under California State Senate Bill No. 9 for duplex and quadplex construction from lot splits allowed in RH-1 zoned districts, including data on geographic distribution; and requesting the Planning Department and Department of Building Inspection to report.

e. Update on Inspection Services.

Deputy Director of Inspection Services Joseph Duffy presented the following Building Inspection Division Performance Measures for October 1, 2022 to October 31, 2022:

• Building Inspections Performed	5,394
• Complaints Received	581
• Complaint Response within 24-72 hours	579
• Complaints with 1st Notice of Violation sent	63
• Complaints Received & Abated without NOV	356
• Abated Complaints with Notice of Violations	32
• 2nd Notice of Violations Referred to Code Enforcement	33

Deputy Director of Inspection Services Joseph Duffy presented the following Building Inspection Division Performance Measures October 1, 2022 to October 31, 2022:

• Housing Inspections Performed	876
• Complaints Received	358
• Complaint Response within 24-72 hours	350
• Complaints with Notice of Violations issued	249
• Abated Complaints with NOVs	328
• # of Cases Sent to Director's Hearing	33
• Routine Inspections	109

Deputy Director of Inspection Services Joseph Duffy presented the following Building Inspection Division Performance Measures for October 1, 2022 to October 31, 2022:

• # Housing of Cases Sent to Director’s Hearing	63
• # Complaints of Order of Abatements Issues	13
• # Complaint of Cases Under Advisement	0
• # Complaints of Cases Abated	132
• Code Enforcement Inspections Performed	586
• # of Cases Referred to BIC-LC	0
• # of Case Referred to City Attorney	1

Deputy Director of Inspection Services Joseph Duffy said Code Enforcement Outreach Programs are

updated on a quarterly as follows for the 4th quarter:

• # Total people reached out to	38,675
• # Counseling cases	1,081
• # Community Program Participants	5,898
• # Cases Resolved	236

President Bito questioned if Mr. Koskinen could explain why the numbers that were shared for the October report were much lower than the September report.

Mr. Koskinen said he would take a look at the previous report, but would imagine that the report had been run with older data. For example, the current report was showing the entire month of October but he would research the numbers and report the differences in a future report.

President Bito said she would like to see a broader context of how DBI arrived at its totals and how the Department balances the budget for the two-year bracket.

Mr. Koskinen said regarding the carry forward at the bottom of the page those referred to open purchase orders from the prior year that had not been completed or manual carry forward if DBI had not completed and billed other departments for yet. Those appropriations would be carried forward to perform that work and similarly if vendors performed work and had not billed, it would be carried forward so the budget would be there to pay once the bill was submitted.

Mr. Koskinen said regarding the actuals, those were directly from the Department's general ledger, a system the entire city uses that list the booked expenditures and the vast majority of those were salaries, labor, and fringes which were posted every two weeks. There could be timing issues, but those are all expenditures that have come in the door or go out.

President Bito asked why the salary budget went from \$50 million to \$17 million.

Mr. Koskinen said the \$53.9 million was for the entire year and the \$17 million reflects the year to date.

President Bito said the last month annual stated \$51 million.

Mr. Koskinen said he would look into why the amounts were different, but there could have been an addition from the Controller's Office.

President Bito asked if the fiscal year began in September.

Mr. Koskinen said the fiscal year begins on July 1st, but the budget may not be approved by that date. The Mayor submits the budget and the Board would make cuts or additions. Since this process is not usually finalized by July 1st what is loaded to DBI's budget may not reflect the finalized version, and the Department could show the original budget and the revised budget to make the Commission aware of those changes.

Commissioner Neumann said a presentation of the budget process would be helpful to the Commission's work.

Mr. Koskinen said that he would be able to put that information together to be presented at a future meeting.

Public Comment:

- Mr. Jerry Dratler commended the BIC and Deputy Director Koskinen for an enlightening discussion on DBI's long term financial challenges, and the prior year surpluses. He suggested DBI prepare a simple schedule that would show the current surplus balance and how it had been

committed in future years and the ending balance that was available.

- Mr. Dratler said earlier in the year DBI took about \$27 million of prior year reserves and booked it as current revenue. It was incorrect to record prior year reserves as current year revenue, because it was confusing and non-current items such as taking prior year reserves should be a non-operating item and this could have been why the current financial statements were confusing.
- Mr. Dratler said issuing a financial report that would show the current year actual with the prior year actual could be useful and would give the reader a good sense of how the current year was tracking against last year. Also, measuring against both the last year and current year would be helpful. Mr. Dratler said that he was a retired Chief Finance Officer and he was trying to help.

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

- Mr. James Heron, an architect and forty-year resident of San Francisco, said he wanted to draw attention to a flaw in the Housing Code that seemed to be written to reduce accessibility and was potentially affecting seniors and disabled residents.
- Mr. Heron said the current Building Code required new apartment buildings three stories or higher, with a certain minimum floor area to have a compliant elevator consistent with the Americans with Disabilities Act (ADA). The Housing Code seemed to suggest maintenance of elevators of buildings five stories or more. In other words, four story or lower buildings built before the Housing Code elevators did not require maintenance if broken down.
- Mr. Heron said the Housing Code did not seem to go well with San Francisco's ubiquitous forty-foot height limit.
- Mr. Heron and his wife live in precisely such an elevator building with four stories, twelve two-bedroom units and he has mobility issues. The elevator had always worked, but two years ago owners began a voluntary modernization project, and after several months, tenants were informed by the owners that it would present an undue financial burden to return the elevator to working order.
- Mr. Heron said there was a complaint filed with Housing Inspection Services (HIS), and a Director's Order of Abatement was issued only to have the owner's lawyers successfully appeal the Order of Abatement invoking a pernicious fifty-foot loophole. Mr. Heron said he wondered how many other buildings in the same condition would be met with the same fate.
- Mr. Heron said this weighed against the real physical burden of being stuck on the fourth floor without an elevator and forced to carry groceries, luggage, and laundry up four flights of stairs one step at a time while continuing to explore ways to encourage the owners to do the right thing. Meanwhile hoped the Commission would work to fix the flaw in the Housing Code.
- Mr. Heron said as an architect he had spent a fair amount of time looking at Codes, and would say the Codes governing the elevators seem to be spotty. Possibly they were structured at a time when elevators were a novel luxury and the Codes treated them as such, concerned more with safety than access. Times have changed and accessibility is no longer just a luxury, so the Codes need to be revised.
- Mr. Jerry Dratler said he submitted two examples of expired building permits being finalized through administrative permits to demonstrate the abuse of the administrative permitting process by DBI. The examples shown during the April 20, 2022 BIC meeting agenda item ten was an

update by Joe Duffy on the scope and implementation plan. DBI’s quality control audit of Bernie Curran’s and Rodrigo Santos’ projects which was led by Senior Building Inspector Ed Donnelly. Mission Local ran a story on October 10, 2022 that Mr. Donnelly had work done on his house by Mr. Santos. He was the engineer listed on four individual building permits and Mr. Santos submitted two sets of plans for a remodel to Mr. Donnelly’s home. The report showed eight building permits were issued and six were allowed to expire.

- Mr. Dratler asked why an experienced Building Inspector allowed six building permits to expire. DBI then issued two administrative permits to finalize the work on the six expired permits. Mr. Donnelly finalized the 2006-2007 permits twelve years after on a 2019 Administrative permit approved by Senior Building Inspector Kevin McHugh.
- Mr. Dratler said DBI should have required that the permits be renewed and then finalize those original building permits.
- Mr. Dratler said certain properties had been highly visible for reporting operational irregularities within DBI, and the charges of Walter Wong and Muhammed Nuru. The lesson DBI should have learned was to not use Administrative permits to finalize building permits.

6. Nominations Subcommittee.

a. Update from the Nominations Subcommittee.

Commissioner Sommer said the Nominations Subcommittee which consisted of Vice President Tam and herself met November 8, 2022 and discussed the vacancies that were on the committees that the BIC oversaw.

b. Review and possible action to make recommendations to the Building Inspection Commission regarding appointments and reappointments to the Board of Examiners (BOE). (Terms to Expire September 15, 2025.)

Members seeking appointment:

- Daniel Sullivan, Building Owner Representative seat
- Randy Collins, Licensed Structural Engineer seat
- David Kane, Licensed Structural Engineer Specializes in Seismic Improvements seat

Seat that remains vacant and have not received applications:

- Tenant Licensed as an Architect or Engineer

Vice President Tam made a motion, which was seconded by Commissioner Sommer, to reappoint Daniel Sullivan, Randy Collins, and David Kane to the Board of Examiners (BOE).

There was no public comment.

Secretary Harris called for a Roll Call Vote:

President Bito	Yes
Vice President Tam	Yes
Commissioner Alexander-Tut	Yes

Commissioner Neumann **Yes**
Commissioner Sommer **Yes**

The motion carried unanimously.

RESOLUTION NO. BIC 070-22

- c. Review and possible action to make recommendations to the Building Inspection Commission regarding appointments to the Code Advisory Committee (CAC). (Term to Expire August 10, 2025.)**

Member seeking appointment:

- John Tostanoski, Mechanical Engineer/ Contractor seat

Seat that remains vacant and have not received applications:

- A Person Qualified in the Area of Historical Preservation

President Bito made a motion, which was seconded by Vice President Tam, to appoint John Tostanoski to the Code Advisory Committee(CAC).

There was no public comment.

Secretary Harris called for a Roll Call Vote:

President Bito **Yes**
Vice President Tam **Yes**
Commissioner Alexander-Tut **Yes**
Commissioner Neumann **Yes**
Commissioner Sommer **Yes**

The motion carried unanimously.

RESOLUTION NO. BIC 071-22

- d. Review and possible action to make recommendations to the Building Inspection Commission regarding reappointments to the Access Appeals Commission (AAC). (Terms to Expire November 1, 2026.)**

Members seeking reappointment:

- Kevin Birmingham, Public Member seat
- Arnie Lerner, A Person Experienced in Construction seat

Seat that remains vacant and seeking applicants:

- A Person Experienced in Construction seat

Vice President Tam made a motion, seconded by President Bito, to reappoint Kevin Birmingham and Arnie Lerner to the Access Appeals Commission (AAC).

There was no public comment.

Secretary Harris called for a Roll Call Vote:

President Bito	Yes
Vice President Tam	Yes
Commissioner Alexander-Tut	Excused
Commissioner Neumann	Yes
Commissioner Sommer	Yes

The motion carried unanimously.

RESOLUTION NO. BIC 072-22

7. Discussion and possible action to appoint Commissioners to serve on the Nominations Subcommittee.

President Bito made a motion, seconded by Commissioner Sommer, to appoint Commissioner Neumann to the Nominations Subcommittee.

Secretary Harris called for a Roll Call Vote:

President Bito	Yes
Vice President Tam	Yes
Commissioner Alexander-Tut	Excused
Commissioner Neumann	Yes
Commissioner Sommer	Yes

The motion carried unanimously.

RESOLUTION NO. BIC 073-22

There was no public comment.

8. Update from the Code Advisory Committee (CAC).

Mr. Stephen Harris, Structural Engineer and CAC President, gave a presentation as follows:

- Defined and Created by the San Francisco Building Code (SFBC) Section 105A.4.3
- Proposed ordinances
- Monthly meetings
 - Issues Addressed
- Proposed Ordinances reviewed
- Code Updates
- Administrative Bulletins and Information Sheets (news, updates, and discussions)

- Discussion of Program updates
- Other items discussed

Commissioner's Questions and Comments:

President Bito said it was great to hear the update to catch up with what the CAC had been doing the past year.

Commissioner Sommer said she requested this item after the CAC Secretary Tom Fessler presented a list of items the committee had addressed, so she thought it would be helpful for the BIC to hear as well. She thanked Mr. Harris for his service and commended him on his leadership of the committee, and his inclusiveness of allowing people time to provide their opinions, and have meaningful discussion. Mr. Harris also has a helpful demeanor and insightful opinions, and those discussions provided the BIC with helpful recommendations and opinions.

President Bito said one of the items on the list was DBI's permitting process, and she questioned if that was going to be agendized in the future. If so, she was interested in attending.

Mr. Harris said most items on the committee's agenda were handed to them, so there are not a lot of items that bubble up from the committee's discussions. When an item such as the permitting process comes up, it is usually because either the BIC or staff had directed it to the committee looking for some guidance.

There was no public comment.

9. Discussion and possible action regarding proposed changes to Administrative Bulletin AB-004 "Priority Permit Processing Guidelines".

Manager of Technical Services Janey Chan gave a presentation as follows:

- Administrative Bulletin 004
- Proposed updates
 - Add Accessory Dwelling Units (ADUs), Junior ADUs
 - Add Telecommunications Facilities
 - Add Renewable Energy Projects

Commissioner's Questions and Comments:

Commissioner Neumann asked how were the numbers derived at changing from 100 percent affordable to thirty percent affordable, because it was not far from what was required of multi-family development.

Ms. Chan said the numbers were to match the Planning Department's Ordinance in order to not require more than what the Planning Department was requiring.

President Bito asked what was the process prior to reducing the percentage to thirty percent for prioritization.

Ms. Chan said previously to meet the prioritization requirement, the development must have met the 100 percent affordable rule, and now to match the Planning Department's Ordinance the development would need to be thirty percent affordable to be prioritized.

Commissioner Neumann said it made sense to align with the Planning Department, although she would have preferred to continue seeing prioritization for 100 percent affordable developments.

Deputy Director Neville Pereira said the mayoral legislative priority for 100 percent affordable projects

was still in the Administrative Bulletin as Ms. Chan stated. The addition of the Home SF Project was to bring it into alignment with the Planning Department, as it did not make sense that one department prioritizes a project and others do not and this was to streamline those projects and keep the continuity carried through its cycle.

Commissioner Sommer said the list included items that were to be prioritized, but did the list include the items that had not changed.

Ms. Chan said the list did include those items and specifically the mandatory program projects.

Commissioner Sommer said how many projects were included in the prioritization list.

Ms. Chan said she would look those numbers up and report at a later date.

Commissioner Sommer said she was curious that if seventy-five percent of projects were considered a priority was that really prioritization.

Director O’Riordan said he thought that it made sense to be in alignment with the Planning Department’s Ordinance relating to the Home SF projects. What was being prioritized were projects that were considered an emergency, and the Department was looking at critical infrastructure projects and addition. It made sense to think about having less of those lead type projects because the Code had caught up to those.

Secretary Harris said there was a supporting document for the item that included a letter from the Code Advisory Committee (CAC) recommending to approve Administrative Bulletin AB-004.

Vice President Tam made a motion, which was seconded by Commissioner Neumann, to approve Administrative Bulletin AB-004.

Secretary Harris called for a Roll Call Vote:

President Bito	Yes
Vice President Tam	Yes
Commissioner Alexander-Tut	Excused
Commissioner Neumann	Yes
Commissioner Sommer	Yes

The motion carried unanimously.

RESOLUTION NO. BIC 074-22

There was no public comment.

10. Update regarding the status of the Department of Building Inspection’s (DBI) 5-Year Strategic Plan.

Communications Manager Patrick Hannan gave a presentation as follows:

- Goal
- Five-Year Strategic Plan – Strategy
- Request for Proposal (RFP) – Intended Outcomes
- Components – Strategic Plan, Operational Tools & Processes

- Timeline

Commissioner's Questions and Comments:

Commissioner Neumann asked had the consultant been identified and what process was being used to select that consultant.

Mr. Hannan said the Department was using the full Request for Proposal (RFP) process which would take more time. Often sometimes a company may be hired for the initial part of creating a plan, however the staff had components for the plan in place as far as the Director's values and plans of engagement with the executive team. In order to move the Department forward and it was felt that there was help needed in coordinating that portion of the plan, but really implementing the plan and having the tools and means to effectively lead the organization forward.

President Bito asked would the operational tools outlined in the plan be created and implemented by the consultant. Mr. Hannan replied yes that was the plan to do so.

President Bito asked for updates based on the timeline of publishing the 5-year strategic plan.

Mr. Hannan said staff would continue to update the BIC as the RFP progressed.

President Bito said updates in January, April, May, and June 2023, then after June the BIC would discuss appropriate updates.

Public Comment:

- Mr. Jerry Dratler said Mr. Hannan's 5-year plan focused on a Department 5-year plan and should the BIC and the public provide input on the 5-year plan. He had some suggestions for example, a comprehensive business analysis, the last one was conducted in 2007 and there were 189 recommendations most of which were never implemented.

11. Discussion regarding a fee study for the Department of Building Inspection (DBI).

President Bito made a motion, seconded by Vice President Tam, to continue items #11, and #12 to the December 21, 2022 Building Inspection Commission (BIC) meeting.

The motion carried unanimously.

RESOLUTION NO. BIC 075-22

There was no public comment.

12. Update regarding the Client Services Subcommittee.

This item was continued to the December 21, 2022 Building Inspection Commission (BIC) meeting.

13. 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.**

- 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 the next scheduled meeting of the Building Inspection Commission was December 21, 2023.

President Bito said she would like a finance update to reflect how DBI creates its budgets, balances it and what the balances looked like on a two-year horizon.

There was no public comment.

14. Review and approval of the minutes of the Regular Meeting of October 19, 2022.

Vice President Tam made a motion, seconded by President Bito, to approve the Regular Meeting minutes of October 19, 2022. The motion carried unanimously.

There was no public comment.

RESOLUTION NO. BIC 076-22

15. Adjournment.

Vice President Tam wished everyone happy holidays and said that he was happy to serve on the Commission with his fellow Commissioners.

Vice President Tam made a motion to adjourn the meeting, seconded by President Bito.

The motion carried unanimously.

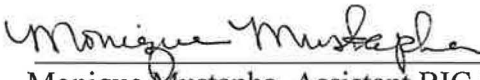
RESOLUTION NO. BIC 077-22

The meeting was adjourned at 11:16 a.m.

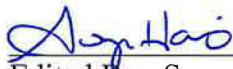
SUMMARY OF REQUESTS BY COMMISSIONERS OR FOLLOW UP ITEMS	
Commissioner Neumann asked if the Department tracked the fee waivers for affordable housing. – Neumann	p. 3
Commissioner Alexander-Tut said when the Commission had its Special Meetings in regard to the budget, she would like to see a breakdown in numbers – The way it is presented in the memos, and breakdowns of all the encumbered revenue and all non-personnel services. – Alexander-Tut	p. 5

President Bito asked a question regarding certain data on the current report, compared to the previous one. Mr. Koskinen said he would take a look at the previous report, but would imagine that the report had been run with older data. For example, the current report was showing the entire month of October, but he would research the numbers and report the differences in a future report. – Bito, Koskinen	p. 7
Commissioner Sommer asked how many projects were included in the prioritization list. Ms. Chan said she would look those numbers up and report at a later date. – Sommer, Chan	p. 11
President Bito said that she would like updates in January, April, May, and June 2023 then after June would discuss appropriate updates. – Bito	p. 12

Respectfully submitted,



Monique Mustapha, Assistant BIC Secretary



Edited By: Sonya Harris, BIC Secretary