BUILDING DEVELOPMENT COMMISSION
Minutes of May 20, 2014 Meeting

Jonathan Bahr opened the Building-Development Commission (BDC) meeting at 3:05 p.m. on Tuesday, May 20, 2014.

Present: Jonathan Bahr, Rob Belisle, Melanie Coyne, Ed Horne, Bernice Cutler, John Taylor, Travis Haston and Jon Wood

Absent: Chad Askew, Hal Hester and Kevin Silva

1. MINUTES APPROVED

The motion by Jon Wood, seconded by Ed Horne to approve the April 15, 2014 meeting minutes passed unanimously.

2. BDC MEMBER ISSUES AND COMMENTS

Bernice Cutler discussed the letter sent to Mr. Weathers from GCCA and provided copies of said letter for those requesting it. Further discussion will take place in the May 6th GCAA meeting.

3. PUBLIC ATTENDEE ISSUES

There were no public attendee issues.

4. CSC FOCUS GROUP FINAL REPORT & PROPOSED DESIGN

Jim Bartl provided the history and background. Patrick discussed and reviewed the design criteria. Shannon described how the CSC might work to include the renovation plan showing where the CSC may be located. Gene discussed phones and walk-in customers. Sandra discussed technology and infrequent users of the web. The BDC approved moving the project forward into design development work. We will assemble a team and outline the strategy to complete the project. A draft will be delivered to the BDC in either June or July.

EM: How many phone-in and walk-in customers? Are we talking 5 or 100 per day?
MC: Is it 5 – 10% of customers that are underserved?
JT: How many additional staff will this require?
RB: How many people are in AST now?
RB: On Cisco and Selctron; are we up to par with other areas within the County?
EM: What's the next step and what is the financial obligation?
EM: Are you paying consultants yet or is all of this being done by staff?
EH: Will the CSC Liaison allow you to alleviate positions?
BC: Do you intend to add connections w/ the inspection teams in the field?
TH: When given the green light; will you come back to us with a cost and where do we get the money?
RB: Will you push system upgrades out to all and not just the new CSC?
JT: How long will this take to implement?

Melanie Coyne made a motion, seconded by Ed Horne, that the BDC supports advancing the CSC into a detail design and detail strategy. The motion passed unanimously.

5. BDC SELECT COMMITTEE MEETING FOLLOW-UP

E-copies of all supporting meeting handouts were sent to all BDC members and others requesting same. The plan is to broadcast a request for specific project locations, issues and details so that we may conduct detailed specific investigations into each and provide follow-up with answers for frustrated customers. We will place the balance of the presentation on the June BDC meeting agenda, for further discussion.

TH: How would you broadcast a request for input?
BC: I like the idea of us going back to our members and sharing ideas and tools.
EH: On Best Practice; you could have a brown bag lunch and learn and go back to the associations to get the word out.
EM: There are a lot of things in place that the industry is not been made aware of.
BC: You could put your Project Managers up front in the preconstruction meetings.
JT: On the evaluation forms they usually only have one respondent per company. Maybe we need a way to provide multiple responses from each office.

Part II: Initiatives Update

Follow-up from April BDC meeting

BDC Quarterly Bulletin

Draft completed and critiqued by BDC Chair Bahr; Department posted to website and e-mail the final version of the Bulletin to NotifyMe registrants on May 13.

Reconvene CCTF on IRT Subcomm "best practice" topic

The Department has unearthed industry member lists form 2000, 2005 and 2012; still confirming who is in town, available and interested in participating.

Other Initiatives in the Works

Building Plan Review MOE Defects

Request from the BDC was to study plan review building MOE defects to see if they can be broken down by user (local vs. out of town), project type, etc. Assigned staff will study the special report by IST, reviewing how the data is filtered, to determine if the method of drill down is acceptable. Data timeframe for the prototype report is the last 4 years and report back to the BDC in June on report findings and what they mean in term of original request.

Phased Construction Best Practice Summary

The BDC requested draft of a "Phased Occupancy Best Practice" process description, including steps to follow during permitting, or later during construction, and including contacts involved. Draft was completed on Feb 10 and distributed February 18 to interested BDC members. Patrick met with BDC reps Jonathan Bahr, Chad Askew & John Taylor on Feb 28, requesting clarification on 7 items, including occupancy & construction phasing, prelim reviews, exit meetings, web presentation, et al. Patrick has been working on a web page mockup for review with the BDC, however, we've pushed this back to the June meeting to clear the May agenda for the two major discussions noted in 1.4 & 1.5.

Follow-up on the 2014 Service Delivery Enhancement proposal
Hybrid Collaborative Delivery Team

With the PM & BIM-Navigator positions filled, continue work on filling the 8 code official positions which will include carving out BIM-IPD bullpen space for the team's future use.

PM/CEM Support Pilot

Revised draft responsibility list to include MCFM related issues. Schedule a meeting with the managers and staff to review/confirm goals and expectations, duty list, and BDC streamlining pilot. Because of work on the NCD Team and CSC project. Schedule pilot kickoff for July 1.

Department Statistics Report

Permit Revenue

- April permit (only) revenue- $1,982,761, compares to March revenue of $1,693,065.
- Fy14 revised budget projected monthly permit revenue; $18,266,929/12 = $1,522,244
- So April permit revenue is $460,517 above monthly projection
- At 4/30/14, YTD permit rev of $17,541,837 is above permit fee rev projection (9 x $1.5222M = $15,222,440) by $2,319,397, or 15.23%

Construction Value of Permits Issued

- April total - $369,038,987, compares to March total - $347,118,167
- YTD at 4/30/14 of $3,306,780,390; 23.4% above Fy13 constr value permit'd at 3/31/13 of $2.5347B

Permits Issued:

	March	April	3 Month Trend
Residential	3970	4922	3960/3227/3970/4922
Commercial	2740	2809	2264/2213/2740/2809
Other (Fire/Zone)	543	593	420/430/543/593
Total	7253	8324	6644/5870/7253/8324

- Changes (March/April); Residential up 19.34%; commercial up 2.5%; total up 12.87%

Inspection Activity: inspections performed

Insp. Req.	March	April	Insp. Perf.	March	April	% Change
Bldg.	6173	6574	**Bldg.**	6076	6436	+6%
Elec.	6833	7374	**Elec.**	6861	7298	+6.4%
Mech.	3589	3778	**Mech.**	3617	3710	+2.6%
Plbg.	3077	3283	**Plbg.**	3052	3185	..+4.36%
Total	19,672	21,009	**Total**	19,606	20,629	+5.2%

- Changes (March/April); Bldg up 6%, Elec up 6%+, Mech up 2%+, Plbg up 4%+
- Inspections performed were 98.5% of inspections requested

Inspection Activity: inspections response time (new IRT report)

Insp. Resp. Time	OnTime %		Total % After 24 Hrs. Late		Total % After 48 Hrs. Late		Average Resp. in Days	
	Mar	**April**	**Mar**	**April**	**Mar**	**April**	**Mar**	**April**
Bldg.	78.4	77.0	95.4	95.6	99.2	99.3	1.29	1.28
Elec.	72.4	73.0	97.6	97.8	99.6	99.6	1.33	1.29
Mech.	70.1	62.5	96.5	93.4	99.6	99.0	1.34	1.44
Plbg.	71.4	71.2	93.8	94.9	99.0	99.4	1.44	1.34
Total	73.7	72.1	96.1	95.8	99.4	99.4	1.34	1.32

Note: this data is from the new CEM dash

- Per the BDC Performance Goal agreement (7/20/2010), the goal range is **85-90%, so the new IRT report indicates the March average is currently 12.9% below the goal range.**

Inspection Pass Rates for April, 2014:

OVERALL MONTHLY AV'G @ 82.05%, compared to 81.85%, in March

Bldg: March – 74.74
April – 76.32%

Elec: March – 80.87%
April – 80.14%

Mech: March – 85.13%
April – 85.63%

Plbg: March – 90.43%
April – 90.12%

- Bldg up 1%+, Mech up <1%, Elec & Plbg down <1%
- Overall average up slightly from last month, and well above 75-80% goal range

On Schedule and CTAC numbers for April, 2014

CTAC:

- 129 first reviews, compared to 122 in March.
- Projects approval rate (pass/fail) – 83%
- CTAC was 40% of OnSch (*) first review volume (129/129+195 = 247) = 39.8%
  *CTAC as a % of OnSch is based on the total of only scheduled and Express projects

On Schedule:

- October, 12: 183 -1st rev'w projects; on time/early–97% all trades, 98.75% B/E/M/P only
- November, 12: 141 -1st rev'w projects; on time/early–92.4% all trades, 97% B/E/M/P only
- December, 12: 150 -1st rev'w projects; on time/early–93.25% all trades, 96.75% B/E/M/P only
- January, 13: 140 -1st rev'w projects; on time/early–89.12% all trades, 94.25% B/E/M/P only
- February, 13: 142 -1st rev'w projects; on time/early–81.125% all trades, 94.25% B/E/M/P only
- March, 13: 137 -1st rev'w projects; on time/early–87.5% all trades, 91.5% B/E/M/P only
- April, 13: 149 -1st rev'w projects; on time/early–94.375% all trades, 94.5% B/E/M/P only
- May, 13: 216 -1st rev'w projects; on time/early–96.375% all trades, 96.25% B/E/M/P only
- June, 13: 191 -1st rev'w projects; on time/early–96.88% all trades, 97.5% B/E/M/P only
- July, 13: 197 -1st rev'w projects; on time/early–90.375% all trades, 92% B/E/M/P only
- August, 13: 210 -1st rev'w projects; on time/early–89.4% all trades, 93.5 B/E/M/P only
- September, 13: 203 -1st rev'w projects; on time/early–89.88% all trades, 92.5% B/E/M/P only
- October, 13: 218 -1st rev'w projects; on time/early–88.75% all trades, 91.25% B/E/M/P only
- November, 13: 207 -1st rev'w projects; on time/early–95.87% all trades, 94% B/E/M/P only
- December, 13: 157 -1st rev'w projects; on time/early–96% all trades, 92.5% B/E/M/P only
- January, 14: 252 -1st rev'w projects; on time/early–92.38% all trades, 94% B/E/M/P only
- February, 14: 199 -1st rev'w projects; on time/early–85% all trades, 95.25% B/E/M/P only
- March, 14: 195 -1st rev'w projects; on time/early–97.38% all trades, 95% B/E/M/P only
- April, 14: 242 -1st rev'w projects; on time/early–94% all trades, 90.5% B/E/M/P only

Booking Lead Times

- On Schedule Projects: **for reporting chart posted on line**, on March 31, 2014, showed
  - 1-2 hr projects; at 2 work days booking lead, except bldg –6, health -7, & City Zon'g-5 days
  - 3-4 hr projects; at 2 work days lead, except bldg – 6, MP-18, health -13, & City Zon'g-5 days
  - 5-8 hr projects; at 3-5 work days, except bldg-8, Elec-7, MP-20, health -13, & City Zon'g-5 days
- CTAC plan review turnaround time; BEMP at 6 work days, and all others at 1 day.
- Express Review – booking lead time was; 7 work days for small projects, 7 work days for large

Manager/CA Added Comments
No manager or CA added comments.

6. ADJOURNMENT

The May 20th, 2014 Building Development Commission meeting adjourned at 5:20 p.m.

The next BDC meeting is scheduled for 3:00 p.m., Tuesday, June 17th, 2014.