

BDC March Meeting Report

Because the BDC March 19th meeting will be a budget agenda, this memo serves as an update to the February statistics. Given the budget focus of the March meeting, we will likely be unable to discuss these in the regular BDC meeting. However, feel free to contact any of the Directors by phone or email if you desire further explanation on this report.

Part I: BDC March Meeting Tentative Agenda

1. Minutes Approved
2. BDC Members Issues
3. Public Attendee Issues
4. Nomination and Vote in Vice-Chair
5. Holds Update
6. A/E Program Begins Again 4.1.19
7. Special Inspection Changes 1705.17
8. FY20 Budget Proposal

Note to all staff: copies of the proposed FY20 budget are available from your Managers/Directors

Part II: Department Statistics Report February 2019 Department Statistics

Permit Revenue

- February permit (only) rev \$1,972,064 compared to January permit (only) rev \$1,792,9153
- FY19 budget projected monthly permit rev; \$2,277,632
- YTD permit rev = \$19,543,872 is above projected rev (\$18,221,056) by \$1,322,816 or 7.26%

Permits Issued:

	January	February	3 Month Trend
Residential	4551	4251	4027/4551/4251
Commercial	2651	2614	2746/2651/2614
Other (Fire/Zone)	296	435	222/296/435
Total	7,498	7300	6995/7498/7300

- Changes (Jan-Feb); Residential dn -7%; commercial dn -1.5%; total dn -2.7%

Inspection Activity: Inspections Performed

Insp. Req.	Jan	Feb	Insp. Perf.	Jan	Feb
Bldg.	8,665	8,185	Bldg.	8,563	8,202
Elec.	9,892	9,109	Elec.	8,169	7,987
Mech.	5,542	4,978	Mech.	4,714	4,542
Plbg.	4,358	4,123	Plbg.	3,593	3,525
Total	28,457	26,395	Total	25,039	20,657

- Changes (Jan-Feb); requests dn -7.8%; inspect performed dn -21.2% overall
- Insp performed were 78.3% of insp. 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	
	Jan	Feb	Jan	Feb	Jan	Feb	Jan	Feb
Bldg	82	85	97	98	99.4	99.7	1.71	1.72
Elec.	73	85	93	98	99.1	99.8	1.78	1.17
Mech.	70	86	92	98	98.9	99.8	1.39	1.16
Plbg.	86	92	98	99	99.7	99.8	1.21	1.08
Total	77	86	95	98	99.2	99.8	1.60	1.32

- Per the BDC Performance Goal agreement (7/20/2010), the goal range is **85-90%**; **February is currently 86%**.

Inspection Pass Rates for February 2019:

OVERALL MONTHLY AV'G @ 84% in January same 84%

Bldg: Jan – 78.12% **Elec:** Jan – 83.97%
 Feb – 78.29% Feb – 82.47%

Mech: Jan – 87.04% **Plbg:** Jan – 89.98%
 Feb – 86.88% Feb – 89.66%

- Overall average at 84%, above the 75-80% goal range.

OnSchedule CTAC and Booking Lead Times for February 2019

CTAC:

- 123 first reviews, compared to 74 in January
- Project approval rate (pass/fail) – 66%
- CTAC was 36.39% of OnSch (*) first review volume
 *CTAC as a % of OnSch is based on the total of only scheduled and Express projects

On Schedule:

- January, 17: 217 – 1st rev'w projects; on time/early – 89% all trades, 90% on B/E/M/P only
- February, 17: 237 – 1st rev'w projects; on time/early – 91.35% all trades, 92.8% on B/E/M/P only
- March, 17: 279 – 1st rev'w projects; on time/early – 88.7% all trades, 90% on B/E/M/P only
- April, 17: 216 – 1st rev'w projects; on time/early – 90% all trades, 93% on B/E/M/P only
- May, 17: 303 – 1st rev'w projects; on time/early – 93% all trades, 96% on B/E/M/P only
- June, 17: 277 – 1st rev'w projects; on time/early – 95.8% all trades, 96% on B/E/M/P only
- July, 17: 260 – 1st rev'w projects; on time/early – 95.02% all trades, 97% on B/E/M/P only
- August, 17: 282 – 1st rev'w projects; on time/early – 95% all trades, 96% on B/E/M/P only
- September, 17: 224 – 1st rev'w projects; on time/early – 91% all trades, 96% on B/E/M/P only
- October, 17: 236 – 1st rev'w projects; on time/early – 92% all trades, 95% on B/E/M/P only
- November, 17: 243 – 1st rev'w projects; on time/early – 87% all trades, 95% on B/E/M/P only
- December 17: 182 – 1st rev'w projects; on time/early – 62% all trades, 70% on B/E/M/P only
- January 18: 210 – 1st rev'w projects; on time/early – 68% all trades, 73% on B/E/M/P only
- February 18: 286 – 1st rev'w projects; on time/early – 89% all trades, 94% on B/E/M/P only
- March 18: 271 – 1st rev'w projects; on time/early – 87% all trades, 93% on B/E/M/P only
- April 18: 283 – 1st rev'w projects; on time/early – 90% all trades, 95% on B/E/M/P only

- May 18: 252 – 1st rev’w projects; on time/early – 93% all trades, 96% on B/E/M/P only
- June 18: 262 – 1st rev’w projects; on time/early – 93% all trades, 97% on B/E/M/P only
- July 18: 219 – 1st rev’w projects; on time/early – 90% all trades, 94% on B/E/M/P only
- August 18: 272 – 1st rev’w projects; on time/early – 93% all trades, 97% on B/E/M/P only
- September 18: 207 – 1st rev’w projects; on time/early – 87% all trades, 90% on B/E/M/P only
- October 18: 212 – 1st rev’w projects; on time/early – 88% all trades, 93% on B/E/M/P only
- November 18: 255 – 1st rev’w projects; on time/early – 92% all trades, 94% on B/E/M/P only
- December 18: 181 – 1st rev’w projects; on time/early – 87% all trades, 92% on B/E/M/P only
- January 19: 252 – 1st rev’w projects; on time/early – 90% all trades, 93% on B/E/M/P only
- February 19: 278 – 1st rev’w projects; on time/early – 93% all trades, 94% on B/E/M/P only

Booking Lead Times

- On Schedule Projects: **for reporting chart posted on line**, on February 25, 2019, showed
 - 1-2 hr projects; at 2-10 work days booking lead,
 - 3-4 hr projects; at 2-10 work days lead,
 - 5-8 hr projects; at 2-10 work days lead,
- CTAC plan review turnaround time; BEMP at 4 work days, (all others @ 1 day)
- Express Rev’w booking lead time; 6 work days for small projects, 6 work days for large projects

Fire Marshal’s Office

- Inspections Performed (new) – 63
- Plan Reviews Performed - 95
- Recurring Fire Inspections – 331
- Public Education Programs – 8
- Fire / Other Incident Investigations – 8

BUILDING DEVELOPMENT COMMISSION

Minutes of February 19, 2019 Meeting

Chair, Aaron Moody, opened the Building Development Commission (BDC) meeting at 2:59 p.m. on Tuesday, February 19th, 2019.

Present: Aaron Moody, Travis Haston, Melanie Coyne, Michael Stephenson, Tom Brasse, Rodney Kiser, Brandon Brown, and Elizabeth Frere, Paul Stefano, Terry Knotts, Glenn Berry, John Taylor and Zeke Acos

Absent: Andrew Kennedy

1. MINUTES APPROVED

Tom Brasse made the motion to approve the minutes from the January 16th BDC Meeting, seconded by Melanie Coyne. The minutes were approved unanimously.

2. BDC MEMBERS' ISSUES AND INDUSTRY ASSOCIATION ISSUES

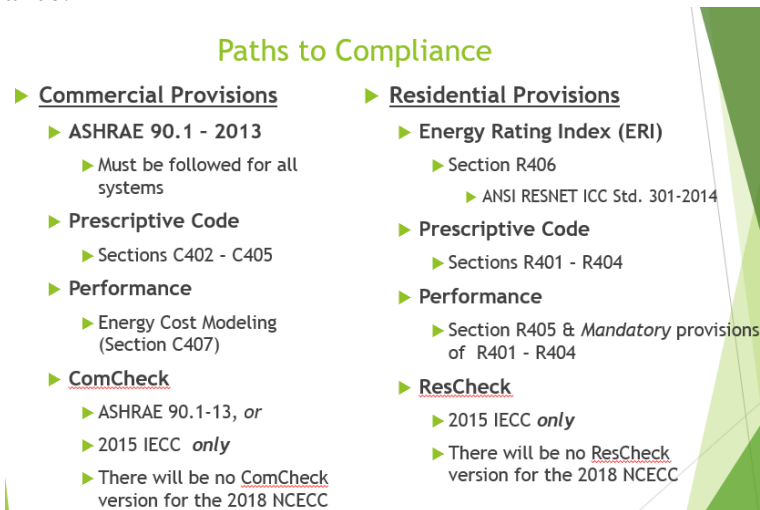
- Patrick Granson presented a plaque to Travis Haston, departing Vice-Chair, as a token of the Department's tremendous appreciation for the support and work Travis so graciously provided to the Department, to staff and the community at large over the past 9 years.
- Aaron Moody discussed methods to bring industry together and provide a better understanding of the new construction upfit side focusing on life safety concerns. An opportunity to set the pace for a state policy.
- Tom Brasse discussed fire stopping requirements for all high-rise buildings with occupancies over 500 and risks of life safety.
- Brandon Brown discussed the complexity of adaptive reuse of shell / upfit submittals; asking if a scoping letter would save departmental time, yet not wanting to add another layer to departmental work.

3. PUBLIC ATTENDEE ISSUES

No public comments.

4. ENERGY CODE REQUIREMENTS

Jeff Vernon discussed energy code compliance options for the 2018 code cycle. Jeff reminded the Board that the energy code does not apply to buildings with a primary occupancy of F, S or U. Jeff went on to discuss the below path to compliance.



5. ACCELA LETTER TO CUSTOMERS STARTING THE PROCESS

Patrick Granson discussed the memo distributed on 2-11-19 to all Code Enforcement customers, Agencies and Industry partners regarding the replacement of the existing Commercial and Residential Electronic Plan Management system (EPM). In addition to the memo, a view of the new model will be posted on our website and a customer newsletter is scheduled for distribution today, 2-19. Patrick shared that the Department reviewed 3 versions, focusing on functionality and gap analysis. Enhancements are moving forward, and customers are being notified. Tom Brasse asked if the City would be patched into Accela. Patrick said we plan to review how to bridge Accela to the City further down the road during the development stage. More information to come.

6. FY20 BDC BUDGET PRIORITIES

Patrick Granson discussed FY20 budget priorities and impact. Priorities include maintaining service levels in all areas (permitting, plan review and inspections). Maintaining our current permitting fee structure. Continue the implementation of new technology to include enhanced cyber protection and finalize the A/E GC Focus Group recommendations for Special Inspections, early notification for pre-construction meetings, master permits tied to upfit permits, notification to management when pre-construction meetings are complete, and multiple document upload capability. Melanie Coyne suggested the Department distribute the A/E GC Task Force Recommendations to all board members before next month's budget presentation so that new members are familiar with the recommendations. Tom Brasse asked that the Department distribute the Gartner report as well.

6.1 Patrick informed the Board that the customer service survey is rolling out and asked for volunteers to attend a working lunch and meet with Ed Gagnon of CSS to discuss minor changes to the upcoming survey. Volunteers were Aaron Moody, Brandon Brown, Melanie Coyne and John Taylor.

6.2 Patrick shared that a redesign of our website is in the works. Shannon Clubb will be heading these efforts under direction of the Deputy Directors. The Department may ask for Board assistance with functionality and industry needs at a later date.

6.3 Patrick shared with the Board that the March BDC meeting will be a presentation of the FY20 Budget Proposal. During subcommittee meetings, members discussed the reorganization of the Residential Inspection Team and the Multi-Trade Inspection Team. Currently, our inspectors are handling a tremendous increase in volume for changeouts. To handle this volume so that work does not fall behind, the Department is creating a Multi-Trade Team.

6.4 Patrick gave kudos to the Fire Marshal's office for creating a new 'intern' project.

7. NEW RESIDENTIAL PLACARD

Jeff Griffin described a technology update for new residential placards. He presented the new placard and sticker, showing a much larger font, making it easier to see; a section for expanded scope of work, and barcodes for the contractor to verify each required inspection result from their dashboard.

8. DEPARTMENT STATISTICS AND INITIATIVES REPORT

Permit Revenue

- January permit (only) rev \$1,792,915 compared to December permit (only) rev \$3,137,423
- FY19 budget projected monthly permit rev; \$2,277,632
- YTD permit rev = \$17,571,808 is above projected rev (\$15,943,424) by \$1,628,384 or 10.2%

Permits Issued:

	December	January	3 Month Trend
Residential	4027	4551	4596/4027/4551
Commercial	2746	2651	2736/2746/2651
Other (Fire/Zone)	222	296	270/222/296
Total	6,995	7,498	7602/6995/7498

- Changes (Dec-Jan); Residential up 12%; commercial dn -4%; total up 7%

Inspection Activity: Inspections Performed

Insp. Req.	Dec	Jan	Insp. Perf.	Dec	Jan
Bldg.	6,941	8,665	Bldg.	7,065	8,563
Elec.	7,757	9,892	Elec.	6,721	8,169
Mech.	4,497	5,542	Mech.	4,106	4,714
Plbg.	3,261	4,358	Plbg.	2,765	3,593
Total	22,456	28,457	Total	20,657	25,039

- Changes (Dec-Jan); requests up 21%; inspect performed up 17.5% overall
- Insp performed were 87% of insp. 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	
	Dec	Jan	Dec	Jan	Dec	Jan	Dec	Jan
Bldg	74	82	95	97	99.1	99.4	1.33	1.71
Elec.	66	73	91	93	98.3	99.1	1.45	1.78
Mech.	64	70	90	92	98.3	98.9	1.49	1.39
Plbg.	81	86	97	98	99.8	99.7	1.22	1.21
Total	70	77	93	95	98.8	99.2	1.39	1.60

- Per the BDC Performance Goal agreement (7/20/2010), the goal range is **85-90%**; **January is currently 77%**.

Inspection Pass Rates for January 2019:

OVERALL MONTHLY AV'G @ 84% in December same 84%

<u>Bldg:</u>	Dec – 78.11%	<u>Elec:</u>	Dec – 83.18%
	Jan – 78.12%		Jan – 83.97%
<u>Mech:</u>	Dec – 85.87%	<u>Plbg:</u>	Dec – 91.09%
	Jan – 87.04%		Jan – 89.98%

- Overall average at 84%, above the 75-80% goal range.

OnSchedule CTAC and Booking Lead Times for January 2019

CTAC:

- 74 first reviews, compared to 95 in December
 - Project approval rate (pass/fail) – 73%
 - CTAC was 27.21% of OnSch (*) first review volume
- *CTAC as a % of OnSch is based on the total of only scheduled and Express projects

On Schedule:

- January, 17: 217 – 1st rev'w projects; on time/early – 89% all trades, 90% on B/E/M/P only
- February, 17: 237 – 1st rev'w projects; on time/early – 91.35% all trades, 92.8% on B/E/M/P only
- March, 17: 279 – 1st rev'w projects; on time/early – 88.7% all trades, 90% on B/E/M/P only
- April, 17: 216 – 1st rev'w projects; on time/early – 90% all trades, 93% on B/E/M/P only
- May, 17: 303 – 1st rev'w projects; on time/early – 93% all trades, 96% on B/E/M/P only
- June, 17: 277 – 1st rev'w projects; on time/early – 95.8% all trades, 96% on B/E/M/P only
- July, 17: 260 – 1st rev'w projects; on time/early – 95.02% all trades, 97% on B/E/M/P only
- August, 17: 282 – 1st rev'w projects; on time/early – 95% all trades, 96% on B/E/M/P only
- September, 17: 224 – 1st rev'w projects; on time/early – 91% all trades, 96% on B/E/M/P only
- October, 17: 236 – 1st rev'w projects; on time/early – 92% all trades, 95% on B/E/M/P only
- November, 17: 243 – 1st rev'w projects; on time/early – 87% all trades, 95% on B/E/M/P only
- December 17: 182 – 1st rev'w projects; on time/early – 62% all trades, 70% on B/E/M/P only
- January 18: 210 – 1st rev'w projects; on time/early – 68% all trades, 73% on B/E/M/P only
- February 18: 286 – 1st rev'w projects; on time/early – 89% all trades, 94% on B/E/M/P only
- March 18: 271 – 1st rev'w projects; on time/early – 87% all trades, 93% on B/E/M/P only
- April 18: 283 – 1st rev'w projects; on time/early – 90% all trades, 95% on B/E/M/P only
- May 18: 252 – 1st rev'w projects; on time/early – 93% all trades, 96% on B/E/M/P only
- June 18: 262 – 1st rev'w projects; on time/early – 93% all trades, 97% on B/E/M/P only
- July 18: 219 – 1st rev'w projects; on time/early – 90% all trades, 94% on B/E/M/P only
- August 18: 272 – 1st rev'w projects; on time/early – 93% all trades, 97% on B/E/M/P only
- September 18: 207 – 1st rev'w projects; on time/early – 87% all trades, 90% on B/E/M/P only
- October 18: 212 – 1st rev'w projects; on time/early – 88% all trades, 93% on B/E/M/P only
- November 18: 255 – 1st rev'w projects; on time/early – 92% all trades, 94% on B/E/M/P only
- December 18: 181 – 1st rev'w projects; on time/early – 87% all trades, 92% on B/E/M/P only
- January 19: 252 – 1st rev'w projects; on time/early – 90% all trades, 93% on B/E/M/P only

Booking Lead Times

- On Schedule Projects: **for reporting chart posted on line**, on January 28, 2019, showed
 - 1-2 hr projects; at 2-10 work days booking lead,

- 3-4 hr projects; at 2-10 work days lead,
- 5-8 hr projects; at 2-14 work days lead,
- CTAC plan review turnaround time; BEMP at 3 work days, (all others @ 1 day)
- Express Rev'w booking lead time; 6 work days for small projects, 6 work days for large projects

Fire Marshal's Office

- Inspections Performed (new) – 70
- Plan Reviews Performed - 81
- Recurring Fire Inspections – 462
- Public Education Programs – 18
- Fire / Other Incident Investigations – 13

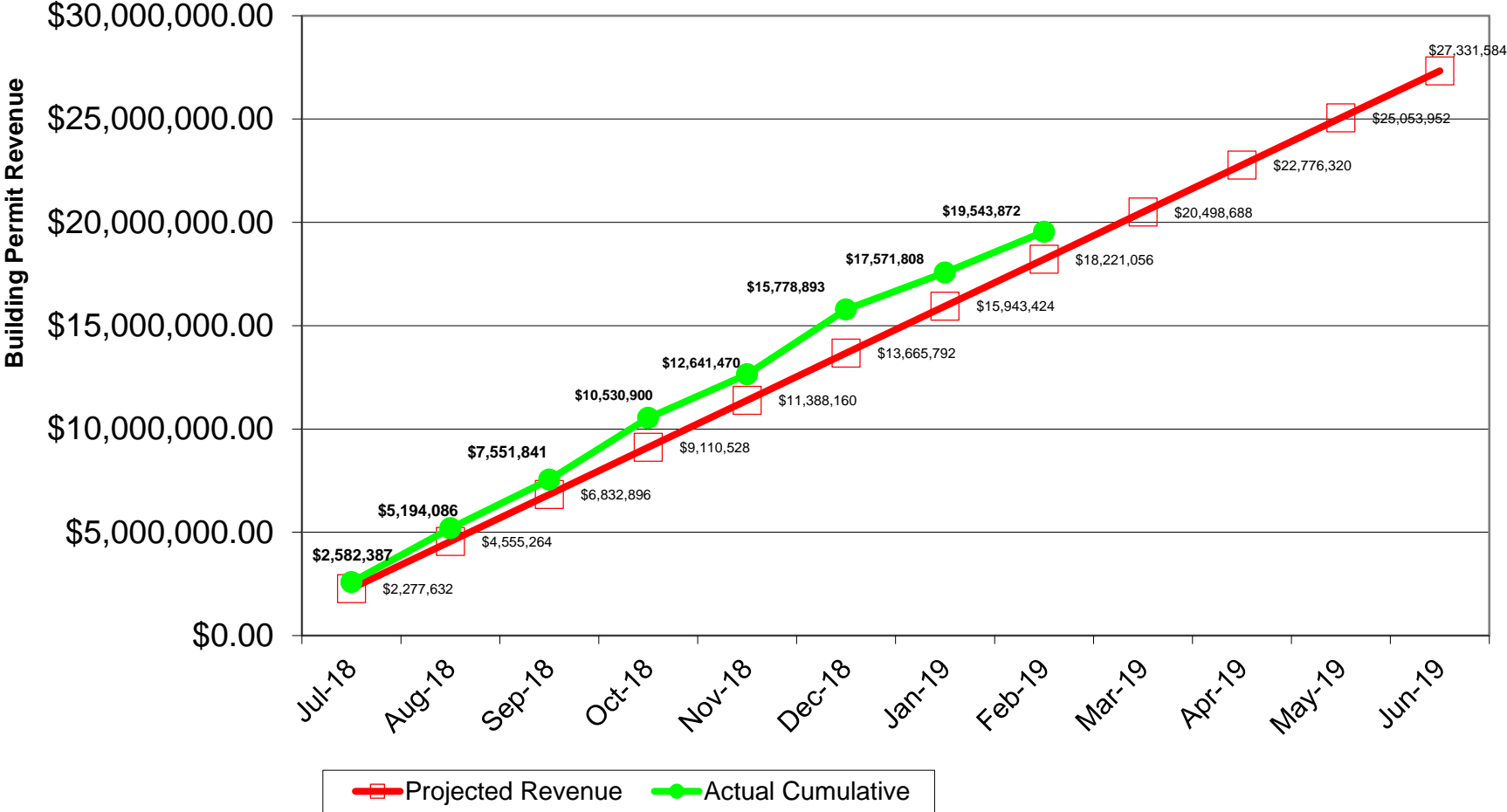
Travis Haston shared with the group that his firm ordered code books through ICC at a significant savings.

9. Adjournment

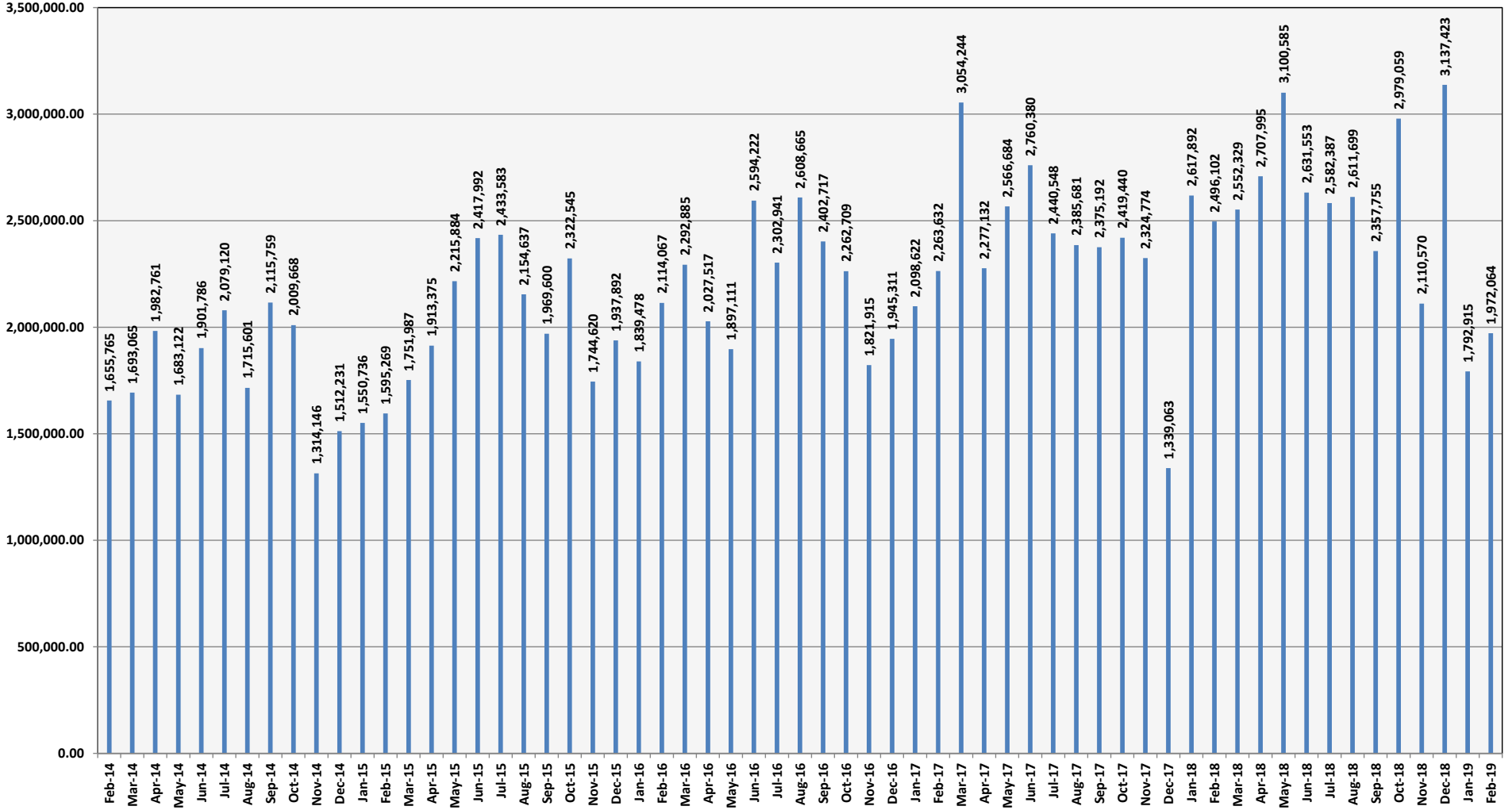
The February 19th meeting of the Building Development Commission adjourned at 3:57 p.m. The next meeting of the Building Development Commission is scheduled for Tuesday, March 19th, 2019.

Building Permit Revenue Fiscal YTD

INCREASE/DECREASE
 February 2019 Permit Revenue = \$1,972,064
 FY19 Year-To-Date Permit Revenue = \$19,513,874
7.26% above Projected YTD Permit Revenue



PERMIT REVENUE 2-2014 thru 2-2019

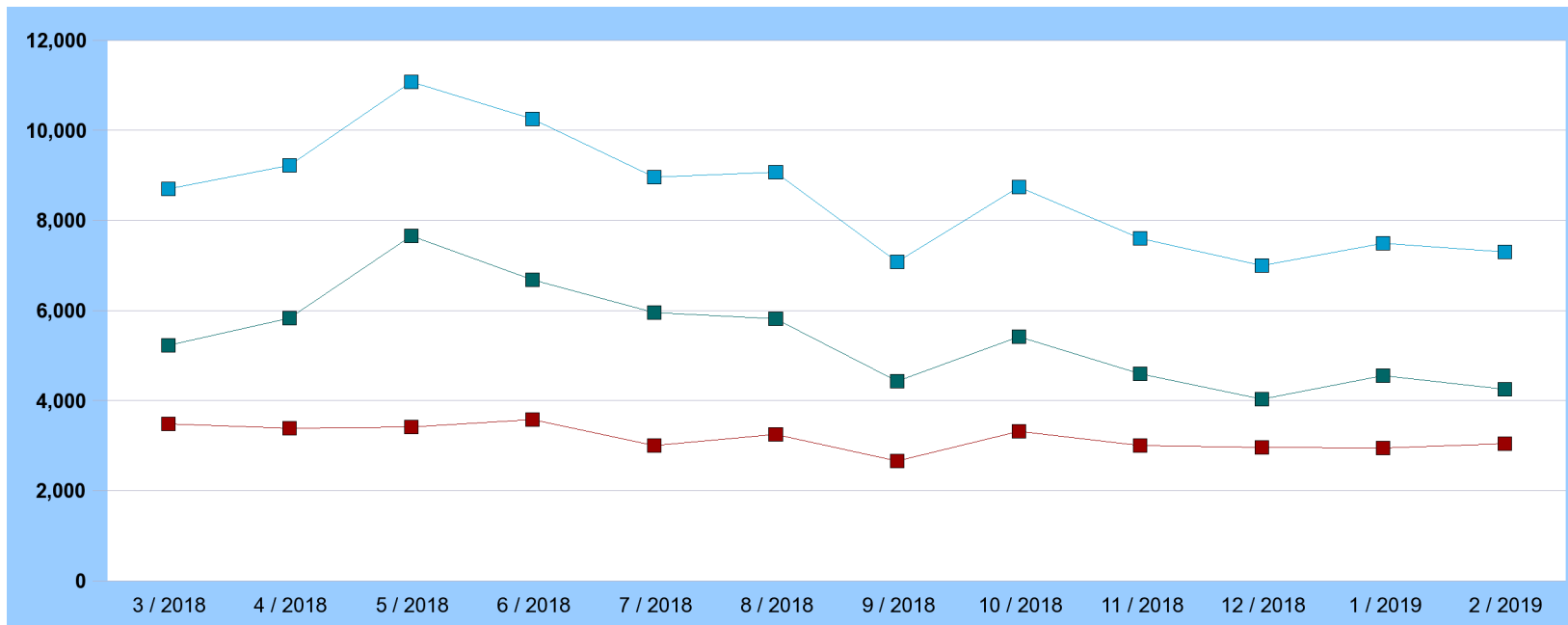




Permits Issued February 2019

Residential	-7%	Residential FYTD Feb 2019	39,051	Residential FYTD Feb 2018	38,003
Commercial	-1.5%	Commercial FYTD Feb 2019	24,205	Commercial FYTD Feb 2018	23,780
Overall Up	-2.7%	Total Permits Issued FYTD Jan 2019	63,256	Total Permits Issued FYTD Jan 2018	61,783

Residential ■
 Commercial ■
 Total ■



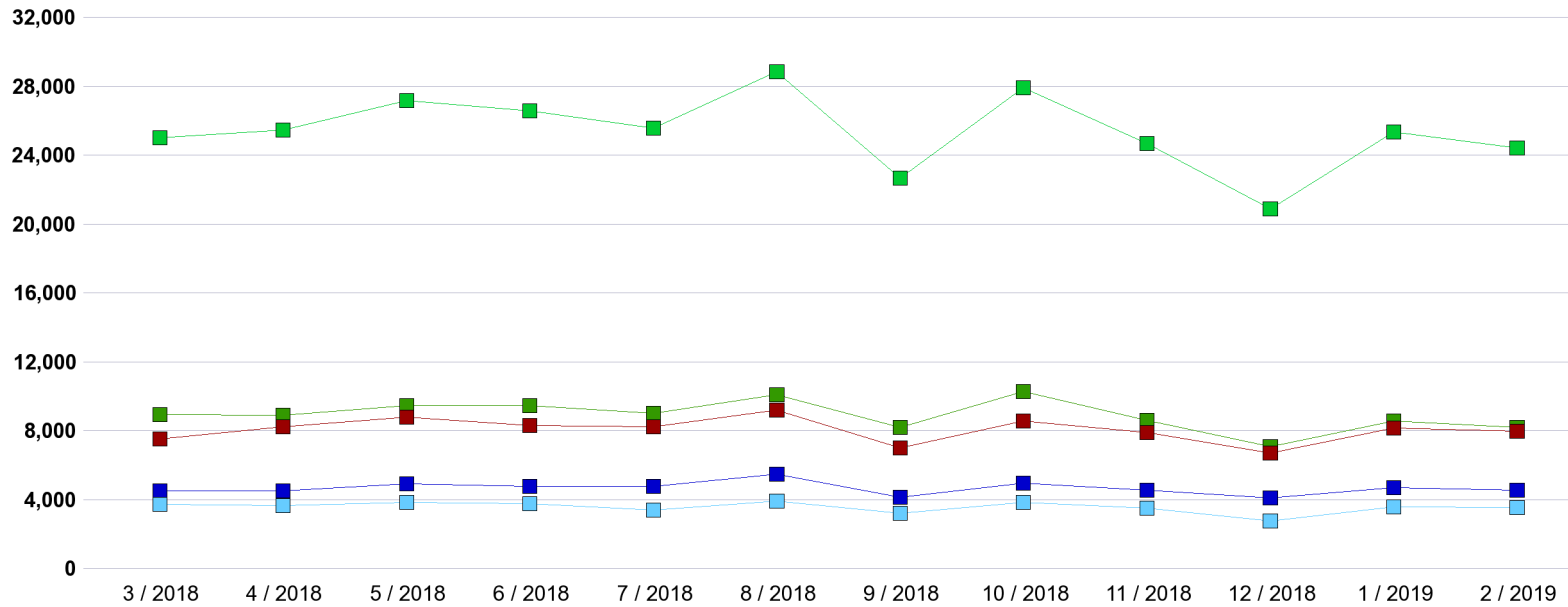


Inspections Performed February 2019

Increase/Decrease

-21.2%

■ Building ■ Electrical ■ Plumbing ■ Mechanical ■ Total





IRT Report February 2019

Description	Monthname	Value
Average Overall Response Time in Days	Feb	1.32
% On Time		86.15
% Within One Day Late		98.26
% Within Two Days Late		99.77

Description	Monthname	Value
Average Overall Response Time in Days	Jan	1.6
% On Time		77.14
% Within One Day Late		94.89
% Within Two Days Late		99.22



IRT Report February 2019

Building

Description	Monthname	Value
Average Overall Response Time in Days	Feb	1.72
% On Time		85.21
% Within One Day Late		98.24
% Within Two Days Late		99.65

Description	Monthname	Value
Average Overall Response Time in Days	Jan	1.71
% On Time		82.1
% Within One Day Late		97.29
% Within Two Days Late		99.4

Electrical

Description	Monthname	Value
Average Overall Response Time in Days	Feb	1.17
% On Time		84.72
% Within One Day Late		97.81
% Within Two Days Late		99.8

Description	Monthname	Value
Average Overall Response Time in Days	Jan	1.78
% On Time		72.99
% Within One Day Late		93.08
% Within Two Days Late		99.08



IRT Report February 2019

Mechanical

Description	Monthname	Value
Average Overall Response Time in Days	Feb	1.16
% On Time		85.54
% Within One Day Late		98.25
% Within Two Days Late		99.78

Description	Monthname	Value
Average Overall Response Time in Days	Jan	1.39
% On Time		69.64
% Within One Day Late		91.56
% Within Two Days Late		98.88

Plumbing

Description	Monthname	Value
Average Overall Response Time in Days	Feb	1.08
% On Time		91.93
% Within One Day Late		99.32
% Within Two Days Late		99.93

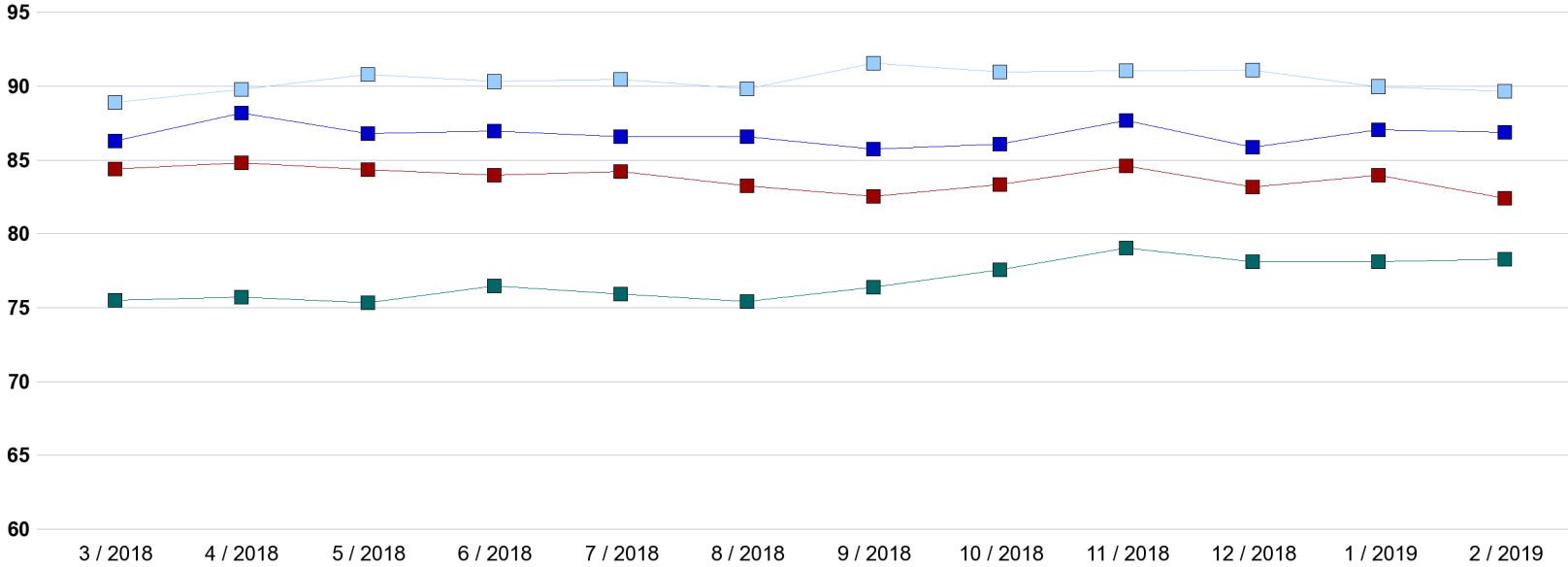
Description	Monthname	Value
Average Overall Response Time in Days	Jan	1.21
% On Time		86.12
% Within One Day Late		98.42
% Within Two Days Late		99.65



Inspection Pass Rate Report February 2019

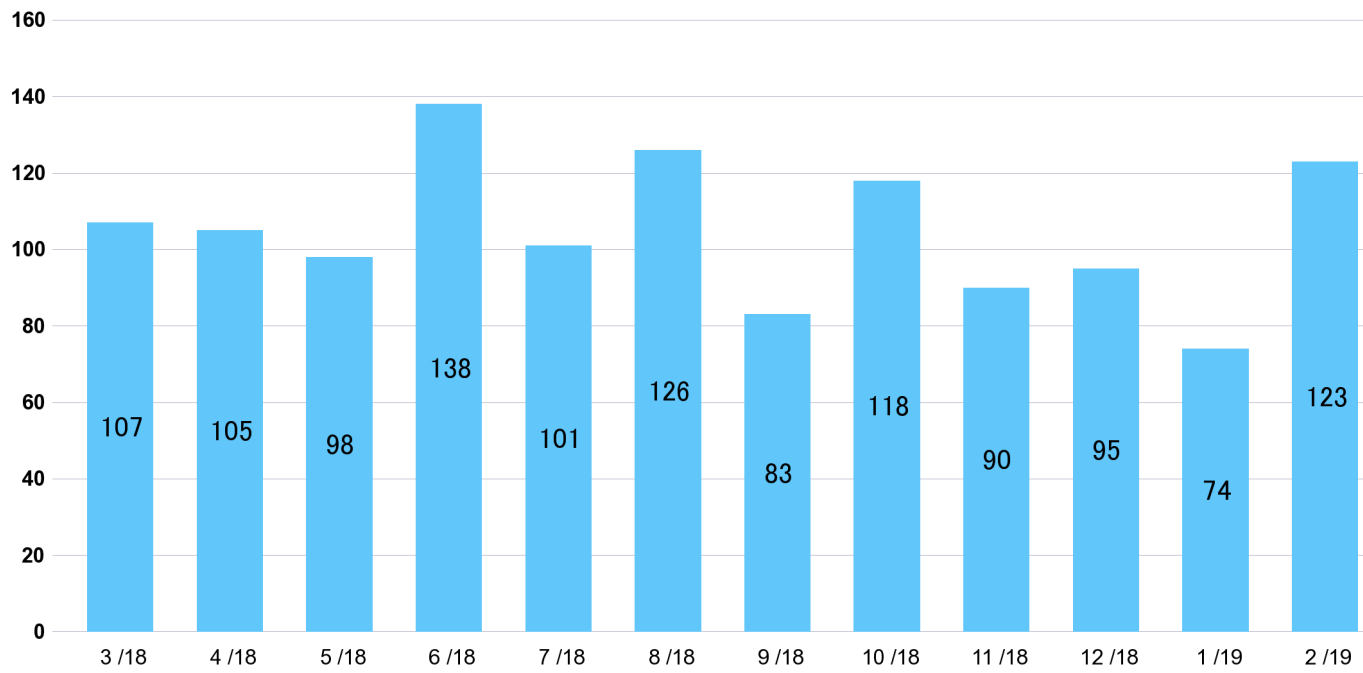
Building	78.29%
Electrical	82.41%
Plumbing	89.66%
Mechanical	86.88%

Building ■ Electrical ■ Plumbing ■ Mechanical ■



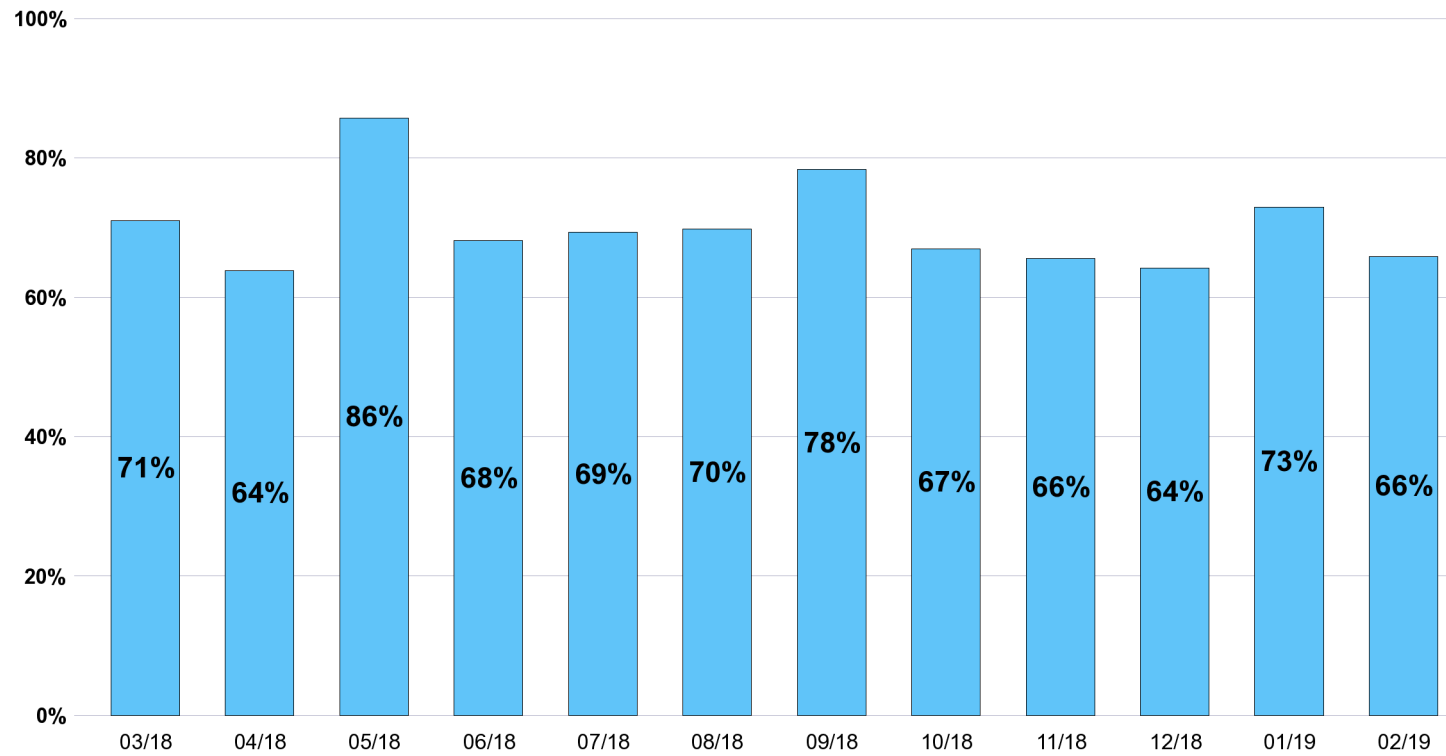


CTAC Total # of Projects Reviewed February 2019



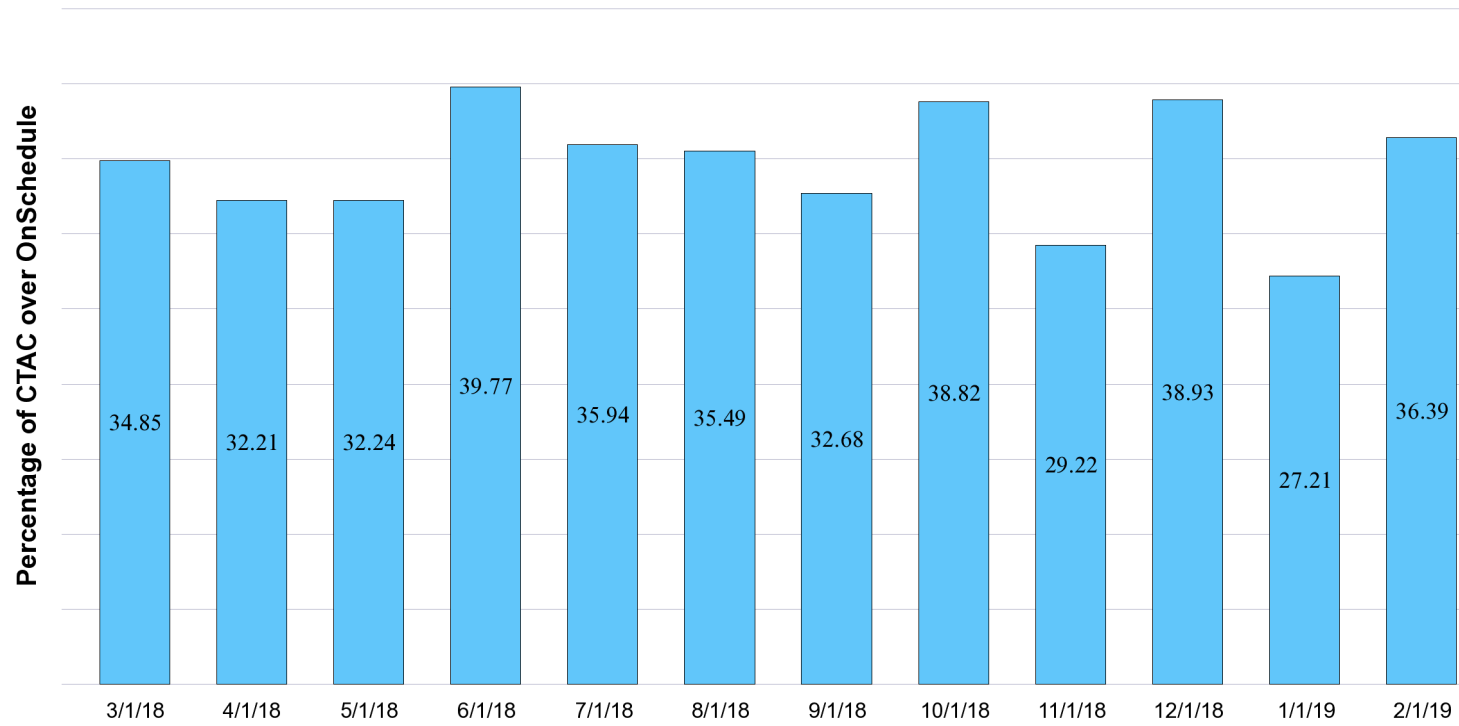


CTAC Approval Rate February 2019



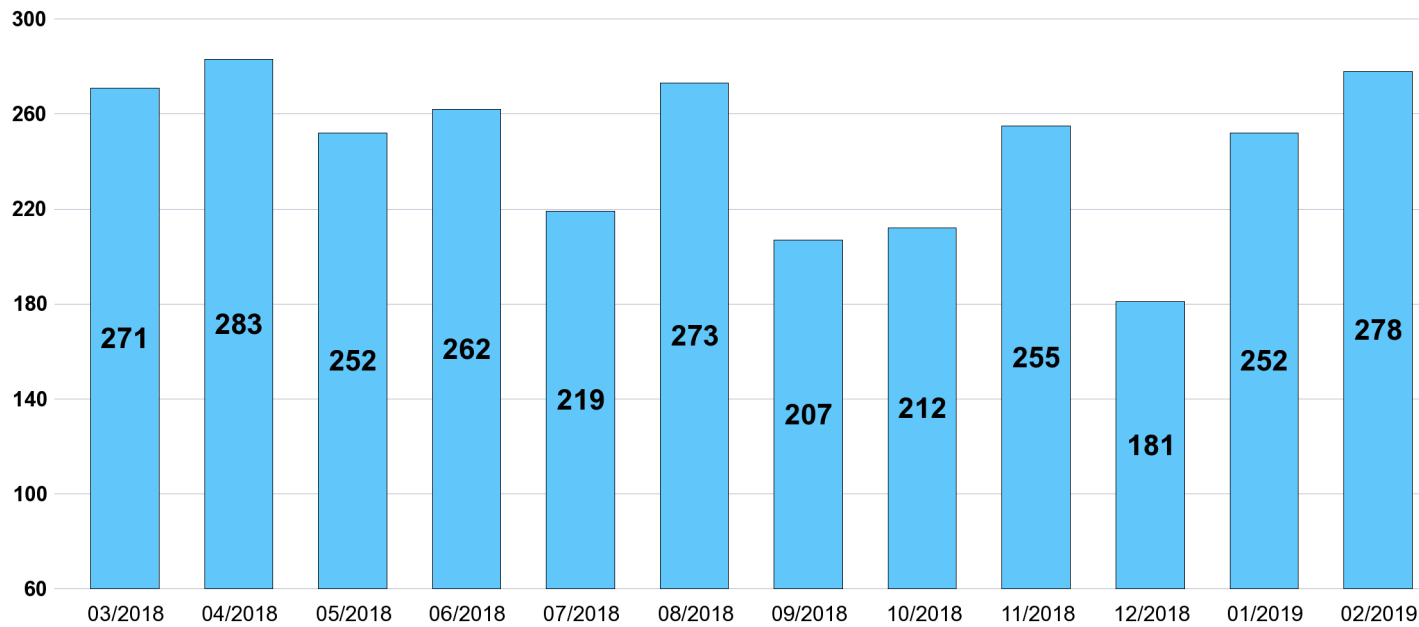


Percentage of CTAC of OnSchedule and Express February 2019



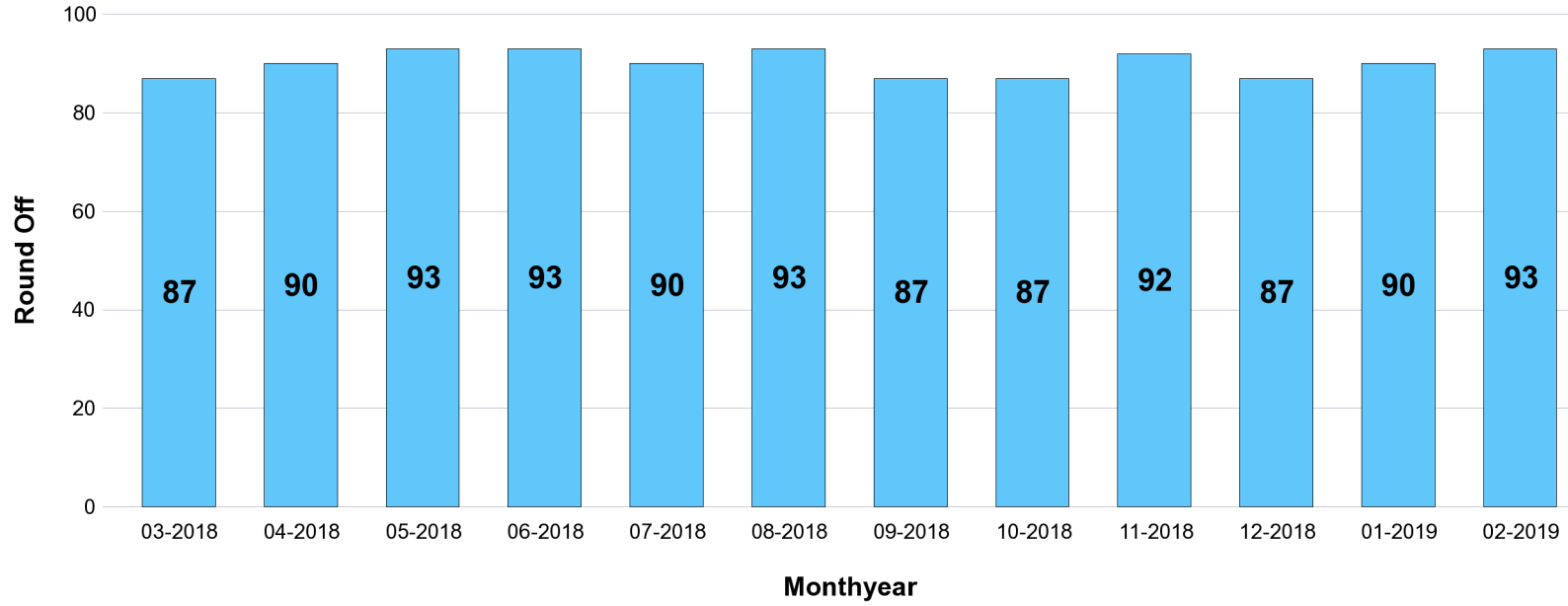


OnSchedule 1st Reviews February 2019



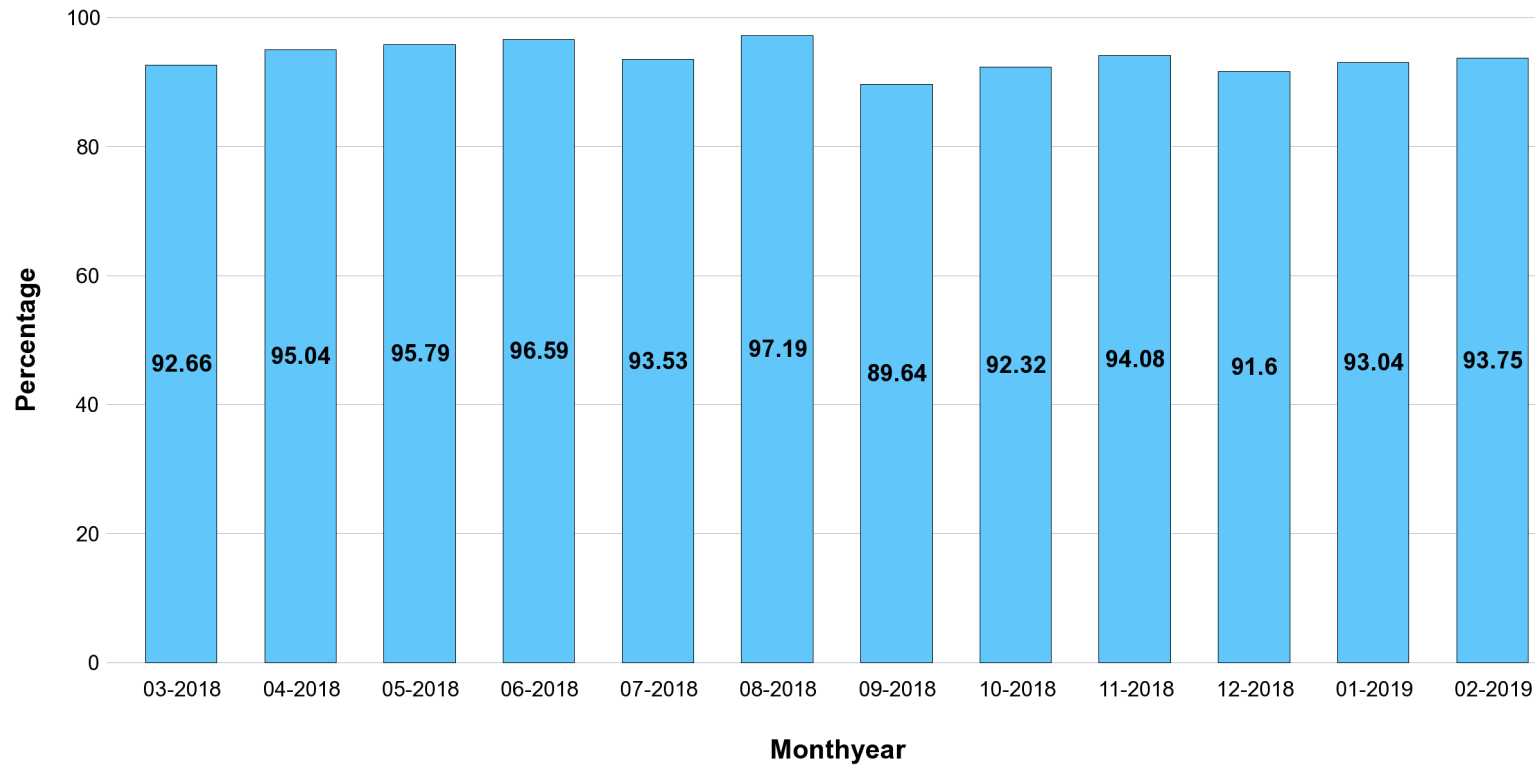


On Time/Early All Trades February 2019





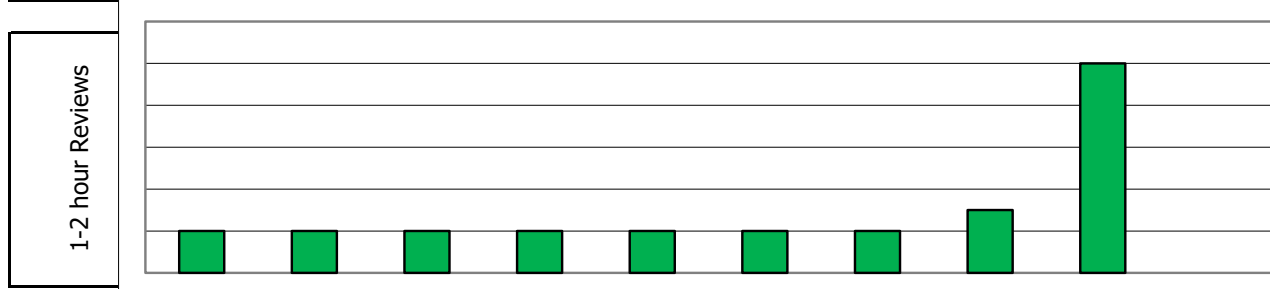
On Time/Early BEMP February 2019



February 25, 2019

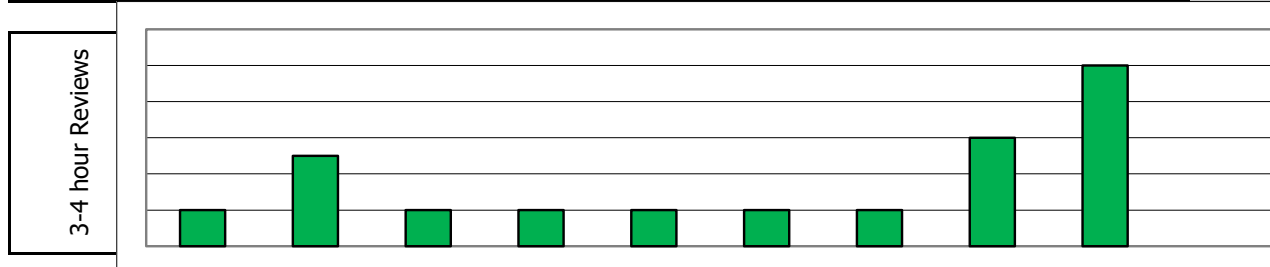
Plan Review Lead Times for OnSchedule Review

2/25/19	Building	Electrical	Mech / Plumbing	County Fire	County Zoning	Backflow - CMUD	Health	City Zoning	City Fire
---------	----------	------------	-----------------	-------------	---------------	-----------------	--------	-------------	-----------



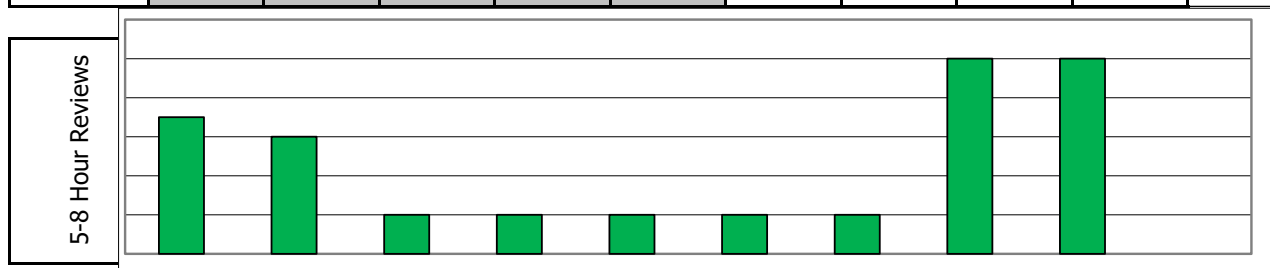
Working Days	2	2	2	2	2	2	2	3	10
--------------	---	---	---	---	---	---	---	---	----

2/25/19	Building	Electrical	Mech / Plumbing	County Fire	County Zoning	Backflow - CMUD	Health	City Zoning	City Fire
---------	----------	------------	-----------------	-------------	---------------	-----------------	--------	-------------	-----------



Working Days	2	5	2	2	2	2	2	6	10
--------------	---	---	---	---	---	---	---	---	----

2/25/19	Building	Electrical	Mech / Plumbing	County Fire	County Zoning	Backflow - CMUD	Health	City Zoning	City Fire
---------	----------	------------	-----------------	-------------	---------------	-----------------	--------	-------------	-----------



Working Days	7	6	2	2	2	2	2	10	10
--------------	---	---	---	---	---	---	---	----	----

Green: Booking Lead Times within 2 weeks (10 - 14 work days = The Goal)
 Yellow: Booking Lead Times within 3-4 weeks (15 - 20 work days)
 Red: Booking Lead Times exceeds 4 weeks (21 work days or greater)

All booking lead times indicated are a snapshot in time on the date specified.
 The actual booking lead time may vary on the day you submit the OnSchedule Application.

February 25, 2019

Express Review

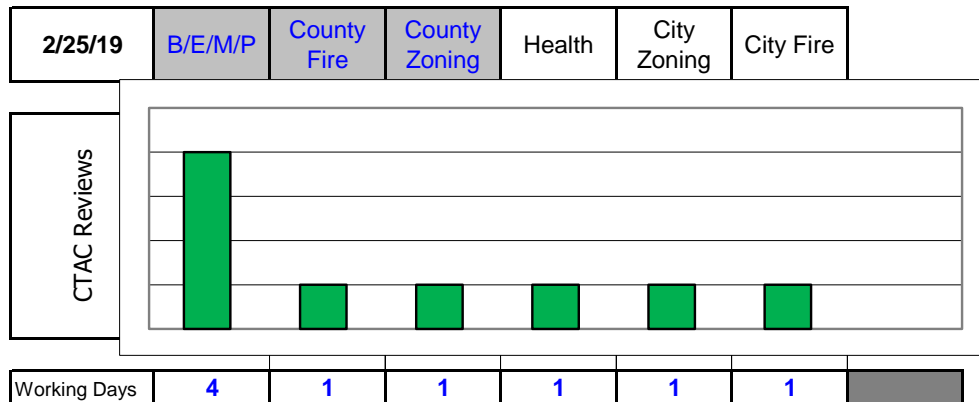
Appointments are available for:

Small projects in 6 working days

Large projects in 6 working days

Appointments are typically determined by the furthest lead time.
For Example: If M/P is 11 days, the project's appointment will be set at approximately 11 days.

Plan Review Lead Times for CTAC Review



FIRE MARSHAL'S OFFICE - DECEMBER 2018 MONTHLY STATISTICS

<i>JAN</i>	<i>FEB</i>	<i>MAR</i>	<i>APR</i>	<i>MAY</i>	<i>JUN</i>	<i>JUL</i>	<i>AUG</i>	<i>SEP</i>	<i>OCT</i>	<i>NOV</i>	<i>DEC</i>
29	50	59	45	58	84	57	53	78	64	65	60
88	115	103	105	100	106	83	93	87	106	96	102
181	214	413	295	369	456	642	585	273	491	675	331
2	7	5	7	8	63	26	20	8	6	9	3
17	15	9	15	17	17	11	12	16	11	30	19

Inspections Performed

Plan Reviews Performed

Recurring Fire Inspections

Public Education

Fire/Other Incident Investigations

FIRE MARSHAL'S OFFICE - JANUARY 2019 MONTHLY STATISTICS

<i>JAN</i>	<i>FEB</i>	<i>MAR</i>	<i>APR</i>	<i>MAY</i>	<i>JUN</i>	<i>JUL</i>	<i>AUG</i>	<i>SEP</i>	<i>OCT</i>	<i>NOV</i>	<i>DEC</i>
70	63										
81	95										
462	331										
18	8										
13	8										

Inspections Performed

Plan Reviews Performed

Recurring Fire Inspections

Public Education

Fire/Other Incident Investigations