

BUILDING-DEVELOPMENT COMMISSION
Minutes of January 15, 2008 Meeting

Jon Morris opened the Building-Development Commission (BDC) meeting at **3:03 p.m. Tuesday, January 15, 2008** in Auditorium I & II located in the Hal Marshall Service Center, 700 North Tryon Street, Charlotte, North Carolina.

Present: Jon Morris, Danny Phillips, Barry Hanson, Elliot Mann, Charley Watts, David Shultz, Harry Sherrill, Buford Lovett, Ed Horne, Brian Sigmon, Wanda Towler and Trent Haston

Absent: William Caulder

Guest: NA

1. APPROVAL OF THE MINUTES

The motion by David Shultz (seconded by Elliot Mann) to approve the December 2007 meeting minutes passed unanimously.

2. BDC MEMBER ISSUES AND COMMENTS

No comments were offered.

3. PUBLIC ATTENDEE ISSUES AND COMMENTS

No comments were offered.

4. Industrial Machinery Directive

Jim Bartl reviewed the Industrial Machinery Directive's impact to the BDC Ordinance and added that the Request for Board Action (RFBA) on Industrial Machinery was delayed because the Department has not received a response from State Officials. The State response is expected by the February 2008 BDC Meeting.

5. FY09 Budget Process

Jim Bartl reviewed the FY09 Budget Process. The Department's strategy includes holding three (3) meetings where BDC members actively participate in developing the Code Enforcement budget. There is also a fourth meeting where City fees are reviewed for information. The BDC appointed Jon Morris, Elliot Mann, Charley Watts, Wanda Towler and Wil Caulder to serve on the FY09 BDC Budget subcommittee.

6. 2007 OnSchedule Assessment

Jim Bartl reminded the BDC of the Department's plan to review and assess the Commercial Plan Review process. He stated that today's presentation was developed to provide them with important information to consider as it supports the Department's proposal to make several changes in the current process.

Willis Horton, Patrick Granson and Melanie Sellers outlined the results from the engineering assessment, benchmark surveys along with Industry and staff's work on the Plan Review Task Force.

The Department unveiled its plan to create a separate stream for "Mega Projects" and institute a process to improve the pass rate for Architects and Engineers (A/E) by offering incentives for good performance. Individuals not meeting the minimum requirement of submittals for inclusion (i.e., out of town professional or small firms/individuals) will not be penalized; however, they will participate at the level of service currently provided.

6. 2007 OnSchedule Assessment (continued)

Mr. Horton added that the changes would not require adding positions. In fact, existing positions will be reclassified to support the effort. The BDC members asked if there was a mechanism to track A/E performance. Mr. Bartl suggested that the members consider reviewing A/E Performance Data at its upcoming work session. Mr. Bartl reviewed the proposal to amend the LUESA Fee Ordinance to allow the Department to charge for all second reviews and reduce the fees for Mega Projects by 25% in addition to creating and hourly charge for servicing Mega Projects. Jon Morris suggested that the Department consider not charging for all second reviews; develop a “time threshold” along with a list of items that would not impact the threshold and only “charge” for time exceeding this benchmark.

Mr. Bartl ended by reviewing the Department’s implementation plan which included the Public Hearing, receiving BDC recommendations and BOCC consideration all in February 2008. He acknowledged that a lot of information was presented and requested that each member review their packets. Mr. Bartl added that staff is available via telephone or email for questions. He also requested that toady’s meeting outline be emailed to the members to help with their review of the materials.

7. BDC Quarterly Bulletin Exercise

Elliot Mann asked if there is data on the number of visits the BDC Quarterly Bulletin receives on www.meckpermit.com. Since the Quarterly Bulletin is an attached document on the front page this information is not available. Staff agreed to request that the BDC Quarterly Bulletin be converted to a webpage so that the number of visits could be tracked.

Mr. Bartl reviewed the three (3) components of the Quarterly Report which also included copies of the Code Transition letter, Temporary Utilities memo and the Code Compliance Summary Reports. After discussion, the BDC requested that the following items be included as a part of the Quarterly Bulletin:

- Proposed OnSchedule Changes
- Executive Summary on Commercial Process Changes
- Green Permit Rebates
- Success in decrease in Failure Rates
- Industrial Machinery
- Rehab Code Transition Plan
- Residential Drawing Submittal Changes

8. DEPARTMENT REPORT

A. STATISTICAL REPORTS

A-1. Permit Revenue

December Total: \$1,518,884; FY08 YTD Total \$11,571,571

FY08 Projected thru December- \$12.0944M so under by \$523,155, below projection by 4.326%

- Note compares to FY06 December revenue of \$1,611,731 (106% of December FY08)
- And FY05 December revenue of \$1,540,393 (101.4% of December FY08)

A-2. Construction Value of Permits Issued

December Total - \$233,464,048; FY08 YTD - \$2,358,001,563

FY07 Total at December – 2,463,203,875; so \$105.2M behind; down 4.2%

A-3. Permits Issued

	Nov 07	Dec 07	3 Month Trend
Residential	4121	2939	3357/4128/4121/2939
Commercial	3717	2553	3354/3618/3717/2553
Other (Fire/Zone)	556	425	552/611/556/425
Total	8394	5917	7263/8357/8394/5917

- For December; residential down 28.7%, commercial down 31.3%%; total down 9.5%
- Note:
 - FY08 December numbers are down 29.8% from December FY07
 - FY08 YTD SF new construction permits total 2366, down 37.5% from FY07 (3788) at December
 - FY08 YTD residential permits total 23,170, up 9.8% from FY07 (21101) at December
 - FY08 YTD commercial permits total 19,863, down 19.6% from FY07 (24,692) at December
 - FY08 YTD total permits total 46,475, down 5.4% from FY07 (49,125) at December

A. STATISTICAL REPORTS (continued)

A-4. Inspection Activity

Inspections Performed

In sp. Req.	Nov 07	Dec 07	Insp. Perf.	Nov 07	Dec 07	% Change
Bldg.	9144	7143	Bldg.	9069	7046	-22.3%
Elec.	8010	7133	Elec.	7961	7105	-11.8%
Mech.	5580	4578	Mech.	5521	4568	-17.3%
Plbg.	4737	4098	Plbg.	4687	4077	-13.1%
Total	27471	22,952	Total	27238	22796	-16.3%

- Note 1: - Inspections Requested– down 16.5%; Inspections Performed–down 16.3%%
 - Inspections performed were 99.3% of those requested

Note 2:

- FY08 YTD inspections totals; B – 55343, E – 50845, M - 34857, P – 30968, Total -172013
- Compares to FY087 YTD inspection totals at December; B – 64244, E – 50336, M - 39087, P – 35555, Total- 189222
- FY08 YTD compared to FY07 December totals as %; B – down 14%, E – up 1%, M - down 10.8%, P – down 12.9%, Total-down 9.1%.

A. STATISTICAL REPORTS (continued)
A-4. Inspection Activity

Response Times

Insp. Resp. Time	OnTime %		Total % After 24 Hrs. Late		Total % After 48 Hrs. Late		Average Resp. in Days	
	Nov	Dec	Nov	Dec	Nov	Dec	Nov	Dec
Bldg.	98.6	98.4	98.9	98.5	99.5	99.5	1.04	1.04
Elec.	94.4	94.7	94.8	95.1	98.6	98.3	1.13	1.14
Mech.	96.0	97.9	96.2	98.1	98.2	98.9	1.11	1.06
Plbg.	98.1	99.1	98.1	99.1	99.6	99.9	1.05	1.02
Total	96.7	97.2	97.0	97.5	99.0	99.1	1.08	1.07

A-5. Inspection Failure Rates:

OVERALL MONTHLY AV'G @ 19.68%. down slightly (.13%) from 19.81 % in November

Bldg: November – 25.91%
December – 26.08%

Elec: November – 21.43%
December – 20.83%

Mech: November – 17.42%
December – 17.71%

Plbg November – 12.14%
December – 12.82%

A. STATISTICAL REPORTS (continued)
A-6. ONSCHEDULE & CTAC NUMBERS

CTAC:

- 126 First reviews
- Projects passing first review - 54%
- CTAC was 47% of OnSchedule first review volume (126/126 + 140 = 266) = 47%)

OnSchedule:

- December 06: 142 1st review projects; on time/early – 94% all trades, 92.8% B/E/M/P only
- January 07: 181 1st review projects; on time/early – 93.7% all trades, 92.5% B/E/M/P only
- February 07: 180 1st review projects; on time/early – 95.7% all trades, 94.8% B/E/M/P only
- March 07: 162 1st review projects; on time/early – 95% all trades, 95.3% B/E/M/P only
- April 07: 126 1st review projects; on time/early – 92.3% all trades, 91.7% B/E/M/P only
- May 07: 151 1st review projects; on time/early – 93.4% all trades, 92.1% B/E/M/P only
- June 07: 161 1st review projects; on time/early – 95.5% all trades, 95.5% B/E/M/P only
- July 07: 154 1st review projects; on time/early – 95.0% all trades, 93.6% B/E/M/P only
- August 07: 165 1st review projects; on time/early – 92.1% all trades, 92.5% B/E/M/P only
- September 07: 146 1st review projects; on time/early – 91.7% all trades, 93.8% B/E/M/P only
- October 07: 146 1st review projects; on time/early – 92.7% all trades, 91.6% B/E/M/P only
- November 07: 174 1st review projects; on time/early – 89.1% all trades, 87.8% B/E/M/P only
- December 07: 140 1st review projects; on time/early – 92.4% all trades, 93% B/E/M/P only

A. STATISTICAL REPORTS (continued)

A-6. ONSCHEDULE & CTAC NUMBERS

Booking Lead Times:

- OnSchedule Projects: **see new reporting chart** for 1-2 hr, 3-4 hour and 5-8 hour projects
 - Chart continues to show very favorable numbers
- Express review – booking lead time was; 8 work days for small projects, 20 work days for large
- NC Rehab Prelim Review – booking lead time was 14 work days

B. UPDATE ON DEPARTMENT INITIATIVES

B-1. Residential Drawings Expansion

- On November 7, 2007, the BOCC approved both the program expansion and the addition of four new plan review positions are filled.
- Working on public info, getting the word out to the industry of the change, via e-mails, industry meetings and brown bag lunches.
- The schedule: March 1, 2008 remains the target start date for the RDS Program Expansion.

B-2. Code Compliance Task Force

- The final CCTF industry re-convene meeting is scheduled for Jan. 28, to evaluate program startup & impact of 40% threshold change; **the meeting concludes the CCTF reconvene effort.**
Note: The program threshold dropped to 40% on December 31, 2007.

B-3. REHAB Transition Team

- Have Architect volunteers; Robbie Johnson-RL Johnson, J Rhodes-HSMM, Keith Carlyon-ADW, Johnnie Rider- Narmour-Wright, Anthony Morlando-Clearsight Architecture, Chet Helt..
- First meeting was held November 12; reviewed blue sky Rehab Code service idea, added some.
- Meet next on Nov 26 to: boil down ideas to 1-2-3, discuss pros/cons; pick one
- Last step: coordinate change with PRTF and Process Eng group work; review with BDC.

B-4. CC/CO/TCO Follow Up Work

- Phase I and II are completed. The nature of the work required for Phase III requires that it be treated as a separate project. Phase III will address expulsion of expired permits from the database for all records exceeding the documents retention schedule. We are in the planning stages and our primary focus is on developing business requirements and rules. This new task will require staff to develop the **Expired Permits Policy**.

B-5. CPM Comments

- Tim Taylor noted that the 4 residential plan review positions to support the changes in the Residential Drawings Submittal Process have been filled. He announced that Mark Wyte was promoted and will assist with supervising residential plan review staff.
- Eddie Prince acknowledged that December 2007 marked the second month that the Failure Rates were below 20% and Inspection Report Times continues to be excellent.

No other comments were offered.

B. UPDATE ON DEPARTMENT INITIATIVES

B-6. Other

- In next few days, the Department plans to submit an article congratulating Industry's efforts in driving down the Failure Rates. This will be sent to **The Charlotte Business Journal** and **The Charlotte Observer**. It will also be posted to the Public, Service and Information webpage and e-mailed to subscribers in the Department's Customer Database.
- The data comparing permitting activity has been collected however efforts still continue on the report's format this is scheduled to be reviewed by the BDC Budget Subcommittee.
- Cary Saul, Willis Horton and Patrick Granson attended the City/County Customer Service meeting on January 8, 2008.

9. Adjournment

Mr. Bartl added that Eddie Prince and Geri Walton will handle the February 2008 BDC meeting. Although he will be attending the ICC Code Change Hearings in California; he will be able via telephone conference. A quick review of the December statistics showed that revenue was down approximately \$522K. Mr. Bartl reminded the members that the December 2006 Revenue was unusually high because of the Code transition. Traditionally, higher permit counts are reported during the last quarter of the fiscal year. The February BDC meeting will likely include:

- Comment on Customer Satisfaction Survey questions (draft bi-annual customer survey)
- Report on Commercial Plan Review process changes public hearing
- Vote on RFBA supporting OnSchedule Changes
- Others (to be specified)

The January 15, 2008 Building Development Commission meeting adjourned at 4:55 p.m.

The next BDC Meeting will be held at **3:00 p.m. on Tuesday, February 19, 2008** in the Auditorium of the Hal Marshall Service Center.