BUILDING-DEVELOPMENT COMMISSION
Minutes of October 21, 2008 Meeting

Elliot Mann opened the Building-Development Commission (BDC) meeting at **3:05 p.m. on Tuesday, October 21, 2008** in Charlotte Conference Room located in the Hal Marshall Service Center, 700 North Tryon Street, Charlotte, North Carolina.

Present: Wanda Towler, Elliot Mann, Charley Watts, Ed Horne, Harry Sherrill, David Shultz, Danny Phillips, William Caulder and Trent Haston

Absent: Jon Morris, Jon Wood, Barry Hanson and Buford Lovett

Guest: Jon Leonard (Charlotte Fire Department) and David Weekly (City of Charlotte)

1. APPROVAL OF THE MINUTES
The motion by Harry Sherrill (seconded by David Shultz) to approve the September 2008 meeting minutes passed unanimously.

2. BDC MEMBER ISSUES AND COMMENTS
Ed Horne thanked Eddie Prince and Joe Weathers for supporting the recent Electrical Contractor's Association Meeting where five (5) new members joined.

No additional comments were offered.

3. PUBLIC ATTENDEE ISSUES AND COMMENTS
No comments were offered.

4. TECHNOLOGY UPDATE
Jim Bartl stated that the purpose of the October 21, 2008 BDC Meeting was to provide the members with an update on the Department's technology strategy. Tim Taylor stated that currently E-Plan Review is being tested within Residential. He noted that staff was working on developing a similar set up for Commercial Plan Review and work continues on security with regard to seals with respect to public service laws and overall access. He reminded the BDC that the costs for this effort are being shared with the City of Raleigh. There are also novice tools online to assist with developing and offsetting the costs associated with creating plans. Rob Drennan explained the strategy for electronic plans storage and to mitigate down time using redundant servers. Harry Sherrill asked if there will a standard format such as the National CADD standards. Mr. Bartl added that the Department does not have plans to dictate formats; however, the A/E community will be asked to advise the Department on drawing formats. It is important to note that the size of the project will significantly drive this process.

Vijay Chainani (Sages Networks, Inc.) and Rob Drennan provided an update on the Homeowner Internet Permitting (HIP) and Trades Internet Permitting (TIP) system. Although staff will always be available to assist with problems; this new intuitive system will produce a better scope of work and that 85-95% of all transactions will be done without staff intervention. Also, if required, information can be saved and recalled for completion at a later date. The prototypes for Town and Agency Dashboards are completed; however, input from the Industry is required prior to releasing the tools for public use. Mr. Bartl petitioned to members to provide staff with the names and contact information of individuals who are available to attend the meeting to review the new tools and provide this necessary input. Rob Drennan stated that the sister agencies were actively utilizing the new dashboards and are reporting that the new system is more reliable and there are fewer problems with connectivity. He noted that there are plans to have EPS information available to view from small electronic screens such as blackberry devices.

Charley Watts exits at 4:00 p.m.

4. TECHNOLOGY UPDATE (continued)

Elliot Mann suggested that, as is the practice in other industries, staff research the idea of providing discounts to patrons who utilize the new electronic permitting programs. Mr. Bartl thanked the BDC for their patience and he noted the progress was very impressive and there are plans to keep Electronic Plans Submittal on track over the next eighteen (18) months. The Department will provide periodic updates on equipment needs as well as the status of implementation.

5. ABANDONED PLANS POLICY UPDATE

Mr. Bartl provided an overview of the Department's work on the Abandoned Plans Policy. He stated that the Department plans to submit a Request for Board Action for BDC consideration at the November 2008 Meeting. He noted that a brown bag session has been scheduled with the Architects on November 11, 2008.

6. BDC QUARTERLY BULLETIN

- HIP
- TIP
- RDS-EPS for Master and Custom Plans

Technology Initiatives on the horizon:

- Permit information available on small electronic devices (Blackberry)
- Work with City Agencies on the Single Portal Website Design
- Commercial Electronic Plans Submittal and Electronic Plans Management
- A/E Pass Rate Program

7. DEPARTMENT REPORT

A. STATISTICAL REPORTS

Mr. Bartl noted the shortfall in revenue and outlined the Department's plan to mitigate the situation by:

- Instituting a hiring freeze on vacant positions; except for key management positions
- Restricting use of overtime; next step will be to shut off same.
- Delaying 2008 Vehicle replacement orders
- Limiting training budget use priorities reset to a) in-house first, b) use outside sources if time or topic availability dictate.

A-1. Permit Revenue

September total - $1,143,022; FY09 YTD is $4,580,248
FY09 Projected in September - $5,184,345; below projection by $604,097 or 11.6% short

A-2. Construction Value of Permits Issued

September total - $230,638,466; FY09 YTD is $839,334,075
FY08 Total at September – $911,179,387; so FY09 total is down $71.85M or 7.9% from FY08

A. STATISTICAL REPORTS

A-3. Permits Issued

	Aug 08	Sept 08	3 Month Trend
Residential	3406	3257	4226/4077/3406/3257
Commercial	4095	2267	2986/2413/4095/2267
Other (Fire/Zone)	503	557	560/520/503/557
Total	8004	6081	7772/7010/8004/6081

- For September; residential down 4.4%, commercial down 45%; total down 24%
- At the end of 1st quarter:
  o <u>Residential</u> permits down 10.4% (11982 in September, 07 vs. 10740 in September 08)
  o <u>SF new construction</u> permits down 50% (1378 in September, 07 vs. 687 in September 08)
  o <u>Commercial</u> permits down 11% (9975 in September, 07 vs. 8875 in September 08)
  o <u>Total</u> permits down 11.4% (23,807 in September, 07 vs. 21,095 in September 08)

A-4. Inspection Activity
<u>Inspections Performed</u>

Insp. Req.	August	Sept	Insp. Perf.	August	Sept	% Change
Bldg.	7767	7611	**Bldg.**	7712	7534	-2.3%
Elec.	7925	7287	**Elec.**	7913	7307	-7.65%
Mech.	4712	4616	**Mech.**	4696	4593	-2.2%
Plbg.	3958	3781	**Plbg.**	3952	3760	-4.9%
Total	24,362	23,295	**Total**	24,273	23,194	-4.45%

- Note 1: - Inspections Requested – down 4.4
- Inspections Performed – down 6.4%; inspections performed were 99.6% of requests
- For the 1st quarter, total B/E/M/P inspections performed down 21.75%; 93,803 total inspections in vs. 07 vs. 73,407 total inspections in September 2008

A. STATISTICAL REPORTS
A-4. Inspection Activity
Response Times

Insp. Resp. Time	OnTime %		Total % After 24 Hrs. Late		Total % After 48 Hrs. Late		Average Resp. in Days	
	Aug	Sept	Aug	Sept	Aug	Sept	Aug	Sept
Bldg.	98.8	98.9	99.1	99.1	99.9	99.6	1.03	1.03
Elec.	93.7	94.9	94.4	95.4	99.1	98.6	1.13	1.11
Mech.	99.2	99.3	99.4	99.4	99.9	99.8	1.02	1.02
Plbg.	99.5	99.7	99.5	99.7	99.9	99.9	1.01	1.01
Total	97.3	97.8	97.7	98.1	99.6	99.4	1.06	1.05

- Performance similar in all trades, compared to August
- All trades still above 94% for 1st day

A-5. Inspection Failure Rates:
OVERALL MONTHLY AV'G @ 83.81%, improved from 82.81% in August

Bldg: August – 78.1%   **Elec**:   August – 81.25%
            September – 79.52%   September– 82.02%

Mech: August – 84.5%   **Plbg:**   August – 89.96%
            September– 85.45%   September – 90.82%

- Note all trades pass rates are at historic highs

A. STATISTICAL REPORTS
A-6. ONSCHEDULE & CTAC NUMBERS
CTAC:
- 146 first reviews
- Projects approval rate (pass/fail) - 66%
- CTAC was 39% of OnSch first review volume (146/146 + 174 = 320) = 45%)

A. STATISTICAL REPORTS

A-6. ONSCHEDULE & CTAC NUMBERS

OnSchedule:
- 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
- January 08: 148 1st review projects; on time/early – 94.7% all trades, 94.9% B/E/M/P only
- February 08: 176 1st review projects; on time/early – 89.6% all trades, 89.2% B/E/M/P only
- March 08: 176 1st review projects; on time/early – 91.4% all trades, 89.9% B/E/M/P only
- April 08: 167 1st review projects; on time/early – 92.9 % all trades, 91.3% B/E/M/P only
- May 08: 169 1st review projects; on time/early – 96.3 % all trades, 96.1% B/E/M/P only
- June 08: 184 1st review projects; on time/early – 92.2 % all trades, 91.5% B/E/M/P only
- July 08: 158 1st review projects; on time/early – 91.8 % all trades, 91.8% B/E/M/P only
- August 08: 165 1st review projects; on time/early – 92.4 % all trades, 93.4% B/E/M/P only
- September 08: 174 1st review projects; on time/early – 89.6 % all trades, 90% B/E/M/P only

Booking Lead Times
- **OnSchedule Projects: for reporting chart posted on line**, on October 6 , showed
- ➢ 1-2 hour projects; at 1 work days booking lead time, except M/P at 2 days
- ➢ 3-4 hour projects; at 2-3 work days booking lead time, across the board
- ➢ 5-8 hour projects; at 4-8 work days booking lead time in B/E/M/P/Fp, w/CMUD at 10 WD
- CTAC-BEMPFp running 3 work days on plan review turn around time, across the board
- Express review – booking lead time was; 12 work days for small projects, 18 work days for large
- NC Rehab Prelim Review – booking lead time was 1 work day.

B. UPDATE ON DEPARTMENT INITIATIVES

B-1. Mr. Bartl stated the BDC will receive more information on the following topics at the November 2008 meeting:
- ➢ Limited Conditional Power
- ➢ Charlotte Fire Department Reports to the BDC
- ➢ Status of the Residential Sales Trailer Subcommittee

B-3. CPM Comments

Willis Horton noted that there are ten (10) mega projects in progress and the program collected approximately $22,000 last month.

No additional comments were offered.

8. ADJOURNMENT

The October 21, 2008 Building Development Commission meeting adjourned at 5:00 p.m.

NOTE: The next BDC Meeting is scheduled for **3:00 p.m. on Tuesday, November 18, 2008 in the Charlotte Conference Room** of the Hal Marshall Service Center.