

BUILDING-DEVELOPMENT COMMISSION
Minutes of January 19, 2010 Meeting

Jon Morris opened the Building-Development Commission (BDC) meeting at **3:08 p.m. on Tuesday, January 19, 2010.**

Present: Jon Morris, Danny Phillips, Harry Sherrill, Bernice Cutler, Wanda Towler, Ed Horne, David Shultz, William Caulder and Jon Wood

Absent: Trent Haston, Buford Lovett, Elliot Mann and Barry Hanson

Guest: Ruth McNeil (LUESA Administration) Heidi Pruess (LUESA Administration)
Sara O'Mara (USGBC)

1. APPROVAL OF THE MINUTES

The motion by Jon Wood (seconded by Bernice Cutler) to approve the December 2009 meeting minutes passed unanimously.

2. BDC MEMBER ISSUES AND COMMENTS

Dave Shultz suggested a review of Appendix B prior to gating to ensure correct email addresses are being used. Ed Horn and Jon Morris felt the presentation of the Reorg at the latest Brown Bag luncheon was very good. Information provided was so thorough it left little room for Q&As from audience at the end. Suggestions were made for the Department to present the Reorganization from a customer's point of view for optimal understanding.

3. PUBLIC ATTENDEE ISSUES AND COMMENTS

No comments were offered.

4. TECHNICAL ADVISORY BOARD (TAB)

Jim Bartl stated that advance draft of cover memo to Bobbie Shields and RFBA went out last week that briefly explains the program and necessary changes to the Building Development Ordinance. Formal vote will be next month. As a formal arm of the BDC, TAB will meet monthly and will report to the BDC on a quarterly basis, as well as; maintain a web page or web site. TAB will consist of ten (10) members appointed by the BDC to include four (4) engineer representatives (2 electrical, 2 mechanical/plumbing); two (2) AIA representatives; two (2) general contractors; one (1) USGBC representative and one (1) NC University representative. Tab will maintain a web page or web site. Jim Bartl went on to explain that after meeting with Marvin Bethune on December 11th; TAB will offer advice but the County Code Official is responsible for final interpretation. TAB will address possible conflict of interest by requiring a meeting start declaration of same and requiring all projects with the appearance of conflict possibility to gain concurrence from DOI. Jim Bartl agreed to seek input w/ Marvin Bethune on 1) adding a utility presence to one of the four engineer representatives and 2) adding a wild card position which will be solicited by the Department.

Sara O'Mara with USGBC, a LEED Steering Committee member; spoke on sustainable design issues, alternate methods and compliance within the field.

5. FY11 BDC BUDGET SUBCOMMITTEE

The FY11 BDC Budget Subcommittee will consist of six (6) BDC members:

- William Caulder
- Trent Haston
- Elliott Mann
- Jon Morris
- Harry Sherrill
- Wanda Towler

Tentative dates for said meetings are:

- Friday, February 12th, 10:00 a.m. – 1:00 p.m.
- Tuesday, March 2nd, 10:00 a.m. – 1:00 p.m.
- Friday, March 12th, 10:00 a.m. – 1:00 p.m.
- 4th meeting to be held with the City on Zoning fees

The March 16th BDC meeting will be a budget meeting only. The above dates are tentative as the County Manager's office clarifies the FY11 budget process. We will work hard to hold to these dates.

6. FY10 Six Month Revenue/Expense Report

Jim Bartl shared the handout, summarizing expense & revenue YTD, and graphically projecting EOY results. Revenue for the 2nd quarter FY10 was at \$6,003,276 or \$2.67M below projection of \$8,670,217.

Expenses for the 2nd quarter FY10 was \$8,282,073 or \$438k below projection of \$8.72M.

Based on the 2nd quarter FY10 EOY; projections indicate revenue will be approximately \$12.2M which is about \$4.83M below projection and expenses will be approximately \$16.324M which is about 640k higher than we projected in October. The indication for yearend position exceeds the current special fund balance (\$16.22M-12.21M=\$4.01M). In conclusion; EOY projected revenue is down further than we thought when last reported in October. EOY projected expenses are very close to what we projected in October. At current revenue and expense rates; the Department will burn through more than the \$3M special fund by 6/30/2010. A 4th quarter RIF would net approximately 20% of the overall problem. Currently, the Department is discussing a range of options with the County Manager's Executive Team.

7. Quarterly Reports

7.1. Code Compliance report: now have 12 full years of this report

- More new items than in past quarters; bldg-6, elec-4, mech-2, plbg-4 (mostly toward bottom of list)
- "Not ready" % among lowest historically; B-4.7%, E-2.64%, M-4.8%, P-5.68% (av'g 2% lower)
- Rough/finish % split varies about 4%;, some up, some down
 - Bldg; rough @ 37.97% (up), finish @ 26.73% (up)
 - Elec; rough @ 15.5% (down), finish @ 67.16% (up)
 - Mech; rough @ 21.54% (down), finish @ 67.4% (up)
 - Plbg; rough @ 19.8% (down), finish @ 49.3% (up)

7.2. Consistency Team Report

- Commercial Plan Review consistency issues: note these are added to each section
- Front end: customer letter on Code Compliance summary
- Building: held 3 meetings; addressed 17 new consistency issues
- Electrical: held 3 meeting; addressed 35 new meeting agenda topics
- Mech/Plbg: addressed in FAQ format
 - Mech, 2 new interpretations__; revisited, Plbg, 5 new interpretation & 2 revisited issues
 - Plumbing; 1 new formal (written) interpretation
- Commercial Plan Review: consistency team meeting results are presented in an FAQ format at the end of each section; building has 6 Q's, electrical 9 Q's, mechanical 2 Q's and plumbing 6 Q's.

7.3. Commercial Plan Review Report

- 61% of projects pass on 1st rev'w; 92% on 2nd rev'w
- Part I: pass rates on 1st review by trade:
 - Bldg – 67%; -Elec – 88%; -Mech – 77%; Plbg – 74%

- Others: CFD general – 76%; MCFM -86%
- **Part II:** most common defects: examples (most frequent almost all same as last quarter)
 - Bldg: seismic dsn, seal use, egress/exiting, accessibility & hardware at doors, interior finish
 - Elec: load calcs, seal use, over current protection, wiring methods, service eqpt/conductors
 - Mech: ventilation, eqpt approval, eqpt accessibility, energy code req'ts, gas piping
 - Plbg: supply pipe req'ts, material tables, waste pipe req'ts, venting, fixture req'ts, accessibility req'ts
- **Part III:** 1st rev'w use of approved as noted at 26% by all trades on the average (up from 25%)
 - biggest users; County Fire (90%)
 - critical path users; Bldg (36%), Elec (24%), Mech (23%), Plbg (20%), Zoning (10%)

8. Quarterly BDC Bulletin Exercise

Previous bulletin topics:

January, 2008 Green Permit Rebates program start Trades inspection failure rates at historic lows Residential Drawing Submittal program expansion Department Directive on industrial machinery Rehab Code transition strategy Commercial Plan Review proposed changes Commercial Plan Review proposed changes	April, 2008 Green Permit Rebates program update 2008 Proposed Commercial Plan Review Revisions Chamber/NAIOP meeting outcome Mega Project fee change BCC code change schedule IBA/OT inspections availability Contractor pass rate presentation	July, 2008 Contractor pass rate improvement 2009 Code change and printing schedule all codes United Way seminar on 2009 code changes Most common A/E plan review defects on web OnSchedule service enhancements Selected success stories New positions filled	October, 2008 Residential Electronic Plan Submittal Introduction of Trades Internet Permits Homeowner Internet Permits Review of technology initiatives on the horizon AE Pass Rate Incentives development progress Selected success stories New positions filled
October, 2008 Residential Drawing Submittal changes Utility transformer draft policy Changes to www.meckpermit.com Progress in OnSchedule process revisions Development of future single portal for permit submittals	January, 2009 Budget impact on customers Gatekeeper changes Virtual co-location with the City of Charlotte NC transition to the 2009 NC Building Code family AE Pass Rate Incentives Program dev't progress ISO rating report	April, 2009 FY10 budget impact on customers AE Pass Rate data collection Self-gatekeeping NACO award on RDS-EPS Accessibility Code format change CFD single family review delay	July, 2009 Dept Reorganization Low voltage permits Self-Gatekeeping transition Accessibility Code transition AE Pass Rate Incentives Program status & timeline GPR program status
January 2010 Reorg. w/ focus on customer centric. Meet your CEM's / CA's. TIP; awareness of value, staff input, electric cars initiative AE Pass Rate Incentives; customer centric; build on contractor pass rate.			

9. Department Statistics and Initiatives Report

9.1 Statistics Report

9.1.1. Permit Revenue

December- \$667,996, so Fy10 YTD is \$4,674,142

Fy10 projected at December - \$7,386,140; so below projection by \$2,711,998 or 36.7%

9.1.2. Construction Value of Permits Issued

December total - \$132,998,392; so Fy10 YTD is \$751,760,685

Fy09 Total at Dec – \$1,779,076,527 so Fy10 is down \$1.0273M, or 57.7% from Dec Fy09

- December construction value permitted includes:
 - Residential construction value of 55.582M, up from 43.831M in November
 - Commercial construction value of 77.416M, up from 52.206M in November

9.1.3. Permits Issued

	Nov	Dec	3 Month Trend
Residential	2793	2786	3113/3487/2793/2786
Commercial	1444	1801	1877/1885/1444/1801
Other (Fire/Zone)	422	318	444/404/422/318
Total	4659	4905	5434/5776/4659/4905

- Residential down slightly (about 1/4%); commercial up 24.7%; total up 5.3%
- YTD Permit totals: comparison to Fy09YTD after the 2nd quarter
 - Residential permits total 18,802, down 4.8% from 19,750 on Dec. 31, 2008
 - Includes SF new construction permits at 1071, up 3.4% from 1036 at Dec.31, 2008
 - Commercial permits total 10,816 down 29.6% from 15,366 on Dec. 31, 2008
 - Total permits at 32,075, down 15.3% from 37,857 on Dec. 31, 2008

9.1.4. Inspection Activity: Inspections Performed

Insp. Req.	Nov	Dec	Insp. Perf.	Nov	Dec	% Change
Bldg.	3721	3854	Bldg.	3695	3812	+3%
Elec.	4977	5114	Elec.	5024	4972	-1.1%
Mech.	2681	2605	Mech.	2663	2600	-2.4%
Plbg.	1908	1821	Plbg.	1893	1828	-3.4%
Total	13,287	13,394	Total	13,275	13,212	-0.5%

- For December: Building up, MEP down slightly
 - Total inspections requested up <1%
 - Total inspections performed down <1%
- YTD Inspections completed: comparison to Fy09 after the 2nd quarter
 - building – 26,769, down 35.2% from 41,292 on Dec. 31, 2008
 - electrical – 32,431, down 24.2% from 42,790 on Dec. 31, 2008
 - mechanical – 18,003, down 31.3% from 26,205 on Dec. 31, 2008

- plumbing – 13,642, down 35.6% from 21,177 on Dec. 31, 2008
- total-90,845, down 30.9% from 131,464 on Dec. 31, 2008

9.1.4.1 Inspection Activity: Inspections Response Time

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.	98.7	98.9	98.9	99.1	99.5	99.5	1.04	1.04
Elec.	93.5	96.7	94.2	96.8	98.6	99.3	1.15	1.08
Mech.	99.5	98.8	99.6	98.8	99.8	99.8	1.01	1.03
Plbg.	99.0	99.5	99.0	99.5	99.6	99.9	1.03	1.01
Total	96.9	98.1	97.2	98.3	99.3	99.5	1.07	1.05

- All are well above 90% goal
- YTD % inspections on time (in 1st 24 hours): for all disciplines 97.5%

9.1.5. Inspection Pass Rates for December 2009:

OVERALL MONTHLY AV'G @ 86.95%, compared to 87.21% in November

Bldg: November – 82.43% **Elec:** November – 87.8%
December – 80.9% December – 87.16%

Mech: November – 89.27% **Plbg:** November – 90.44%
December – 89.39% December – 92.73%

- Building down 1.5% __, Elec down slightly __, Mech up slightly __; Plbg up about 2.3% __
- Average total still at close to historic highs
- YTD Inspection Pass Rate: for all disciplines 86.92%

9.1.5.1 CFD Inspection Pass Rate for December, 2009

- See handout; shows overall rate of 77.6% for December, down slightly from 80% in November

9.1.6 OnSchedule and CTAC Numbers for December, 2009

CTAC:

- 105 first reviews
- Projects approval rate (pass/fail) – 63.7%
- CTAC was 49.7% of OnSch first review volume (105/105+106 = 211) = 49.7%

OnSchedule:

- July 08: 158 1st rev'w projects; on time/early – 91.8 % all trades, 91.8% B/E/M/P only
- August 08: 165 1st rev'w projects; on time/early – 92.4 % all trades, 93.4% B/E/M/P only
- September 08: 174 1st rev'w projects; on time/early – 89.6 % all trades, 90% B/E/M/P only
- October 08: 173 1st rev'w projects; on time/early – 95.2% all trades, 95.6% B/E/M/P only
- November 08: 134 1st rev'w projects; on time/early – 93.4% all trades, 92.9% B/E/M/P only
- December 08: 154 1st rev'w projects; on time/early – 85.3% all trades, 81.5% B/E/M/P only

- January, 09: 132 1st rev'w projects; on time/early – 92.8% all trades, 91.4% B/E/M/P only
- February, 09: 142 1st rev'w projects; on time/early – 93.2% all trades, 91.7% B/E/M/P only
- March, 09: 143 1st rev'w projects; on time/early – 90% all trades, 89% B/E/M/P only
- April, 09: 112 1st rev'w projects; on time/early – 93.46% all trades, 93.23% B/E/M/P only
- May, 09: 123 1st rev'w projects; on time/early – 92.31% all trades, 89.83% B/E/M/P only
- June, 09: 130 1st rev'w projects; on time/early – 93.88% all trades, 93.77% B/E/M/P only
- July, 09: 124 1st rev'w projects; on time/early – 95.12% all trades, 94.36% B/E/M/P only
- August, 09: 114 1st rev'w projects; on time/early – 95.27% all trades, 94.27% B/E/M/P only
- Sept, 09: 115 1st rev'w projects; on time/early – 93.17 % all trades, 90.62% B/E/M/P only
- October, 09: 131 1st rev'w projects; on time/early – 95.04% all trades, 93.67% B/E/M/P only
- November, 09: 114 1st rev'w projects; on time/early – 92.07% all trades, 91.09% B/E/M/P only
- December, 09: 106 1st rev'w projects; on time/early – 94.72% all trades, 95.18% B/E/M/P only

YTD % on time or early:

- 94.23% for all trades, 93.19% for B/E/M/P

Booking Lead Times

- OnSchedule Projects: **for reporting chart posted on line**, on December 28, showed
 - 1-2 hour projects; at 1 work day booking lead time, across the board
 - 3-4 hour projects; at 2 work days booking lead time, except 3 days in building
 - 5-8 hour projects; at 3 work days booking lead time, except 4 days in building
- CTAC-BEMPFp running 3 work days on plan review turnaround time, across the board
- Express Review – booking lead time was; 5 work days for small projects, 5 work days for large

9.2. Status Report on Various Department Initiatives

9.2.1. BDC December Meeting Follow up

9.2.1.1: Technical Advisory Board (TAB)

- See item 4.

9.2.1.2: Quarterly Report Research

- Still working on this:
 - The trades are planning meetings with their respective trade associations to review the results from the 30 day Department survey on “not ready” defect as well as other defects.
 - Meeting purpose is to come up with ideas on training or other ways to address the target defects.
 - These should be data driven discussions, with a target of identifying any special related training or process changes which would lower the identified number.
- Responsible party: **ESP and the Trade Chiefs and Assistant Trade Chiefs**

9.2.1.3: Low-Voltage Permits

- Met with Ed Horne (representing the BDC) on January 7 at 10am
 - Reviewed a power point presentation as crit prior to taking it “on the road” to present to other groups that were mentioned in previous meetings (HBA, NARI, Low Voltage Contractor Org, etc.).
 - The power point walks a customer through our system from project conception through permitting, inspections, and on to CO, addressing how the low-voltage issue plugs in along the way.
 - Ed recommended that we also give the presentation at a future Electrical Contractors meeting, combining it with the request for information on how to lower the failure rates (and deliver same at all future presentations and at our Consistency meeting on January 13).
 - The power point will also be placed on the website
- Responsible Party: **Joe Weathers, Gary Mullis, and ESP**

9.2.1.4: CCTF Work on Contractor Pass Rate Incentives

- GC, HBA and Department reps met on December 15, as reported in last BDC meeting
 - Noted residential works as is, but commercial side needs some changes.
 - All wanted to retain the current program in some form.
- Staff developed four change options with related numbers/estimated budget impact
- Will review with CCTF members on Feb 1 at 10am
- If the TF can agree on one option or a composite, next steps are: review with CM and County Attorney__, review with BDC Budget Subcomm__, draft RFBA to BDC/BOCC__.
- Responsible party: Gene Morton, Jim Bartl

9.2.2. Commercial Plan Review Strategy Update

9.2.2.1. AE Pass Rate Incentives Report Validity Work

- Accounting work: the Department retained an independent Accountant, Nancy Elliot, to review data output from plan review pass/fail results input. The field study ran from August through December, 2009 and included 2063 events. Ms Elliot checked 100% of all plans and found no errors in the pass/fail results reported.
- Probability statement: the Department retained Dr. Zhi Zhang (UNCC Math Professor) to study the probability of a reporting error, based on Ms. Elliot's findings. Dr. Z's seven (7) page report is available for review, and includes a probability statement of "99% confidence level, ...that the probability that a randomly selected (AE) rating is erroneous, is less than 3.11%".
- Ruth McNeil, Marvin Bethune and JNB all agreed the results were acceptable. Consequently, the AE Pass Rate Incentives program began full use on January 11.

9.2.2.2. Status of Last Changes from 2008 Commercial Plan Review Revisions

- At January 1, 2010, all but two of the 2008 Proposed Commercial Plan Review Revisions are in place, including the following introduced on 1/1/2010.
 - ❖ Priority Review
 - ❖ CTAC-Walk Through Service
- The only outstanding initiative now from the 2008 Proposed Commercial Plan Review Revisions are:
 - Conditional Permitting (see below)
 - Uniform RTAP Policy: web tools have been added to support the use of this. Long term, the introduction of EPS-EPR will likely overhaul this, creating an electronic tool for inspectors to indicate if requests need review (and if so, on what topic), or just require record filing.
- The last three initiatives are:
 - ❖ Conditional Permitting
 - ❖ Collaborative Review
 - ❖ Team Plan Review

These three all require CEM input to dot the "i's" in program development, so they will lag somewhat behind the reorg program switch. We've currently set a tentative program start date for all three of March 15, subject to concurrence on the details with the PRTF.

- See 1 page handout with brief descriptions of above, as well as other changes turned on 1/1/2010.
- Follow up questions to: **Willis Horton, Patrick Granson, Eddie Prince**

9.2.3: Code Enforcement Reorganization Plan

- Public and staff presentations:
 - Held meeting on January 8 with customer volunteers and BDC representatives; 17 customer attendees
 - Healthy question and answer session followed a 40 minute presentation on how the Reorg will work in detail.
 - BDC members Horne, Wood, Cutler and Morris added strong perspective to discussion.
 - Presentation announced an implementation revision, opening with two teams instead of three, incorporating mega component in each of North & South.
 - Owed to current decrease in Mega work
 - Mega team can be added later fairly easily when mega work picks up.
 - HDR has volunteered to make staff presentation on BIM and IPD, scheduled for Feb 2
 - Staff meeting with M. Bethune on Reorg related legal/liability issues scheduled for Feb 9
- HR issues:
 - HR slotted the CEM's and CA's as equal to current Trade Chiefs
 - CA reassignments have been agreed to: Gene M (B), Joe W (E) & Phil E (M/P)
 - CEM is going through interview process, to be filled from internal candidates
 - Director changes: ESP re-assignment to Director of Permitting; Director of Inspections advertised internally (filled without adding a new hire).
 - The entire Reorg remains position neutral (no positions added).
- Detail development:
 - Day-to-day operation detailed description outlined for both staff and customers; discussed on Jan 8 and seems to connect for that customer group.
 - Appeals process outlined, both formal and informal
 - Website work:
 - In the process of determining what changes are required to reflect the current reorganization strategy
 - Also making a series of web pages that explain our reorganization and provide links to related information.
- Tech support:
 - Basic tech changes to support the Reorg will be in place at org switch. Enhanced workload balancing tools will come later.
- Program start: soft start set for Feb 8__, full switch tentatively set for Feb 22__.
 - Contingent on getting all CEM and staff changes in place by 2/8.
- Responsible party: **Eddie Prince, Jeanne Quinn, JNB**

9.3 CPM Added Comments

- Introduction of Mark Auten.
- No comments were offered.

10. Adjournment

The January 19, 2010 Building Development Commission meeting adjourned at 5:06 p.m. after Geri Walton asked the BDC Members to consider ways to increase subscriptions to the "Notify Me" email distribution.

NOTE: The next **BDC Meeting** is scheduled for **3:00 p.m. on Tuesday, February 16, 2010.**

Please mark your calendars.