BUILDING DEVELOPMENT COMMISSION
Minutes of December 20, 2011 Meeting

Jon Morris opened the Building-Development Commission (BDC) meeting at 2**:00 p.m. on Tuesday, December 20th, 2011**.

Present: Jon Morris, Bernice Cutler, Hal Hester, Harry Sherrill, Rob Belisle, John Taylor, Kevin Silva, Ed Horne, Jon Wood, Tim West and Travis Haston

Absent: Elliot Mann and Zeke Acosta

1. APPROVAL OF THE MINUTES
The motion by Jon Wood seconded by Harry Sherrill to approve the November 15th, 2011 meeting minutes passed unanimously.

2. BDC MEMBER ISSUES AND COMMENTS
No member comments.

3. PUBLIC ATTENDEE ISSUES AND COMMENTS
No public attendee comments.

4. BDC 2011 ATTENDANCDE AUTHENTICATION
Rebecca Simcox presented the 2011 Attendance Authentication that was passed to Chairman, Jon Morris for signature.

5. CUSTOMER SERVICE SURVEY STRATEGY FOR 2012
Ed Gagnon presented the Customer Service Survey Strategy for 2012. After reviewing strategy, he asked that any comments regarding survey be sent to Rebecca Simcox prior to January 10th, 2012 so that the final draft to the BDC can be presented in the January meeting.

6. ELECTRONIC PERMITTING HOME PAGE RIGHT SIDE BAR OPTIONS
The Department proposed solution to the button question e-mailed to you Friday. Basically it creates a single "on line permitting" button on meckpermit.com front page and follows with 6 buttons on the E-Permitting home page.

7. OWNDER DEVELOPER DASHBOARDS
The Department recently participated in meetings causing us to rethink part of our tech strategy. In the October 11th meeting with LN Regional Economic Development Representative Charity Pitman focused on an owner's access to project information would be helpful. Staff demonstrated how they can check there project status on line for plan review and inspection results, the AE services page as well as customer options to monitor project status inside EPM. LNREDC later crafted a customer e-mail flyer noting availability of same (see handout). On December 1, 2011, Patrick & JNB met with Steve McClure of Spectrum Properties. One of the points noted in the meeting was very similar in the October 11th LNERDC meeting, that owner-developers would benefit from a web screen designed to give them ready access to project monitoring info as they need, without having to navigate the entire site. A point made in both meetings is that owner-developers are more like homeowners, than GC's or AE's, in that they are in meckpermit.com infrequently; so they don't have favorites page tabbed, and the site isn't like "riding a bicycle". The FY09 technology budget included funding to design and install an owner-developer dashboard to "provide owners with quick access to needed system info". In May, 2009, the BDC Budget Subcommittee and Department dropped this from the technology development budget, with the thought it was unnecessary. However, the two meetings referenced indicate there is a need. So we recommend this be considered again in developing the FY13 tech budget.

8. DEPARTMENT STATISTICS AND INITIATIVES REPORT
Permit Revenue
- November permit (only) revenue- $1.048M, down $123k from October

- Fy12 budget projected monthly permit revenue; (1) (2) $12,00,001 /12 = $1,000,083 x 4 = $5,000,415.
- At11/300, YTD permit rev of $6.389M is above permit fee rev projection by $1.3886M or 27.77%

Note 1: prior to this month, we've been using $11,738,711 as the Fy12 permit revenue projection. This reflected the number presented to the full BDC in March, 2011. However, the final expense number approved by the BOCC included adjustments to fringe benefits levels calculated by SOI, which were lower than we estimated. TO balance the budget matching the SOI expense changes, the budgeted Permit Revenue was lowered $56,960, to $11,681,751.

Note 2: indicates revision of original Fy12 permit revenue projection, accounting for $319,250 added from RFBA approved by BOCC 0n August 2; $11,681,751 + $319,250 = $12,001,001.

Construction Value of Permits Issued
- November total - $256,626,133, with YTD total of $1,147,032,152
- Fy11 Total at November 30 – $584,078,964
- So Fy12 ahead of Fy11 by $562.95M or 96.4%

Permits Issued:

	October	November	3 Month Trend
Residential	3138	2928	3762/2928/3138/2928
Commercial	2419	2148	2668/2275/2419/2148
Other (Fire/Zone)	374	396	420/408/374/396
Total	5931	5472	6850/5611/5931/5472

- Residential down 6.3%__; commercial down 11.2%__; total down 7.74%__
- SF detached new construction permits YTD at 917 vs. 744 at 11/30/2010, so up 23.25%

Inspection Activity: inspections performed

Insp. Req.	October	Nov	Insp. Perf.	October	Nov	% Change
Bldg.	4397	4156	**Bldg.**	4379	4113	-6%%
Elec.	5351	5259	**Elec.**	5330	5236	-1.8%
Mech.	2940	3001	**Mech.**	2919	2981	+2.1%
Plbg.	2337	2169	**Plbg.**	2368	2149	-9.25%
Total	15,025	14,784	**Total**	14,996	14,479	-3.45%

- Mech up slightly__; Elec down 2%__; Bldg down 6%__; Plbg down 9%
- total inspection requests down 1.6% __, total inspections performed down 3.45%__
- Inspections performed were 98% of inspections requested

Inspection Activity: inspections response time

Insp. Resp. Time	OnTime %		Total % After 24 Hrs. Late		Total % After 48 Hrs. Late		Average Resp. in Days	
	Oct	Nov	Oct	Nov	Oct	Nov	Oct	Nov
Bldg.	93.2	91.6	94.5	94.6	98.4	97.1	1.16	1.19
Elec.	91.5	94.3	92.8	95.4	99.2	98.7	1.17	1.13

Mech.	91.0	86.8	92.4	89.8	98.7	92.9	1.18	1.36
Plbg.	94.4	97.9	94.6	98.3	99.7	99.4	1.12	1.05
Total	92.3	92.5	93.5	94.4	99.0	97.2	1.16	1.18

- Elec and Plbg up; Bldg down somewhat; Mech 4%+
- All trades are within or better that 85-90% goal range__.

Inspection Pass Rates for November, 2011:

OVERALL MONTHLY AV'G @ 85.36%, compared to 85.01% in October

Bldg:	Oct. – 77.5%	**Elec**:	Oct. – 84.05%
	Nov – 78.16%		Oct. – 84.17%
Mech:	Oct. – 88.76%	**Plbg:**	Oct. – 92.48%
	Oct. – 88.87%		Oct. – 93.05%

- All up, ranging from .1% (E&M) to .5% (B&P)
- Overall average improved .3% over last month

CFD Inspection Pass Rate for November, 2011

OnSchedule and CTAC numbers for November, 2011

CTAC:

- 130 first reviews
- Projects approval rate (pass/fail) – 69%
- CTAC was 49% of OnSch (*) first review volume (130/130+134 = 264) = 49.24%
     *CTAC as a % of OnSch is based on the total of only scheduled and Express projects

OnSchedule:

- June, 10: 153 - 1st rev'w projects; on time/early – 89.71% all trades, 91.59% B/E/M/P only
- July, 10: 140 - 1st rev'w projects; on time/early – 87% all trades, 90% B/E/M/P only
- August, 10: 159 - 1st rev'w projects; on time/early – 87% all trades, 90% B/E/M/P only
- September, 10: 148 - 1st rev'w projects; on time/early – 85% all trades, 83% B/E/M/P only
- October, 10: 158- 1st rev'w projects; on time/early – 92% all trades, 90% B/E/M/P only
- November, 10: 154- 1st rev'w projects; on time/early – 94% all trades, 94.25% B/E/M/P only
- December, 10: 149- 1st rev'w projects; on time/early – 74.5% all trades, 80% B/E/M/P only
- January, 11: 137- 1st rev'w projects; on time/early – 82.65% all trades, 83.5% B/E/M/P only
- February, 11: 136- 1st rev'w projects; on time/early – 86.6% all trades, 88% B/E/M/P only
- March, 11: 185 - 1st rev'w projects; on time/early – 85.75% all trades, 84.5% B/E/M/P only
- April, 11: 147- 1st rev'w projects; on time/early – 78.37% all trades, 84.8% B/E/M/P only
- May, 11: 196- 1st rev'w projects; on time/early – 98.5% all trades, 85.5% B/E/M/P only
- June, 11: 251- 1st rev'w projects; on time/early – 95.5% all trades, 94.2% B/E/M/P only
- July, 11: 175- 1st rev'w projects; on time/early – 92.25% all trades, 93.75% B/E/M/P only
- August, 11: 238- 1st rev'w projects; on time/early – 95% all trades, 94.75% B/E/M/P only
- Sept, 11: 219 - 1st rev'w projects; on time/early – 95.25% all trades, 96.5% B/E/M/P only

- October, 11:176 -1st rev'w projects; on time/early–96.75% all trades, 96.25% B/E/M/P only
- November, 11:184 -1st rev'w projects; on time/early–91.75% all trades, 93.25% B/E/M/P only

Booking Lead Times
- OnSchedule Projects: **for reporting chart posted on line**, on November 28 showed
  - 1-2 hour projects; at 2 work day booking lead time, except MCFM at 3 days
  - 3-4 hour projects; at 2-3 work day lead time, except MP at 4 days and CFD at 5 days
- 5-8 hour projects; at 3-4days lead time, except CMUD at 6 days, Env Hlth at 5, City Zoning at 9 days and CFD at 7 days.
- CTAC plan review turnaround time; 3-4 work days lead time, except CFD at 1 day.
- Express Review – booking lead time was 6 work days for small projects and 6 days for large

8.2. Status report on various Department Initiatives
November meeting follow up
Carbon Monoxide Alarm enforcement
- Customer letter providing an overview of CO alarm requirements sent on December 19th.
- Note that the criteria described by NC Bldg. Code Council changed on Dec. 12. See 8.2.3.

Electronic Permitting homepage
- See item 6

Public rep meeting for CRWG work
- Held on Friday, December 16 with Kevin Silva, Tim West, Wanda Towler and Greg Austin.
- The public reps collectively agreed on a modified version of what the CRWG proposed, requesting that;
  - Homeowners have the same fee basis as contractors.
  - That fee basis should include a specified "fair" number of inspections.
  - When that inspection count is used up, homeowners pay by the inspection for service.
- Wanda Towler and Greg Austin advocated for a lower per inspection rate than that proposed.
- Also refer to item 8.2.2 on CRWG update.

Disapproved Inspections follow up work
- E-mail sent to all customers on November 17 explaining the 2002 errors made in posting the approved Fee Ordinance changes.
- The 1999 "Small Project lead Contractor Schedule" was posted to the web the same date.

Cost Recovery Work Group Update
- The CRWG met for the 6th time on December 13.
- With meeting #6, the CRWG has covered all 20 topics identified in the initial meeting.
- Subject to review of draft report, the CRWG is still on target to deliver their recommendations to the BDC in January 17 meeting.
- Based on the outcome of meeting 6, it appears that recommendation will include recommendations for;
  - 7 Fee Ordinance changes (need confirm with M Bethune if all necessary, or some already covered).
  - 5 process, tech or Ordinance language changes

Preliminary Review Discussions with BDC members
- Department is working on a revision to the preliminary review policy.
- Discussed initially with B Cutler and H Sherrill on Nov 30.
- Problem; AE's attending prelim review with no code analysis prep, but expecting comprehensive advice.
- Fix we're working on includes;

a) Create new Dept OnSchedule prelim policy requiring code analysis submittal along with Appendix B, 48 hours in advance of meeting. Incomplete or no submittal results in canceling appointment.
b) Re-write of department instructions on prelim reviews to match this, and emphasize AE prep.
- Will have something final for you in the January meeting.

NC Building Code Council Update
The BCC took the following action in their Dec 12 meeting in Raleigh.
- The BCC granted 1 new code change petition, referring it to the Plbg Code Committee.
- The BCC held a public hearing on 6 petitions, however, they will repeat this hearing to address the fiscal note requirements now in effect.
- The BCC had no 'D' items, except to discuss the CO alarms

The BCC addressed two other changes directly impacting customers.
- Voted to extend the 2012 NC Code transition period, for all codes, through June 1, 2012.
- Was advised by Rule Review Commission that the CO alarm code changes on new construction may only apply to residential units with attached garages or dwelling units with fossil fuel burning systems or appliances.
  - The November 1, 2011 BDC Quarterly Bulletin was revised accordingly.
  - The customer memo on CO alarms was adjusted to reflect the above.

Manager/CA added comments
No Manager/CA added comments.

9. Adjournment
The December 20th, 2011 Building Development Commission meeting adjourned at 2:54 p.m.

Note: The next BDC Meeting is scheduled for 3:00 p.m., Tuesday, January 17th, 2012.