

***BIC Regular Meeting
of
December 13, 2023***

Agenda Item 9

DBI Compliance Update

Building Inspection Commission, December 13, 2023

Inspection Trackers

Controller Recommendation

“Performing monthly reviews of same-day inspection schedules, out-of-district inspections, urgency of these inspections, and validity of these inspection approvals.”

Reform Initiative – Develop system tracker to monitor same-day inspections and out-of-district inspections

Status – **In Development** (see next slides)

Estimated Time for Completion – **Q1 of 2024**

Next Steps:

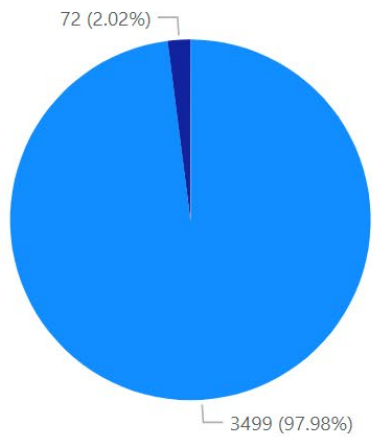
- Schedule meeting and solicit feedback from impacted divisions
- Refine Same-Day and Out-of-District Inspection Tracker based on feedback
- Develop Compliance Protocol for monthly reviews of tracking data with relevant division leads and clearance of flagged inspections.

Inspection Tracker

Permit Number	Block/Lot	Address	BID Dist.	Insp. Dist.	Inspector	Out of Dist.	Approved OD	Unapproved OD	Changed By	Senior	Scheduled Date	Rescheduled Date	Appt. Date	Requested Date	Request Taken Date	Request Taken By	Insp. Code	Insp. Type	Insp. Result
[REDACTED]	[REDACTED]	[REDACTED]	13	1	[REDACTED]	Yes	No	Yes		N	11/21/2023		11/21/2023	11/21/2023	11/21/2023	WEBSITE	106	FINAL INSPECT/APPRVD	FINAL INSPECT/APPRVD
202311171029	1289056	1234 STANYAN ST	18	18	Philip Saunders	No	No	No		N	11/22/2023		11/22/2023	11/22/2023	11/22/2023	WEBSITE	106	FINAL INSPECT/APPRVD	FINAL INSPECT/APPRVD
202311171013	3283094	51 DORADO TR	7	7	Paul Matthews	No	No	No		N	11/22/2023		11/22/2023	11/22/2023	11/19/2023	ONLINE_BID	101	START WORK	CORRECTION REQUIRED
202311160933	3567074	3520 17TH ST	17	17	Damien Martin	No	No	No		N	11/17/2023		11/17/2023	11/17/2023	11/17/2023	WEBSITE	106	FINAL INSPECT/APPRVD	FINAL INSPECT/APPRVD
202311150865	2872013	2 DAWNVIEW WY	18	18	Philip Saunders	No	No	No		N	11/22/2023		11/22/2023	11/22/2023	11/15/2023	CBLACKSH	111	SITE VERIFICATION	ROUGH FRAME, PARTIAL

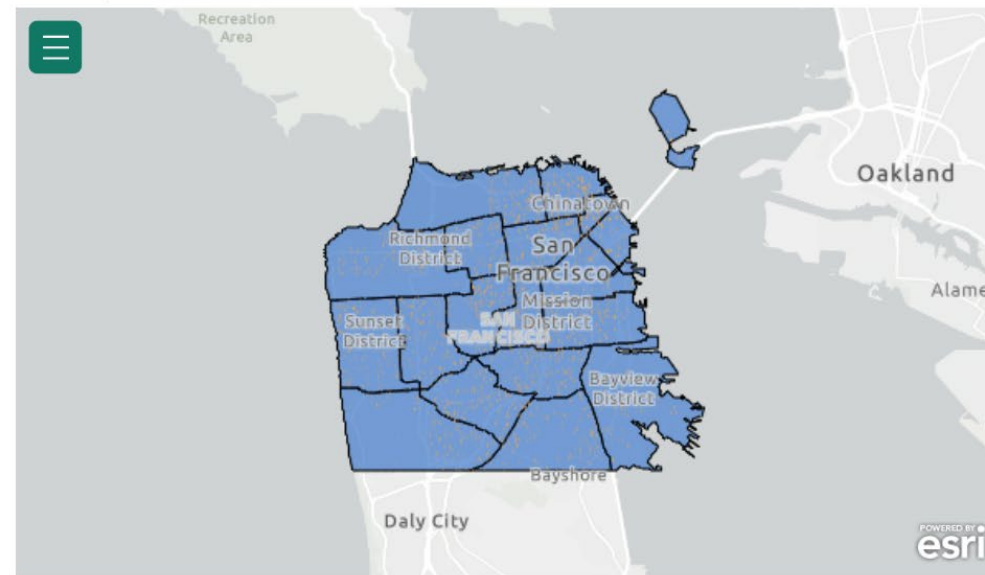
BID Out of District

Unapproved Out of District Inspections



Unapproved ... ● No ● Yes

BID Inspection Locations



Scheduled Date

11/1/2023 11/30/2023

Inspection Type

All

Inspector

All

Senior Inspector

All

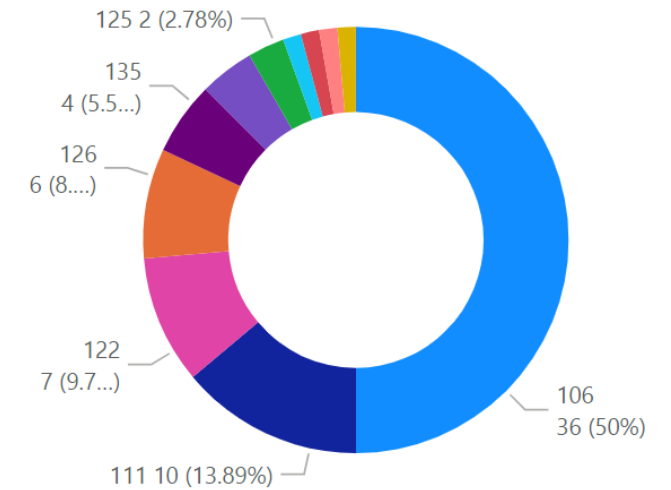
Unapproved Out of District

All

Changed By

All

Out of District Inspections by Inspection Code

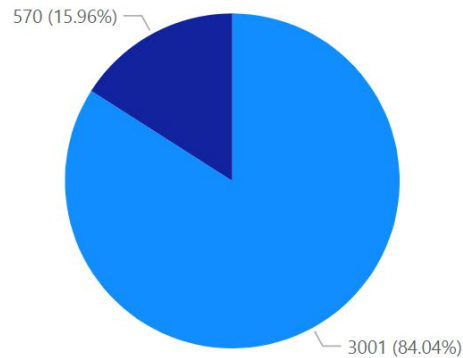


Inspection Trackers

Permit Number	Block/Lot	Address	BID Dist.	Insp. Dist.	Inspector	Same Day	Approved SD	Unapproved SD	Changed By	Senior	Scheduled Date	Rescheduled Date	Appt. Date	Requested Date	Request Taken Date	Request Taken By	Insp. Code	Insp. Type	Insp. Result
201908199134	6048036	2750 SAN BRUNO AV	12	12	Michael (Yuet) Chan	No	No	No		N	11/1/2023		11/1/2023	10/31/2023	10/30/2023	JUYU	135	SHEETROCK NAILING	SHEAR WALL
201909192149	2885036	115 PACHECO ST	13	13	Nicholas Lo Buglio	No	No	No		N	11/1/2023		11/1/2023	11/1/2023	10/31/2023	CALEE	106	FINAL INSPECT/APPRVD	CFC ISSUED
201910083919	4591C215	351 FRIEDEL ST	11	11	James Kelly	No	No	No		N	11/1/2023		11/1/2023	11/1/2023	10/26/2023	IVR	122	REINFORCING STEEL	REINFORCING STEEL
201911227988	6652008	52 HARPER ST	16	16	Braulio Tienda	No	No	No		N	11/1/2023		11/1/2023	11/1/2023	10/23/2023	IVR	106	FINAL INSPECT/APPRVD	OTHER
[REDACTED]	[REDACTED]	[REDACTED]	6	6	[REDACTED]	Yes	No	Yes		N	11/1/2023		11/1/2023	11/1/2023	11/1/2023	WEBSITE	125	ROUGH FRAME, PARTIAL	SHEETROCK NAILING

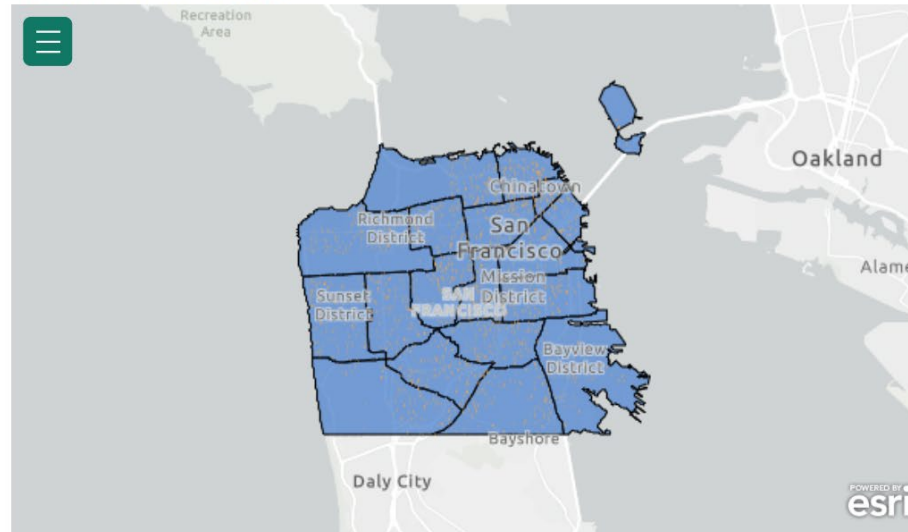
BID Same Day

Unapproved Same Day Inspections

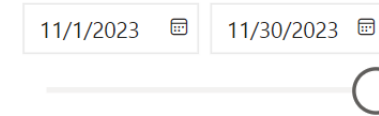


Unapproved ... ● No ● Yes

BID Inspection Locations



Scheduled Date



Inspection Type

All

Inspector

All

Senior Inspector

All

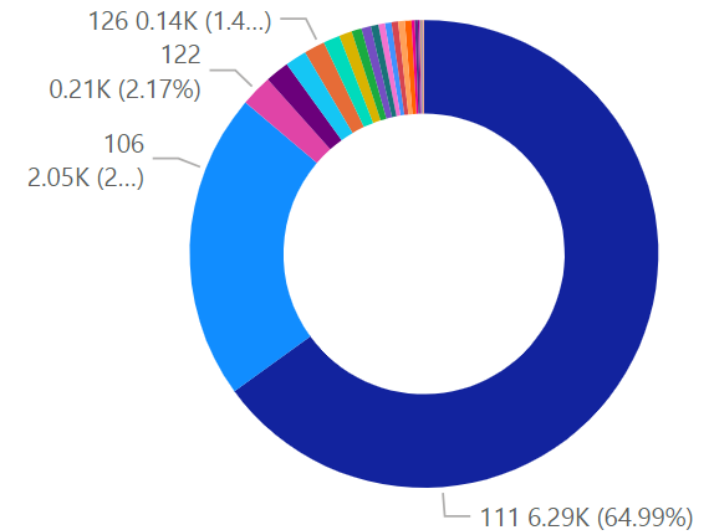
Unapproved Same Day

All

Changed By

All

Same Day Inspections by Inspection Code



Expedited Permit Plan Reviews and Approvals

Controller Recommendation

“Identifying any instances of permit applications deviating from established procedures, such as building plan reviews being conducted more quickly than expected.”

Issue: In the past, there was a lack of comprehensive process controls over plan review assignments.

❑ **AB-004 Priority Permit Processing Guidelines**

Subject to the reasonable judgment of employees, permit applications shall be logged-in, separated into various permit types, assigned to staff for review, and reviewed in the order in which they are received, except for certain designated priority permits as detailed below.

Case A – Application for Permits

Case B – Revisions and Addenda to Permits

❑ **Premium Plan Review (Building Code 106A.4.13)**

At the request of the applicant and upon payment of an additional fee, building permit applications shall be reviewed by DBI within a guaranteed plan review time set by the Building Official. This building plan review time will be less than normal turnaround times and will be developed on a case-by-case basis depending on the scope of work and the quality of completeness of the submittal documents.

Permit Plan Reviews and Approvals

Checks and Controls

- ❑ Project assignments for In-House plan reviews
 - Committee of senior supervisory personnel meet weekly to discuss priorities, AB-04 applications, project assignments to staff, AB-04 applications and approvals, etc.

- ❑ Elimination of practice of publishing Plan Check Calendars

- ❑ Over-the-Counter review services utilize random queue (Q-less)

- ❑ Development of compliance protocol to audit priority permit requests – **IN PROGRESS**
 - Use of Backlog Reports to identify Priority and Premium Permit Applications. Audit file of supporting documentation.

Conflicts of Interest

Compliance Checks and Controls

A potential or actual conflict of interest exists when commitments and/or obligations are likely to be compromised or impaired by material interests or relationships that makes the agency unable or potentially unable to render impartial / objective assistance, advice, or services.

❑ Existing Policy

- Code of Conduct
- Statement of Incompatible Activities
- DHR's Employee Obligations – Conflicts of Interests and Incompatible Activities

❑ All-Staff Memo 11.20.23

- All employees must immediately report to their direct supervisor or division manager any actual or potential conflict of interest in property they may be assigned to work on.
- All employees must recuse themselves from performing their official duties at any property to which they have a personal or financial interest.
- Additional Employment Request approvals

❑ Mandatory Trainings

- Onboarding, Acknowledgement Forms, Annual Certifications, Required Annual Trainings, Additional Employment Restrictions, Gift Policy Reminders.
- Ethics Commission Work Plan

❑ Form 700 Audit Reviews - Seeking Guidance from Ethics Commission and the City Attorney's Office

Other Reform Initiatives

1. **Annual Risk Assessment – In Development**
 - a. System to track same-day inspections schedules, out-of-district inspections, and validity of inspection approvals
 - b. System to flag inappropriately expedited review of project plans or unauthorized approvals

2. **Operating Procedures and Policies (OPP)**
 - a. Inspection Scheduling / Assignments – Completed
 - b. Permit Suspension / Revocation - Completed
 - c. 48-Hour Lock / Editing Locked Inspection Records – Completed
 - d. Appeals Acceptance and Processing for Abatement Appeals Board – Completed
 - e. Customer Code of Conduct Incident Reporting to HR – Completed
 - f. Disaster Preparedness Program Requirements – Completed
 - g. Radio Usage Policy – Completed
 - h. Subpoenas - Completed
 - i. 3R Unit Count Verification / 3R Report - Completed
 - j. Document Retention and Destruction – In Progress
 - k. Litigation Committee Case Referrals – In Progress

3. **Adherence to Statement of Incompatible Activities, Code of Professional Conduct, and DBI Policies – Completed**
 - a. Annual Certifications of Adherence to policies

4. **Conflicts of Interest Attestation (Special Inspections) – In Progress**

5. **Anonymous Complaints – In Progress**



THANK YOU