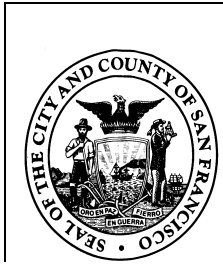


***Regular Meeting of the Building
Inspection Commission***

May 20, 2026

BIC Agenda Item 9



**BUILDING INSPECTION COMMISSION (BIC)
Department of Building Inspection (DBI)**

SPECIAL MEETING

Wednesday, February 11, 2026 at 10:30 a.m.

City Hall, 1 Dr. Carlton B. Goodlett Place, Room 400

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PUBLIC COMMENT CALL-IN: 1-415-655-0001 / Access Code: 2664 329 8112

DRAFT MINUTES

1. Call to Order and Roll Call.

The Special meeting of the Building Inspection Commission was called to order at 9:38 a.m., and a quorum was certified.

COMMISSION MEMBERS PRESENT:

Alysabeth Alexander-Tut, **President**

Catherine Meng, **Vice President**

Dan Calamuci, **Commissioner**

Judy Lee, **Commissioner**

Lindsey Maclise, **Commissioner**

Bianca Neumann, **Commissioner**

Kavin Williams, **Commissioner**

Sonya Harris, **Secretary**

D.B.I. REPRESENTATIVES:

Patrick O’Riordan, **Director**

Christine Gasparac, **Assistant Director, Excused**

Alex Koskinen, **Deputy Director, Administrative Services**

Tate Hanna, **Legislative & Public Affairs Manager**

Megan Wall Shui, **Principal Data Analyst**

CITY ATTORNEY REPRESENTATIVE:

Robb Kapla, **Deputy City Attorney**

2. Discussion and possible action on the proposed budget of the Department of Building Inspection for fiscal years 2026/2027 and 2027/2028.

Deputy Director of Administration Alex Koskinen presented the proposed budget. Highlights included: status of the department’s financial position, citywide budget instructions, movement of IT positions to the Planning Department, fee schedule updates, reserve levels, and the current grant program cycle.

Public Comment:

Speakers were as follows: Cathy Vaughn, Pratibha Tekkey, Ilin Shik, Iching Mi (Please note: Apologies for any incorrect spellings.)

Members of the public including SRO Collaborative representatives and community residents, expressed gratitude for continued grant funding and requested proactive communication regarding any future budget modifications. Concerns were raised about the potential DBI–Planning merger and its impact on housing inspection services.

Commissioners discussed FTE transfers, long-term cost impacts SRO funding history, Request For Proposal (RFP) procedures, use of reserves, fee structures, and aligning the Commission Secretary classification with other departments. Commissioners acknowledged community concerns and expressed appreciation for public input.

President Alysabeth Alexander-Tut made a motion, which was seconded by Commissioner Williams:

The motion was to recommend the DBI budget and President Alexander-Tut and Vice-President Meng would draft an accompanying memo from the Commission that would generally motivate the budget, as well as tie it to the upcoming fee legislation, motivate the community grants line, along with a line saying if there were any changes to the general fund, the Commission would also support instead of taking a reduction, they would support funding this through an increase in fees or through the reserves. Lastly, motivating the change in the Commission Secretary position to a 09 position.

Roll Call Vote by Commission Secretary Harris:

President Alexander-Tut	Yes
Vice President Meng	Yes
Commissioner Calamuci	Yes
Commissioner Lee	Yes
Commissioner Maclise	Yes
Commissioner Neumann	Yes
Commissioner Williams	Yes

The motion carried unanimously.

RESOLUTION NO. 011-26

3. Adjournment.

Commissioner Neumann made a motion, seconded by President Alexander-Tut to adjourn the meeting.

The motion carried unanimously.

The meeting was adjourned at 10:17 a.m.

Respectfully submitted,



Sonya Harris, BIC Secretary

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