<table>
<thead>
<tr>
<th>Policy Milestone</th>
<th>Tools and Enforcement</th>
<th>Critical Risk</th>
<th>High Risk</th>
<th>Medium Risk</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Assessment       | City provides standardized assessment protocol and provides reference for the City’s roster of engineers | Year “0” | Year “0” | Year “0” | • Assessment is the crucial step to obtaining an accurate picture of high/medium/low risks – this is the gauge of potential impacts on public safety, and feeds into total cost estimation.  
• Assessment must be a priority, with incentives for all projects that conduct assessment within one year of Notice.  
• Consider job-order contract (JOC) program to control costs ("standard process for standard cost")  
• If assessment is conducted by the City, the City would contract with a 3rd party inspector to conduct assessment at market-rate cost and bill property owner for assessment and administrative costs.  
• City roster: would it be useful to have 3 rosters developed by the city (assessment, design and construction)?  
• Lessons learned from energy disclosure programs:  
  o Public posting of non-compliance is proven to be effective  
  o Fines are difficult to assess and marginally effective – $500/quarter covers admin costs. Don’t try to pay for the program with fines or it will fail.  
• Increase fine – still not severe, but does place lien on property which affects re-sale and insurance.  
• For extensions at each stage, do we need to create financial hardship criteria? How do we assess good faith effort?  
| | | + 1 year | + 2 years | + 3 years | |
| Permit Application | Tools to encourage for compliance: City Liaison to serve as single point of contact  
2 free hours of permit pre-submittal coaching  
Permit fees waived  
Interdepartmental and inter agency permit facilitator | | | | |
| | Enforcement for non-compliance: Notice of violation to Owner  
Fine: $500/quarter  
Public posting: City database posted online  
Block on any new permits  
City conducts assessment | | + 2 years | + 2 years | |
| Permit Approval | Tools to encourage for compliance: Interdepartmental and inter agency permit facilitator | | + 1 year | + 1 year | + 1 year |
| | Enforcement for non-compliance: Notice of violation to Owner  
Fine: $500/quarter  
Public posting: City database posted online  
Sunsetting of incentives (permit fees are reinstated) | | + 1 year | + 1 year | + 1 year |
| Work Completion – Compliance | Tools to encourage for compliance: Public disclosure of "retrofitted buildings"  
Available funding sources for retrofits  
| | + 4 years | + 5 years | + 7 years | |
| | Enforcement for non-compliance: Notice of violation to Owner with copy to Tenants  
Lien on property based on outstanding fines  
Block on any new permits  
Abatement  
Fine: $500/day civil penalty | | | | |
| Time to Compliance | 7 years | 10 years | 13 years | |