



**BUILDING AND STANDARDS COMMISSION
MINUTES**

SPECIAL CALLED MEETING/ ANNUAL RETREAT
Date: October 3, 2017

The Building and Standards Commission ("BSC") convened for a special called meeting on Tuesday, October 3, 2017 at Austin Code Department's Training Room, 1520 Rutherford Lane, Austin, Texas

Commission Members in Attendance:

Charles Cloutman, Chair; Jessica Mangrum, Vice Chair; Commissioners: Melissa Orren, Wordy Thompson, Andrea Freiburger; Brian Talley and Pablo Avila

Staff in Attendance:

Melanie Alley, Coordinator, Building and Standards Commission/ Code Review Analyst; Cora D. Wright, Director; Angela Means, Interim Assistant Director ("IAD"); Paul Tomasovic, Assistant Director ("AD"); Rick Ramirez, Interim Assistant Director, IAD; Marcus Elliott, Division Manager ("DM"); Robert Moore, Assistant Division Manager ("ADM"); Edgar Hinojosa, ADM; Marlayna Wright, Code Inspector; Lynn Carter, Assistant City Attorney; Jerikay ("JK") Gayle, Assistant City Attorney; Joe Lang, PIO; Muniprogram Paraprofessional; Joe Romero, Performance Consultant and Dawn Starke, Administrative Specialist.

CALL TO ORDER

Chair Charles Cloutman called the Commission Meeting to order at 11:09 a.m.

1. CITIZEN COMMUNICATION: GENERAL

No citizens signed up to speak.

2. WELCOME, BRIEFINGS AND DISCUSSION

A. Welcome

IAD Means welcomed the Commission and City staff to the retreat.

B. Goals and Objectives of the Retreat

IAD Means provided an overview of what was to be presented at the retreat as well as the goals and objectives.

C. Texas Open Meetings Act and the City's Lobbying Ordinance

Assistant City Attorneys Lynn Carter and JK Gayle addressed the Commission regarding the Texas Open Meetings act via a presentation entitled, "Assuring Transparency". The presentation included walking quorums and other ethics issues as they pertain to the Commission. This was followed by a presentation regarding the Lobbyist Ordinance and Requirements for Boards and Commissions.

D. Commission Rules and Regulations and Bylaws

Chair Cloutman led a discussion amongst the Commissioners regarding proposed changes to the Commission's Rules and Regulations to be taken up again at the next regular meeting of the Commission for further discussion and possible action.

E. Austin Code's A New Way Forward

Director Cora D. Wright made a presentation to the Commission regarding Austin Code's mission, new vision and strategic goals going forward. Her discussion included the Department's evolution, City-wide trends and demands, recent realignment, strategic enforcement practices and tools, improved accountability and performance metrics, addressing critical service gaps and community/ stakeholder engagement.

F. Austin Code's FY 2018 Approved Budget

IAD Angela Means reviewed the budget that was recently proposed to the Mayor and City Council that included a review of the 2017 department organization, FY 2018 recommendations and closing critical service gaps in order to meet our goals moving forward.

G. Austin Code Department's Investigation and Case Escalation Protocol

ADM Robert Moore presented an overview of the investigation and case escalation process used by the code inspectors to advance cases to the Building and Standards Commission, to Municipal Court or through the Administrative Hearing Program.

3. COMMISSION WORK PLAN DISCUSSION

A. Review Outcomes, Goals and Objectives from 2016-2017

DM Marcus Elliott presented a review of the Commission's Annual Internal Report for the period of July 1, 2016 through June 30, 2017 and the outcome of their goals and objectives for the past year.

B. Proposed Goals and Objectives for 2017-2018

BSC Chair Charles Cloutman led a discussion amongst the Commissioners to identify and propose Commission goals for the current fiscal year. The following goals were proposed: 1) Identify opportunities for new efficiencies; 2) Standardize approach to cases; 3) Improve efficiency in preparation for increased workload as a Commission; 4) Staff will modify the BSC Notice and the BSC Order that is sent to the property owner to list and extension according to the BSC Rules and Regulations 5) Staff will continue to modify their presentations to the Commission in order to be more effective by: (a) Note if the case is an ongoing threat to health and safety; (b) consistent case format – tab index, documents, document order, photos and bookmark; (c) modify road map to include main streets in relation to City of Austin

FUTURE AGENDA ITEMS

A. Commission's Discussions on Goals and Objectives for the Annual Internal Report to be taken up on October agenda.

ADJOURNMENT

With motion made by Commissioner Cloutman adjourned the meeting at 3:15 pm.