



**BUILDING AND STANDARDS COMMISSION  
MINUTES**

**ANNUAL RETREAT**  
Date: October 12, 2016

The Building and Standards Commission ("BSC") convened for a special called meeting on Wednesday, October 12, 2016 at Austin Code Department's Training Room, 1520 Rutherford Lane, Austin, Texas

**Commission Members in Attendance:**

Charles Cloutman, Chair; Jessica Mangrum, Vice Chair; Natalya Shedden; Wordy Thompson; Andrea Freiburger; Melissa Orren; and Brian Talley.

**Staff in Attendance:**

Edgar Hinojosa, Assistant Division Manager/ Acting BSC Coordinator; Marcus Elliott, Division Manager; Dan Cardenas, Assistant Director; Cora B. Wright, Interim Director; Doug Jansky, Administrative Hearing Coordinator; Melanie Alley, Program Specialist; Merlinda Coleman, Program Specialist; Trish Link, Senior Assistant City Attorney; and Matthew Noriega, Assistant Division Manager

**Facilitator:**

Kyle Boisjoli, Corporate Performance Consultant, Human Resources Department

**CALL TO ORDER**

Chair Charles Cloutman called the Commission Meeting to order at 9:17 a.m.

**1. CITIZEN COMMUNICATION: GENERAL**

No citizens signed up to speak.

**2. WELCOME AND STAFF BRIEFINGS**

**A. Welcome**

Daniel Cardenas introduced Cora D. Wright, Interim Director to the Commission. Ms. Wright welcomed the Commissioners and other attendees to the Annual Retreat and spoke briefly about her experience with the City, and with the Code Department.

**B. Goals and Objectives of the Retreat**

Mr. Cardenas outlined the agenda and spoke about the goals, context and guiding principals of the Commission. He spoke about looking at violations, whether it pertains to existing structures – old or new; standing structures; health and safety; shared communities; overcrowding; revoked STR licenses, etc.. He also spoke about building a future for the City by establishing trends using data as well as identifying trends; and, looking at the community as a whole.

Kyle Boisjoli, Facilitator, also spoke about the goals and objectives of the annual retreat: 1) to look at the Commission's duties, powers and conflicts of interest; 2) overview of the judicial process; and, 3) development of the Commission Work Plan for the year; their goals and objectives; and preparation of their Annual Internal Report, due in July 2017.

**C. Commission Jurisdiction, Procedures, Authority, Obligations and Appeals**

Trish Link, Senior Assistant City Attorney addressed the Commission regarding the scope of their authority, what their duties are, what procedures they should follow and appeals.

**D. Conflicts of Interest and Ethics**

Trish Link, Senior Assistant City Attorney made a presentation to the Commission regarding Conflicts of Interest and Ethics as it pertains to the Commission. The presentation focused mainly on conflicts of interest, but also included the rules and the recusal process.

**E. Austin Code's Enforcement Process and Tools**

Marcus Elliott, Division Manager, made a presentation to the Commission regarding Austin Code's enforcement process and tools. He reviewed enforcement tools used by Code Officers (Municipal Court, Building and Standards Commission and the Administrative Hearing Process), their respective jurisdictions, burden of proof, relief, appeal processes and post enforcement. Doug Jansky, Administrative Hearing Coordinator presented an overview of the administrative hearing process as part of the presentation.

**3. COMMISSION WORK PLAN DISCUSSION**

**A. Review of Annual Internal Report for Period 7/2/2015-6/30/2016**

Marcus Elliott, Division Manager, presented a review of the Commission's Annual Internal Report for the period of July 2, 2015 through June 30, 2016.

**B. Building and Standards Commission's Role and Impact**

Kyle Boisjoli, Corporate Performance Consultant, Human Resources Department /Retreat Facilitator, Kyle Boisjoli led a discussion amongst the Commissioners regarding the the overall purpose and goals of the Commission.

**C. Proposed Goals and Objectives for the New Year**

Charles Cloutman, BSC Chair, led the discussion regarding proposed goals and objective of the BSC for the new year including an action plan. Facilitator Kyle Boisjoli spoke about his observations from the previous plan and made suggestions to the Commission in preparing next years' plan. Marcus Elliot, Division Manager pointed out that Staff has prepared the Annual Internal Report in the past and presented it to the Commission, and going forward the Commissioners will be developing their own action plan.

During discussion by the Commissioners regarding changes they would like to see in the coming year, emphasis was placed on standardization of procedures by the Code Department; improvement of the processes; and notification.

**4. BRIEFING, DISCUSSION AND POSSIBLE ACTION**

**A. Briefing and Discussion on the City's Repeat Offender Program for Problem Rental Properties**

Matthew Noriega, Assistant Division Manager, made a presentation regarding the City's Repeat Offender Program regarding Problem rental properties and possible changes based on questions, conclusions and recommendations made by the BSC Commission working group. Melissa Orren and Wordy Thompson will continue to make up the working group and will make 2-3 recommendations at the December meeting to the Commission to take up action for possible action and recommendations to City Council.

**5. FUTURE AGENDA ITEMS**

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

**B. Recommendations by Repeat Offender Working Group to the Commission at the December meeting.**

**ADJOURNMENT**

With motion made by Commissioner Cloutman, seconded by Commission Member John McIntyre, and no dissent, the Commission meeting was adjourned by the Chair at 1:17 p.m.