



**Electric Board
APPROVED MINUTES**

**REGULAR CALLED MEETING
June 21, 2023**

The Electric Board convened in a Regular Called Board Meeting on June 21, 2023, at the Permitting Development Center at 10:15 am.

Board Members in Attendance: Victoria Shope, David Johnson, Gabe Flores, David Deshaine, Delwin Goss, Christian Spies, and Ben Brenneman

Members Not in Attendance: No Absences

Staff in Attendance: Rick Arzola (DSD), Marty Starrett (DSD), Maria Jaramillo (DSD), Mark McClendon (DSD), Aaron Finney (DSD), Moses Rodriguez (DSD), Hyatt Dunn (DSD)

PUBLIC CITIZEN COMMUNICATION: There was no registration of citizens to speak at this Electrical Board.

APPROVAL OF MINUTES

1. The minutes were approved for the April 19, 2023, regular called meeting on board member Johnson motion, board member Goss second on an 7-0 vote.

DISCUSSION

2. **Austin Energy Design Criteria Manual-** No updates. This will be tabled to the next meeting.
3. **Austin Energy Criteria Manual and Disconnect Contractor Program-** Marty Starrett updated that there are no new updates on the AE Criteria Manual. This Disconnect contractor program sign up closes on July 14th.
4. **Code Enforcement on the Electrical Ordinance-** Austin Code supervisor Moses Rodriguez spoke to the board on how Austin Code personal interact with Development Services personal when a complaint surfaces on work without a permit, work in progress without a permit and work completed with no permit are involved.
In this complaint, Austin code responds by investigating to determine if such work has taken place. Once confirmed, code staff personnel can provide citations or an affidavit and those can lead up to an administrating hearing with a municipal court hearing.
Prior to these actions, a Microsoft team's channel with DSD was created to communicate with inspection staff to monitor and react.
Board staff would like to hear more about work without permits and or stop work orders that are more targeted toward electrical contractors who violate the electrical ordinance. Updates will continue at our next board meeting.
5. **Commercial Plan Review Update-** Commercial Plan Review acting manager Mark McClendon updates the board that a supervisor did leave plan review but was able to replace the individual with a new hire and was able to hire another acting supervisor.
Reviews continue to be on time however it has been the slowest year in his 7-year period. The main concern is in a recent house bill that was passed where it could affect the time the city reviews site plans, meaning the site plan process should speed up the permitting process. Staff is still monitoring the effects it will have plan review.
6. **2023 Electrical Ordinance update-** Commercial Division Mgr. of Inspections Marty Starrett provided a request for council action has been submitted and has received the affordable impact statement from Neighborhood housing for approval.
Plans are to attend council on July 20, 2023 to request a public hearing for Aug. 31st. Though the NEC ordinance will be pushed out a little further than wanted however the building official will be able enforce the 2023 ordinance on September 1st.

7. Service Center Staff and workload update- Service center manager Maria Jaramillo indicated that her staff continues to be busy processing webforms and utilizing the chat feature for customer assistance.

As of this past Thursday, there were at 5 business days in processing webforms and 1 day behind in the AB+C portal for online permit submittal. As of this morning, 400 webform submittals were distributed out to staff for processing and 300 AB+C permit requests.

With a total of 15 staff members, 9 are being utilized for processing permits and 6 are in training and 3 are in the process of being hired.

8. Commercial and Residential Inspection update- Former Commercial Electrical supervisor Marty Starrett announced to the board that he is taking the position of Division Manager of Commercial Inspections and announces Hyatt Dunn as the new supervisor of Commercial Electrical Inspections.

In his new role Marty indicated that Dan Kiser has transferred over from residential to commercial electrical inspections and Hyatt's old position has been posted for employment. As far as inspections, they are not slowing down as there are over 200 permitted multifamily complexes but have been able to sustain a 96% next day inspection.

Residential Supervisor Aaron Finny, indicated that 4 new hires have come on board to the inspection team and looking to add a few more. Residential inspections similar to commercial, are maintaining a busy schedule while holding a 98% next day inspection schedule.

FUTURE AGENDA ITEMS

1. Austin Energy Design Criteria Manual-
2. Austin Energy Updates and Disconnect Contractor Program
3. Code Enforcement on Stop Work orders related to Electrical Ordinance
4. Commercial Plan Review update
5. 2023 Electrical Ordinance update
6. Service Center Update
7. Commercial and Residential inspection update

ADJOURN: Prior to adjournment, Board member Goss did recommend that a notation should be provided in these minutes that the audio recording of this meeting failed to record the beginning of the meeting before picking up the audio at the beginning of item #4 discussion. Hand notes were taken for the approval of minutes and discussion items 2 and 3.

Board member Goss made a motion to adjourn the meeting. Board member Johnson seconded the motion. Motion passed 7-0. The meeting was adjourned at 11:01 am.

Minutes were approved at the September 20, 2023, meeting on board member Brenneman motion, board member Johnson second the motion. Motion pass 6-0