



Electric Board APPROVED MINUTES

**REGULAR CALLED MEETING
September 20, 2023**

The Electric Board convened in a Regular Called Board Meeting on September 20, 2023, at the Permitting Development Center at 10:15 am.

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

Members Not in Attendance: Delwin Goss and Michael Grant

Staff in Attendance: Rick Arzola (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 June 21, 2023, regular called meeting on board member Johnson motion, board member Brenneman second on an 6-0 vote.

DISCUSSION

2. Code Enforcement- Work without permit on Electrical Ordinance- Moses Rodriguez supplied information that code enforcement had issued 345 cases work without permits from 2022 to June of 2023 5 were stop work orders.

Specifically on just electrical work done without permits, it is not properly identified in its own category as it is grouped with the others under the 345 cases. It can only be found in the “remedy” given by the code officer if they need to acquire an electrical permit.

Since the backlog on the timeframe of obtaining a permit, residential being 20 and commercial 30 days, staff with code works with the applicant, allowing adequate time for their permit processing. So for the time being, Austin code continues to levy the fines or set administrative hearings in court

3. Electrical Ordinance Update- Commercial Electrical supervisor Hyatt Dunn informed the board that the ordinance was adopted by City Council but have not received the final adoption date.

4. Austin Energy Design Criteria Manual update- This agenda item will be tabled for next meeting.

5. Austin Energy updates and Disconnect Contractor Program- Currently the disconnect contractor program is set for residential properties, staff is inquiring about commercial properties. This agenda item will be tabled for next meeting.

6. Commercial Plan review update- Mark McClendon provided that commercial plan review remains to be on schedule. Mark also provided that the workload has fluctuated between commercial plan review and expedited plan review, and they have seen an increase in work from expedited due to being on schedule and much cheaper than the other plan review teams, same goes with the public project teams, which are seeking assistance from the commercial plan review team.

Also working closely with Austin Code on work with out permits.

7. Commercial and Residential Inspection Update- Commercial Electrical staff supervisor Hyatt Dunn provided that commercial electrical inspection continues to be on time and will be gaining an additional electrical inspector from the residential side in April Mamoe, starting Oct. 2.

Residential supervisor Aaron Finney is about 82% on time. Slowly catching up to speed as several staff members were out for training. Currently 2 vacancies remain after filling 3 vacancies.

Board staff inquired about why the exchange from residential to commercial inspections, supervisor Finney provided that a lot has to do with the combination inspector program, and it does not required to be state licensed with the TDLR as like commercial does. Only ICC E1 or journeyman license is sufficed, which provides a lot more options.

8. Service Center Update- Service center manager, Josh Davis provided that the service center is nearing maximum capacity of staff, which is 18. 16 are currently employed and going thru training education, while 2 additional staff will come on board on Monday Sept 30 and Mon Oct 9 to give 18 staff members working at the service center.

With the addition of new employees, Josh is allocating specific duties to each person to work on which has led to a significant decrease in the amount of service center work tickets. These covered services such as reactivation/withdraw of permits, transfers of contractors, modification of existing permits and application on new permits.

Currently all service center work tickets that have come in today have been re-assigned to staff for processing. And with the staff at almost full capacity, it also has a specific team that focuses on missed phone calls, so that they can be returned.

After the new staff has been properly trained and accustomed to city resources, staff will then be concentrating on customer experience, in which will provide a better experience between the staff member and customer when applying for permits or allocating other resources in the department for that customer to get their answers resolved.

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FUTURE AGENDA ITEMS

1. Austin Energy- Discussion on future infrastructure, winter preparedness, transformers/meter cans and contractor disconnect program.
2. Code Enforcement on Stop Work orders related to Electrical Ordinance
3. Commercial Plan Review update
4. 2023 Electrical Ordinance update
5. Service Center Update
6. Commercial and Residential inspection update

ADJOURN:

Board member Brenneman made a motion to adjourn the meeting. Board member Johnson seconded the motion. Motion passed 6-0. The meeting was adjourned at 11:03 am.

Minutes were approved at the October 18, 2023, meeting on board member Johnson motion, board member Brenneman second the motion. Motion pass 8-0