

**BUILDING STANDARDS BOARD
MINUTES**

**FULL PANEL
Thursday, November 9, 2023**

The Building Standards Board Full Panel convened in a regular meeting on Thursday, November 9, 2023.

Building Standards Board Chair Ms. Brown called the meeting to order at 9:07 a.m.

Board Members Present: Ms. Brown, BSB Chair; Frederick Andis, Panel B Board Member; Robert Tapia, Panel A Board Member; Kayla Miranda, Panel B Board Member; Dewayne Nelson, BSB Vice Chair; Dr. Erlinda Lopez-Rodriguez, Panel B Board Member; Dr. Lisa Walden, Panel A Board Member; Ann Winer, Panel A Board Member; and Joel Solis, Panel B Board Member.

Staff Support: Amin Tohmaz, Deputy Director, Development Services Department, Code Enforcement Section; Danny Liguez, Code Enforcement Administrator, Development Services Department, Code Enforcement Section; Jenny Ramirez, Code Enforcement Manager, Development Services Department, Code Enforcement Section; Alice Guajardo, Development Services Manager, Development Services Department, Code Enforcement Section; Judy Croom, Sr. Administrative Assistant, Development Services Department, Code Enforcement Section; Esther Ortiz, Development Services Specialist I, Development Services Department, Code Enforcement Section; Jennifer Martinez, Administrative Assistant II, Development Services Department, Code Enforcement Section

Legal Representation: Eric Burns, Orlando Mata, Lucinda Orosco, and Jo Ann Flores

Worldwide Languages Representatives: Justa Garcia-Higby and Sergio Ibarra

Item #1 – Approval of Minutes

The minutes from the meeting of May 18, 2023, were approved by Dewayne Nelson. Fred Andis seconded the motion.
9-0-0 vote.

Motion carries

Item #2 – Hold Harmless Agreement
INV-DPI-23-2890000017
Owner: Loukphom, Hein

1422 E. Carson St.

1422 E. Carson St., Hold Harmless Agreement was read into the record. Jenny Ramirez, Code Enforcement Manager, presented to the board.

Item #3 – Emergency Demolition
INV-DPE-INV23-2910000528

1351 Brady Blvd.

Owner: Torres, Jose I. & Olivia V.

1351 Brady Blvd., Emergency Demolition was read into the record. Jenny Ramirez, Code Enforcement Manager, presented to the board.

Item #4 – Executive Session

Executive Session at 9:13 a.m.
Reconvened at 9:45 a.m.

Public Comments

No citizens signed up to speak.

Item #5 – Selection of Board Chair and Vice Chair

A motion was made by Fred Andis to nominate Ms. Brown as the Building Standards Board Chair.

Ann Winer seconded the motion to nominate Ms. Brown as the Building Standards Board Chair.

9-0-0 vote

Motion carries.

Ms. Brown is elected as Building Standards Board Chair.

A motion was made by Fred Andis to nominate Dewayne Nelson as the Building Standards Board Vice Chair.

Ms. Brown seconded the motion to nominate Dewayne Nelson as the Building Standards Board Vice Chair.

9-0-0 vote

Motion carries.

Dewayne Nelson is elected as Building Standards Board Vice Chair.

Item #6 – Deputy Director’s Report

Amin Tohmaz, Deputy Director, Development Services Department, updated the board on the Development Services Department FY 2023 Performance Measures and presented a chart with the tier 1 and tier 2 response rate, proactive and compliance rate, and graffiti abatements.

Kayla Miranda asked if there was a breakdown by district where the graffiti sites are.

Amin Tohmaz, Deputy Director, stated that information was not available at this time, but would be provided to Ms. Miranda when it is available.

Fred Andis requested the word “days” be put in parenthesis for the turnaround time under the graffiti abatement section.

Dr. Lisa Walden asked what the turnaround time is given to an individual that needs to come into compliance.

Amin Tohmaz stated a violation should be corrected within forty-five days.

Kayla Miranda asked what is done when a violation is found on a utility company or city property.

Amin Tohmaz stated any violation found within the SAPMC code is enforceable at any property, to include city and utility company properties.

Item #7 – Staff Updates

Eric Burns, Legal Representation, presented to the Board an overview of the D.A.R.T. process.

Oluwatoyin Alale, representative for the Neighborhood and Housing Services Department, presented to the Board an overview of the Resident Relocation Assistance Program.

Fred Andis asked if a record is kept of individuals who accept services from the Neighborhood and Housing Services Department.

Oluwatoyin Alale, representative for the Neighborhood and Housing Services Department, stated they only follow up with individuals who accept help from the Resident Relocation Assistance Program, otherwise they typically do not follow up if the individual accepts help from another program.

Ms. Brown asked how the success rate is determined once the individual utilizes the Resident Relocation Assistance Program.

Oluwatoyin Alale, representative for the Neighborhood and Housing Services Department, stated they do track to the individuals who utilize the service, but once they are relocated, they do not track what happens to the individual. That information would be between the third-party organization and the client.

Ms. Brown recommended the Neighborhood and Housing Services Department track the success and failures to determine the success of the Resident Relocation Assistance Program.

Ingrid Castillo Mercado, Management Analyst for Code Enforcement, presented to the Board an overview of Development Services Department Liaison Community Outreach Program.

Danny Liguez, Code Enforcement Administrator, Development Services Department, updated the Board and took questions from the Board for further research on the City Public Service disconnection process.

Fred Andis asked why services are still connected at the properties brought to BSB. He stated these properties have notices to disconnect utility services in their reports. He asked what the emergency cut off process is with City Public Service and why does it take thirty days for an emergency shut off for electrical hazards.

Fred Andis also asked why homeowners are allowed to cut off utility services, to include City Public Service, which the tenant is paying for.

Danny Liguez, Code Enforcement Administrator, stated Development Services drives the process for utility disconnects. There are three requests for disconnection that come from our department to include, 1. Emergency Demolition: which takes place within 24 hours, to include gas and electric. 2. An insider request: is done when an electrical hazard is seen, and those requests take 3-5 days. 3. Board Ordered: these are usually within 30 days, but some disconnects may be delayed up to 60 days, due to environmental studies mandated by TCEQ. These may be the possibilities for the disconnect delays but follow ups will be made accordingly.

Danny Liguez, Code Enforcement Administrator, stated he meets with City Public Service leadership monthly to address any issues.

Joel Solis asked if there is a specific disposal process for solar panels that residents should follow.

Danny Liguez, Code Enforcement Administrator, stated disposing the solar panels in the front yard is not allowed by code, but he will follow up with Mr. Solis to find out if there is a specific way to dispose solar panels.

Amin Tohmaz, Deputy Director, Development Services Department, presented the new board members with an overview of the Proactive Apartment Inspections Program.

Jenny Ramirez, Code Enforcement Manager, Development Services Department, presented to the Board an overview of the Proactive Apartment Inspections Program's Activity Report website.

Jenny Ramirez, Code Enforcement Manager, Development Services Department, presented to the Board a BSB Membership chart with the breakdown of each member's position and the City Council District each member represents.

Jenny Ramirez, Code Enforcement Manager, Development Services Department, presented to the Board the BSB future meeting dates.

Jenny Ramirez, Code Enforcement Manager, Development Services Department, presented to the Board a BSB membership attendance chart with a breakdown of each member's percentage rate of meetings attended from October 1, 2022, through September 30, 2023.

Alice Guajardo, Development Services Manager, Development Services Department, updated the Board with a BSB Orders and Actions Report overview which represents the total number of Dangerous Premises cases, San Antonio Property Maintenance Code cases, and Summary Abatement Appeals that have been presented at the BSB hearings from October 1, 2022, through September 30, 2023.

Alice Guajardo, Development Services Manager, Development Services Department, updated the Board on the BSB cases by Council District and the number of Proactive and Reactive cases from October 1, 2022, through September 30, 2023.

Item #8 – BSB Guidelines, Policies and Procedures

No items were discussed.

The board is adjourned by unanimous consent.

Meeting Adjourned at 12:36 p.m.