



## REGIONAL BUILDING COMMISSION MINUTES

March 25, 2009

3:00 p.m.

**MEMBERS PRESENT:** Vice Mayor Larry Small, Colorado Springs City Council  
Commissioner Jim Bensberg, El Paso County Commissioner

**MEMBERS ABSENT:** Chairman Marc Snyder, Manitou Springs City Council

**OTHERS PRESENT:** Mr. Henry W. Yankowski, Regional Building Official  
Mr. Bob Croft, Special Projects Coordinator  
Mr. Roger Lovell, Chief Plans Examiner  
Ms. Mindy Stuemke, Senior Permit Technician  
Mr. Todd S. Welch, Regional Building Counsel  
Ms. Pattie Benger, Human Resources

### PROCEEDINGS:

Vice Chairman Jim Bensberg called the meeting to order at 3:14 p.m.

#### 1. **CONSIDERATION OF FEBRUARY 25, 2009 MINUTES**

A motion was made by Vice Mayor Small to **APPROVE** the February 25, 2009, Building Commission Minutes as written, seconded by Commissioner Bensberg; the motion carried unanimously.

#### 2. **PUBLIC COMMENT**

There were no comments from the public.

#### 3. **ADVISORY BOARD REPORT**

Johnny Johnson presented the Advisory Board Report for March 2009.

#### 4. **BUILDING OFFICIAL REPORTS**

a) Financial Statement

Henry Yankowski presented the financial statement for the month of February 2009. Mr. Yankowski said the current operating balance is \$3,662,103.88, with a current budget of \$9,964,404.00. He said the cash balance is 36.75% as a percent of budget. Mr. Yankowski said the current revenue was \$575,459.45, and total year-to-date revenue was \$1,049,164.66. He said the current expenditures were \$754,085.77, which resulted in a net loss of \$178,626.32 for the month of February. Mr. Yankowski said the total year-to-date expenditures were \$1,544,755.08, which resulted in a total year-to-date loss of \$495,590.42. Mr. Yankowski said current expenses were \$754,085.77, which resulted in a net loss of \$178,626.32 for the month.

Mr. Yankowski stated that the net loss for February did include approximately \$104,000.00 for vacation pay outs for the employees that were either laid off or their positions eliminated.

b) Building Report

Henry Yankowski said he asked Ms. Stuemke to present the Building Report. Mindy Stuemke presented the Building Report for the month of February 2009. She said there were 53 detached houses in February, which is down 48.04 percent. Ms. Stuemke said there were 24 townhouses permitted, which is a decrease of 35.14 percent. She said there were 77 single-family houses permitted, which is down 44.60 percent. She said there were 18 commercial permits issued in February, which is a decrease of 43.75 percent. Ms. Stuemke said the total valuation was \$51,698,161.00, which is a decrease of 30.18 percent. She said, on a positive note, March is looking good with 77 single-family homes and 68 new commercial permits.

c) Plan Review Report

Roger Lovell presented the Plan Report for March. He said there were 90 single-family plans, 38 residential alteration plans, and 28 new commercial plans, 80 commercial alteration plans, and 6 other plans so far this month. He said there has been an increase in plans and volume. He said Plan Review has just implemented electronic sign-in, which will help to establish how long people are waiting and a better tracking system. Henry Yankowski said the equipment that is being used is not new, but is an older piece of equipment that was not being used. Roger Lovell said there have not been any complaints about the new sign-in system thus far. He said the Floodplain and Enumerations departments have relocated into the Plan Review area.

Todd Welch stated RBD now has executed the Memorandum of Understanding with the State of Colorado regarding school inspections, which means RBD will have the ability to perform building and mechanical plan reviews and inspections for the schools.

## 5. UNFINISHED BUSINESS

### a) Update Regarding Use Tax

Curtis Martinell, County Use Tax Auditor, gave an update on the Use Tax program implementation through Regional Building Department. He thanked Mr. Yankowski, Nicola Sapp, and Michael Adams. He said there is a reconciliation form, rather than a self-audit, in place for the audits. Mr. Martinell said there are notices posted in several places in the building so that all customers are aware of the process. He said he has had good questions from customers via the phone and email. He said we will be ready for the implementation of the program on April 1<sup>st</sup>.

## 6. NEW BUSINESS

### a) Demonstration of Use Tax software

Bob Croft presented a demonstration of the updates to the RBD online permit fee calculator, which now includes the estimated Use Tax, and the Use Tax software. Mr. Croft recognized the hard work of IT department employees, Steve Hills and Joseph McMeekin.

### b) BRAC Program

Pattie Bengner stated RBD is participating in a new government program through the Base Realignment and Closure or BRAC. She said the program is designed to place 100 military spouses from Fort Carson and Peterson Air Force Base in a work place to learn skills to assist them in finding a job in the future. She said all costs for the employees are paid by the government. Ms. Bengner stated RBD currently has two BRAC employees and has been approved for a third BRAC employee. She said the BRAC employees will be working at RBD until the end of June.

## 7. FUTURE AGENDA ITEM REQUESTS

There were no Future Agenda Item Requests.

**8. EXECUTIVE SESSION REQUESTS**

There were no Executive Session Requests.

The meeting adjourned at 4:28 p.m.