



## REGIONAL BUILDING COMMISSION MINUTES

July 29, 2009

3:00 p.m.

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

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Mr. Jim Pepper, Chief Building Inspector  
Mr. Bob Croft, Special Projects Coordinator  
Mr. Roger Lovell, Chief Plans Examiner  
Ms. Mindy Stuenke, Senior Permit Technician  
Ms. Pattie Benger, Human Resources

### PROCEEDINGS:

Chairman Snyder called the meeting to order at 3:02 p.m.

#### 1. CONSIDERATION OF JUNE 24, 2009 MINUTES

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

#### 2. PUBLIC COMMENT

There were no comments from the public.

*Chairman Snyder moved Item 6a, Introduction of Casey Howard, Senator Udall's Regional Representative, to Item 2a on the Agenda.*

Casey Howard appeared and said Senator Udall's office will be officially open on August 3<sup>rd</sup>. He said he is genuinely happy to be here and the Senator is excited to have an office in Colorado Springs. He said this regional office will serve El Paso, Fremont, Teller, and Park counties. Mr. Howard said he is an Army veteran and there will be a focus on military veterans. Mr. Howard said Senator Udall will probably have an opening ceremony on either September 2<sup>nd</sup> or 3<sup>rd</sup> and invitations will be sent out. The Commissioners welcomed Mr. Howard to the Colorado Springs area.

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

Johnny Johnson presented the Advisory Board Report for the month of July.

Chairman Snyder thanked Bob Croft and staff for meeting with Manitou Springs Code Enforcement and Planning Departments. He said the Regional Building Department staff inspired the Manitou Springs staff with some new ideas. He said Terry Brunette has done a masterful job of meeting concerns of citizens of Manitou Springs regarding a dangerous building demolition.

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

#### a) Financial Statement

Jim Pepper presented the financial statement for the month of June 2009. Mr. Pepper said the current operating balance is \$4,887,184.96, with a current budget of \$9,964,404.00. He said the cash balance is 49.05% as a percent of budget. He said a more accurate percent of budget would be 42.41% because of the El Paso County Use Tax revenue collected that has not yet been paid out to the County. Mr. Pepper said the current revenue was \$1,246,953.56, and total year-to-date revenue was \$4,180,171.38. He said RBD received revenue from many large projects in June. He said the current expenditures were \$583,751.98, which resulted in a net gain of \$663,201.58 for the month of June. He noted that expenditures are 8.75% less than budgeted. Mr. Pepper said the total year-to-date expenditures were \$4,169,257.26, which resulted in a total year-to-date gain of \$10,914.12. He said that the leadership of Mr. Yankowski and hard work of staff during these difficult economic times to bring in a net income is amazing. Mr. Pepper noted the website subscriptions brought \$1,400 in revenue in June and \$5,574.17 year-to-date.

#### b) Building Report

Mindy Stuemke presented the Building Report for the month of June 2009. She said there were 146 detached house permits issued in June, which is up 46.0 percent. Ms. Stuemke said there were 24 townhouses permitted, which is a decrease of 14.29 percent. She said there were 170 single-family houses permitted, which is up 32.81 percent. She said there were 26 commercial permits issued in June, which is a decrease of 3.70 percent. Ms. Stuemke said the total valuation of permits issued was \$256,364,477.00, which is an increase of 157.95 percent. She said the total year-to-date valuation was \$542,634,605.00, which is an 8.93 percent decrease. She said we have issued 110 single-family permits and 24 commercial permits in July with 3 working days left in the month.

c) Plan Review Report

Roger Lovell presented the Plan Report. He said he is projecting about 124 single-family permits for July. He said he believes activity is flat lining and we may start seeing a seasonal decrease. He said there is a daily average of 85 walk-thru plan reviews including all trades. Mr. Lovell noted that RBD is working with seven school districts and 33 school plans have been submitted; of those 28 have been permitted. He said the school program is working out very well and we are happy to have it. He said school district 12 has recently come on board, and a written agreement is now in place with school district 14. Mr. Lovell said staffing levels in plan review are comfortable and are right where they should be.

d) Use Tax Report

Curtis Martinell presented the Use Tax Report. He stated the charts he provided give an update as of April 1<sup>st</sup>, which was the date of the inception of the new collection system. He noted there were three large permits issued in June; the Fed Ex, Lowe's, and Hewlett Packard. He said in June, Regional Building Department collected \$659,060.58 in El Paso County Use Tax. Mr. Martinell said about 7,600 letters have been mailed out to vendors notifying them of the new collection location and it has generated good dialog and educational opportunities. He said he has issued nine refunds since RBD began collecting the El Paso County Use Tax. He said the audit portion of the program is nearly complete.

Michael Adams, El Paso County Sales and Use Tax Analyst, appeared and presented a handout. He said the handout is a comparison of the collection from the City versus Regional Building Department. He said El Paso County Use Tax collections from January to June are up 230.88%, even while permits are down 17.09%.

e) CAM Committee Report

Pattie Benger presented the CAM Committee Report for the second quarter.

**5. UNFINISHED BUSINESS**

a) Monument Use Tax Collection- Bob Croft

Bob Croft said staff met with the Town of Monument during a Board of Trustees Council meeting. He said IT is being reviewed to ensure we can meet their needs. He said Monument staff can enter inspections. He said Monument determines 50% of valuation for materials, and collects 2% Use Tax on that figure. Mr. Croft said RBD

will be collecting an administrative fee from the Town of Monument similar to what we currently do for El Paso County.

**6. NEW BUSINESS**

- a) Introduction of Casey Howard, Senator Udall's Regional Representative

*This item was heard earlier in the meeting during Item 2a.*

- b) City of Calhan- Bob Croft

Bob Croft said staff visited the City of Calhan City Council regarding Calhan coming under RBD jurisdiction. He said there are not many permits issued there, and staff is already inspecting the area surrounding the City, so it would not burden the Department at all and would be a welcome addition. Mr. Croft said the City Council will continue discussions and gain input from the public.

**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 4:14 p.m.