



MEMORANDUM

Date: October 30, 2012
To: Mayor Stephens & Salida City Council
Chairman Holman & Chaffee County Board of County Commissioners
Mayor Benson & Buena Vista Board of Trustees
Mayor Furton & Poncha Springs Board of Trustees
From: Dara MacDonald, City Administrator
RE: Building Department services

The City of Salida has heard a number of concerns about the staffing changes at the Chaffee County Building department and what it may mean for responsiveness during the 2013 building season. A meeting for the Salida building and development community was hosted on Monday, October 29, 2012 at 8:30 am at the SteamPlant to discuss these concerns and possible solutions. Members of the Salida development community were contacted directly in advance of the meeting and it was advertised in the Mountain Mail with Michael Yerman's column on Friday.

Attached are a copy of the presentation that was made and the results of a written survey of those who attended the meeting. The results to each question are noted in bold.

The indication during the discussion and from the survey is that most members of the development community in attendance would prefer to see one building department in the county and that they have concerns about the recent reduction in staffing and loss of the residential plans reviewer position. The general consensus of the group was that fees should seek to cover the costs of the department and an increase may be appropriate if the funds are used to provide adequate staffing at the building department.

Members of the development community in attendance at the meeting include:

Chris Schirmer – Master Electric
Rich Edgington – Pinion Real Estate
Development
John Diesslin – DSI
Mike Cooper - DSI
Ron Mazzeo – Architect
Sarah Whittington – Architect
Bob Grether – Architect
Kathryn Wadsworth – Maysville Builders

Tom Pokorney – Natural Habitats
design/build
Gary Bolte – GT Structural
Greg Follet – Fish Builders
Dwight Cocovinis – Cocovinis
design/build



Salida Building Department Survey Results

1. What is a reasonable turnaround time on a residential building permit? (please circle 1)
1 week **(1)**
1-2 weeks **(8)**
2-3 weeks **(5)** **Several people voted for 2 citing the higher turnaround time during peak season**
3-4 weeks
4-5 weeks

2. What is a reasonable turnaround time on a commercial building permit? (please circle 1)
1-2 weeks
2-3 weeks **(5)**
3-4 weeks **(5)**
4-5 weeks **(2)**
5-6 weeks
6-7 weeks
7-8 weeks

3. Do you feel that during next year's peak building season the current levels of staffing at the building department with the loss of a dedicated residential plan reviewer will meet your turnaround expectations?
Yes **(2)** No **(10)**

4. Please rate your feelings on the level of staffing to cover building department services over the past three years?
1 **(1)** 2 **(3)** 3 **(4)** 4 5 **(2)**
Poor Just Right Overstaffed

5. Would you be willing to pay extra for outside review services on top of building permit fees to expedite your project?
Yes **(6)** No **(6)**

6. Do you feel the City should start a separate building department if it would help expedite the building permit process?
Yes No **(11)** **(1) maybe**

7. Would you support a building permit fee increase to bring back a residential plan reviewer?
Yes **(11)** No **(1)**

8. If building permit fees were going to be increased, would you prefer a single increase or a phased increase?
Single permit fee increase **(4)** Multiyear phased increase **(8)**

9. What percentage of cost recovery should the building department realize with the cost of building permit fees?
40% **(1)** 50% 60% **(1)** 70% 80% 90% **(3)** 100% **(7)**

Building Permits & Inspections

Customer Service and Responsiveness for the Building Community

Why are we here?



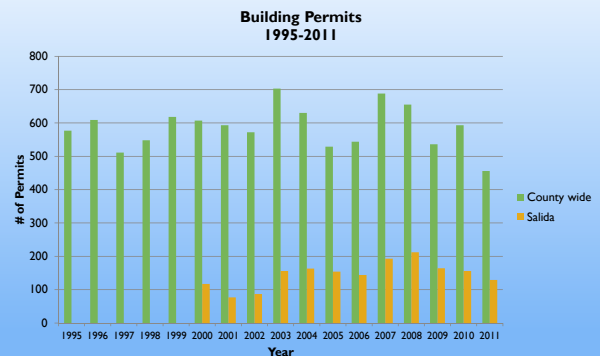
"OK, LET'S SEE YOUR BUILDING PERMIT"

Agenda

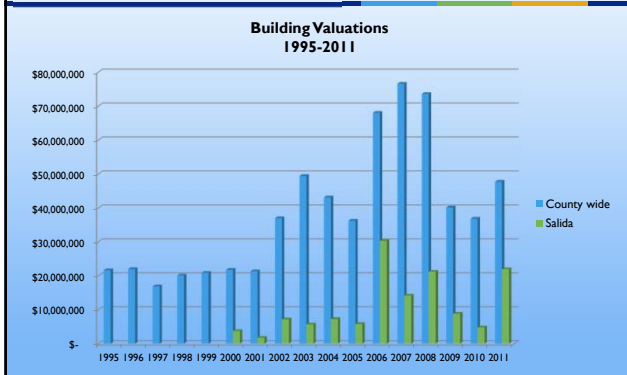
- ▣ Permit & valuation trends
- ▣ Fees & expenses
- ▣ Permit review times
- ▣ Ideas for improvement
 - ▣ Use of outside review services
 - ▣ Design professional in charge
 - ▣ Maintain one department
 - ▣ Create Salida department



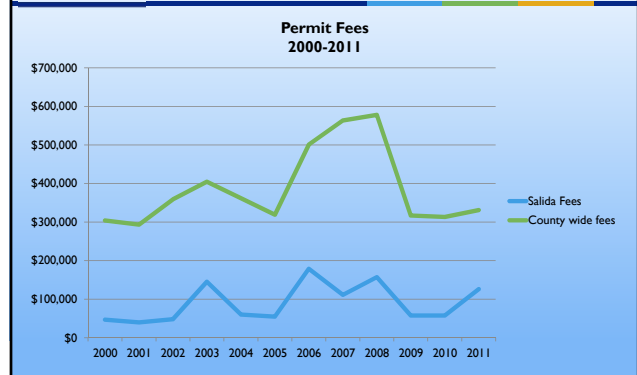
Permit trends



Building Valuation



Fees



Expenses

- ▣ County general fund subsidy
 - ▣ 2008 – made \$4,546
 - ▣ 2009 - \$180,666 subsidy (64% cost recovery)
 - ▣ 2010 - \$148,834 subsidy (69% cost recovery)
 - ▣ 2011 - \$112,384 subsidy (75% cost recovery)
- ▣ Budgeted
 - ▣ 2012 - \$131,584 subsidy (70% cost recovery)
 - ▣ 2013 - \$ 63,322 subsidy (84% cost recovery)
 - ▣ Includes reduction of plans examiner and \$10,000 increase in projected permit fees

Permit review times

- ▣ Salida's experience
 - ▣ US Forest Service
 - ▣ Core & shell – 4 weeks
 - ▣ Tenant Improvement – 6 weeks
 - ▣ Wastewater Treatment Plant
 - ▣ 9 weeks
- ▣ What is reasonable expectation?
 - ▣ Residential – 2 weeks?
 - ▣ Commercial – 4 weeks?

Ideas for Improvement

- Use of outside review services
- Design professional in charge
- Maintain one department
- Create Salida department
- Others?



Outside Reviewers & DPIRC

- Additional expense
- Time
- Liability – "...conveys the responsibility of the building design and code compliance to the Owner and other designated parties who have signed the form"



Maintain existing department

- Staff reduction
 - What happens next summer?
 - Counter hours
- Fee increase?
 - Cost recovery goal – 100% of average year?
 - Residential 0.006 multiplier
 - Commercial 0.004

Fee Increase?

	Actual Cost Recovery	0.0075 Cost Recovery	0.008 Cost Recovery
2008	100%	111%	119%
2009	64%	79%	83%
2010	69%	79%	83%
2011	75%	101%	107%
	Subsidy		
2008	\$4,546	\$57,531	\$94,311
2009	(\$180,666)	(\$104,871)	(\$84,793)
2010	(\$148,834)	(\$99,461)	(\$81,042)
2011	(\$112,384)	\$6,319	\$30,188

Actual projects at 0.008

Possible County Fee increase

- ▣ \$50,000 restaurant alteration
 - ▣ Fee increase from \$200 to \$400 (\$200)

- ▣ 2,250 sq ft SFR valued at \$270,155
 - ▣ Fee increase from \$1,621 to 2,161 (\$540)

- ▣ \$66,690 Residential alteration
 - ▣ Fee increase from \$400 to \$533 (\$133)

- ▣ \$631,873 new commercial construction
 - ▣ Fee increase from \$2,527 to \$5,055 (\$2,528)

County fee increase

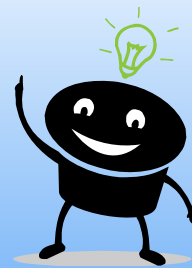
- ▣ County Commissioners
 - ▣ Willing to consider a fee increase?
 - ▣ Willing to consider replacing plans examiner?

- ▣ Development Community
 - ▣ Willing to consider a fee increase?
 - ▣ Desire replacing plans examiner?

Salida Building Department

- ▣ Relieve workload & allow improved service to remainder of County
- ▣ Impact of revenue loss on CCBD
- ▣ Goal of 100% cost recovery – 0.009
- ▣ Preference for one department?
- ▣ Direct control over response times & customer service

Other ideas?



Survey & Next Steps

- ▣ Please complete the survey before you leave
- ▣ Intergovernmental meeting Tuesday night
- ▣ Thanks for your time!