

CONSTRUCTION STANDARDS BOARD MEETING MINUTES

The Construction Standards Board met Thursday, April 28, 2016 at 5:30 p.m. in the City Council Chambers, 1311 Chestnut Street, Bastrop, Texas.

1. Call to order.

Charles Schroeder called the meeting to order at 5:32 p.m.

2. The Oath of Office was administered for newly appointed board member, Joel E. Bauman.

3. Roll call and confirmation of a quorum of Board members.

Chase McDonald	Present
Jimmy Crouch	Present
Bruce Kana	Present
Charles Schroeder	Present
Roger Osborn	Present
Joel Bauman	Present

4. Citizens' comments.

No comments were made.

5. Consideration and approval of the April 14, 2016 meeting minutes.

Bruce Kana made a motion to approve the meeting minutes of April 14, 2016.

Jimmy Crouch seconded the motion and the motion passed unanimously.

6. **CSB 16:01** Continued discussion of budget requests to support inspections: Planning & Development Department.

Items 6 and 7 were discussed together.

7. **CSB 16:03** Continuation of the review, discuss and possible recommendation of support to increase the existing Planning and Development fees as related to building permit fees.

Melissa McCollum passed out a comprehensive Fee Schedule study of the surrounding communities to the Board. She gave a breakdown of the synopsis of the Fee Schedule study.

Charles Schroeder stated the Veritas figures were not as high as expected. Marie Murnan stated this was because for the later months of 2015, those were mostly only inspections, but starting in 2016 the fees went up because those fees started to incorporate plan reviews plus inspections fees.

Discussion commenced between the Board and Staff in regards into the findings of the fee schedule.

The Board asked for Ted Bowers, the Building Official, to do an analysis of the time/cost of labor ratio for the construction plan review and inspections, see how much that costs, and try to create a formula that will fairly compensate the City of Bastrop for that amount. The Board agreed the current fee structure only covers 25% of the departmental operation budget, and that was not a sustainable ratio for the growth and work load the city would be incurring in the years to come.

The Board stated whatever process was selected, it needs to be streamlined and simplified so it's easy for contractors to understand and makes sense.

The Board asked for Ted Bowers to come up with some figures that would be streamlined, fair to contractors, and also would be enough of an increase to help subsidize to cost of operations for inspections and plan review.

8. Director and Building Official's Report.

The Board stated they would be interested in having a meeting next month to discuss the findings from the Building Official. They agreed on the 19th of May for their next meeting date. The Building Official stated he would also have final findings for the Board in regards to the Grease Tap/ Interceptors amendments to the code.

9. Adjourn.

Charles Schroeder made a motion to adjourn the meeting. The motion was seconded by Roger Osborn and the meeting adjourned at 7:23 p.m.

Charles Schroeder, Chair