

Pikes Peak Regional Building Department

2880 International Circle
Colorado Springs, Colorado 80910

ADVISORY BOARD MINUTES

September 20, 2023 – Wednesday – 12:30 p.m.

MEMBERS PRESENT: Chair Loren Moreland, Building A, B or C Contractor
Christine Riggs, Architect
Jeff Finn, Citizen-at-Large
Christopher Freer, Engineer
John Graham, City of Manitou Springs
Richard Applegate, City of Fountain

MEMBERS ABSENT: Vice-Chair Vince Colarelli, Building A or B Contractor
Dennis Stern, Town of Palmer Lake
Sana Abbott, Town of Monument

RBD STAFF PRESENT: Roger Lovel, Regional Building Official
Virginia Koulchitzka, Regional Building Attorney
Jay Eenhuis, Deputy Building Official – Plans
Erin Garcia, Director of Finance
Matthew Matzen, Permit/Licensing Supervisor
Gina LaCascia, Executive Administrative Assistant

The Advisory Board meeting was conducted in a hybrid form, allowing Committee members, Department staff, and the public to attend in person at the Pikes Peak Regional Development Center, 2880 International Circle, Colorado Springs, Colorado 80910, Room 100-14, or virtually via a program called Microsoft Teams live events, which is accessible via Pikes Peak Regional Building Department’s website Boards & Committees’ page at: <https://www.pprbd.org/Information/Boards>.

1. CALL TO ORDER: DETERMINATION OF A QUORUM

Chair Loren Moreland called the meeting to order at 12:30 p.m.

2. CONSIDERATION OF THE AUGUST 16, 2023 ADVISORY BOARD MINUTES

A motion was made by Christine Riggs to **APPROVE** the August 16, 2023 Advisory Board Minutes as written; seconded by John Graham; the motion carried unanimously.

3. NEW BUSINESS

There was no new business to discuss.

4. **CHANGES/POSTPONEMENTS/NOTICE OF NEXT MEETING**

October Advisory Board meeting date and time: Wednesday, October 18, 2023, beginning at 12:30 p.m. The meeting will be conducted in a hybrid form: in person at the Pikes Peak Regional Development Center, 2880 International Circle, Colorado Springs, Colorado 80910, Room 100-14, and virtually. Sufficient and timely instructions for public participation will be made available at: <https://www.pprbd.org/Information/Boards>.

5. **PUBLIC COMMENTS ON ITEMS NOT SCHEDULED ON THE AGENDA**

There were no public comments.

6. **BUILDING OFFICIAL REPORTS/NON-ACTION ITEMS**

a) Financial Statement through August 31, 2023.

Erin Garcia presented the Financial Statement for the month of August 2023, stating the operating cash balance ended at \$15,478,492 with a cash as a percentage of budget at 68 percent. The revenue for August was \$1,929,624; year-to-date revenue is down \$1,633,421, which is an 11 percent decrease over the same time in 2022. Expenses for the month of August were \$1,261,328; year-to-date expenses were up \$57,921 over the same time period in 2022.

Mrs. Garcia added that at 67 percent through this year, the revenue is tracking at 59 percent of budget and expenses are tracking at 56 percent of budget. The net income for the month of August 2023 was \$668,596, bringing the year-to-date net income to \$782,388.

b) Building Report through August 31, 2023.

Matthew Matzen presented the Building Report for the month of August 2023, stating there were 169 new single-family permits, an increase of 17.36 percent over the same time in 2022. The total valuation of these permits was \$99,335,318, up 67.41 percent from August 2022. For August 2023, new commercial permits issued were a total of 44 permits, down 31.25 percent from the same time last year, with an overall valuation of \$105,997,287, which was down 25.75 percent from August of 2022.

The total valuation year-to date across all permits was \$2,345,647,510, down 19.98 percent over the same time in August 2022. There were eight projects with valuations over \$3 million in the month of August.

c) Plan Report through August 31, 2023.

Jay Eenhuis presented the Plan Review Report for the month of August 2023. He stated 273 new single-family plans were submitted, an increase of 75 percent compared to August of last year. There were 65 new commercial and multi-family plans submitted, which is an increase of 8 percent compared to August of last year. For August of 2023, a total of 1,573 plans were submitted, an increase of 23 percent over the same time last year. Year-to-date, the Department has received 9,911 total plan submittals, which is down by 9 percent from the same timeframe of 2022.

Mr. Eenhuis stated there were 4,595 solo reviews performed, which is down 10 percent compared to last August; there were 1,077 walk-through reviews performed this month, which is up by 92 percent compared to August 2022. The total reviews for the month of August were 5,672, which is very close to even with the numbers from August 2022.

d) Inspection Report through August 31, 2023.

On behalf of John Welton, Jay Eenhuis presented the Inspection Report for the month of August, 2023. The Department performed 27,582 total inspections across all inspection disciplines, with 68 fulltime field inspectors, allowing for an average daily workload per inspector of 20.5 inspections per day with an available amount of time at 18.5 minutes per inspection. Mr. Eenhuis stated that the Building group showed an increase of over 1,600 inspections compared to the previous month. Roofing inspections increased by nearly 800, and Mechanical, Plumbing, and Electrical inspections also showed increases.

7. UNFINISHED BUSINESS

There was no unfinished business to discuss.

8. EXECUTIVE SESSION REQUEST(S)

There were no executive session requests.

9. BOARD REPORT(S) OR COMMENT(S)

There were no reports or comments by the Board.

10. FUTURE AGENDA ITEM REQUESTS

a) 2024 Budget Approval (Action Item)

11. ADJOURN

The Advisory Board meeting adjourned at 12:41 p.m.

WORK SESSION:

Chair Loren Moreland called the Work Session to order at 1:00 p.m.

1. CALL TO ORDER

2. Introduction, Presentation, and Review of the 2024 Budget (non-action item; the 2024 Budget will be presented for a vote and a recommendation for approval during the October 18, 2023 meeting).

Roger Lovell presented the Budget Message dated September 11, 2023, which is incorporated herein by reference.

Jeff Finn inquired as to the Department's intentions on remaining at 2880 International Circle since the last COP was made earlier in 2023. Mr. Lovell affirmed the Department's intention and need to remain in occupancy, use, and resulting partial ownership of the property.

Erin Garcia provided an overview of the Summary of Revenue and Expenditures stating that the Department anticipates a decrease in revenue and expenses. To be conservative, the Department has budgeted a draw from the fund balance of \$681,321. Attention was paid to the "Misc. Revenue", a catch-all where the Department records alternative methods and materials fees, plant fees, etc. A significant decrease was made to these line items as these revenue sources are coming in significantly under budget in 2023. On the opposite spectrum, the Department's interest earnings are doing quite well.

Mr. Finn questioned the 9% decrease in building permit revenue, stating the decrease might not be enough given what the industry is experiencing in the market. A discussion regarding the make-up of the building permit revenue line item occurred. Ms. Garcia did clarify that new single-family and multi-family permits are not the only revenue in the building permit line. The Department also includes residential and commercial alterations, which have been strong throughout the decline in new single-family and multi-family permits.

Mr. Applegate inquired about the \$580,000 decrease in rent in the 2024 budget. Ms. Garcia spoke about the shift in expense from COP payments, previously recorded as rent, to maintenance per the CAM Committee.

Ms. Garcia commented on continued salary savings through attrition and the anticipated reduction in the cost of benefits. Additionally, with less employees, the need for vehicles has reduced. The Department was able to reduce its fleet budget by \$180,000.

Lastly, the Department has entered into a new contractual engagement for the credit card processing and fees, which is a decrease in expenses of approximately \$220,000.

The Department will request a recommendation for approval of the 2024 Budget at the next Advisory Board meeting set for October 18, 2023.

The Work Session adjourned at 1:53 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Roger N. Lovell". The signature is written in a cursive style.

Roger N. Lovell
Regional Building Official

RNL/gml

Accommodations for the hearing impaired can be made upon request with forty-eight (48) hours' notice. Please call (719) 327-2989.

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