

Pikes Peak Regional Building Department

2880 International Circle
Colorado Springs, Colorado 80910

REGIONAL BUILDING COMMISSION MINUTES

September 23, 2015

3:00 p.m.

MEMBERS PRESENT: Vice Chairman Dennis Hisey, El Paso County Commissioner
Larry Bagley, Colorado Springs City Council

MEMBERS ABSENT: Chairman Tyler Stevens, Green Mountain Falls Mayor Pro Tem

OTHERS PRESENT: Mr. Roger Lovell, Regional Building Official
Mr. Todd Welch, Regional Building Counsel
Mr. Jay Eenhuis, Chief Plans Examiner
Mr. John Welton, Chief Building Inspector
Ms. Mindy Stuemke, Permit Counter Supervisor
Ms. Linda Gardner, Executive Administrative Assistant

PROCEEDINGS:

Vice Chairman Dennis Hisey called the meeting to order at 3:00 p.m.

1. CONSIDERATION OF AUGUST 26, 2015 MINUTES

A motion was made by Larry Bagley to **APPROVE** the August 26, 2015 Building Commission Minutes as written, seconded by Dennis Hisey; the motion carried unanimously.

2. PUBLIC COMMENT

There were no Public Comments.

3. ADVISORY BOARD REPORT

Jay Eenhuis appeared and gave the Advisory Board Report.

4. BUILDING OFFICIAL REPORTS

a) Financial Statement

Roger Lovell presented the financial statement for the month of August 2015. He said the current operating balance is \$5,465,763, with a budget of \$12,939,599. He said the cash balance is 42.24 as a percent of budget. Mr. Lovell said the current month revenue was \$1,171,667, and total year-to-date revenue was \$8,593,255. He said the expenditures were \$897,312, which resulted in a gain of \$274,355, for the month of August. Mr. Lovell said the total year-to-date expenditures were \$8,088,167, which resulted in a total year-to-date

gain of \$505,088. He said the website subscriptions remain strong at \$38,036 year-to-date.

b) Building Report

Mindy Stuemke presented the Building Report for the month of August 2015. She said there were 297 single-family houses permitted, which is a 52.31 percent increase from this same time last year. She said there were 33 commercial building permits issued in August, which is an increase of 43.48 percent. Ms. Stuemke said the total valuation of permits issued in August was \$191,740,910, which is an increase of 40.44 percent; and the total valuation of permits issued to date in 2015 is \$1,557,166,934, which is an increase of 15.06 percent. She said there were two permits in August with a valuation over \$3 million. She said to date in September there are 221 single family permits and 126 commercial permits. Ms. Stuemke said they have been averaging approximately 125 walk-throughs per day at the Front Counter and Licensing has been seeing approximately 20 people per day; the Front Counter has been getting approximately 550 phone calls per day, and Licensing has been getting approximately 60 to 70 phone calls per day. She said the wait time at the Front Counter is 3 to 5 minutes.

c) Plan Review Report

Jay Eenhuis presented the Plan Report for the month of August 2015. He said there were 320 single family plans, which is an increase of 56.1 percent over this same time last year; 157 residential alteration plans, which is an increase of 20.8 percent; 29 new commercial plans, which is an increase of 107.1 percent; 135 commercial alterations plans, which is an increase of 11.6 percent; and 63 all other plans, which is a decrease of 7.4 percent, for a total of 704 plans, which is an increase of 30.9 percent over this same time last year. He said the Plan Review Department is averaging 35 solo reviews per day; the average walk through review wait time is approximately 6 minutes, and the average review time is approximately 8 minutes. Mr. Eenhuis stated the average wait time for residential reviews is 8 working days, the average commercial plan is 10 working days. He said total plans in 2015 year-to-date yields an overall increase of 12% compared to this time last year. He said there were 248 electronic plans submitted in August 2015 out of 704 total plans, or 35.2% in e-submittals. Mr. Eenhuis said for the year there were 1,712 electronic plans submitted out of 4,884 total plans, or 35.0%. He stated to date in September there are 208 single family plans and 27 new commercial plans.

d) Inspection Report

John Welton presented the Inspection Report for the month of August 2015. He said the building inspectors did 6,657 inspections in August, which averaged 25.6 inspections per inspector, and each inspection averaged 15.2 minutes; the electrical inspectors did 4,221 inspections in August, which averaged 21.1 inspections per inspector, and each inspection averaged 18.4 minutes; the mechanical inspectors did 4,681 inspections in August, which

averaged 21.3 inspections per inspector, and each inspection averaged 18.3 minutes; and the plumbing inspectors did 1,951 inspections in August, which averaged 16.3 inspections per inspector, and each inspection averaged 23.9 minutes. He said the total number of inspections for all departments was 17,510 inspections, which averaged 21.9 inspections per inspector, and each inspection averaged 18.9 minutes. Jack Arrington stated the plumbing inspectors also do mechanical inspections, when needed.

5. UNFINISHED BUSINESS

There was no Unfinished Business to discuss.

6. NEW BUSINESS

a) 2014 Audit Presentation

Dorothy Herrera appeared for David Green with Green & Associates LLC, and gave the 2014 Audit Report. She stated Mr. Green noted in his report that the staff in RBD's Accounting Department were very cooperative. She stated RBD's Accounting Department transitioned to new accounting software during 2014, and the transition went smoothly.

Ms. Herrera stated the auditor noted in his report that there were no items noted that were considered to be significant deficiencies or material weaknesses; and all items noted as deficiencies in internal controls in the prior year have been addressed and resolved by RBD. She stated that under funding of PERA was not an issue on the 2014 audit with RBD. Ms. Herrera stated the audit did not have to make any significant audit adjustments.

Ms. Herrera stated RBD ended the year on December 31, 2014 with revenues under expenses of \$253,786. She said the decrease in revenues from the budgeted amount is primarily due to a decrease in building permits related to increased activity during the year. She said RBD's final budget for expenditures was \$14,109,380 for the year ended December 31, 2014. Ms. Herrera stated actual expenditures were \$12,638,914. She said budgeted revenues for the year ended December 31, 2014 totaled \$13,111,964 with actual revenues totaling \$11,924,148. She said the Budget was amended in 2014.

Ms. Herrera stated RBD's Investment in Capital Assets as of December 31, 2014 amounted to \$4,726,672 (net of accumulated depreciation). She said this Investment in Capital Assets includes land, a building, furniture, equipment, and improvements to the current leased office space. She said RBD has no long term debt outstanding.

Ms. Herrera stated the audit with the CAM Fund shows a loss for the year of \$79,540, and this was due to the parking lot repairs. She stated the CAM Reserve is at \$231,134.

A motion was made by Larry Bagley to **APPROVE** the 2014 Audit for the Pikes Peak Regional Building Department, seconded by Dennis Hisey; the motion carried unanimously.

7. FUTURE AGENDA ITEM REQUESTS

Roger Lovell stated the 2015 Amended Budget will be presented during the October Building Commission meeting; and the 2016 Budget will be presented during the November Building Commission meeting. Dennis Hisey asked Ms. Herrera if it would be possible to see a draft of the 2016 Budget during the October meeting, and she indicated that she would provide a rough draft of the 2016 Budget in October for the Building Commissioners to review.

8. EXECUTIVE SESSION

There were no Executive Session requests.

The meeting adjourned at 3:31 p.m.

Respectfully submitted,

Roger N. Lovell
Regional Building Official

RNL/llg