

# Pikes Peak Regional Building Department

2880 International Circle  
Colorado Springs, Colorado 80910

## ADVISORY BOARD MINUTES

August 17, 2022

12:30 p.m.

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

**MEMBERS ABSENT:** Christopher Freer, Engineer  
Todd Dixon, Town of Green Mountain Falls  
Bill Bass, Town of Palmer Lake  
Mitchell LaKind, Town of Monument

**OTHERS PRESENT:** Roger Lovell, Regional Building Official  
Virginia Koulchitzka, Regional Building Counsel  
Jay Eenhuis, Deputy Building Official – Plans  
John Welton, Deputy Building Official – Inspections  
Erin Garcia, Director of Finance  
Matthew Matzen, Permit/Licensing Supervisor  
Linda Gardner, 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

Chair Vince Colarelli called the meeting to order at 12:30 p.m.

### 2. CONSIDERATION OF THE JULY 20, 2022 ADVISORY BOARD MINUTES

A motion was made by Christine Riggs to **APPROVE** the July 20, 2022 Advisory Board Minutes as written, seconded by John Graham; the motion carried unanimously.

### 3. NEW BUSINESS

#### a) 2021 Audit Report.

Steve Hochstetter and Courtney Vance, Stockman, Kast, Ryan & Company, appeared; Mr. Hochstetter stated they performed an audit of the Department's Financial Statements for 2021, and he gave a summary of the governance letter.

Ms. Vance gave a summary of the Independent Auditors' Report and stated the financial highlights were:

- Total revenues increased by \$2,941,950 due to increased number of permits and fees.
- Total expenditures increased by \$2,201,296 due to increased staffing levels and increased pension expense.
- Net position has increased by \$4,249,334 to \$22,012,477 in 2021 due to higher revenue than expenses and the change in the pension expense as calculated as required by GASB 68.

Ms. Vance stated for the year ended December 31, 2021, revenues exceed expenditures by \$4,249,334. Revenues increased from the prior year by \$2,941,950. Expenditures increased over the prior year by \$2,201,296.

Ms. Vance stated the Department's investment in capital assets as of December 31, 2021 totaled \$12,831,422 (net of accumulated depreciation). This investment in capital assets includes furniture, equipment, leasehold improvements, land, and construction in progress.

Ms. Vance stated in their opinion, the Department's financial statements present fairly, in all material respects, the financial position of the Department as of December 31, 2021, and the changes in its financial position and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### b) Compensation Study.

Erin Garcia gave a summary of the compensation study performed by Employers Council. She stated that the study indicates that overall, the Department pay scale is at the 50<sup>th</sup> percentile of the governmental market, available data, and resulting analysis. She stated the study focused on the Denver/Boulder government sector to the extent possible. In the absence of comparable in and/or data from those two markets, other data points were used within the State of Colorado market, at times from other jurisdictions and the private industry with resulting discounts. All data was adjusted for El Paso County.

Roger Lovell stated the Department has a very low turnover of staff; salary is part of it, but the benefits package for RBD employees is also the other part, and is not included in the compensation study. He stated the Department is committed to doing a compensation study every two years, and will do a market study analysis in the alternative. He stated that this study will be used in preparation of the 2023 Department Budget, which will be presented later this year.

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

September Advisory Board meeting date and time: Wednesday, September 21, 2022, 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**

**Public comments on items not scheduled on the agenda shall be limited to three (3) minutes.**

There were no public comments.

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

##### a) Financial Statement through July 31, 2022.

Erin Garcia presented the financial statement for the month of July 2022. She said for the month of July, the operating cash balance ended at \$15,378,846 with a cash balance as a percent of budget of 65 percent. She said the monthly revenue was \$1,703,224, which year-to-date is 56 percent of budget. Ms. Garcia stated the expenditures were \$1,329,355, and year-to-date expenses were at 46 percent of budget. The net gain for July was \$373,869, and year-to-date net income is \$2,195,402.

##### b) Building Report through July 31, 2022.

Matthew Matzen presented the Building Report for the month of July 2022. He said there were 211 single-family houses permitted in July, which was 55.20 percent less than this time last year. He stated there were 63 commercial building permits, which was an increase of 43.18 percent from this time last year. Mr. Matzen said the total valuation of permits issued in July for residential homes was \$93,065,220, which was a decrease of 42.88 percent from this same time last year. He stated the total valuation for commercial permits was \$109,566,952 for the month, which was an increase of 94.54 percent from this same time last year. Mr. Matzen stated the total valuation year-to-date across all permits was \$2,315,365,486, which is an increase of 5.29 percent from the previous year.

He said there were 4 permits with a valuation over \$3 million in July.

c) Plan Report through July 31, 2022.

Jay Eenhuis presented the Plan Review Report for the month of July 2022. There were 236 single family plans, which was a decrease of 40 percent compared to July of the previous year; 87 new commercial plans, which was an increase of 81 percent; and a total of 1,438 plans for the month of July, which was an increase of 3 percent compared to July 2021; and 10,255 plans year-to-date, which was an increase of 1 percent over the previous year. Mr. Eenhuis stated the Plan Review Department performed 4,409 solo reviews in July, and 549 walk-through reviews, for a total of 4,958 logged reviews for July 2022, which was a decrease of 1 percent from the previous year; and 37,707 logged reviews year-to-date, which was an increase of 9 percent over the previous year.

d) Inspection Report through July 31, 2022.

John Welton presented the Inspection Report for the month of July 2022. He said the inspectors in all departments did a total of 29,323 inspections in July, with a total of 78 field inspectors. Mr. Welton said each inspector averaged 18.5 inspections per day, and the average available time per inspection was 20.4 minutes. He stated the inspection staff averaged 1,466 inspections per day in July.

**7. UNFINISHED BUSINESS**

There was no Unfinished Business.

**8. EXECUTIVE SESSION REQUEST(S)**

There were no Executive Session Requests.

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

John Graham thanked Roger Lovell and Greg Dingrando for their Code presentation to the Manitou Springs City Council; it was well received.

**10. FUTURE AGENDA ITEM REQUESTS**

There were no future agenda item requests.

11. **ADJOURN**

The meeting adjourned at 1:13 p.m.

Respectfully submitted,



Roger N. Lovell  
Regional Building Official  
RNL/lfg

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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