

Pikes Peak Regional Building Department

2880 International Circle
Colorado Springs, Colorado 80910

REGIONAL BUILDING COMMISSION MINUTES

September 28, 2023 – Thursday - 2:00 p.m.

MEMBERS PRESENT: Chair Carrie Geitner, El Paso County Commissioner,
Vice Chair Todd Dixon, Mayor of Green Mountain Falls, Colorado
Brian Risley, Councilmember, City of Colorado Springs

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

The Regional Building Commission meeting was conducted in a hybrid form, allowing Commission 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 Carrie Geitner called the meeting to order at 2:02 p.m.

2. CONSIDERATION OF THE AUGUST 24, 2023 MEETING MINUTES

A motion was made by Vice Chair Todd Dixon to **APPROVE** the August 24, 2023 Regional Building Commission Minutes as written; seconded by Brian Risley; the motion carried unanimously.

3. CHANGES/POSTPONEMENTS/NOTICE OF NEXT MEETING

The next Building Commission Meeting date and time: Thursday, October 26, 2023, beginning at 2:00 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>.

Virginia Koulchitzka inquired of the Commissioners their availability for the Regional Building Commission meeting on November 20, 2023 for purposes of rescheduling. The rescheduling request will be coordinated further within the next couple of weeks once all calendars may be inspected.

4. PUBLIC COMMENTS ON ITEMS NOT SCHEDULED ON THE AGENDA

There were no public comments.

5. NEW BUSINESS

- a) Colorado Springs Chamber & EDC Presentation by David Dazlich and Theresa Metcalf.

David Dazlich was not present. Theresa Metcalf gave a summary as to the newest company to join Colorado Springs, that being Infinity Labs, adding 61 available jobs in cybersecurity and software development to the region, which is a \$2.2 million capital investment in the communities. This brings the year-to-date projects over the past twenty months to seventeen total projects. These projects have created an additional 3,600 jobs in Colorado Springs.

In closing, Ms. Metcalf shared that the Chamber is implementing programs strategically, planning for economic development into 2024, including the newly announced Titans of Economic Development Advisory Council and Campaign. This will give investors a chance to invest directly into the economic development efforts of Colorado Springs as the EDC recruits outside of the region as well.

Chair Geitner commented on the current restrictions being enacted by the State and reiterated that everyone involved within the municipalities must work together to correct what the State is handing down; getting more affordable and attainable housing being at the forefront.

6. ADVISORY BOARD REPORT

Roger Lovell presented the Advisory Board Report from the September 20, 2023, meeting. He stated the comments from the Advisory Board with regard the 2024 Budget Work Session will be discussed during the Building Commission Work Session on the proposed 2024 Budget.

7. 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, 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.

Chair Geitner asked since the revenue is less than anticipated in the 2023 Budget, will the Department be able to maintain and keep expenses down through to the end of 2023? Mrs. Garcia indicated the Department is keeping expenses down as the largest expenses have been at the beginning of each year, including the Department's COP and insurance payments, which have been paid. Going forward, the expenses are the standard operating and salary/benefit costs.

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 even with the numbers from August 2022.

d) Inspection Report through August 31, 2023.

John Welton presented the Inspection Report for the month of August 2023, stating that the Department performed 27,582 total inspections with 68 fulltime field inspectors, which allows for an average daily workload per inspector of 20.5 inspections per day with an average available amount of time of 18.5 minutes per inspection. The Department is starting to receive more roof inspections from this year's hail storms. He finished by stating that some of the mechanical inspectors are assisting with the roofing inspections.

8. UNFINISHED BUSINESS

There was no unfinished business to discuss.

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

Vice Chair Todd Dixon agreed with Chair Geitner's earlier comments regarding the restrictions being enacted by the State of Colorado, saying that the smaller communities with smaller businesses seem to be forced to close and move their business to a more business friendly State. The Members all agreed that the municipalities need to work together to make positive changes going forward.

10. FUTURE AGENDA ITEM REQUESTS

- a) A continued Executive Session pursuant to C.R.S. Section 24-6-402(4)(b) and (f)(I) specific to receiving legal advice from the attorney for RBD on specific legal questions and personnel matters relating to the Regional Building Official's review and evaluation by the Commission.

11. EXECUTIVE SESSION REQUEST

Pursuant to C.R.S. Section 24-6-402(4)(f)(I), the attorney for Pikes Peak Regional Building Department is requesting an Executive Session with the Regional Building Commission regarding:

- i. Personnel matters relating to the Regional Building Official's review and evaluation by the Commission

Ms. Koulchitzka advised the Commissioners if the need for legal advice arises, this would further qualify under C.R.S. Section 24-6-402(4)(b).

The Commission voted unanimously to move into Executive Session at 2:29 p.m. in the Big Horn Conference Room.

A motion was made by Vice Chair Dixon to come out of Executive Session at 3:35 p.m.; seconded by Brian Risley; the motion carried unanimously. Ms. Koulchitzka stated no decisions were made during the Executive Session; the Commission is requesting a continued Executive Session on October 26, 2023 specific to the Regional Building Official's review and evaluation.

12. ADJOURN

The meeting adjourned at 3:38 p.m.

WORK SESSION

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 26, 2023 meeting).

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

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 for a potential 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.

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 Regional Building Committee meeting set for October 26, 2023.

Brian Risley had a few questions with regard to the 2024 Budget. He asked about the fleet vehicles; the line item amount on the capital figures included replacement of the vehicles and not maintenance. Mrs. Garcia confirmed this was correct. Another question regarded the salary and benefit line items from 2023 to 2024; why the amount decreased \$742,000, or 4.3%, however, an increase being listed of 4.5% for COLA. Mrs. Garcia referred to Mr. Lovell's Budget Message, wherein it was stated that the Department is negotiating a possible 6% decrease in benefit costs with no reduction in benefits. In addition, the 2023 Budget included several positions that have not been filled; these positions are not being carried forward into the 2024 Budget.

Mr. Lovell added that during the Advisory Board Work Session there was a discussion with regard to the movement of the COP payments to the building maintenance line item. As the Pikes Peak Regional Development Center was constructed in 2003, maintenance costs are increasing, and the CAM Board must also consider the cost of compliance with Regulation 28.

Chair Geitner had a previous appointment, therefore left the meeting at 4:02 p.m.

The Work Session adjourned at 4:20 p.m.

Respectfully submitted,



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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