

# **Pikes Peak Regional Building Department**

2880 International Circle  
Colorado Springs, Colorado 80910

## **REGIONAL BUILDING COMMISSION MINUTES**

September 27, 2017

3:00 p.m.

**MEMBERS PRESENT:** Chairman Tyler Stevens, Green Mountain Falls Mayor Pro Tem  
Mark Waller, El Paso County Commissioner  
Tom Strand, Colorado Springs City Council

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Roger Lovell, Regional Building Official  
Todd Welch, Regional Building Counsel  
Jay Eenhuis, Chief Plans Examiner  
John Welton, Chief Building Inspector  
Ryan Johanson, Director of Finance  
Mindy Stuemke, Front Counter Supervisor  
Linda Gardner, Executive Administrative Assistant

**PROCEEDINGS:**

Chairman Tyler Stevens called the meeting to order at 3:00 p.m.

### **1. CONSIDERATION OF AUGUST 23, 2017 MINUTES**

A motion was made by Tom Strand to **APPROVE** the August 23, 2017 Building Commission Minutes as written, seconded by Tyler Stevens; the motion carried unanimously.

### **2. PUBLIC COMMENT**

There were no public comments

### **3. ADVISORY BOARD REPORT**

Todd Welch appeared and gave the Advisory Board Report. He stated the Advisory Board did approve the 2018 Budget. He said there was a presentation by Joe Loidolt with Classic Homes, and John Bissett with J. M. Weston Homes, regarding the "Careers in Construction" program, which was very informative.

#### 4. **BUILDING OFFICIAL REPORTS**

##### a) Financial Statement

Roger Lovell presented the financial statement for the month of August 2017. He said the current operating balance is \$10,382,738, with a budget of \$15,881,429. He said the cash balance is 65.37 as a percent of budget. Mr. Lovell said the current month revenue was \$1,341,398, and the year-to-date revenue was \$11,253,525. He said the expenditures were \$1,108,546, which resulted in a gain of \$232,852, for the month of August; and expenditures year-to-date were \$9,140,795, which resulted in a gain of \$2,112,730 for the year. He stated RBD gave discounts in the amount of \$156,184 in August for the Valuation Based Permit Fee Program, implemented on April 1<sup>st</sup>, and \$803,667 year-to-date for this program. Mr. Lovell stated the Licensing Rewards Program has been very successful, and RBD gave discounts for license renewals in the amount \$22,825 in August, and \$164,175 year-to-date.

##### b) Building Report

Mindy Stuemke presented the Building Report for the month of August 2017. She said there were 335 single-family houses permitted in August, which is 1.76 percent less than this time last year; and 44 commercial building permits, which is 10.00 percent more than the previous year. She said the total valuation of permits issued in August was \$265,469,792, which is 2.16 percent less than this same time last year; and the total valuation of permits issued to date in 2017 is \$2,157,697,910, which is an increase of 19.52 percent over this same time last year. Ms. Stuemke said there were four permits in August with a valuation over \$3 million. She said there have been 276 single family home permits to date in September. She said the Front Counter staff is seeing 120 walk through customers per day, and the Licensing staff is seeing 30 customers per day. Ms. Stuemke said the phone volume is averaging approximately 420 calls per day, and the Licensing staff is receiving approximately 50 calls per day.

##### c) Plan Review Report

Jay Eenhuis presented the Plan Report for the month of August 2017. He said there were 357 single family plans, which is an increase of 7 percent compared to August 2016; 65 new commercial plans, which is an increase of 171 percent; and a total of 918 plans, which is an increase of 24 percent compared to August 2016. He stated there were 90 Commercial Plans submitted electronically in August 2017, or a 36 percent increase compared to August 2016; and 100 Residential Plans submitted electronically, which is an increase of 30 percent; for a total of 371 E-Plans in August 2017, a 33 percent increase from August 2016. Year to date, approximately 42 percent of all plans submitted have been submitted electronically. Mr. Eenhuis stated the Plan Review Department performed 972 Solo

Reviews in August, and 2,562 Walk-through reviews, for a total of 3,534 logged reviews for August 2017, and 25,015 total reviews year-to-date, which is an increase of 11 percent from the previous year. He stated he anticipates adding one more staff person in the Plan Review Department.

d) Inspection Report

John Welton presented the Inspection Report for the month of August 2017. He said the inspectors in all departments did a total of 26,612 inspections in August, with a total of 51 inspectors. He said each inspector averaged 22 inspections per day, and the average time per inspection was 16.7 minutes.

**5. UNFINISHED BUSINESS**

There was no Unfinished Business to discuss.

**6. NEW BUSINESS**

a) 2018 Budget

Roger Lovell stated the Budget revenue amounts to \$14,523,000, which represents a decrease of \$1,358,429 from the Fiscal Year 2017 Amended Budget. He said a substantial portion of the increase in 2017 was due to a catastrophic hailstorm in mid-2016; and the Fiscal Year 2018 Budget does not represent any natural disasters, but does anticipate continued strong growth in the commercial and residential sector.

Mr. Lovell stated 2017 was a successful year with completion of a number of initiatives, including continued support of the HBA Cares Workforce Development Program, the Mech IV Training Program, the Security Creek Letter of Map Revision (LOMR), as well as expansion of electronic plan review, electronic expansions utilizing technology purchased in 2016, as well as increased IT security and data redundancy improvements.

Mr. Lovell stated this Budget employs programs and activities aimed at maintaining or reducing future operating costs while taking advantage of revenue producing opportunities, i.e. continued support of the Elderly Re-Roof Assistance Program, the Carbon Monoxide Training Program, funding for an additional Letter of Map Revision in the Monument Creek watershed, continued expansion and development of internal software for potential use within partnering jurisdictions with the goal of increased regional efficiency for both governmental members and citizens, continued focus on service level improvements through the use of technology and best management practices, and enhanced focus on management level practices and department organization with the intention of providing results in a “better, faster, cheaper” manner.

Mr. Lovell stated this Budget anticipates the construction of 3400 new homes in 2018, which is comparable to the volume in 2017. He stated commercial construction is expected to remain strong and close to the same level as 2017. He stated RBD does not intend to add additional staff in 2018; therefore this Budget provides for 105 full-time positions which, based on projections, will be adequate to maintain or exceed current service levels.

Mr. Lovell stated this Budget does not propose any fee increases in 2018, while continuing to invest in community improvement activities, facility improvements, and activities anticipated to reduce operating expenses and improve revenue through increased and enhanced services. He stated with this Budget, RBD will not produce an increase in the fund balance in 2018.

A motion was made by Tom Strand to **APPROVE** the 2018 Budget, seconded by Mark Waller; the motion carried unanimously.

**7. FUTURE AGENDA ITEM REQUESTS**

There were no Future Agenda Item Requests.

**8. EXECUTIVE SESSION REQUESTS**

There were no Executive Session Requests.

The meeting adjourned at 4:11 p.m.

Respectfully submitted,

Roger N. Lovell  
Regional Building Official

RNL/lfg