

Pikes Peak Regional Building Department

2880 International Circle
Colorado Springs, Colorado 80910

REGIONAL BUILDING COMMISSION MINUTES

May 23, 2018

3:00 p.m.

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

MEMBERS ABSENT:

OTHERS PRESENT: Roger Lovell, Regional Building Official
Virginia Koulchitzka, Regional Building Counsel
Jay Eenhuis, Deputy Building Official - Plans
John Welton, Deputy Building Official – Inspections
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 3:03 p.m.

1. CONSIDERATION OF APRIL 30, 2018 MINUTES

A motion was made by Tom Strand to **APPROVE** the April 30, 2018 Building Commission Minutes as written, seconded by Mark Waller; the motion carried unanimously.

2. PUBLIC COMMENT

Tom Strand stated he would like to compliment the RBD staff for the job they have been doing for our community. He stated it had been his honor to serve on the Building Commission for the past year and watch the great work that has been done.

Tyler Stevens stated he would also like to compliment the RBD staff for the outstanding job they have been doing for this community, and expressed his appreciation to staff for their diligence in staying “on top” of the growing workload. He said he had heard a great deal of compliments from people in the jurisdictions about the timely manner in which RBD staff responds to the needs of the community.

Mark Waller stated RBD was a very large “operation” and it takes great leadership to “get the job done” for the entire community, including the public safety aspect of this work. He stated he appreciated the work accomplished by RBD staff, as it affects a great deal of people in the jurisdictions. He said he was honored to be the El Paso County Commissioner representative on the Building Commission.

John Welton stated he would like to have RBD’s senior staff in attendance introduce themselves:

- Nancy Swearingin, Senior Field Inspector (Mechanical), stated she had been with RBD for 12 years, and she has been supervising and training 23 mechanical and plumbing inspectors.
- Joel Segura, Senior Plumbing Inspector, stated he had been with RBD for 14 years, and he had been supervising and training 6 plumbing inspectors, and also works with the mechanical inspectors as well.
- Matthew Seabach, Senior Electrical Inspector, stated he had been with RBD for 14 years, and had been supervising and training 12 electrical inspectors, and plans to add another electrical inspector in a couple of weeks.
- Shelby Erickson, Senior Plans Examiner for Mechanical/Electrical/Plumbing (MEP), stated he had been with RBD for 12 years. He stated he works with the contractors and/or homeowners to find solutions for items that are not working between the Plan Review Department and the Inspection Department to provide consistency between both departments.
- Jon Brazier, Senior Mechanical Inspector, stated he had been with RBD for 18 years, and he had been working with all of the inspectors, as well as working with commercial contractors, regarding scheduling, a lot of problem solving, mentoring inspectors, and working with the Plan Review Department for consistency. He stated they are trying to add two more inspectors to their staff.
- Matt Matzen, Senior Permit Technician, stated he had been with RBD for 2 years. He stated he started as a roofing inspector, moved to senior roofing supervisor, and recently transitioned to the Front Permit Counter.
- Jeremy Anderson, Senior Building Inspector, stated he had been with RBD for 6 years, and had been supervising and training 20 inspectors, which have been performing 27 to 28 inspections each per day. He stated all of the inspectors have been trained to be very safety conscious.

- Shelley Dicker, Senior Plans Examiner of Building, stated she had been with RBD for 18 years; and had been in charge of training the construction plans examiners, as well as overseeing and doing a second plan review of all commercial projects.

Roger Lovell stated this was RBD's core group; everyone had been working very hard with a shared vision and a shared goal. He stated RBD currently had 106 employees and it will be adding additional staff this year.

3. **ADVISORY BOARD REPORT**

Jina Koulchitzka appeared and gave the Advisory Board Report. She stated with only three of the nine Advisory Board members present, a quorum was not present for the Advisory Board meeting, so the approval of the April Advisory Board Minutes was postponed for 30 days. She stated Jeff Loveless, Deputy Fire Marshall for the Colorado Springs Fire Department, appeared and gave a presentation to the Advisory Board on plan review(s) and fire fee(s) and how such work in conjunction with what PPRBD does. Ms. Koulchitzka said Mr. Loveless informed the Committee that CSFD was a Development Review Enterprise and was self-funded. She stated Mr. Loveless stated CSFD worked on an hourly basis, and charged \$122 per hour for plan review fees and \$112 per hour for inspection fees; and that these fees covered CSFD's wages, vehicles, fuel, and other administrative and operating expenses. She stated Mr. Loveless also informed the Advisory Board that currently CSFD had a 9-person team in his department, and planned to add one administrative staff member in the future, but they had been using recovering injured firefighters to fill this position.

4. **BUILDING OFFICIAL REPORTS**

a) Financial Statement

Ryan Johanson presented the financial statement for the month of April 2018. He said the current operating cash balance was \$9,542,230. He said the cash balance was 66 as a percent of budget. Mr. Johanson said the current month revenue was \$1,484,644, and the year-to-date revenue was \$5,151,921. He said the expenditures were \$1,086,707, which resulted in a gain of \$397,937 for the month of April, and the year-to-date expenditures were \$5,132,767, which resulted in a year-to-date gain of \$19,154. Mr. Johanson stated the Licensing Rewards Program had been very successful, and RBD has given discounts for license renewals in the amount of \$22,550 in April, and \$80,150 year-to-date. He stated compared to last year, revenues were down \$451,890 or 9 percent; the decrease was largely due to a reduction in reroof permits. He stated RBD would be presenting an amended budget later in the year due primarily to the addition of staff to cover the additional workload.

Roger Lovell stated budget preparation always starts early in the year, so it can be difficult to predict the construction trend for the following year. He stated both revenue and expenses were at 35% of what was predicted for the year. He stated RBD has paid the rent payment for this building, as well as an insurance payment, which were annual payments that were paid early in the year. He stated May had been extremely busy, and revenue was not a concern.

Mr. Lovell stated RBD worked with 13 school districts, and with the exception of roof inspections, RBD had same day inspections, and at a cost savings to the schools from what the State would charge them for the same inspections. He stated structures like the Summit House at the top of Pikes Peak, could be a two-year project with 220 to 250 inspections.

Ryan Johanson stated RBD monitors overtime in an effort to “not burn out” its employees. Jay Eenhuis stated the plan submitter had the option to request overtime to expedite their plan review, and they paid \$100 per hour for this overtime.

b) Building Report

Mindy Stuemke presented the Building Report for the month of April 2018. She said there were 372 single-family houses permitted in April, which was 13.41 percent more than this time last year; and 39 commercial building permits, which was 50.00 percent more than the previous year. She said the total valuation of permits issued in April was \$283,869,661, which was 34.13 percent less than this same time last year; and the total valuation of permits issued to date in 2018 was \$948,554,194, which was an increase of 9.93 percent over this same time last year. Ms. Stuemke said there were 11 permits in April with a valuation over \$3 million. She stated the Front Counter was averaging 360 phone calls per day and 119 walk-in customers per day. She said there have been 347 single-family home permits to date in May.

c) Plan Review Report

Jay Eenhuis presented the Plan Review Report for the month of April 2018. He said there were 433 single-family plans, which was a 33 percent increase from April 2017; 49 new commercial plans, which was an increase of 81 percent; and a total of 1,016 plans for the month of April, which was an increase of 40 percent compared to April 2017. Year to date, 3,441 plans were submitted, an increase of 30 percent from the first four months of 2017. He stated there were 78 Commercial Plans submitted electronically in April 2018, or a 4 percent decrease compared to April 2017; and 124 Residential Plans submitted electronically, which was an increase of 49 percent; for a total of 445 E-Plans in April 2018, a 29 percent increase from April 2017. Year to date, approximately 45 percent of all plans submitted had been submitted electronically. Mr. Eenhuis stated the Plan Review Department performed 1,165 Solo Reviews in April, and 2,511 Walk-through reviews, for a

total of 3,676 logged reviews for April 2018, and 13,680 logged reviews year-to-date, which was an increase of 20 percent from the previous year. He stated RBD now had electronic splices available.

d) Inspection Report

John Welton presented the Inspection Report for the month of April 2018. He said the inspectors in all departments have done a total of 23,393 inspections in April, with a total of 51 field inspectors. He said each inspector averaged 20.4 inspections per day, and the average time per inspection was 17.4 minutes. Mr. Welton stated currently RBD had inspector positions available in all disciplines due to the heavy workload. He stated the inspectors have been using the electronic inspections. He stated RBD used GIS map areas to define inspections areas so the inspectors were not traveling across town. Mr. Welton stated RBD does approximately 4,800 elevator inspections per year, but those inspections were not incorporated into the figures herein. He stated RBD did not have any authority on the Federal military basis, unless requested to do so.

5. UNFINISHED BUSINESS

There was no Unfinished Business to discuss.

6. NEW BUSINESS

a) RBD's Open House

Roger Lovell stated RBD was having an open house on June 14th and 15th. He stated RBD would be providing educational classes, with the intent of informing the public about the scope of work that RBD staff does for our community. He stated there would be a class for realtors, a code discussion class regarding some of the updates, a small business class, and a session for homeowner questions and answers. He stated the open house had been well received with over 200 people registered to attend.

b) Flying W Ranch

Tom Strand asked if the issue with the Flying W Ranch was closed; and Jina Koulchitzka confirmed that the request was withdrawn during the April 30th Building Commission Meeting.

c) Request for Information from the City of Colorado Springs

Tom Strand asked about the request from Council member Jill Gaebler for information about RBD. Jina Koulchitzka stated she had responded to the request. She stated she extended an invitation for a meeting to Ms. Gaebler so both parties can better educate each

other on how to work together, if needed. She stated RBD staff did not have knowledge about the purpose of the request, but felt RBD is represented by Council member Strand as the Colorado Springs City Council representative. Ms. Koulchitzka stated, based on hearsay, RBD staff believed the request might have had to do with a desire to increase representation on the Building Commission, review and/or desired amendment to the 2004 intergovernmental agreement, and possibly the City educating itself on what it might take to form its own building department.

Mark Waller stated El Paso County had not had any inter-action regarding this issue in any way. He stated he believed that the City should include the member entities, i.e., El Paso County, and the five jurisdictions, as well as the City, in these discussions. He stated it was his understanding that Council member Gaebler had taken on this task “on her own” and RBD staff and this Committee had not been consulted in any way, maybe with the exception of Mr. Strand. He stated the Building Commission is the governing body of RBD, and should this discussion move forward, the discussion should be among the member entities, and he encouraged the City that if it truly wants to engage in a policy discussion related to RBD, it should be with the member entities.

Ms. Koulchitzka stated RBD had extended an invitation to RBD’s open house in an effort to educate, if needed, and have a conversation.

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 4:17 p.m.

Respectfully submitted,

Roger N. Lovell
Regional Building Official

RNL/llg