

**TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES MEETING**

June 15, 2021
6:30PM
A G E N D A

The Board of Trustees have resumed public meetings at Town Hall. Members of the public will continue to be able to view the meeting online by clicking “Join Trustee Meeting” link at the top of the Town’s web site www.ColumbineValley.org. Public comment must be shared in-person at the meeting or written remarks may be submitted by mail or email by 4:00 p.m. on the date of the meeting to jdmccrumb@columbinevalley.org with your name, address, agenda item and comment.

1. ROLL CALL 6:30

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT
Each speaker will be limited to three minutes. The Board of Trustees is not authorized by the Colorado Open Meetings Law to discuss, comment, or act at the meeting on any issue raised by public comment. The Mayor may refer the matter to the Town Administrator or Town Attorney for immediate comment, or to staff to obtain additional information and report back to the Board as appropriate.

4. CONSENT AGENDA Mayor Palmer
 - a. Approval of May 18, 2021 Minutes
 - b. Extend Emergency Declaration through July 21, 2021

5. REPORTS
 - a. Mayor
 - b. Trustees
 - c. Town Administrator
 - d. Chief of Police
 - e. Finance Report

6. OLD BUSINESS Mr. McCrumb
 - Wild Plum Emergency Access Design

7. NEW BUSINESS Mr. Schiller
 - a. Trustee Bill #3 – Building Official (1st Reading)

8. ADJOURNMENT

TOWN OF COLUMBINE VALLEY
BOARD OF TRUSTEES
Minutes
May 18, 2021

Mayor Palmer called the Regular Meeting of the Trustees to order at 6:30 p.m. Due to the COVID-19 pandemic and as allowed under the Towns Electronic Participation in Meeting Policy (Resolution #6, 2020), the meeting was held in a hybrid model via Zoom. Roll call found the following present:

Trustees: Roy Palmer, Bruce Menk, Kathy Boyle, Bill Dotson, Mike Giesen, and Jim Tarpey

Also present: Lee Schiller, J.D. McCrumb, Sue Blair, and Bret Cottrell

PUBLIC COMMENT: A letter was submitted to the Trustees from the Wilder Lane HOA Board requesting Town support as they transition from developer to homeowner control.

CONSENT AGENDA

ACTION: upon a motion by Trustee Menk and a second by Trustee Dotson, the Board of Trustees unanimously approved the consent agenda as presented.

REPORTS

- A. Mayor Palmer had no report but alerted the Trustees that Metro Mayor Caucus would soon resume in-person meetings.
- B. Trustee Dotson updated the Trustees on the progress of the Investment review.
- C. Mr. McCrumb reviewed his report as presented in the Trustees Packet
- D. Chief Cottrell reviewed his report as presented in the Trustee Packet.
- E. Mrs. Blair reviewed the Town's April financials as presented in the Trustees Packet.

OLD BUSINESS

- A. **Flock License Plate Camera Agreement:** Mayor Pro Tem Menk presented the agreement and opinions of himself, Mr. Schiller and the Chief. The Trustees asked clarifying questions.
ACTION: upon a motion by Trustee Tarpey and a second by Trustee Giesen, the Board of Trustees unanimously approved the agreement subject to final review by Mayor Pro Tem Menk and Mr. Schiller.
- B. **Trustee Bill #2, 2021 – Dog Waste:** The ordinance was presented by Mr. Schiller. The Trustees asked clarifying questions.
ACTION: upon a motion by Trustee Tarpey and a second by Trustee Menk, the Board of Trustees unanimously approved Trustee Bill #2, 2021 on 2nd reading.

NEW BUSINESS

There was no new business

ADJOURNMENT: There being no further business, the meeting was adjourned at approximately 7:01 p.m.

Submitted by,
J.D. McCrumb, Town Administrator

** All reports and exhibits listed "as attached" are available on the Columbine Valley web site and by request at Town Hall.*

*** All minutes should be considered in DRAFT form until approved by the Board of Trustees at the next regular meeting.*



Request for Board of Trustee Action

- Date:** June 15, 2021
- Title:** Extend Emergency Declaration
- Presented By:** J.D. McCrumb, Town Administrator
- Prepared By:** Lee Schiller, Town Attorney
- Background:** On March 24, 2020, Mayor Pro Tem Bruce Menk signed an Emergency Declaration for the Town stating that the COVID-19 virus constitutes a local disaster for the town which endangers the health, safety, and welfare of the community. Mayor Pro Tem Menk also activated the Town's Pandemic Mitigation Plan. These documents were ratified by the Trustees on March 27, 2020 and have been extended several times through June 16, 2021 by the Board of Trustees.
- Town staff has now resumed normal operating procedures and the Pandemic Mitigation Plan does not need to be extended. However, some proactive mitigation efforts will continue. Staff, as well as State and local authorities recommend continuing the Emergency Declaration at this time.
- Attachments:** Local Disaster Emergency Declaration
- Suggested Motion:** As a part of the consent agenda "I move to extend the Town's Emergency Declaration through July 21, 2021, unless circumstances allow the Mayor to relax restrictions or extended by the Board of Trustees".

TOWN OF COLUMBINE VALLEY, COLORADO
LOCAL DISASTER EMERGENCY DECLARATION

WHEREAS, in accordance with the Colorado Disaster Emergency Act ("Act"), C.R.S. Section 24-33.5-704, on March 10, 2020, Governor Jared Polis, by proclamation, declared a state of emergency in Colorado to provide access to resources, legal flexibility, protect vulnerable communities all to better contain the outbreak of the COVID-19 virus; and

WHEREAS, in accordance with C.R.S. Section 24-33.5-709, a local disaster may be declared only by the principal executive officer of the Town (the Mayor or the Mayor Pro-Tem, acting in place of the Mayor), and shall not be continued for a period in excess of seven days, absent the consent of the Board of Trustees; and

WHEREAS, "The effect of a declaration of local disaster emergency is to activate the response and recovery aspects of any and all applicable local and inter-jurisdictional disaster and emergency plans and to authorize the furnishing of aid and assistance under such plans." C.R.S. Section 24-33.5-709(2);

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF COLUMBINE VALLEY, COLORADO, AS FOLLOWS:

Section 1. That the COVID-19 virus constitutes a local disaster for the Town which endangers the health, safety and welfare of the entire community and emergency action is required to avert such danger.

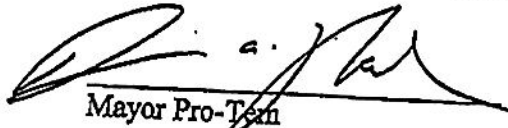
Section 2. Local emergency resources may be overwhelmed and requests for aid may be needed. Community leaders are encouraged to cancel or postpone all non-essential meetings and gatherings. All residents of the Town of Columbine Valley are encouraged to remain at home wherever possible.

Section 3. This Declaration shall be promptly filed with the Columbine Valley Town Clerk, the Arapahoe County Clerk and Recorder and with the Colorado Office of Emergency Management.

Section 4. This Declaration shall remain in full force and effect for a period of seven (7) days unless renewed in excess of this time period by action of the Board of Trustees of the Town of Columbine Valley.

Dated March 24, 2020

TOWN OF COLUMBINE VALLEY


Mayor Pro-Tem



Town Administrator's Report

June 2021



Town of

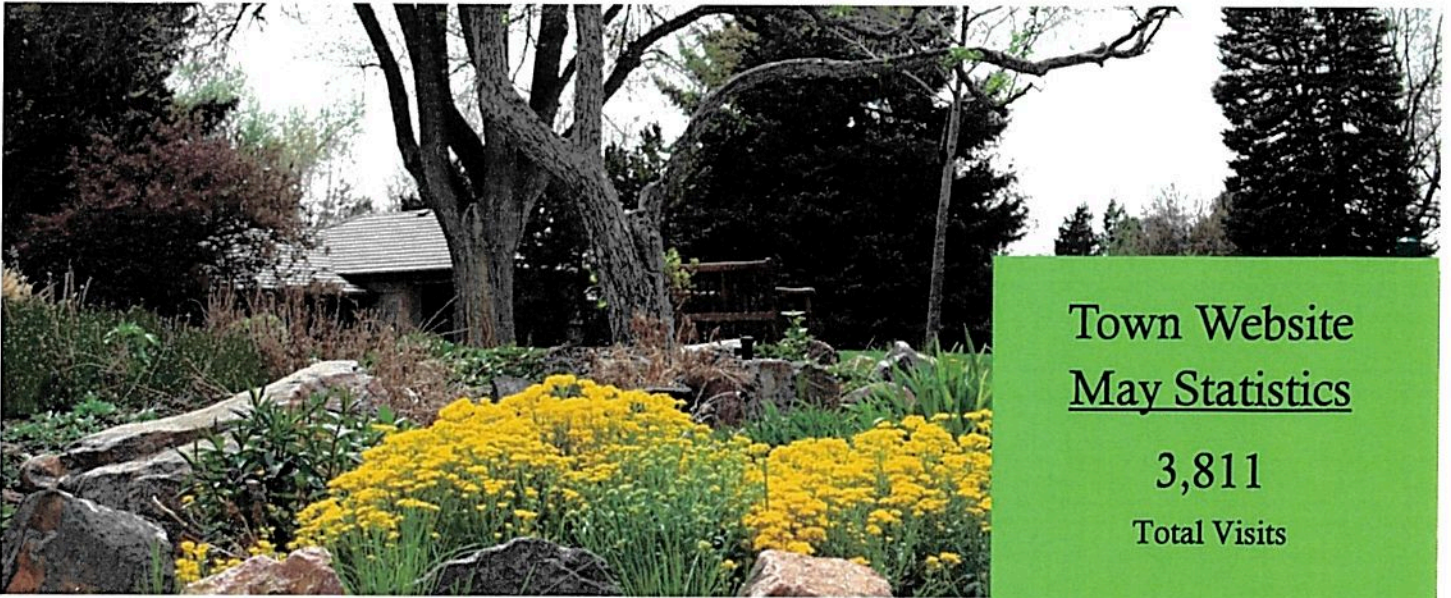
Columbine Valley
Colorado

Town of Columbine Valley
2 Middlefield Road
Columbine Valley, CO 80123

Tel: 303-795-1434

Fax: 303-795-7325

jdmccrumb@columbinevalley.org



Communications & Administration

- Staff is focused on interpreting and applying for American Rescue Plan funds. Details were released in the middle of last week and preliminary applications are due at the end of June. The details of how these resources can and will be applied is not yet known, but the Trustees will be updated as appropriate between monthly updates at their Regular Meetings.
- Phase 1 of the stage at Columbine Park was completed last week. An ADA sidewalk is scheduled to be installed later this summer but the stage is fully usable for the scheduled concerts and 4th of July events.
- Staff continues to refine and review the Employee Handbook updates both internally and with our partners at Employers Council. The plan remains on track for Trustee consideration in July.
- Staff has begun the process for final acceptance of the infrastructure at Wilder Lane and will begin to outline the acceptance process for Wild Plum as that development moves closer to completion.

Town Website May Statistics

3,811

Total Visits

4,236

May Page Views

Top Pages

Trash/Recycle

Municipal Court

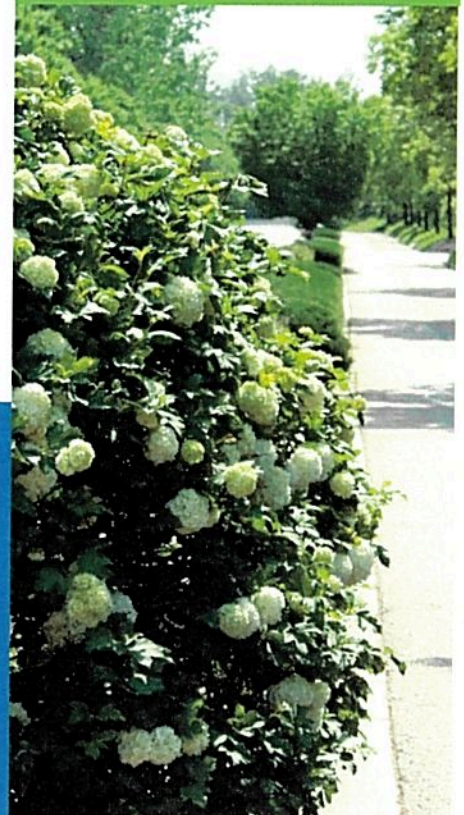
This Week

Building Permits

Citizen Contacts:

Staff has fielded calls, emails or walk-ins on the following topics in May

- ⇒ Building Department: 69
- ⇒ Comm. Development: 47
- ⇒ Public Works: 86
- ⇒ Municipal Court: 42
- ⇒ Other: 237



Building Department

Wild Plum

Monthly Stats

17 Permits Issued

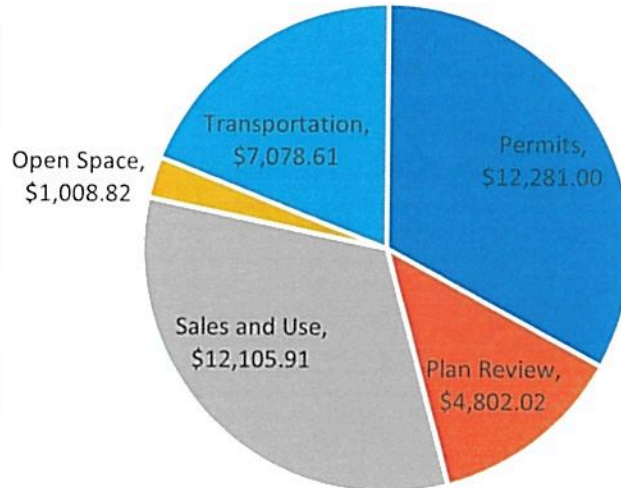
- New SFR: 0
- Major Remodel: 0
- New Roofs: 6
- Other/Misc.: 11

141 Inspections

16 Licenses Issued

- General: 5
- Electrician: 4
- Plumbers: 1
- Mechanical: 2
- Roofer: 4

May Permit Rev.: \$37,276.36



95 Total Lots

(84 interior, 11 custom)

37 SFR Permits Issued

(26 interior, 11 custom)

3 Permits Pending

(3 interior, (n/a custom)

11 Completed Homes

(10 interior, 1 custom)

9 Occupied Homes

(8 interior, 1 custom)



Building Department Revenue by Month

	2020	2020 YTD	<u>2021</u>	<u>2021 YTD</u>
January	\$12,880.59	\$12,880.59	\$359,728.82	\$359,728.82
February	\$153,178.50	\$166,059.09	\$87,283.60	\$447,012.42
March	\$51,548.10	\$217,607.19	\$86,265.31	\$533,277.73
April	\$66,015.59	\$283,622.78	\$343,203.23	\$876,480.96
May	\$4,379.81	\$288,002.59	\$37,276.36	\$913,757.32
June	\$107,786.01	\$395,788.60		
July	\$35,704.73	\$431,493.33		
August	\$70,347.86	\$501,841.19		
September	\$52,257.91	\$554,099.10		
October	\$395,156.20	\$949,255.30		
November	\$363,482.19	\$985,637.49		
December	\$57,764.02	\$1,043,401.51		

Public Works Department

- A thorough review of the proposed Wild Plum emergency access hydraulic bollards was completed. Both Buckley Space Force Base and the Denver Federal Center were contacted, as they use the same type of bollard system. Homeland security, Delta Scientific and local repair companies that maintain these systems were also contacted. These contacts provided a wealth of information on the maintenance required, usability and cost of ownership. This data helps immensely in determining the feasibility of using this system.
- The electrical circuit supplying power to the garage recently failed. This cut power the garage interior, the exterior lights and the police vehicle wi-fi network. After tracing the cable failed to provide the location of the failure, new conduit was run to the garage. The conduit included wiring to supply the original circuit, as well as addition pre-wiring for future use. With everything powered by a single 120V circuit, the prewire will allow the creation of a second dedicated garage circuit, or the installation of 240V receptacles if needed in the future.
- With the completion of house construction on Wilder Lane, staff evaluated damage to the concrete gutter pans within the development. A large number of pans that were either cracking or sinking were removed. After they were pulled out, a geotech engineer was able to analyze the subgrade to determine if the failures were due to construction damage or failing subgrade. The subgrade was dried out and recompactd in accordance to the geo-techs recommendation. Then 422 feet of new concrete pans were installed.

May Weather Report

- High of 85, Low of 33
- .7" of snow; 3.9" of rain
- Max wind speed, mph: 37
- Max wind gust, mph: 58

Municipal Court

	<u>2020 YTD</u>	<u>2021</u>	<u>2020 YTD</u>
Jan	\$6,314.24	\$2,816.00	\$2,816.00
Feb	\$10,309.24	\$11,445.00	\$14,261.00
Mar	\$13,953.24	\$13,540.00	\$27,801.00
Apr	\$15,392.74	\$15,330.12	\$43,131.12
May	\$16,872.74	\$13,577.12	\$56,708.24
June	\$21,327.74		
July	\$25,247.74		
Aug	\$27,737.74		
Sept	\$30,852.74		
Oct	\$33,616.96		
Nov	\$36,011.96		
Dec	\$39,731.96		

May Total Stats

- Total paid before Court: 99
- Total on docket: 60
- Cases heard by Judge: 30
- Continuances: 5
- Failure to Appears: 0
- Stays of Execution: 7
- Classes Ordered: 0
- Bench Warrants 3
- Trials 0

TOWN OF COLUMBINE VALLEY
Financial Statements Ending May 31, 2021
Variance Summary

GENERAL FUND

Revenues:

- General Fund Revenues are at 56% of budget primarily due to property tax collections (74% of budget), sales and use taxes (52% of budget), court fines (114% of budget) and the unbudgeted Hunted Run violation revenue of \$58,500.

Expenditures:

- General Fund Expenditures are at 33% of budget. In addition, a transfer to the Capital fund was made in the amount of \$1,000,000.
- The ending fund balance as of May 31, 2021 was \$2,023,078.

CAPITAL FUND

- Revenues total \$2,319 from the brick sales.
- Expenditures to date are \$6,400 for the body cameras.
- With the \$1,000,000 transfer, the ending fund balance is \$1,505,286.

CONSERVATION TRUST FUND

- Revenues total \$2,078 with zero expenditures to date.
- Ending fund balance \$16,079.

ARAPAHOE COUNTY OPEN SPACE FUND

- Revenues total \$44,034 with zero expenditures to date.
- Ending fund balance \$493,239.

IMPACT FEES

- Impact Fee revenues \$228,683 (37% of budget) with zero expenditures to date.
- Ending fund balance \$495,777.

TRANSPORTATION FEES

- Transportation fees \$22,053 (18% of budget) with zero expenditures to date.
- Ending fund balance \$22,053.

**TOWN OF COLUMBINE VALLEY
CASH POSITION
YEAR TO DATE (YTD) AS OF MAY 31, 2021**

Account Activity Item Description	CHECKING	INVESTMENTS	TOTAL ALL ACCOUNTS
Wells Fargo	\$ 111,876	\$ -	\$ 111,876
Vectra Bank money market	-	4,967	4,967
Vectra Bank investment	-	413,901	413,901
C-Safe Primary	-	2,821,427	2,821,427
C-Safe Impact fee	-	432,278	432,278
C Safe CTF	-	16,078	16,078
Arapahoe County shareback	-	493,239	493,239
YTD Cash Balances	111,876	4,181,890	4,293,766
Less amount allocated for capital	-	(1,505,286)	(1,505,286)
Less amount restricted for ACOS	-	(493,239)	(493,239)
Less amount restricted for CTF	-	(16,079)	(16,079)
Less amount restricted for impact fees	-	(495,777)	(495,777)
Less amount restricted for transportation fees	-	(22,053)	(22,053)
CURRENT UNRESTRICTED/UNALLOCATED BALANCE	\$ 111,876	\$ 1,649,456	\$ 1,761,332

TOWN OF COLUMBINE VALLEY
ALLOCATION OF AVAILABLE FUND BALANCES
YEAR TO DATE (YTD) AS OF MAY 31, 2021

Account Activity Item Description	General	Capital	Conservation Trust	Arapahoe Cty Open Space	Impact Fees	Transportation Fees	TOTALS
BEGINNING FUND BALANCES	\$ 2,130,609	\$ 509,367	\$ 14,001	\$ 449,205	\$ 267,094	\$ -	\$ 3,370,276
YTD REVENUES PER FINANCIAL STATEMENTS							
Taxes	1,022,826	-	-	-	-	-	1,022,826
Permits and fines	406,460	-	-	-	-	-	406,460
Intergovernmental	183,849	-	-	-	-	-	183,849
Interest	206	-	4	-	-	-	210
Other	1,519	-	-	116	83	-	1,718
Donations	-	-	-	-	-	-	-
Conservation Trust Fund entitlement	-	2,319	-	-	-	-	2,319
Arapahoe County open space fund	-	-	2,074	-	-	-	2,074
Impact fees	-	-	-	43,918	-	-	43,918
Transportation fees	-	-	-	-	228,600	-	228,600
Total YTD revenues	1,614,860	2,319	2,078	44,034	228,683	22,053	1,914,027
Total YTD expenditures	(722,391)	(6,400)	-	-	-	-	(728,791)
Excess of revenues over (under) expenditures	892,469	(4,081)	2,078	44,034	228,683	22,053	1,185,236
Transfers	(1,000,000)	1,000,000	-	-	-	-	-
Net change in fund balance	(107,531)	995,919	2,078	44,034	228,683	22,053	1,185,236
YTD ENDING FUND BALANCES	\$ 2,023,078	\$ 1,505,286	\$ 16,079	\$ 493,239	\$ 495,777	\$ 22,053	\$ 4,555,512

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Budget vs actual reference

TOWN OF COLUMBINE VALLEY
BALANCE SHEET - All FUNDS
May 31, 2021
Unaudited

	General
ASSETS	
Cash and investments	\$ 4,293,766
Accrued revenue	101,777
Other receivables	181,833
Property tax receivable	113,346
TOTAL ASSETS	\$ 4,690,722
 LIABILITIES AND FUND BALANCES	
LIABILITIES	
Accounts payable	\$ 10,307
Accrued liabilities	11,557
Deferred property tax revenue	113,346
Total liabilities	135,210
 FUND BALANCES	
General	2,023,078
Capital	1,505,286
Conservation trust fund	16,079
Arapahoe county open space	493,239
Impact fees	495,777
Transportation fees	22,053
Total fund balances	4,555,512
TOTAL LIABILITIES AND FUND BALANCES	\$ 4,690,722

**TOWN OF COLUMBINE VALLEY
GENERAL - SUMMARY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE FIVE MONTHS ENDED MAY 31, 2021**

Unaudited

	<u>Jan - May Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (42% YTD)</u>
REVENUES				
Taxes	\$ 1,022,826	\$ 1,791,526	\$ (768,700)	57%
Permits and fines	406,460	695,000	(288,540)	58%
Intergovernmental	183,849	397,968	(214,119)	46%
Interest income	206	11,500	(11,294)	2%
Other	1,519	-	1,519	-
Total revenues	<u>1,614,860</u>	<u>2,895,994</u>	<u>(1,281,134)</u>	<u>56%</u>
EXPENDITURES				
Administration	304,193	1,022,297	(718,104)	30%
Planning and engineering	17,017	50,955	(33,938)	33%
Public safety	326,661	767,580	(440,919)	43%
Public works	74,520	329,290	(254,770)	23%
Total expenditures	<u>722,391</u>	<u>2,170,122</u>	<u>(1,447,731)</u>	<u>33%</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>892,469</u>	<u>725,872</u>	<u>166,597</u>	<u>123%</u>
OTHER FINANCING USES				
Transfer to capital	(1,000,000)	(500,000)	(500,000)	200%
Total other financing uses	<u>(1,000,000)</u>	<u>(500,000)</u>	<u>(500,000)</u>	<u>200%</u>
NET CHANGE IN FUND BALANCE	(107,531)	<u>\$ 225,872</u>	<u>\$ (333,403)</u>	
BEGINNING FUND BALANCE	<u>2,130,609</u>			
ENDING FUND BALANCE	<u>\$ 2,023,078</u>			

TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE ONE MONTH AND FIVE MONTHS ENDED MAY 31, 2021
Unaudited

	Current Month	Jan - May Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (42% YTD)
REVENUES					
Taxes					
Cable television	\$ 3,000	\$ 14,946	\$ 36,000	\$ (21,054)	42%
Property taxes	27,075	322,545	435,891	(113,346)	74%
Sales and use taxes	117,957	647,789	1,243,482	(595,693)	52%
Specific ownership taxes	2,221	12,377	26,153	(13,776)	47%
Utility franchise fees	5,669	25,169	50,000	(24,831)	50%
Total taxes	<u>155,922</u>	<u>1,022,826</u>	<u>1,791,526</u>	<u>(768,700)</u>	<u>57%</u>
Permits and fines					
Court fines	13,727	56,818	50,000	6,818	114%
Permits, fees and services	46,049	291,142	645,000	(353,858)	45%
Violations	35,900	58,500	-	58,500	-
Total permits and fines	<u>95,676</u>	<u>406,460</u>	<u>695,000</u>	<u>(288,540)</u>	<u>58%</u>
Intergovernmental					
Bow Mar IGA	-	147,548	295,168	(147,620)	50%
Bow Mar IGA admin	-	10,000	25,000	(15,000)	40%
County highway tax revenue	6,441	7,097	15,000	(7,903)	47%
Motor vehicle registration fees	498	2,422	6,000	(3,578)	40%
State cigarette tax apportionment	78	770	800	(30)	96%
State highway user's tax	2,173	16,012	56,000	(39,988)	29%
Total intergovernmental	<u>9,190</u>	<u>183,849</u>	<u>397,968</u>	<u>(214,119)</u>	<u>46%</u>
Interest	108	206	11,500	(11,294)	2%
Other	786	1,519	-	1,519	-
TOTAL REVENUES	<u>261,682</u>	<u>1,614,860</u>	<u>2,895,994</u>	<u>(1,281,134)</u>	<u>56%</u>
EXPENDITURES					
Administration					
Accounting and audit	6,268	20,788	67,500	(46,712)	31%
Advertising/notices	-	11	500	(489)	2%
Bank/credit card fees	550	2,039	5,100	(3,061)	40%
Building inspection and planning review	20,281	93,446	290,250	(196,804)	32%
Building maintenance and utilities	1,103	27,595	60,938	(33,343)	45%
Community functions	1,050	9,911	48,000	(38,089)	21%
Computer expense	485	3,276	14,500	(11,224)	23%
County treasurer's collection fees	270	3,222	4,359	(1,137)	74%
Dues and publications	-	5,834	8,650	(2,816)	67%
Education and training	18	316	12,000	(11,684)	3%
Emergency response and preparedness	80	1,756	3,000	(1,244)	59%
Health insurance	3,436	19,763	32,000	(12,237)	62%
Insurance and bonds	-	10,532	30,900	(20,368)	34%
Legal	2,280	11,784	60,000	(48,216)	20%
Mayor/monthly breakfasts	-	-	1,900	(1,900)	0%
Miscellaneous	316	127	2,300	(2,173)	6%
Payroll taxes	660	3,198	22,600	(19,402)	14%
Pension	837	4,039	11,300	(7,261)	36%
Salaries	16,282	78,746	226,000	(147,254)	35%

TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE ONE MONTH AND FIVE MONTHS ENDED MAY 31, 2021
Unaudited

	Current Month	Jan - May Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (42% YTD)
Special projects	-	-	14,000	(14,000)	0%
Supplies, printing, postage	1,702	4,535	13,000	(8,465)	35%
Telephone/communications	1,095	3,275	6,500	(3,225)	50%
Emergency reserve	-	-	87,000	(87,000)	0%
Total administration	56,713	304,193	1,022,297	(718,104)	30%
Planning and engineering					
Town planning	-	13,111	36,000	(22,889)	36%
Town engineer	-	3,906	13,455	(9,549)	29%
Miscellaneous	-	-	1,500	(1,500)	0%
Total planning and engineering	-	17,017	50,955	(33,938)	33%
Public safety					
Operations					
Cruiser gas	1,443	6,381	12,000	(5,619)	53%
Cruiser oil/maintenance	139	569	18,000	(17,431)	3%
Cruiser insurance	-	3,125	7,000	(3,875)	45%
Education/training	250	448	10,000	(9,552)	4%
Equipment repair	-	134	5,000	(4,866)	3%
Health insurance	5,391	28,885	52,000	(23,115)	56%
Workers comp insurance	1,526	13,475	28,840	(15,365)	47%
Payroll taxes	4,714	23,483	46,620	(23,137)	50%
Salaries	35,925	178,838	466,200	(287,362)	38%
Supplies/miscellaneous	1,541	3,339	13,600	(10,261)	25%
Telephones/air cards	-	643	2,500	(1,857)	26%
Uniforms	45	2,098	10,000	(7,902)	21%
Total operations	50,974	261,418	671,760	(410,342)	39%
Municipal court					
Judge	500	2,500	8,000	(5,500)	31%
Legal	2,475	14,125	27,500	(13,375)	51%
Administration	-	406	2,000	(1,594)	20%
Supplies	-	1,922	2,000	(78)	96%
Interpreter	200	1,000	2,000	(1,000)	50%
Total municipal court	3,175	19,953	41,500	(21,547)	48%
Contracts					
Arapahoe county dispatch fee	-	31,949	31,949	-	100%
Tri-tech software	-	-	1,189	(1,189)	0%
Humane society	-	-	500	(500)	0%
Juvenile assessment	-	782	782	-	100%
Netmotion	-	-	500	(500)	0%
CACP	-	-	150	(150)	0%
CISC	-	-	1,000	(1,000)	0%
WhenIWork	-	-	450	(450)	0%
Total contracts	-	32,731	36,520	(3,789)	90%
Computer/IT					
Offsite server backup	-	900	1,800	(900)	50%
Office 365 accounts	352	704	2,500	(1,796)	28%
Scheduled computer replacement	-	955	3,500	(2,545)	27%
Govpilot	-	10,000	10,000	-	100%

TOWN OF COLUMBINE VALLEY
GENERAL - DETAILS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE ONE MONTH AND FIVE MONTHS ENDED MAY 31, 2021
Unaudited

	Current Month	Jan - May Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (42% YTD)
Total computer/IT	352	12,559	17,800	(5,241)	71%
Total public safety	54,501	326,661	767,580	(440,919)	43%
Public works					
Ground maintenance	-	-	7,300	(7,300)	0%
Health insurance	520	2,921	4,000	(1,079)	73%
Other drainage/water	-	-	5,000	(5,000)	0%
Payroll taxes	463	2,306	6,410	(4,104)	36%
Professional fees-mosquito control	1,107	2,215	7,500	(5,285)	30%
Salary	5,024	25,104	75,000	(49,896)	33%
Sanitation/trash/recycle service	7,723	38,464	92,000	(53,536)	42%
Signs maintenance	-	-	1,040	(1,040)	0%
Snow removal	-	130	4,000	(3,870)	3%
Storm water permit process/NPDES	-	609	7,500	(6,891)	8%
Street and gutter maintenance	-	204	60,000	(59,796)	0%
Streets and gutters contingency	-	-	40,000	(40,000)	0%
Street lighting	1,007	2,265	15,000	(12,735)	15%
Striping	-	-	1,040	(1,040)	0%
Vehicle maintenance	-	302	3,500	(3,198)	9%
Total public works	15,844	74,520	329,290	(254,770)	23%
TOTAL EXPENDITURES	127,058	722,391	2,170,122	(1,447,731)	33%
EXCESS OF REVENUES OVER EXPENDITURES	134,624	892,469	725,872	166,597	123%
OTHER FINANCING USES					
Transfer to capital	-	(1,000,000)	(500,000)	(500,000)	200%
Total other financing uses	-	(1,000,000)	(500,000)	(500,000)	200%
NET CHANGE IN FUND BALANCE	<u>\$ 134,624</u>	<u>\$ (107,531)</u>	<u>\$ 225,872</u>	<u>\$ (333,403)</u>	
BEGINNING FUND BALANCE		2,130,609			
ENDING FUND BALANCE		<u>\$ 2,023,078</u>			

**TOWN OF COLUMBINE VALLEY
CAPITAL
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE FIVE MONTHS ENDED MAY 31, 2021**

	Unaudited			Percent of
	Jan - May	Adopted	YTD Variance	Annual
	Actual	Annual	from Annual	Budget
	Actual	Budget	Budget	(42% YTD)
REVENUES				
Donations (Brick sales)	\$ 2,319	\$ 21,500	\$ (19,181)	11%
Total revenues	<u>2,319</u>	<u>21,500</u>	<u>(19,181)</u>	<u>11%</u>
EXPENDITURES				
Public safety				
Town hall security	-	12,000	(12,000)	0%
Body cameras	6,400	10,000	(3,600)	64%
Vehicle	-	45,000	(45,000)	0%
Administration				
Columbine park stage	-	25,000	(25,000)	0%
Public works				
Lightpole replacement	-	12,000	(12,000)	0%
Truck - snow removal	-	56,000	(56,000)	0%
Total expenditures	<u>6,400</u>	<u>160,000</u>	<u>(153,600)</u>	<u>4%</u>
EXCESS OF EXPENDITURES OVER REVENUES	<u>(4,081)</u>	<u>(138,500)</u>	<u>134,419</u>	<u>3%</u>
OTHER FINANCING SOURCES				
Transfer from general	1,000,000	500,000	500,000	200%
Total other financing sources	<u>1,000,000</u>	<u>500,000</u>	<u>500,000</u>	<u>200%</u>
NET CHANGE IN FUND BALANCE	995,919	<u>\$ 361,500</u>	<u>\$ 634,419</u>	
BEGINNING FUND BALANCE	<u>509,367</u>			
ENDING FUND BALANCE	<u>\$ 1,505,286</u>			

**TOWN OF COLUMBINE VALLEY
 CONSERVATION TRUST
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
 BUDGET AND ACTUAL
 FOR THE FIVE MONTHS ENDED MAY 31, 2021**

Unaudited

	<u>Jan - May Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (42% YTD)</u>
REVENUES				
Conservation Trust Fund entitlement	\$ 2,074	\$ 6,000	\$ (3,926)	35%
CTF interest	4	150	(146)	3%
Total revenues	<u>2,078</u>	<u>6,150</u>	<u>(4,072)</u>	<u>34%</u>
EXPENDITURES				
Conservation trust fund expenditures	-	6,000	(6,000)	0%
Total expenditures	<u>-</u>	<u>6,000</u>	<u>(6,000)</u>	<u>0%</u>
NET CHANGE IN FUND BALANCE	2,078	<u>\$ 150</u>	<u>\$ 1,928</u>	
BEGINNING FUND BALANCE	<u>14,001</u>			
ENDING FUND BALANCE	<u>\$ 16,079</u>			

**TOWN OF COLUMBINE VALLEY
ARAPAHOE COUNTY OPEN SPACE FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE FIVE MONTHS ENDED MAY 31, 2021**

	Unaudited			
	Jan - May Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (42% YTD)
REVENUES				
Arapahoe County open space revenues	\$ 43,918	\$ 41,783	\$ 2,135	105%
ACOP interest	116	2,750	(2,634)	4%
Total revenues	<u>44,034</u>	<u>44,533</u>	<u>(499)</u>	<u>99%</u>
EXPENDITURES				
Trails master plan	-	10,000	(10,000)	0%
Total expenditures	<u>-</u>	<u>10,000</u>	<u>(10,000)</u>	<u>0%</u>
NET CHANGE IN FUND BALANCE	44,034	<u>\$ 34,533</u>	<u>\$ 9,501</u>	
BEGINNING FUND BALANCE	<u>449,205</u>			
ENDING FUND BALANCE	<u>\$ 493,239</u>			

**TOWN OF COLUMBINE VALLEY
IMPACT FEES
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE FIVE MONTHS ENDED MAY 31, 2021**

	Unaudited			
	Jan - May Actual	Adopted Annual Budget	YTD Variance from Annual Budget	Percent of Annual Budget (42% YTD)
REVENUES				
Impact fees	\$ 228,600	\$ 609,600	\$ (381,000)	38%
Interest	83	400	(317)	21%
Total revenues	<u>228,683</u>	<u>610,000</u>	<u>(381,317)</u>	<u>37%</u>
EXPENDITURES	-	-	-	-
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	228,683	<u>\$ 610,000</u>	<u>\$ (381,317)</u>	
BEGINNING FUND BALANCE	<u>267,094</u>			
ENDING FUND BALANCE	<u>\$ 495,777</u>			

**TOWN OF COLUMBINE VALLEY
TRANSPORTATION FEES
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE FIVE MONTHS ENDED MAY 31, 2021**

	Unaudited			
	<u>Jan - May Actual</u>	<u>Adopted Annual Budget</u>	<u>YTD Variance from Annual Budget</u>	<u>Percent of Annual Budget (42% YTD)</u>
REVENUES				
Transportation fees	\$ 22,053	\$ 120,000	\$ (97,947)	18%
Total revenues	<u>22,053</u>	<u>120,000</u>	<u>(97,947)</u>	<u>18%</u>
EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	22,053	<u>\$ 120,000</u>	<u>\$ (97,947)</u>	
BEGINNING FUND BALANCE	<u>-</u>			
ENDING FUND BALANCE	<u>\$ 22,053</u>			



Request for Board of Trustee Action

Date: June 15, 2021

Title: Wild Plum Emergency Access Barrier Modification

Presented By: J.D. McCrumb, Town Administrator

Prepared By: J.D. McCrumb, Town Administrator

Background: Since shortly after the approval of the Wild Plum development, the developer and staff have been pursuing the installation of bollards as a means to stop non-emergency traffic between Latigo Place and Damsire Drive (Tract F). The Wild Plum Final Development Plat and Plan documents as adopted are silent on the issue of bollards as a means to block non-emergency traffic from traversing Tract F. In the first reading of Trustee Bill #4, 2017, the ordinance adopting the development, the motion to approve included the following direction "Staff should continue to work with the developer on the design of the Emergency Access as proposed by P&Z between streets B & C in Tract F while ensuring that it cannot be used for vehicle traffic other than emergencies. Final approval of the emergency access area including the barrier design shall be approved by the Board of Trustees."

At their meeting on September 19, 2017, the Trustees were presented with three types of barriers for the Wild Plum development emergency access for their consideration. A pneumatic bollard, a hydraulic bollard, and an automatic gate were all discussed including pros and cons of each option. At that time, staff recommended, and the Trustees approved the installation of three hydraulic bollards in Tract F.

Since that time, the developer and Town staff have been seeking the appropriate solution. At their meeting on March 16, 2021, the Trustees were provided an update, heard public comment, and directed staff to continue to seek a solution involving bollards, and to refine a gate option. After additional research, staff has affirmed its recommendation to install a gate on Tract F that will realize the same result of non-emergency vehicle traffic, aesthetic appeal, and passage by golf carts, pedestrians, bicycles, etc.

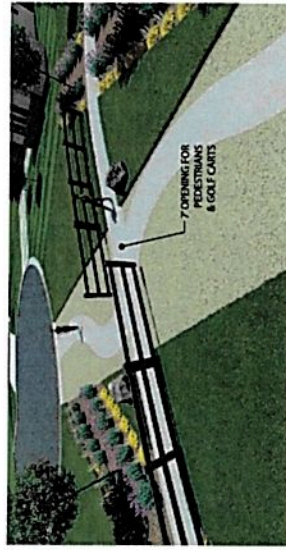
Recommended Motion: "I move to amend the direction provided to staff on September 19, 2017, regarding hydraulic bollards and pursue an offset gate as presented."



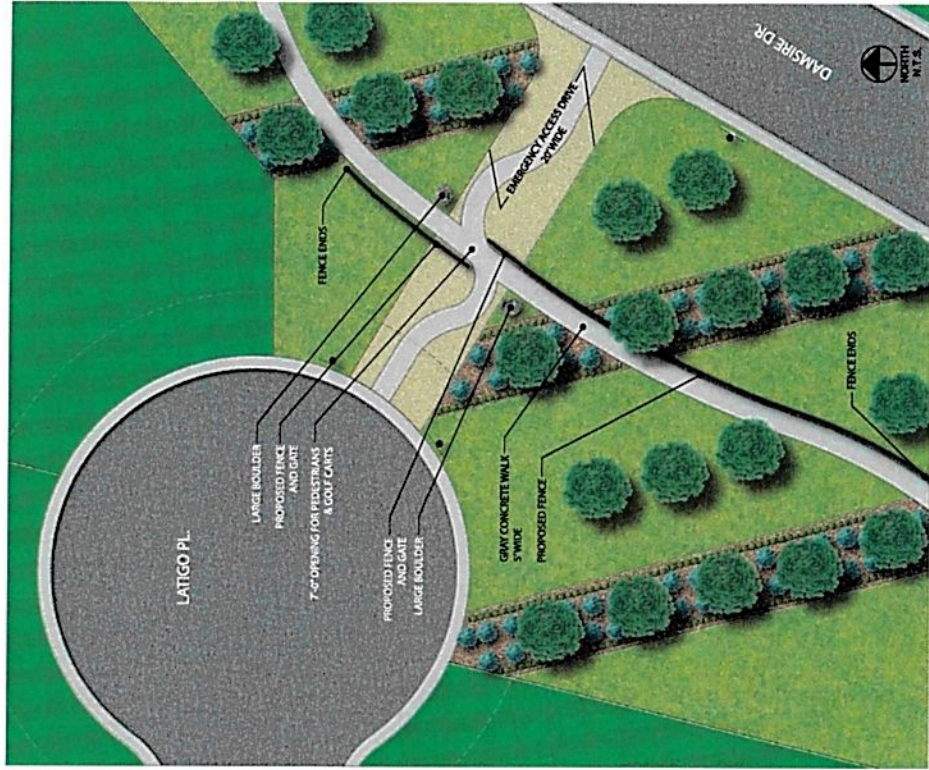
PERSPECTIVE (LOOKING EAST)



GATE OPEN - PERSPECTIVE (LOOKING SOUTH EAST)



GATE CLOSED - PERSPECTIVE (LOOKING WEST)



EMERGENCY ACCESS PLAN VIEW

- ELECTRONIC OPERATION (DEPENDING ON FIRE DEPARTMENT / TOWN APPROVAL). THE GATES WILL BE OPERATED BY REMOTE, BUT INCLUDE 2 KEYPADS AND 2 FIRE DEPARTMENT KNOX KEY SWITCHES FOR EMERGENCY OPERATION.

- OFFSET GATE WITH CLEARANCE OF 7'-0"

- FENCE WILL BE WOOD AND MATCH EXITING SITE FENCING. GATE WILL BE STEEL AND WILL MATCH THE LOOK OF THE WOOD FENCE.

- GATES WILL BE OPERATED AND LOCKED BY LIFTMASTER (CSW24ULWK) GATE OPERATORS COMMERCIAL GRADE.

EMERGENCY ACCESS EXHIBIT

PREPARED FOR:
LEWNER

PCS Group INC
PO BOX 18287
Denver, CO 80218

PREPARED FOR:
LEWNER
9193 S. Jamaica Street, 4th Floor,
Englewood, CO 80112



Request for Board of Trustee Action

- Date:** June 15, 2021
- Title:** Trustee Bill #3 – 2021, Building Official Powers (1st Reading)
- Presented By:** Lee Schiller, Town Attorney
- Prepared By:** Lee Schiller, Town Attorney
- Background:** In the process of conducting the Town’s annual audit for the 2020 calendar year. The auditor noted a minor concern in that the Building Official’s signature was applied to building permits by staff using a stamp, a practice that has been in place for approximately two decades.
- After conversations with the Trustee serving as the Building Official/Commissioner, the following amendment has been drafted for consideration. All professional review will still be conducted by the Town’s Chief Building Inspector, who is appointed biennially by the Board of Trustees.
- Attachments:** Trustee Bill #3 – 2021, Building Official Powers
Columbine Valley Municipal Code 15.04.010
- Suggested Motion:** “I move to approve Trustee Bill #3, Series 2021 the duties and powers of the Building Official as discussed on 1st Reading”.

TOWN OF COLUMBINE VALLEY

TRUSTEE BILL NO. 3
SERIES OF 2021

INTRODUCED BY
ED ICENOGLE

**A BILL FOR AN ORDINANCE OF THE TOWN OF COLUMBINE VALLEY
AMENDING THE DUTIES AND POWERS OF THE BUILDING OFFICIAL**

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF
THE TOWN OF COLUMBINE VALLEY, AS FOLLOWS:

Section 1. Section 15.04.050B shall be amended in its entirety to read as follows:

15.04.050B. Applications and Permits. The Building Official, or the Town Administrator, if so designated by the Building Official to act as his representative, shall receive applications, review construction documents and issue permits for the erection, and alteration, demolition and moving of buildings and structures, inspect the premises for which such permits have been issued and enforce compliance with the provisions with this code.

Section 2. That should any section, clause, sentence, part or portion of this ordinance be adjudged by any Court to be unconstitutional or invalid, the same shall not affect, impair, or invalidate the ordinance as a whole or any part thereof, other than the part or portion declared as such by the Court to be unconstitutional or invalid.

Section 3. The Town Clerk shall certify the passage of this ordinance and cause notice of its contents and passage to be published.

Section 4. This Ordinance shall be in full force and effect upon the expiration of thirty (30) days after the publication of this Ordinance in the Littleton Independent, Littleton, Colorado, said newspaper being a weekly newspaper duly qualified for publishing legal notices and advertisements within the meaning of the laws of the State of Colorado.

Introduced as Trustee Bill No. 3, Series of 2021, at a regular meeting of the Board of Trustees held at the Columbine Valley Town Hall, 2 Middlefield Road, Columbine Valley, Arapahoe County, Colorado, on the 15th day of June 2021, passed by a vote of ___ for and ___ against on first reading; passed on second reading, after a meeting held on the 20th day of July, 2021, at a regular meeting of the Board of Trustees by a vote of _____ for and _____ against and ordered published in the Littleton Independent on the ___ day of July, 2021.

PASSED AND APPROVED this ____ day of July, 2021.

Roy Palmer, Mayor

Attest: _____
JD McCrumb, Town Clerk

Published: _____, in the Littleton Independent Newspaper

Title 15

BUILDINGS AND CONSTRUCTION

Chapters:

- 15.04 General Provisions
- 15.08 Building Code
- 15.09 Woodburning Limitations
- 15.12 Electric Code
- 15.16 Plumbing Code
- 15.20 Fire Prevention Code
- 15.24 Mechanical Code
- 15.25 Abatement of Dangerous Buildings
- 15.26 Violation--Penalty
- 15.28 Energy Code
- 15.32 Solar Energy Code
- 15.36 Floodplain District
- 15.40 Swimming Pools
- 15.44 Traffic Impact Study
- 15.50 Licensing and Registration of Construction Supervisors

Chapter 15.04

GENERAL PROVISIONS

Sections:

- 15.04.010 Application--Authority.
- 15.04.020 Purpose and scope.
- 15.04.030 Building commissioner--Appointment.
- 15.04.035 Historic buildings.
- 15.04.040 Alternate materials and methods of construction.
- 15.04.050 Duties and powers of building official.
- 15.04.060 Authority to disconnect utilities in emergencies.
- 15.04.070 Unsafe buildings, structures and equipment.
- 15.04.080 Building board of adjustment.

- 15.04.090 Liability.
- 15.04.100 Interpretation.
- 15.04.110 Standards.
- 15.04.120 Violation--Penalty.

15.04.010 Application--Authority. This title and the codes adopted herein shall apply to every dwelling or structure under construction or to be constructed in the future and, will be appropriate to existing buildings or structures contained within the corporate boundaries of the town. The construction or use of which this municipality has jurisdiction and authority to regulate. (Ord. 5-1980 §1 (part), 1980: prior code §6-9-4)

15.04.020 Purpose and scope. The building codes adopted by reference in this chapter, except for the International Energy Conservation Code and the International Property Maintenance Code do not include administrative provisions. Whenever an administrative provision is referred to in a building code, the respective provisions in the Town of Columbine Valley Municipal Code shall apply.

The provisions of the building codes shall apply to the construction, installation, alteration, moving, enlargement, replacement, abatement, demolition, repair, use, occupancy, location or maintenance of any building or structure or part thereof; electrical system; plumbing system; heating, ventilating, cooling, and refrigeration system, incinerator or other miscellaneous heat-producing appliance; swimming pool, spa, or hot tub; elevator, escalator, or moving walk; or fire protection system within the city, except structures and equipment specifically exempted or not specifically regulated by this chapter or the building codes.

The purpose of this code is to establish minimum requirements to safeguard the public health, safety and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to fire fighters and emergency responders during emergency operations.

Whereas, in any specific case, different sections of the building codes specify different materials, method of construction, or other requirements, the most restrictive

shall govern. When there is a conflict between a general requirement and a specific requirement, the specific requirement shall govern.

Whenever in the building codes reference is made to an appendix, the provisions of such appendix shall not apply unless specifically adopted.

The codes and standards referenced in the building codes shall be considered part of the requirements of this code to the prescribed extent of each such reference. Where differences occur between provisions of the building codes and the referenced codes and standards, the provisions of the building codes shall apply.

The legal occupancy of any structure existing on the day of adoption of this code shall be permitted to continue without change, except as is specifically covered in this code, the International Property Maintenance Code, the International Fire Code, or as is deemed necessary by the building official (building official shall mean the building commissioner or his authorized representative) for the general safety and welfare of the occupants and the public. (Ord. No. 1-2011, §2, 3-15-2011)

Editor's note—Ord. No. 1-2011, §§1, 2, adopted March 15, 2011, renumbered the former §15.04.020 as §15.04.030 and enacted a new §15.04.020 as set out herein. The historical notation has been retained with the amended provisions for reference purposes. Section 3 of said ordinance repealed the former §15.04.030 which pertained to stop orders and derived from §6-1-2 of the prior code, and Ord. No. 5-1980, §1(part), 1980.

15.04.030 Building commissioner--Appointment. At its first regular meeting following each biennial election, the board of trustees shall appoint a building commissioner and name a qualified person as building inspector. The building commissioner shall be the chief enforcement officer for all building regulations contained in this chapter, including the various codes adopted in this title by reference except the Fire Prevention Code. The building inspector shall make the required inspections and he shall perform such other duties as the building commissioner may direct. All fees provided in this title shall be paid to the town treasurer and deposited in the general fund. (Ord. No. 1-2011, §1, 3-15-2011; Ord. 5-1980 §1(part), 1980: prior code §6-1-1)

Note—See the editor's note to §15.04.020.

15.04.035 Historic buildings. The provisions of this code relating to the construction, alteration, repair, enlargement, restoration, relocations or moving of buildings or structures shall not be mandatory for existing buildings or structures identified and classified by local or state jurisdictions as historic buildings when such buildings or structures are judged by the building official to be safe and in the public interest of health, safety and welfare regarding any proposed construction, alteration, repair, enlargement, restoration, relocation or moving of buildings.

(Ord. No. 1-2011, §9, 3-15-2011)

Editor's note—Ord. No. 1-2011, §9, adopted March 15, 2011, set out provisions intended for use as §15.04.030. Inasmuch as §1 of that ordinance renumbered the former §15.04.020 as §15.04.030 as set out herein, the provisions of §9 have been codified as §15.04.035 at the discretion of the editor.

15.04.040 Alternate materials and methods of construction. A. General. The provisions of the building codes are not intended to prevent the use of any material or method of construction not specifically prescribed by the building codes, provided any alternate material or method has been approved and its use authorized by the building board of appeals/adjustment. The board of appeals/adjustment may approve an alternate material or method, provided they find that the proposed design is satisfactory and complies with the provisions of the building codes and that the material, method, or work offered, is, for the purpose intended, at least the equivalent of that prescribed in the building codes for suitability, strength, effectiveness, fire resistance, durability, safety, and sanitation. The board of appeals/adjustment shall require that sufficient evidence or proof be submitted to substantiate any claims that may be made regarding the use of an alternate material or method. Any decision approving or denying the use of an alternate material or method of construction shall be documented by the building official, as secretary to the board of appeals and shall include the reasons therefore.

B. Tests. Whenever there is insufficient evidence of compliance with the provisions of the building codes regarding the use of an alternate material or method of construction, or evidence that a proposed material or method of construction does not conform to the requirements of the

building codes, the building official may require that tests be made at the expense of the proponent of the questioned material or method of construction.

1. Test methods shall be as specified by the building official or by other recognized test standards. In the absence of recognized and accepted test methods of the proposed alternate material or method of construction, the building official shall determine which test procedures are appropriate.

2. All tests shall be made by an approved agency. Reports of such tests shall be retained by the building official.

C. Modifications. Whenever there are practical difficulties involved in complying with the provisions of the building codes, the building official shall have the authority to grant modifications for individual cases, provided he shall first find that a special individual reason makes the strict letter of the building codes impractical; that the modification is consistent with the intent and purpose of this code; and that such modification will not lessen health, life, fire safety, accessibility or structural requirements. Any decision granting a modification shall be documented by the building official and shall include the reasons therefore.

(Ord. No. 1-2011, §10, 3-15-2011)

Editor's note—Ord. No. 1-2011, §4, adopted March 15, 2011, renumbered the former §15.04.040 as §15.04.100. Section 10 of said ordinance enacted a new §15.04.040 as set out herein. The historical notation has been retained with the amended provisions for reference purposes.

15.04.050 Duties and powers of building official. A. General. The building official (the building official shall mean the building commissioner or his authorized representative as authorized) is authorized to enforce all the provisions of this chapter and the building codes. For such purposes, he and those persons to whom enforcement authority is delegated shall be deemed a peace officer. The building official shall have the power to render interpretations of the building codes and to adopt policies and procedures, as he may deem necessary in order to clarify the application of the provisions of the building codes. Such interpretations, policies and procedures shall be consistent with the intent and purpose of this code. Such policies and procedures shall not have the effect of

waiving requirements specifically provided for in the building codes. The building official may delegate certain duties for the administration and authority to enforce the building codes to qualified officers, inspectors, and other qualified employees authorized by the board of trustees.

B. Applications and Permits. The building official shall receive applications, review construction documents and issue permits for the erection, and alteration, demolition and moving of buildings and structures, inspect the premises for which such permits have been issued and enforce compliance with the provisions of this code.

C. Inspections. The building official or his appointed representative shall make all of the required inspections. Reports of such inspections shall be in writing and be certified by a responsible officer of such approved agency or by the responsible individual. The building official is authorized to engage such expert opinion as deemed necessary to report upon unusual technical issues that arise, subject to the approval of the appointing authority.

D. Right of Entry. Whenever it is necessary to make an inspection to enforce the provisions of this code, or whenever the building official or his authorized representative has reasonable cause to believe that there exists in any building or upon any premises unsafe, dangerous or hazardous conditions, the building official or authorized representative may enter the building or premises to inspect the same or to perform the duties imposed upon the building official by the codes, provided that he or she shall first present credentials to the occupant and request and be granted entry, or otherwise have grounds for a search warrant exception as may be authorized by law. If such requested entry is refused, the building official or the authorized representative shall have recourse to every remedy provided by law to secure entry.

Authorized representative shall include any designee of the building official. When the building official or the authorized representative shall have first obtained a proper inspection warrant or other remedy provided by law to secure entry, or if a warrantless search of the premises is otherwise authorized by law, no owner or occupant or any other persons having charge, care or control of any building or premises shall fail or neglect to promptly permit entry therein by the building official or the authorized