

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	ALIGNMENT WITH STRATEGIC PLAN	DATE COMPLETED
TOWN ADMINISTRATOR'S OFFICE						
CDOT Revitalizing Main Streets Grant, "Safe Pathways for Paonia," 3-Points InX Grand, 4th & 5th	SGM CO #1 Forthcoming adding scope of work for GeoTech Eng. Svcs., and MOT plan to design set & Striping Plan, and Adding Add'l. meetings to Project Admin. as req. by CDOT. (Odisea didn't include in original design). CO #1 approved at the 8.22.23 Board Meeting. CO #1 was executed and submitted to SGM on 8.28.23. CDOT approved RMS Grant, R/W acquired from School Board and design is being finalized for construction. CDOT & SGM informed the Town that construction is likely in Spring 2025 and the estimated probable cost of construction is \$2.5MM. Meeting held with affected property owners in July 2024. FOR Meeting with CDOT held on 8/7/2024, cost now \$2.9MM. RAISE grant submitted for supplemental funding on 1.21.2025	~\$2,900,000.00	7.14.23	1.24.2025	Pristine Infrastructure and Critical Facilities	
Policy Reviews: Purchasing, Internal Controls, and Personnel, Credit Card Policy	These processes and policies will be a product to be worked on during 2024. Purchasing, Internal Controls estimated completion 5/30/2024; Personnel estimated completion 12/30/2024. Credit Card policy is ready for 7.23.2024 agenda. Purchasing Policy with Internal Controls complete in Purchasing Manual ready for Board Consideration on 9/10/2024. Personnel Policy review to take place in December. Purchasing, credit card and related financial policies have been adopted and completed. Next month personnel policy updates will have its own line item.	Staff Time	7.17.23	8.23.2024	Communications and Records Management; Transparent, Secure and Accurate Financial and Administrative Systems; Organizational Excellence and Staff Development	9.17.2024
Ordinance for Consecutive Systems (Water Companies)/Agreements with Water Companies	At a minimum an agreement with water companies that describes expectations from the town, expectations from the water companies/subdivisions, indemnification, and insurance requirements should be considered to reduce liability to the town. Further discussion with the Water Attorney is necessary. Standardized IGA with Water Companies with clauses for maintenance and increasing bulk water rates for non-compliance/if Water Company chooses to have the town complete maintenance. Town Attorney working on Draft Agreement for Hidden Valley water company. Multiple Water Companies have requested formalized agreements with the Town. Hidden Valley has replied that they do not want to enter into a new agreement with the Town but would rather add a supplement to the agreement with the Town taking on additional responsibilities for meter reading and billing without fixing or repairing their system. Being Considered with Code Revision from Sustainable Futures. Collaborative Approach to Consecutive Systems TBD September - December. Creation of Paonia Water System Coalition, TBD February 2025.	Staff Time (for actual agreements there will be a fee from attorney review TBD)	7.11.23	1.24.2025	Pristine Infrastructure and Critical Facilities; Communications and Records Management	
Code Re-Write	If funded by DOLA grant, then an RFP will need to be issued to meet the competitive bid requirement. Scheduled a phone call with a separate consulting firm to get a budget figure on price for DOLA grant for 8.28.23, once budget price received, will submit to DOLA for their consideration. Received Council Approval for \$25,000 Match from DOLA Admin Grant on 9.14.23. Submission of Grant on 9.15.23. Resubmitted Grant information to DOLA on 11.22.23. RFQ will be live in 2024 after grant funding is awarded and approved. RFP will be made live on 2.5.24 RFP Consultant selection/decision being made on 4.23.2024. Work has begun on code rewrite, sustainable futures selected as consultant. Special Meeting held on 8/20/2024 for feedback from Trustees on Code Rewrite. Need to ask for extension on the project from DOLA. Consultant is awaiting completion of Comprehensive Plan to finalize code adjustments as of 1.22.2025.	\$38,000	7.11.23	1.24.2025	Transparent, Secure and Accurate Financial and Administrative Systems; Communication and Records Management	

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Chase ink Credit Account	Submitted a letter to Chase Card Services to get control of the online banking account for the Chase ink Credit Card. Would like to see if any cashback rewards have been earned, and if so, where are they. Continue to get control of Chase Bank Credit Cards - will need to travel to Telluride and visit Chase Banker in person. Form has been signed by former finance director and signed by myself and sent to Chase Bank for final approval. Awaiting Chase Banks response. Chase Bank denied the change of ownership and awaiting for further action.	Staff Time	7.28.23	7.19.2024	Transparent, Secure and Accurate Financial and Administrative Systems	
Special Event Process and Applications	Improve the process and include the recent ordinance for street closures in the application process. This also includes the process for park reservations. Request to be on agenda for 2.11.2025 for discussion of setting an ad-hoc policy committee of Trustees (who would also introduce an ordinance), staff, and special event organizers for policy development.	Staff Time	8.1.23	1.24.2025	Organizational Excellence and Staff Development; Communications and Records Management	
Creation of a Municipal Comprehensive Emergency Management Plan	Town staff have worked closely with a county-wide Hazard Mitigation Plan with Delta County Emergency Management and as approved by FEMA and state regulators. The Town needs a specific emergency management plan to the town for continuity of operations.	Staff Time	1.1.2025	1.24.2025	Organizational Excellence and Staff Development; Communications and Records Management; Safe and Resilient Community	
Personnel Policy and Handbook Updates	There is a need to update the personnel policy to include relevant federal and state requirements as well as clarify several existing policies. Updates need to be made to the handbook that reflect administrative policies that have been implemented, changed or enacted since 2018.	Staff Time	1.1.2025	1.24.2025	Organizational Excellence and Staff Development	
Creation of Neighborhood Watch Organization	Concerned Residents and business owners brought forward a request to discuss what can and can't be done about criminal activity and disturbances of peace downtown. Staff meet with the group and told them what the Town can and can't do in regards to protecting civil rights of individuals. Out of the discussion came a request to start a neighborhood watch organization and possibly a citizen's academy. Staff would like to formally create a plan with at least one Trustee, Staff and residents/business owners interested in helping form policy to serve on a committee that may result in a new ordinance.	Staff Time	1/12/1900	1.24.2025	Safe and Resilient Community; Communication and Records Management	
Sort/Dispose of Box of Outdated Bank Info		Staff Time	2/5/2025		Communication and Records Management	
FINANCE DEPARTMENT						
Add Community Development Module to Caselle	Board of Trustees approved a new module with Caselle for Community Development to track all permits issued by the town. Final step is building forms such as certificate of occupancy, event permits, etc. On the last step for setting this up, permit templates. Ran into Caselle issues but should be resolved now. In process of trying to reschedule when all key staff are available for training	≈\$20,000 with recurring annual costs (already paid, implementation is beginning)	7.1.24	1.22.2025	Transparent, Secure and Accurate Financial and Administrative Systems	
Consider Adding Purchase Order module with Caselle	With the adoption of a Purchasing Manual in September, the new process will include a three-way match requirement for purchase orders. Current purchase orders are tracked on a spreadsheet, but with the module they'll be tracked in Caselle. Requisitions/Purchase Order package has been purchased and is in initial setup. Module has been adding, working implementing with the new year.	≈\$3,000 with recurring annual costs (already paid, implementation is beginning)	8.1.2024	1.22.2025	Transparent, Secure and Accurate Financial and Administrative Systems	
Meter Updates in Caselle	Working with Public Works department to check meter ids, endpoints in Caselle and change as many as possible to radio read. No recent meter changes due to sever cold. Project to resume in spring.	Time and Materials, each meter installation cost is ≈\$1,400	5.27.24	1.22.2025	Pristine Infrastructure and Critical Facilities; Transparent, Secure and Accurate Financial and Administrative Systems	
Documenting Accounting and Utility Processes	Recording processes for water meter read input, utility billing, red tags, disbursement approval, printing checks for approved disbursements and other departmental tasks. Major department duties have been documented. Checking for smaller or new processes that still might need documentation.	Staff Time	7.1.24	7.17.24	Transparent, Secure and Accurate Financial and Administrative Systems; Communication and Records Management	

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Caselle Budget Tools for Department Heads	Working on setting up budget review and creation tools for department heads within Caselle Connect Online. Once set up Department Heads will be able to access and view their current budget, funds and line items specific to their department from their town devices. As of 8/1/2024, this is live and Department Heads are able to see their budget/actuals as items are booked to the GL.	Staff Time	7.16.24	8.23.2024	Transparent, Secure and Accurate Financial and Administrative Systems	8.1.2024
ClearGov Intergration with Caselle	Both platforms have been in use for some time but have not been integrated. After the most recent budget season the Town Treasurer/Administrator determined ClearGov to not be a good fit for the Town of Paonia needs and is in the process of terminating the contract with vendor.	Reduction of ~\$30,000 in cost savings	7.17.24	1.22.2025	Transparent, Secure and Accurate Financial and Administrative Systems; Communication and Records Management	
Take Over Payroll Process	Was decided that fiance would be taking over payroll process from HR. To work on training and transfer of duties over next pay periods.	Staff Time	1.14.2025	1.22.2025	Organizational Excellence and Staff Development	
Bank Access Issues	Bank access for records and current information has been inconsistent. Work with an approved bank signer and bank to resolve issues.	Staff Time	2.5.2025		Transparent, Secure and Accurate Financial and Administrative Systems	
Caselle Vendor Record Clean Up	Outdated vendors need to be closed out. Make sure all current and new vendors are set up correctly and have accurate W9 information on file.	Staff Time	2.5.2025		Transparent, Secure and Accurate Financial and Administrative Systems; Communication and Records Management	
CLERK'S DEPARTMENT						
Xpress Bill Pay / Caselle Integration	Integration changes to Caselle System to disconnect Point & Pay and update it for XBP completed on 12/16/2024. Staff training on the new system was completed on 1/7/2025. XBP is now live but currently implemented for in-person payments at the Town Hall counter to ensure all is working as promised before opening it up to the public online. With the configuration changes made in Caselle, payments post in real-time. On track for opening up to the public on 2/1/2025. XBP went live to the public 2/1, with a seperate non-utilities payment gateway added as well. As of 2/10/2025: 35 Online Accounts created, with 20 opting for paperless option. Reconsilation all good. Issue with accepting AMEX cards addressed but not available yet.	Monthly fees + Staff Time	12.16.2024	02.10.2025	Organizational Excellence and Staff Development; Communications and Records Management; Transparent, Secure and Accurate Financial and Administrative Systems	
New SQL & Access Databases	Databases: Dog Tags (Completed and Live) - Need to update for 2025 and modify web pages for easier sorting. Completed SQL queries to sort 2024 vs 2025 for easier readability.	Staff Time	01.01.2024	02.10.2025	Organizational Excellence and Staff Development; Communications and Records Management; Transparent, Secure and Accurate Financial and Administrative Systems	
Create checklists for Clerk Duties	Create checklists, for all permits, licensing, agenda, board meeting, record retention, new hires etc for consistancy and thoroughness. Updating as we go concurrent with the training for new Deputy Clerk - Ongoing	Staff Time	7.19.23	1.29.24	Organizational Excellence and Staff Development; Communication and Records Management	
MuniDocs clean- up & catch up	Still in process as time permits, This has also become the landing place for Board Committee Agenda's and minutes		9.14.23	9.30.24	Organizational Excellence and Staff Development; Communication and Records Management	
CIRSA Audit	Coordinating with Dept Heads to fix deficiencies	Staff time	5.9.24	6.4.24	Organizational Excellence and Staff Development; Communication and Records Management	

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Update Public Records Policy	Researching other municipalities and recent Title 24 updates	Staff Time	10.10.24	10.10.24	Organizational Excellence and Staff Development; Communication and Records Management	
Create Marketing Policy (including Social Media Policy)	During the 1.14.2025 Board Meeting, Trustees asked that Staff research and recommend ways to better communicate with Residents, Businesses, Visitors and the extended Paonia Community. Staff recommended that a marketing and communications policy be created for the Board to review.	Staff Time	1.14.2025	1.24.2025	Organizational Excellence and Staff Development; Communication and Records Management	
New/Transfer Liquor License Packet		Staff Time	10.10.24		Organizational Excellence and Staff Development; Communication and Records Management	
Disaster Recovery Plan for Records - to be included in a Municipal Comprehensive Emergency Management Plan		Staff Time	10.10.24		Organizational Excellence and Staff Development; Communication and Records Management	
Laserfiche implementaion	Laserfiche is active and clerk is doing training to begin uploading documents to the digital repository.	\$11,257.50 first year with \$7757.50 annual from 2026 on	10.11.24	2.21.2025	Organizational Excellence and Staff Development; Communication and Records Management	
Munimeetings Migration to CivicsPlus Select	Implementation and Migration underway, tentative shift date set in April	\$2310.00 Implementation, integration and migration fee.	10.24.24	2.13.2025	Organizational Excellence and Staff Development; Communication and Records Management	
Codification, Supplement Number 05	Authorized Codification for Ord. 2023-06, 2023-07, 2024-01, 2024-02, 2024-03, fine tuning	1500.00 est	10.30.2024	10.30.24	Organizational Excellence and Staff Development; Communication and Records Management	2/4/2025
Create and implement Safety Policy and Plan	Working together with Deputy Public Works Director to develop and coordinate Town safety plan.		1.29.2025	2.21.2025	Organizational Excellence and Staff Development, Safe and Resilient Community	
Boards and Committee's Policies and Processes	First step underway, creating new applications, job description, expectations, interview process	Staff Time	10.21.24	10.30.24	Organizational Excellence and Staff Development; Communication and Records Management	
Outline and Implement New Hire Onboarding process	Rough draft created, need review with other dept heads and administrator and fine tuning before being put into place	Staff Time	2.4.2025	2.13.2025	Organizational Excellence and Staff Development; Communication and Records Management	
Electronic Communications & Device Security Policy	Enacted on 1.20.25, disbursing to staff and Boards to collect signature pages, have collected half of the signature pages	Staff Tlme	11/7/2024	2.13.2025	Organizational Excellence and Staff Development; Communication and Records Management	
ORD 2024-04 Amending Chapter 2 Articles 6, 7 & 8 of the Paonia Municipal Code	With Clay for Review for 12/10 agenda. Enacted 1.20.25-	Staff Time	11/7/2024	1.24.2025	Organizational Excellence and Staff Development; Communication and Records Management	
Implementing O 2024-04 with Boards and committees	Emails assigned and distributed, working on coordination and set-up with Clerk's Office and Boards and Commissions. All town issued emails out and new processes, agenda and packet deadlines in place and being enforced.	Staff Time	1.20.25	2.13.2025	Organizational Excellence and Staff Development; Communication and Records Management	

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Special Election for April 1, 2025	Ballot Proof approved. Next step is call for Election which is due by March 12	est \$3200.00	1.14.25	2/5/2025	Organizational Excellence and Staff Development; Communication and Records Management	
SHRM-CP Certification	Started classes with goal of taking certification test in 2026, starting with Leadership & Navigation Competency	\$900	1/31/2025	2/5/2025	Organizational Excellence and Staff Development; Communication and Records Management	
Registered Parliamentarian Ceritfication	Completed Class "Motions in General"	Membership dues of aroun \$100.00	1/31/2025	2/13/2025	Organizational Excellence and Staff Development; Communication and Records Management	
Apply for CMC	Two more classes to take	\$200	1/24/2023	2/4/2025	Organizational Excellence and Staff Development; Communication and Records Management	
PUBLIC WORKS						
ADA Transition Plan	Discussed at Department Head Meeting, will need to begin to evaluate crossings throughout intersections in Town. Will add this to fulcrum and add notes in GIS about intersections in compliance and intersections that need to be brought into compliance with ADA standards. Working with Town Administrator to accomplish a true plan. Request on agenda for 2.11.2025 to send an RFP to hire a consultant to complete a ADA transition plan for the Town.	≈\$30,000	8.1.23	1.24.2025	Organizational Excellence and Staff Development; Pristine Infrastructure and Critical Facilities	
Add cornering mirror at Pan American and Rio Grande	Initial mirror blew down in wind storm. Need to re-order a larger mirror	Staff Time	8.8.23	1.24.2025	Safe and Resilient Community	
Working on lead service line inventory	Inventory is complete. Waiting on next steps from CDPHE	Staff Time	11/6/2023	1/23/2025	Pristine Infrastrucutre and Critical Facilities;	
Mays water availability.	Conveyance agreement with Bone Mesa for raw water coming off of Gelwick through the Town's pipe to the splitter box at Mays	Staff Time (any rehabilitation will incur a cost TBD)		7.17.2024	Pristine Infrastrucutre and Critical Facilities;	
Construction standard update	Standards have been reviewed by Public Works. Waiting on final draft from respec	NTE \$21,600	2/2/2024	1/23/2025	Pristine Infrastrucutre and Critical Facilities;	
Finish NorthWest corner of skatepark.	Looking at options to finish the unfinished portion of the skatepark.	Staff Time (any construction will incur a cost TBD)		1/23/2025	Pristine Infrastrucutre and Critical Facilities;	
Equipment and contract bids	Public works is currently seeking quotes for pavement milling (Samuel Wade Bridge contracted), asphalt rollers. PW is reaching out to Engineers to get a scope of work on bridge repairs as of 1.1.2025	≈\$500,000		1/23/2025	Pristine Infrastrucutre and Critical Facilities;	

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Roof repair - Town Hall	Randy with Quality Cool Roofing Solutions inspected the job on 7/29/24. Elite Commercial Roofing will inspect the job on 8/2/24. Innovative Roofing was contacted as well with no response. Elite is the only contractor that sent a quote. It will be discussed in the 8/27/24 public meeting. Repair was put on hold until spring/summer 2025	≈\$40,000	7.29.24	1/23/2025	Pristine Infrastructure and Critical Facilities;	
F-150 Recall	Received official recall letter for the 2014 F-150 recalls for Output Speed Sensor. An unintended downshift into 1st gear.	Staff Time	7/1/2024	1/23/2025	Pristine Infrastructure and Critical Facilities;	
Apple Valley Plumbing	Needs to be cameraed to see the extent of damage under the concrete flooring	≈\$2,500		1/23/2025	Pristine Infrastructure and Critical Facilities;	
WATER DEPARTMENT						
CDPHE Free Assistance Program for Lead Service Line Replacement	Applied today for the program with Cory and Stefan as PoC. Will evaluate this program in FY 2024. Sunrise Engineering has been helping us through this process.	Staff Time	8.1.23	11.24.23	Pristine Infrastructure and Critical Facilities;	12.31.2024
Mays Metering.	Raw Water at the Mays Springs is being metered. Data is being sent to Brian Mitchem. This is before the split to Bone Mesa.	Staff time	7.2023	1.24.2025	Pristine Infrastructure and Critical Facilities;	
Mays Cleanup / Spring site Cleanup	Clearing trees and brush at Mays along the springs so that tree roots don't get into the pipes. Wrightwater will need specific areas on the springs cleared and cleaned up. Awaiting drawings for their needs.	Staff Time			Pristine Infrastructure and Critical Facilities;	
Meter Audit	46 meter audits complete since Feb. 2024	Staff Time (replacements of meters TBD but ≈\$1,400/meter)	11.2023	1/24/2025	Pristine Infrastructure and Critical Facilities;	
WASTEWATER DEPARTMENT						
Utility Fee Study	Water and Sewer Rates need to be reviewed. 20-year cash flow analysis for water and upcoming restrictions on NPDES permit for wastewater necessitate increases in the rates for utilities. Proposed Rate increases on the Board agenda for December 12, 2023. RESPEC has been given a task order to complete a PNA for future funding in regards to the wastewater system, as part of the PNA a 20-year cash flow analysis will be completed which includes a utility fee study to cover the cost of debt financing repairs and improvements to the waste water collections and treatment systems.	≈\$15,000 (\$10,000 grant funding secured)	7.14.23	1.24.2025	Transparent, secure and accurate financial and Administrative Systems	
NPDES Contact Update	Stefan needs to be added as the Executive/Administrative contact for the NPDES Permit. All Correspondence regarding NPDES Permit needs to go to Town Hall Attention: Stefan Wynn, Town Administrator. Follow-up needed to make sure that this is properly completed. Task was completed and paperwork was submitted 1/24/2025. Awaiting acceptance from CDPHE	Staff Time	8.1.23	1/24/2025	Communication and Records Management	
Aerator at the lagoon failure and disassembled	PW is working on a replacement part and looking into other aeration options	≈\$18,000	1.1.2025	1/23/2025	Pristine Infrastructure and Critical Facilities; Safe and Resilient Community	
POLICE DEPARTMENT						
Compiling possible municipal code additions, subtractions, and combinations to address shortfalls in current muni code	Additions and updated ordinances have been submitted for code rewrite.	Staff Time	5/1/2023	1/16/2025	Organizational Excellence and Staff Development; Communication and Records Management	In Progress

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Reactivation of Bicylce Patrol Unit	Equipment is being evaluated priced. Policies are being sourced for review,	Donated/Repurposed Eqpt/ <\$500	8/1/2024	1/16/2025	Safe and Resilient Community	In Progress
Reviewing possible municipal code fee/fine updates to adress shortfalls in current muni code	Reaching out to other like sized or surroundinguniciaplities to compile fee and fine amounts.	UNK	4/1/2023	1/16/2025	Organizational Excellence and Staff Development; Communication and Records Management	In Progress
Left hand turns into parking spaces on Grand Avenue	Hi-Viz signs have been installed. Painting/stripping options are being evaluated (weather dependant).	UNK	4/1/2024	1/16/2025	Safe and Resilient Community	In Progress
Patrol Car Lettering	All newer patrol cars have been lettered and updated. Only the one remaining Chevy patrol vehicle is in nned of decals. Awaiting decal supplier on site quote.	<\$1000	7/30/2024	1/16/2025	Organizational Excellence and Staff Development	In Progress
ESS Security Training	Department Staff are continuing to take the ESS trainings and work towards the 630 Point minimum point threshold	Staff Time	5/1/2023	1/16/2025	Safe and Resilient Community	Continuous
Implementation of Spillman FLEX	Working with DCSO on acquiring database access for ONE officers. Awaiting response from CBI.	\$25,121.24	3/1/2023	1/16/2025	Communications and Records management; Safe and Resilient Community	In Progress
Employee appraisal/review	Packets are completed and beeing reviewed by Admin staff. Annual goals and projects are being submitted and reviewed.	Staff Time	1/1/2024	1/16/2025	Organizational Excellence and Staff Development	In Progress
Red Dot Sights for service weapons	Red dot sights have been purchased, but are currently backordered.	\$4,203.54	7/1/2024	1/16/2025	Safe and Resilient Community	In Progress
Updated OHV Ordinance	Public safety committee has met and compiled a list of possible updates. Updated ordidinance has been drafted and reviewd by legal. Electric Vehicle regulations are being considered for addition to the OHV ordinance	Staff Time	9/1/2024	1/16/2025	Organizational Excellence and Staff Development; Communication and Records Management; Safe and Resilient Community	In Progress
Code Enforcement for parking/inoperable vehicles/RV's/snow removal	Letters are being sent via mail and some are being delivered in-person via uniformed officer.	Staff Time	5/1/2024	1/16/2025	Safe and Resilient Community	Continuous
CDOT Revitalizing Main Streets Grant, "Safe Pathways for Paonia," 3-Points InX Grand, 4th & 5th						
Construction Timeline	Construction is estimated to begin in Late-Spring - Mid-Summer of FY-2025. Additional funding has been applied for from RAISE and SRTS. These additional funds will assist the Town is not completely depleting its surplus funds for the project.	≈\$2,900,000	7.17.23	1.24.2025	Pristine Infrastructure and Critical Facilities; Safe and Resilient Community	
Temporary Construction Easements	Temporary Construction Easements have been approved by CDOT and are awaiting final decisions and coordination from SGM and affected property owners.	Included in Construction Cost	1.1.2025	1.24.2025	Pristine Infrastructure and Critical Facilities; Safe and Resilient Community	
Hydrogeological Study						

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Wrightwater Engineering / Hydrogeological	Wrightwater initial site visit to the springs. Spent 3 days on the mountain gathering data. Brush Clearing is set for this Spring. WWE gave a presentation to the Board about the spring boxes and how we plan to gather more raw water. Study will be conducted Spring 2025	\$197,974	7.20.23	1.24.2025	Pristine Infrastructure and Critical Facilities;	
Grant for \$25,000 Colorado River Water Conservation District Grant	Contract, COI and W-9 sent and received, have received reimbursements	Staff Time	7.20.23	1.24.2025	Pristine Infrastructure and Critical Facilities;	
Grant from Roundtable	\$25,000 awarded to Paonia for completing the Hydrogeological Study	Staff Time	7.20.23	1.24.2025	Pristine Infrastructure and Critical Facilities;	
CWCB Grant	Awarded \$147,973 towards the Hydrogeological Study	Staff Time	7.20.23	1.24.2025	Pristine Infrastructure and Critical Facilities;	
HOUSING NEEDS ASSESSMENT						
DOLA IHOP Reimbursement	3rd Quarter FY-23 reimbursement request submitted and \$32,348.25 will be sent to the Town from DOLA. 4th Quarter FY-23 reimbursement will be submitted and the final reimbursement amount will be requested. Adoption of ordinance regulating short term rentals and accessory dwelling units necessary for final DOLA reimbursement	\$25,000 (reimbursement)	7.1.23	1.24.2025	Organizational Excellence and Staff Development; Communication and Records Management; Safe and Resilient Community	
COMPREHENSIVE PLAN						
Timeline	1/17 PC Meeting with Status Update; 1/22 Survey Questions from Consultant for Publication; 1/23 Status Update for BoT; 2/2 Staff Meeting with Consultant; 2/27 Status Update for BoT; 2/28 FLUM Meeting PH at PC; 3/1 Staff Meeting with Consultant; 3/13 Draft Element Presentation PH at PC Meeting for Infrastructure; 3/26 Status Update for BoT; 3/29 Staff Meeting with Consultant; 4/3 Draft Element Presentation PH at PC for Transportation, Governance & Community Participation; 4/23 Status Update for BoT; 4/26 Staff Meeting with Consultant; 5/1 Draft Element Presentation PH at PC for Growth Framework, Economic Development, Parks, Recreation & Trails; 5/28 Status Update for BoT; 6/5 Final Presentation PH for Adoption at PC; 6/18 PH Final Adoption by BoT; EXTENSIVE TIMELINE AVAILABLE ON THE TOWN WEBSITE	\$52,395.00	1.19.23	1.24.2025	Organizational Excellence and Staff Development; Communication and Records Management; Safe and Resilient Community	
DOLA Planning Grant	Reimbursement for work already completed will be submitted during week of 11.27.23, final DOLA reimbursement incomplete until the project is finished; item is tracked on budget/actuals each month on the grant reporting page	\$25,000 (reimbursement)	5.1.23	1.24.2025	Organizational Excellence and Staff Development; Communication and Records Management; Safe and Resilient Community	
PHASE I - WATER IMPROVEMENTS						
Proposed Alignment	Meeting held on 7.24.23 regarding Existing water line alignment & GIS Data Accuracy. Proposed alignment options to consider, avoid easements by placing the water line in road R/Ws. AC line feeding old water plant, Evaluate PRV needs. Main Line improvements are being realigned so that they follow existing rights of way along roadways in areas that they are possible to be relocated. Waiting on Construction Standards and 90% drawings from Respec. PW is also to do some more SUE work once the cold span is over	≈\$6,000,000.00	7.24.23	1/23/2025	Pristine Infrastructure and Critical Facilities;	
Easement Acquisition	May need to plan for two lines, potable and raw water, Town representative to negotiate easements (Town Administrator) once they're located. Land acquisition amounts have changed and are being finalized, if necessary at all. Nicki called County Clerk. No records of official easements. Surveyor and Engineering are working on getting the paperwork established	Included in cost associated with proposed alignment	8.1.23	1/24/2025	Pristine Infrastructure and Critical Facilities; Communication and Records Management	

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ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	ALIGNMENT WITH STRATEGIC PLAN	DATE COMPLETED
Items Needed from Town Staff	As built for PVC Loop; Exhibit of consecutive systems; photos of PRV 7; 8 & 9 (Jordan provided on 7/25 to Respec); Inventory meters to be replaced along the alignment. All items needed from Town Staff have been provided, including the 20-year cash flow analysis for the Project Needs Assessment. Information has been given to Respec and they have been incorporated into the realignment plan	Staff Time	7.25.23	1/24/2025	Pristine Infrastructure and Critical Facilities; Communication and Records Management	
File for EIAF Tier II Grant	On 7.27.23, a grant application was filed for EIAF Tier II with project number 09721. DOLA Staff accepted the application for consideration on 8.3.23. Town was awarded \$965,000 for Tank Relining.	\$965,000 (reimbursement)	7.27.23	11.24.23	Pristine Infrastructure and Critical Facilities;	
SRF Loan Application	SRF Loan Application is being considered for FY - 2024 and is budgeted for approximately \$11MM, Application is complete and awaiting a hearing by the authority to decide whether or not the Town will be awarded funding	Staff Time	3.1.23	1.24.2025	Pristine Infrastructure and Critical Facilities;	