

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	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		7.14.23	8.23.2024	
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		7.17.23	8.23.2024	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		7.11.23	8.23.2024	
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.		7.11.23	8.23.2024	

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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.		7.28.23	7.19.2024	
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. Expected completion date: 12/31/2024		8.1.23	4.23.2024	
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.		7.1.24	9.20.2024	
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.		8.1.2024	9.20.2024	
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.		5.27.24	7.17.24	
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.		7.1.24	7.17.24	
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.		7.16.24	8.23.2024	
ClearGov Intergration with Caselle	Both platforms have been in use for some time but have not been intergrated.		7.17.24	7.17.24	

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CLERK'S DEPARTMENT					
Records and vault reorganization, retention compliance	Actively going through, starting new organization process and logging- goes slow due to time constraints	Staff Time	8.15.23	9.27.24	
Point & Pay/ Caselle Integration	Found additional reconciliation issues between Caselle and Point & Pay. Payments made in Point & Pay via the integrated method appear on different dates in Caselle (some posted to the day prior, others to same day, while others to next day). This has caused considerable problems in reconciling the daily deposit. Both Caselle and Point & Pay point at each other as the issue and has not been resolved. At this point, the customer 'integration' portion is no longer made available and are being redirected to the non-integrated payment gateway to make payments. Non-integrated gateway requires manual entry into Caselle, which balances properly. After discussion with Michelle & Kaja, we agreed that it was time to look for a replacement payment vendor. Point & Pay refuses to go back to the way the system used to work and support for resolving current issues has made no progress. A new line item named "Selection of New Payment Vendor" has been added.	Point and Pay Absorbed Costs + Staff Time	2.15.23	10.10.2024	10.10.2024
Selection of New Payment Vendor	Review & demo of the following: 1. BillFlash, 2. PSN (by Invoice Cloud), and 3. XpressBillPay - Currently creating scoring matrix to go over each vendor.	Monthly fees + Staff Time	09.1.2024	10.10.2024	
New SQL & Access Databases	Databases: Dog Tags (Completed and Live), Tickets (Building Stage - tables build in SQL db), Payment Arrangements (planning stage - new paper template created).	Staff Time	01.01.2024	10.10.2024	
Create checklists for Clerk Duties	Create checklists, for all permits, licensing, agenda, board meeting, record retention, new hires etc for consistency and thoroughness. Updating as we go concurrent with the training for new Deputy Clerk - Ongoing	Staff Time	7.19.23	1.29.24	
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	
Minor Subdivision- Hops Farm	Public Hearings scheduled with Planning Commission and Board for Final Plat Approval PC- 10.15.24 BoT- 12.10.24		11.22.23	9.30.24	
CIRSA Audit	Coordinating with Dept Heads to fix deficiencies	Staff time	5.9.24	6.4.24	
Safety Plan	Coordinate with department heads to make sure required trainings are complete and fine tune an incident reporting process			9.30.24	

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Update Public Records Policy	Researching other municipalities and recent Title 24 updates	Staff Time	10.10.24	10.10.24	
Create Social Media Policy	Researching other municipalities	Staff Time	10.10.24		
New/Transfer Liquor License Packet		Staff Time	10.10.24		
Disaster Recovery Plan for Records		Staff Time	10.10.24		
Create Records Sandbox and records naming conventions in advance of getting digital vault.	Preparation for the implementation of a digital vault with a preliminary plan of the Town going paperless with regard to records by April 22, 2025 (current chosen date, Earth Day)	\$11,257.50 first year with \$7757.50 annual from 2026 on	10.11.24		
Munimeetings Migration to CivicsPlus Select	with the new digital accessibility laws, Civicsplus has decided to focus on the 'Select' version of our Agenda Management software and not continue to update on the version we were using. I sat through the demo and was impressed with some of the new features we will be getting. We are paying an implementation fee but our contract with them will not change otherwise the	\$2310.00 Implementation, integration and migration fee.	10.24.24	10.24.24	
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	
Boards and Committee's Policies and Processes	Research and work with other Clerks and municipalities to create policies and processes to streamline Committee and Board meetings, appointment processes, handbook and training material for Board of Trustees review and approval. Hope to make meetings more efficient and productive. Partnering with Trustee Stalter and Swartz for this project. Each identified step	Staff Time	10.21.24	10.30.24	
Outline and Implement New Hire Onboarding process					
Liens	One lien filed this year		11/5/2024		11/12/2024
Electronic Communications & Device Security Policy	With Clay for Review for 11/26 agenda	Staff Time	11/7/2024	11/19/2024	

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ORD 2024-04 Amending Chapter 2 Articles 6, 7 & 8 of the Paonia Municipal Code	With Clay for Review for 12/10 agenda	Staff Time	11/7/2024	11/19.2024	
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. Need to know if current sidewalk ramps are grandfathered in? So far one street crossing and one alleyway are not compliant		8.1.23	7.29.24	
Replacing brick on Archway at Town Hall	Job in progress		8.1.23	8.21.24	
Add cornering mirror at Pan American and Rio Grande	Initial mirror blew down in wind storm. Need to re-order a larger mirror		8.8.23	7.29.24	
Working on lead service line inventory	Collecting and analyzing historical records. 25% complete. Had a meetign with a vendor that specializes in the new L&C regulations. They can help with testing and software to report to the state		11/6/2023	7.29.24	
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			7.17.2024	
Construction standard update	Need to update construction standards for utility, road, street, and sidewalks. Respec is going to update construction standards. Regular scheduled meetings with Jordan, Derek, Cory and Nicki with Repec to go page by page through standards to correct and update. ~85% through the standards packet. Currently working on Wastewater standards		2/2/2024	8.21.24	
Finish NorthWest corner of skatepark.	Looking at options to finish the unfinished portion of the skatepark.			7.17.2024	
Equipment and contract bids	Public works is currently seeking quotes for pavement milling (Samuel Wade Bridge contracted), asphalt rollers, jet vac combos, and a generator/welder unit, and Paint Striper (may utilize safe routes to parks grant for purchase) and SxS			8.21.24	

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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		7.29.24	8.21.24	
F-150 Recall	Received official recall letter for the 2014 F-150 recalls for Output Speed Sensor. An unintended downshift into 1st gear.		7/1/2024	7.29.24	
Apple Valley Plumbing	Needs to be cameraed to see the extent of damage under the concrete flooring			7.29.24	
Purchase and install Signs (speed and stop).	Signs ordered and will be installed once we receive them. Signs received and in process of being installed. Half of the stop signs have been delivered.		1.4.2024	8.21.24	

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WATER DEPARTMENT					
CDPHE Free Assistance Program for Lead Service Lince Replacement	Applied today for the program with Cory and Stefen as PoC. Will evaluate this program in FY-2024. Sunrise Engineering has been helping us through this process.		8.1.23	11.24.23	
Replace meters at Burges & Lamborn Mesa Water Companies	Burges Vault in process of repair and Lamborn Mesa meter replacement will begin soon. Final cost for completing these projects need to be submitted to the Town Administrator and Finance for appropriate accounts receivable.		8.3.23	11.24.23	
Mays Meetering.	Raw Water at the Mays Springs is being metered. Data is being sent to Brian Mitchem. This is before the split to Bone Mesa.				
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.				
Lead and Copper samples / Survey	Bi-annual				
Finding and addressing water loss issues and low pressure events	We have had 5 waterline repairs in the month of May.				
Wrightwater Engineering / Hydrogeological	Wrightwater initial site visit to the springs. Spent 3 days on the mountain gathering data. Currently discussing if brush clearing can be done before the winter season.			8.21.24	
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.		7.14.23	11.24.23	
NPDES Contact Update	Stefen 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: Stefen Wynn, Town Administrator. Follow-up needed to make sure that this is properly completed.		8.1.23	11.24.23	
Aerator at the lagoon for pond 1 failed. Replacement ordered	Replacement ordered and installed. The anchor line was replaced. However, when the line broke the electrical cable pulled out of the box and needs to be inspected by a professional			8.21.24	

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POLICE DEPARTMENT					
Compiling possible municipal code additions, subtractions, and combinations to adress shortfalls in current muni code	Additions and updated ordinances have been submitted for code rewrite.		5/1/2023	11/19/2024	In Progress
Reactivation of Bicycle Patrol Unit	Equipment is being priced and sourced. Policies are being reviewed,	Donated/Repurposed Eqpt/ <\$500	8/1/2024	8/22/2024	In Progress
Reviewing possible municipal code fee/fine updates to adress shortfalls in current muni code	Reaching out to other like sized or surrounding municipalities to compile fee and fine amounts.	UNK	4/1/2023	11/19/2024	In Progress
Police Service Tech office space	Office space is complete and a single solid core door is being sourced to replace the split exterior department door.	\$1,500	2/1/2024	11/19/2024	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	11/19/2024	In Progress
Patrol Car Lettering	All newer patrol cars have been lettered and updated. Only the one remaining Chevy patrol vehicle is in nneed of decals.	<\$1000	7/30/2024	11/19/2024	In Progress
ESS Security Training	Department Staff are continuing to take the ESS trainings and work towards the 630 Point minimum point threshold	Patrol Function	5/1/2023	7/15/2024	Continuous
Implementation of Spillman FLEX	Working with DCSO on acquiring database access for ONE officers.	\$25,121.24	3/1/2023	11/19//2024	In Progress
Employee appraisal/review	Packets are completed and beeing reviewed by Admin staff.	Admin/patrol function	1/1/2024	11/19//2024	In Progress
Code Enforcement for parking/inoperable vehicles/RV's	Letters are being sent via mail and some are being in-person via uniformed officer.	Patrol Officer hourly rates	5/1/2024	11/19/2024	Continuous
CDOT Revitalizing Main Streets Grant, "Safe Pathways for Paonia," 3-Points InX Grand, 4th & 5th					
Water Department Water Line Verification	Water Line under InX may need replaced if it's steel or iron. Cost will be internal labor to replace it, and needs coordinated with final contractor - WD to verify pipe under roadway. Verified that the pipe was replaced with plastic, but the fire hydrant that it connects to is almost 40 years old and time to be replaced. It will		7.17.23	11.24.23	
Construction Timeline	Construction is estimated to begin in Late-Spring - Mid-Summer of FY-2024.	\$1,032,000.00	7.17.23	11.24.23	

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Hydrogeological Study					
Grant for \$25,000 Colorado River Water Conservation District Grant	Contract, COI and W-9 sent and received		7.20.23	11.24.23	
Grant from Roundtable	\$25,000 awarded to Paonia for completing the Hydrogeological Study		7.20.23	11.24.23	
CWCB Grant	Awarded \$147,973 towards the Hydrogeological Study		7.20.23	11.24.23	
RFP Available on Bidnet	RFP for completing the study is live on bidnet and consultants have been direct solicited.		11.1.23	11.24.23	
HOUSING NEEDS ASSESSMENT					
Housing Needs Assessment	Final HNA and Housing Action Plan has been accepted by the Plan Commission and Board of Trustees and will be included in the DRAFT of the Master (Comprehensive) Plan.		5.1.23	11.24.23	
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.		7.1.23	11.24.23	

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MASTER PLAN					
Met with Phoenix Rising Resources	On 1.5.2024, met with Phoenix Rising Resources Principal to go over expectations and a timeline to finish the project.		5.1.23	1.19.24	
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	\$52,395.00	1.19.23	1.19.23	
DOLA Planning Grant	Reimbursement for work already completed will be submitted during week of 11.27.23		5.1.23	11.24.23	
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.		7.24.23	11.24.23	
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.		8.1.23	11.24.23	
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.		7.25.23	11.24.23	
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.	\$ 965,000.00	7.27.23	11.24.23	
Project Needs Assessment	Has been completed and submitted to CDPHE for consideration. Staff, consultants and Mayor Bachran completed various pieces of the PNA, and this is a monumental step towards project funding for DWSRF.		3.1.23	11.24.23	
SRF Loan Application	SRF Loan Application is being considered for FY - 2024 and is budgeted for approximately \$7.3MM		3.1.23	11.24.23	

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American leak detection survey,Jeremiah working on it	0 rd , dry gulch, and lone cabin east loop still need surveyed.		4.1.23	12.12.23	