



August 2023

**Town
Administrator's
Report**

**Dorris Avenue
Sewer Line
Replacement**

**Parks, Parking,
Speed Limits, and
Crosswalks**

Grant Roadmap

Dorris Avenue Sewer Line Replacement

On Schedule for Construction to Begin August 9th

The City's contractor, K&D Construction is scheduled to meet for a pre-construction meeting on August 8th with Town Officials.

Thanks to a generous Tier I Energy and Mineral Impact Assistance grant from the Colorado Department of Local Affairs, the Town can fund critical infrastructure needs along Dorris Avenue. The project includes replacement of approximately 565' of gravity sanitary sewer line with new 8" PVC pipe and (2) 5' diameter manholes.

The need for expediting this project was discovered while scoping sewer lines through town in preparation of creating an inventory of the underground utility assets. It was discovered that the vitreous clay pipe underneath Dorris Avenue was crumbling at a depth of 16' deep. This precipitated the need to seek \$137,756.00 of grant funding from DOLA.

Originally the project was expected to cost \$275,512.00, but after a competitive Request for Proposals process, the winning bid was from K&D Construction, \$299,399.50. An additional \$23,887.50 is expected to be budgeted to complete the project.

K&D Construction was given a Notice of Award on July 17th, 2023, and they have submitted the documentation that they needed to get to the Town prior to issuance of a Notice to Proceed. The City's contractor, K&D Construction is scheduled to meet for a pre-construction meeting on August 8th with Town Officials.

Once all documentation is received and signed by both parties, a Notice to Proceed will be issued. This is especially important since it determines the deadlines established in the contract.

The project is expected to take nearly (45) days to complete from the date of the Notice to Proceed, with substantial completion being required (30) days after the Notice to Proceed is issued. As construction commences, this report will be updated to reflect critical milestones, or any changes that may be necessary to complete the project.

Public Works Director, Cory Heiniger, is the Town's Field Superintendent for the project. The Town Administrator, Stefen Wynn, is the Town's Project manager.



Parks, Parking, Speed Limits and Crosswalks

Safe, multi-modal paths for accessing downtown and recreation areas

Staff are working on solutions to accessibility issues throughout Town

During the July 11th, 2023, meeting, the Town Administrator was appointed as the ADA Coordinator for the Town. Discussion during the meeting centered around installing a mid-block crosswalk on Grand Avenue within the heart of the business district. Since the first meeting in July, other related items have been reported, and staff are working on solutions to accessibility issues throughout Town. When staff have evaluated all items, a complete recommendation will be given for the Board’s consideration.

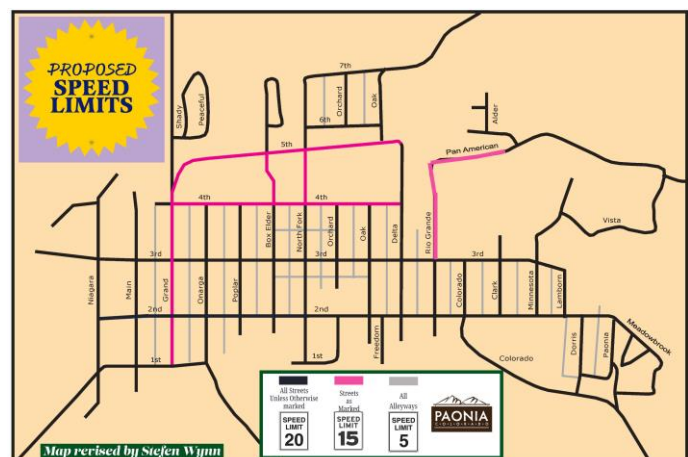
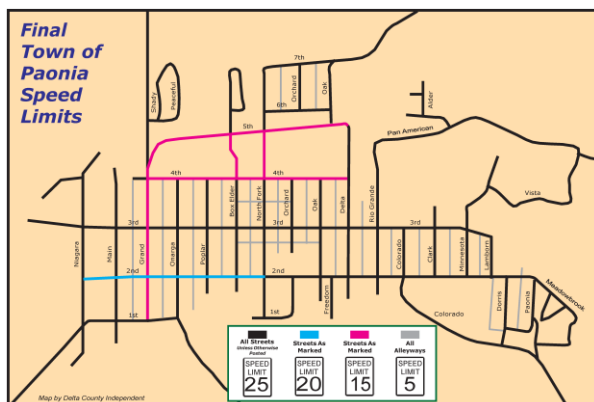
The Grand Avenue mid-block crosswalk is just one crosswalk being considered. Another consideration is being given to the crossing from River Park to the Trailhead for the School Loop Trail. This crossing may be a good location for a Rectangular Rapid Flashing Beacon (RRFB) to alert drivers coming over the bridge (or coming to the bridge) of pedestrians walking across the street.

Speed Limits, pedestrian safety and parking were discussed during the August 1st Department Head meeting. Chief Laiminger and PW Director Heiniger gave a presentation on items that they’ve discussed to the safety of everyone using Paonia’s streets. Staff are considering what it would take to reduce the speed limits around parks and schools to 15MPH, and 20MPH in all other areas.

Rio Grande from 3rd to Pan American and Pan American to Alder Drive are proposed to be reduced to 15 MPH due to the entrance at Apple Valley Park. As part of the proposal, staff are developing a plan to reduce the base speed limit in town to 20MPH. Provided below is a map showing existing speed limits in Town and a map with speed limits being worked on in a proposal that will be presented to the Board at a later meeting.

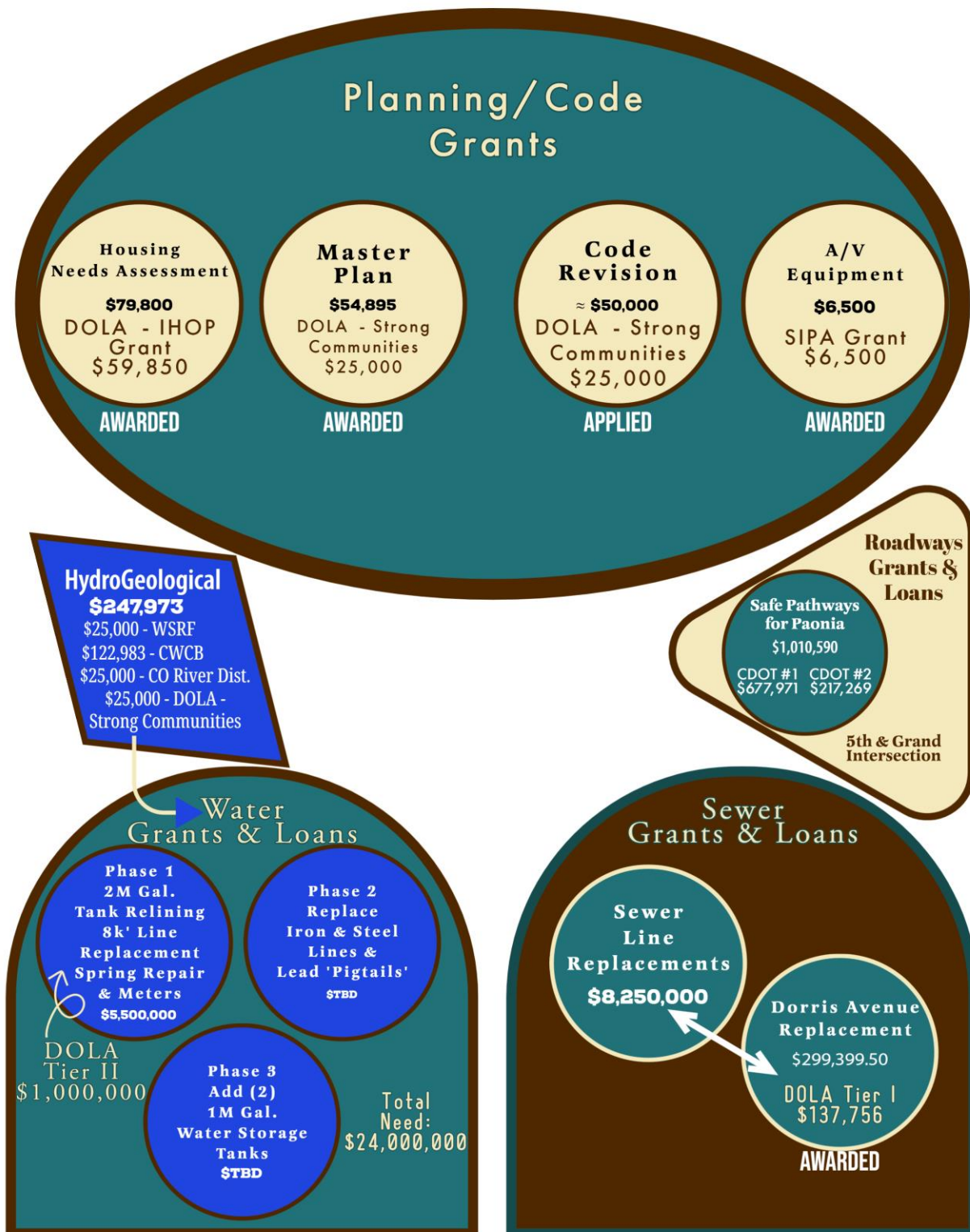
The entrance to the Jumbo Mountain Trailhead has created issues with parking. HOA’s near Pan American have asked that parking be provided for people using the trails at Apple Valley Park. They’ve asked that the top of the hill be used only for loading/unloading and ADA parking spaces. Before a plan can be implemented that utilizes the park, staff need to make sure that this option can be done both safely and legally.

Yield signs throughout Town present problems for pedestrians and cyclists. Most of the North/South local cross streets have yield signs at intersections with main collector roads. Town Staff are working on a plan to make most local road intersections regulated with stop signs.



Grant Roadmap with Projects

Multiple grants are in various stages for critical infrastructure improvements throughout Town.





Budget Planning for FY-2024

State Local Government Budget Calendar and Budgetary Process for FY-2024.

Budget season is upon us, and FY-2022's audit is due to the Office of the State Auditor. The Town is working with Professional Management Solutions to make sure that the General Ledger was properly closed at the end of FY-2022 for the auditors.

On the August 8th Board of Trustees Agenda is an Audit Extension Request form. This will allow the Town to continue working with Professional Management Solutions and the auditors to get an accurate financial audit to the state by September 30, 2023.

The goal for this year's budget process is collaboration with Department Heads so that a better understanding of their departmental needs will be considered in the FY-2024 Budget. Over the past couple of years, multiple grant applications have been awarded and many of them have local match requirements. A Capital Improvement Plan will be updated to reflect the local match already encumbered by the projects, and any additional funds that may be necessary to complete improvements outside of grant-funded projects in FY-2024.

Revenue Forecasting and Protection of Revenue Streams – *The most important aspect of preparing a budget is making sure that anticipated revenue is accurately forecasted. Accurate revenue forecasts depend on good policy and enforcement. To protect revenues, items like properly functioning water meters, code enforcement actions on building and improvements, must be implemented. The number one source of revenue in the General Fund is from Property Taxes. Ensuring that Residents are getting building permits for improvements to their properties is critical in making sure that an accurate assessment is completed.*

Budget Process with Department Heads – *During the August 29th Department Head Meeting, Department Heads will be given budget worksheets to begin putting in for their requests in the upcoming FY-2024 Budget. During the meeting Department Heads will be given instructions on the worksheets and presented with a template for the FY-2024 Budget. Through September, the Town Administrator will include insurance renewal premiums and personnel costs in a draft of the Budget.*

Budget Process with Finance Committee and Board of Trustees – *Throughout the month of September, Town Staff will begin putting together a budget for the Finance Committee to consider. A draft of the Budget and Capital Improvement Plan will be presented to the Finance Committee on October 2, 2023. The Board of Trustees will be presented with a draft of the Budget during the October 10, 2023, Board Meeting (publication for, "Notice of Budget" must be completed).*

[Local Government Budget Calendar from DOLA Found on Next page](#)



COLORADO
 Department of Local Affairs
 Division of Local Government

LOCAL GOVERNMENT BUDGET CALENDAR

The budget calendar is a general listing of the deadlines for the budget, for an audit and for the property tax certification process. Some deadlines are not statutory, but reflect good budgeting practices. For details on the applicable statutes listed below, please refer to the most current Colorado Revised Statutes (“C.R.S.”)

DATE	EVENT / ACTIVITY
1-Jan	Start of Fiscal Year; begin planning for the budget of the next year.
10-Jan	Deadline for assessor to deliver tax warrant to county treasurer (C.R.S 39-5-129.)
31-Jan	A certified copy of the adopted budget must be filed with the Division. (C.R.S 29-1-113(1)). - If a budget is not filed, the county treasurer may be authorized to withhold the local government’s tax revenues. -
10-Feb	The Division sends notification to local governments whose budgets have not been filed with the Division.
1-Mar	The U.S. Bureau of Labor Statistics releases the Consumer Price Index (the “CPI”) for the Denver/Boulder area. This annual percent change is used with “local growth” to calculate “fiscal year spending” and property tax revenue limitations of TABOR. (Article X, Sec. 20, Colo. Const.)
15-Mar	The Division will authorize the county treasurer to withhold tax revenues until a certified copy of the budget is filed with the Division.
31-Mar	Deadline to request exemption from audit. (C.R.S 29-1-604(3)) Contact the Local Government Audit Division, Office of the State Auditor, (303) 869-2800. The Division notifies local governments of its determination that the entity has exceeded the statutory property tax revenue limit (the “5.5%” limit).
30-Jun	Deadline for auditor to submit audit report to local government governing body. (C.R.S 29-1-606(a)(1))
31-Jul	Deadline for submitting annual audit report to the Office of the State Auditor. (C.R.S 29-1-606(3)) Deadline for request for extension of audit. (C.R.S 29-1-606(4)) - If an audit is required but has not been filed, the county treasurer may be authorized to withhold the local government’s tax revenue -
25-Aug	Assessors certify to all taxing entities and to the Division of Local Government the total new assessed and actual values (for real and personal property) used to compute the statutory and TABOR property tax revenue limits. (C.R.S 39-5-121 (2)(b) and 39-5-128,.) If applicable, upon receipt of the Certification of Valuation, submit to the Division certifications of service impact from increased mining production and/or from increased valuation due to previously exempt federal property which has become taxable. Certifications of impact are required if the value is to be excluded from the tax revenue limit. If applicable, apply to the Division for authorization to exclude from the limit the assessed valuation attributed to new primary oil or gas production from any producing land or leaseholds.
15-Oct	Budget officer must submit proposed budget to the governing body. (C.R.S. 29-1-105) Governing body must publish “Notice of Budget” upon receiving proposed budget. (C.R.S. 29-1-106(1))
1-Nov	Deadline for submitting applications to the Division for an increased levy pursuant to 29-1-302, C.R.S. and applications for exclusion of assessed valuation attributable to new primary oil or gas production from the 5.5% limit pursuant to (C.R.S. 29-1-301 (1)(b))
10-Dec	Assessors’ changes in assessed valuation will be made only once by a single notification (re-certification) to the county commissioners or other body authorized by law to levy property tax, and to the DLG. (C.R.S. 39-1-111(5))
15-Dec	Deadline for certification of mill levy to county commissioners (C.R.S 39-5-128(1)). Local governments levying property tax must adopt their budgets before certifying the levy to the county. If the budget is not adopted by certification deadline, then 90 percent of the amounts appropriated in the current year for operations and maintenance expenses shall be deemed re-appropriated for the purposes specified in such last appropriation. (C.R.S. 29-1-108(2) and (3))
22-Dec	Deadline for county commissioners to levy taxes and to certify the levies to the assessor. (C.R.S. 39-1-111(1))
31-Dec	Local governments not levying a property tax must adopt the budget on or before this date; governing body must enact a resolution or ordinance to appropriate funds for the ensuing fiscal year. If the budget is not adopted by certification deadline, then 90 percent of the amounts appropriated in the current year for operations and maintenance expenses shall be deemed re-appropriated for the budget year. (C.R.S 29-1-108(4))

More information and contact information is available on our website – www.dola.colorado.gov/budgets

Use our  system by visiting www.dola.colorado.gov/e-filing