

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
TOWN ADMINISTRATOR'S OFFICE					
Release of Conservation Trust Fund (CRT) Disbursements/File CTF Report	Awaiting completion of the FY-22 Audit to certify that expenditures tie to the GL. No penalty for filing the CTF report late.		7.17.23	7.17.23	11.17.23
ADP Workforce Software Integration with Caselle	Now that the integration is complete on timekeeping and payroll, the integration to automatically book pay as reported in ADP to the GL in Caselle is being worked on with ADP and Professional Management Solutions.		11.1.23	11.24.23	
FY-22 Audit	Professional Management Solutions reported that the Audit should be finished in October, 2023, after further discussion it was determined that an RFP will need to be submitted and an Audit firm selected. RFP was live on 8.16.2023 with a closing date of 9.14.23. Auditor Selected & Accepted on 9.25.23, Items for audit submitted to auditors, Accurate GL Trial Balance submitted to auditor 11.14.23		7.17.23	11.24.23	
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.		7.14.23	11.24.23	
Policy Reviews: Purchasing, Internal Controls, and Personnel	Collecting various policies for review - first discussion at Department Head Meeting on 7.18.23, 8.1.23 Dept. Head meeting discussed procurement policies needing updates and building permit processes for updates. These processes and policies will be a product to be worked on during 2024. Purchasing, Internal Controls estimated completion 3/30/2024; Personnel estimated completion 6/30/2024.		7.17.23	11.24.23	
Ordinance for 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.		7.11.23	11.24.23	
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.		7.11.23	11.24.23	
Private Use of Public Rights of Way	Private property should have a lease agreement with the Town if utilizing the public right of way. Sandwich boards, outdoor dining areas, etc. and limited to in front of their own property lines. Otherwise, the only use of public right of way should be by the general public or with Town-owned property. Actively completed by the Town Clerk and in practice through leases with various businesses and organizations throughout Town.		8.1.23	11.24.23	11.24.23

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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.		7.28.23	11.24.23	
Return Un-used items from SIPA grant	Returned Klipsch Bluetooth Speakers for a credit, opened a case with Amazon to return the audioquest dragonfly cobalt DAC, need to contact Amazon to return (2) Ankerwork Powerconf S500 units.		8.1.23	8.1.23	
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: 5/31/24		8.1.23	11.24.23	
DOLA IHOP Grant Reporting - Housing Needs Assessment	Reimbursement reporting for IHOP Grant. Submitted first reimbursement request for HNA in the amount of \$32,348.25. Expect to receive the balance of funds during final reporting period of FY-23, or first reporting period of FY-24.		8.31.23	11.24.23	
Ordinance for Traffic Schedules	Ordinance for traffic schedules including: revized speed limit schedule, traffic control signage schedule, and crosswalk schedule. Draft is complete, discussion with Staff at 8.29.23 Department Head meeting, and send to Town Attorney for Review. 9.12.23 meeting introduced ordinance for speed limits, stop signs, crosswalks, and parking restrictions. Revised Final Draft Ordinance to be on December 12, 2023 Meeting.		8.1.23	11.24.23	
FINANCE DEPARTMENT					
Caselle GL Updates & Chart of Accounts	Professional Management Solutions working with Amanda to get Chart of Accounts correct and GL updated with the most recent reconciliations. This will be marked ongoing until it becomes a normal internal process completed by Staff.		3.1.23	ONGOING	
Schedule of Fees	Introduced at the 7/11/23 Council Meeting. Further discussion may be warranted - including with sidewalk fees. To be on December 12, 2023 Meeting - balancing the FY-2024 Budget relies on edits to the schedule of fees.		7.11.23	11.24.23	
Utility Rate/Fees	Proposed Water and Sewer Rate increases will be on the December 12, 2023 Board meeting for consideration of approval.		7.14.23	11.24.23	
Working on chase credit cards for Michelle	Half way through entering each item on an excel sheet. Some things need to get coded.		9/8/2023	11/10/2023	
Meter books have been printed for this month.	Printed meter books for PW to go out and read them for the week of 15th - 20th. I will be entering the reads next week. Meter Books are being used for a handful of manual reads that haven't been replaced yet.		11/10/2023	11/10/2023	
Worked with Caselle on Cory's request to remove manual meter reads from the Yuma tablet. Created a report showing only manual reads which will make it easier for PW to read manuals instead of having all of them on there.	completed		10/2/2023	11/10/2023	Completed with in the second week of October.
Disbursments have been processed and sent email out to finance committee to let them know they are ready to be reviewed.	disbursements is the review process by finance committee l		11/10/2023	11/10/2023	
Invoices have been processed and are pending to be approved by Town Administrator. To be able to be selected for payment.	Invoices are in the pending for review by Town Administrator.		11/10/2023	11/10/2023	

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Working on NSF accounts and processing them.	Working on completing NSF and sending out letters.		11/10/2023	11/10/2023	completed
Working on correcting customer accounts that have been reported for incorrect water usage due to incorrect meter reads. As they come in. There are approximately 4 that continuously are incorrect.	I have completed the accounts that have been reported to me as they come.		11/10/2023	11/10/2023	
moves and move-outs have been corrected.	corrected customers accounts due to incorrectly moving out customers.		11/10/2023	11/10/2023	
Worked on generating an aging report and sending out letter to customer about their un-paid balance.	sent out letter regarding their unpaid balance. This is important and will be used to justify liens at the end of each Fiscal Year.		11/10/2023	11/10/2023	
Working with Jennifer Petruno from US bank to get online access to view the bond	Spoke with Jennifer on 11/14/2023 about getting access to online. She will be sending me an application and will work on it next week or after thanksgiving.		11/14/2023	11/14/2023	
worked on correcting direct deposit to be complete my direct pay process.	corrected 2 customers routing numbers.		11/16/2023	11/16/2023	11/16/2023
Processed direct pay	processed direct pay and emailed 11/16/2023 @ 12:30pm Sam/Town Clerk to release payment.		11/17/2023	11/17/2023	
Working on 941 reporting to IRS	Working Michelle on the 941 reporting.		11/17/2023	11/17/2023	
Working with the Treasurer's office of Delta County to figure out Michelle's question regarding the difference in amount report vs deposited.	Called and spoke with Brittany. Sent over the PDF from Michelle she will review with Lisa and get back to me 11/15/2023-11/16/2023.		11/14/2023	11/16/2023	

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CLERK'S DEPARTMENT					
Equipment Surplus	Asked Department Heads to start assessing what may be eligible to be declared Surplus Due November 1st. Awaiting finalized lists so that the surplus can be placed on a Regular Board Meeting agenda for disposal approval.		7.19.23	11.24.23	
Records Management System Development and Implementation	Organizing and documenting files and records	Staff Time and pending		9.7.23	
Point & Pay/ Caselle Integration	Point & Pay and Caelle have gotten Caselle Connect installed and ae mapping the online points right now	Point and Pay Absorbed Costs	2.15.23	11.17.23	
ADP Workforce Software Integration	Implementation Complete		7.17.23	10.12.2023	11.15.23
Set up UMB Coding Strings	Staff training on coding on 11.27.23	Staff time	8.10.23	11.16.23	
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	Staff Time	7.19.23	9.11.23	
Records and vault reorganization, retention compliance	Actively going through, starting new organization process and logging	Staff Time	8.15.23	9.14.23	
Schedule of Fees Update for Clerk's Office	Done		8.30.23	10.12.23	10.30.23
Liens	Complete for 2023		8.21.23	11.14.23	11.16.23
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	10.12.23	
Department Budget	Working on department needs & wants list		9.28.23		10.11.2023
CEBT Open Enrollment	Employer contributions updated for 2024 and Open Enrollment is Active		9.26.2023	10.11.2023	10.31.23

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Codification of Municipal Code	Codification complete, both paper copies and the Online Municipal Code are updated. I also found the glitch that made some sections of the Code only downloadable as a Word document and had them fix it	\$4,844.50	6.20.23		10.10.23
Cardholder policy and agreement	Waiting for Review	Staff time	11.2.23	11.21.23	
Vendors letters	Draft letter written and being reviewed	Staff Time	10.30.23	11.16.23	11.20.23
Election Packets	Gathering material and waiting election calendar from County		11.15.23		
Update and/or draft Compliance letters, License and Permit Renewal Letters and Occupational tax monthly reminders	Occupational Tax complete, Renewal letters and Compliance letters	Staff Time	11.17.23	11.21.23	11.21.23
Updated Retail Transaction Tax letters and schedule for mailing	Updated		11.17.23	11.21.23	11.21.23
Marijuana/Liquor/Permit Renewal Letters, mailing process and schedules	All updated and ready to implement Dec. 1	Staff Time	11.17.23	11.21.23	11.21.23
Special Events Process	Reimplemented Pre-event Staff meetings for ALL Events, created note template for filing and follow-up and set Policies. Working with Town Administrator to propose a policy to help streamline processes and make Special Events easier to administer and regulate.		7.1.23	11.24.23	
Sidewalk Business Use Permits	Permit Applications hand delivered end of October, certified return receipt letters sent to still unpermitted items business owners with December 18, 2023 compliance deadline.	Staff Time and pending	10.28.23	11.21.23	
PUBLIC WORKS DEPARTMENT					
Sidewalk Asset Plan	Working with contractor to determine which projects have been completed within the last 4-5 years. Asset Plan found and being implemented from SGM in 2020.		6.14.2023	11.24.23	
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.		8.1.23	11.24.23	
Remove old flagpoles from arch at Town Hall and Replace with US Flag and Colorado Flag under archway	Cory to evaluate what can work underneath the archway that can safely and respectfully display the US flag and the Colorado State Flag. PW Staff fabricating a hanging display for under the vestibule 8.25.23. Need to schedule time to install with employees.		8.1.23	11.24.23	
Miner's Memorial in Town Park	Add Temporary vapor barrier to top of walls while awaiting new granite pieces being purchased. Completed 10.15.23.	\$2,500	8.22.23	11.24.23	10.15.23
Add cornering mirror at Pan American and Rio Grande	Completed installation of cornering mirror at Rio grand and Pan American. Larger mirror ordered and will replace the one initially installed. Mirror ordered, need to schedule staff to install.	\$300	8.8.23	11.24.23	

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Working on lead service line inventory	Collecting and analyzing historical records		11/6/2023	11.13.23	

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WATER 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	
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.		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	
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	

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POLICE DEPARTMENT					
Compiling possible municipal code additions, subtractions, and combinations to adress shortfalls in current muni code	The department is looking at approximately five (5) code updates/ replacements/new codes to be added by the end of the year.		5/1/2023	11/14/2023	
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. Final recommendations are needed for inclusion in the December 12, 2023 Board Meeting.	UNK	4/1/2023	11/14/2023	
Lexipol Policy manual review and implementation.	Policies are being reviewd weekly and some changes made. Some policies are sent to town legal counsel for review and input.	PD Admin Function	12/1/2022	11/14/2023	
Patrol Car Outfitting	With a fully staffed department we are needing to get a patrol car fully set up. The patrol car currently being used by the newest officer has no cage for safely transporting individuals. The patrol car is also lacking any radar equipment or overhead lighting.	PW Staff/Donated Eqpt	4/1/2023	11/14/2023	
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	11/14/2023	
Need municipal court subpoena template.	Town legal counsel has supplied a template.	UNK	7/1/2023	11/14/2023	
Need more cloud based storage for bodycam footage storage.	Awaiting budget to actuals for 2023 fiscal year to identify purchasing window.	\$3,304.40 for BWC and increased storage.	8/1/2023	11/14/2023	
Patrol Truck has significant hail damage	Patrol Truck has been received by the PD	UNK	7/1/2023	11/14/2023	
Need one more bodycam to outfit all sworn officers with contracted equipment.	Awaiting budget to actuals for 2023 fiscal year to identify purchasing window.	\$3,304.40 for BWC and increased storage.	8/1/2023	11/14/2023	
CDOT Revitalizing Main Streets Grant, "Safe Pathways for Paonia," 3-Points InX Grand, 4th & 5th					
CO#1 from SGM	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.	\$40,000.00	7.17.23	11.24.23	
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 be included in the intersection improvements.		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	
R/W Acquisition - School Board	Plat from the school needs to be recorded - need to contact Wilmore for changes to legal description; County needs to give R/W ASAP; Need to contact private property owner about R/W in front of home (may have an easement). Scheduled to go to the next School Board Meeting for approval - scheduled for 9.14.23. Received the school board R/W, Paonia Plan commission approved in October, and Board of Trustees to consider approval on 11.28.23	N/A	7.17.23	11.24.23	

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Verify R/W for County	Portions of the project lay within the Delta County. The portions within Delta County were given to them by CDOT and there may exist an agreement that the County hold it in perpetuity. SGM is checking with CDOT to ensure that the agreement between CDOT and Delta county is sufficient for project purposes. Once confirmed, all R/W will have been acquired for this project.	N/A	11.1.23	11.24.23	

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DORRIS AVE. SEWER REPLACEMENT					
Project Closeout	Project has been completed. CO #1 & #2 have been approved and after final payment is submitted for the change orders, the project will be completely closed. Reimbursement Requests have been submitted and returned by DOLA. Resubmission in the appropriate format will be the week of 11.27.23. The maximum project award for Tier I EIAF grants is \$200,000. This project was awarded approximately \$130,000. The TA will ask to see if the grant request can be amended since bids were higher than expected and there were two change orders that were unforeseen.		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 on Draft of Master Plan	Draft of Master Plan has been received by Staff. Comments have been completed and will be submitted to Phoenix Rising for consideration at the first of next fiscal year.		5.1.23	11.24.23	
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.		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	