



# February 2024 Town Administrator's Report



**Comprehensive  
(Master) Plan  
Update**

**Water Capital  
Improvement Plan  
Phase I (SRF Loans)**

**5<sup>th</sup> & Grand  
Realignment &  
Public Works Update**

# Comprehensive (Master) Plan Update

## Draft Element Comments were Due on May 15<sup>th</sup>, 2024

Deliverable on Complete Draft of Plan Being Rescheduled for 6/21 at Request of Consultant, Town anticipates receiving a digital folder with collected public comments on 6/7

The finish line is in sight for the Comprehensive (Master) Plan – a process that has taken many forms over multiple years is getting close to completion. The Town anticipates receiving a final iteration of the Comprehensive Plan on 6/21 from Phoenix Rising Resources – it would be best if a joint meeting of the Planning Commission and the Board of Trustees were scheduled for a presentation of the draft. During that meeting it would be prudent to have a discussion on scheduling meetings for receiving public input on the final draft and the path for the adoption of the Comprehensive Plan.

The current Comprehensive Plan was adopted in 1996 and hasn't been revised since then – these documents typically have a lifespan of 20 years, and have amendments made to them throughout that time. I can find no record of the existing plan ever having an amendment. Since its adoption, the Town has tried, albeit unsuccessfully, to update or replace the Comprehensive Plan with a new document. Attempts were made to update the plan in 2012 and in 2021, but those drafts were never adopted by the Planning Commission or the Board of Trustees.

This process to adopt a Comprehensive Plan has focused on community engagement and public input, and Phoenix Rising Resources has accommodated the Town's request to have additional community feedback sessions. The process began in April 2023 when the consultants held the 1<sup>st</sup> Community Engagement Session which consisted of (5) group interviews and (3) individual interviews; an additional Community Engagement Session was held in June 2023.

Upon my arrival in Town in July 2023, I understood that the Town was in the process of creating a new Comprehensive Plan and was introduced to the consultant. As I became familiar with the process, I recommended specific sessions be scheduled for the presentation of elements.

Consequently, public feedback sessions were held on March 3, 2024, for the Future Land Use Element and Map, both the Board of Trustees and the Planning Commission were present for this session. On March 13, 2024, a listening session was held on the Infrastructure (Water, Sewer & Treatment, Sanitation & Resource Recovery) Element. On April 3, 2024, the Economic Development: Governance and Community Participation Element was given its own meeting for feedback and review. On May 1, 2024, the final elements were presented for public feedback, they were Transportation; Parks, Recreation & Trails; and Urban Forest. The consultants stopped taking public comments on Wednesday May 15, 2024, so that a final draft could be compiled for consideration.

On May 8, 2024, a compiled draft was sent to the Planning Commission and the Board of Trustees for their initial feedback and comments before being presented during a public meeting (all trustees and plan commission members were included in a verifiable email from the Town Administrator). On May 12, 2024, the Board of Trustees, the Planning Commission, and the consultants received an email from me with my comments on the draft.

The consultants have asked for more time to get a draft of the Comprehensive Plan to the Town to ensure that comments received during public input sessions are incorporated into the draft of the plan. We're very close to getting an updated Comprehensive Plan, and ideally everyone will provide their input, but I'm only aware of three people that completed comments on the most recent draft of the plan. I think that its worthy of a public discussion on adjusting the timeline for receiving a final product since the draft that reviewed by the Planning Commission, the Board of Trustees, and Staff, had large gaps in format and inconsistencies with community values that were discussed during public listening sessions.



# Comprehensive (Master) Plan Update cont.

Draft incorporating public comments scheduled for delivery to the Town on 6/21/2024

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Perhaps there was public input that informed the most recent draft.

During a recent meeting with the consultants, the Mayor and I asked that the Town receive the information that informed the consultants' decision to include or omit certain things in the draft that we've seen. We hope to receive an updated iteration of the draft that is more aligned with identified values during the numerous public meetings that we had on each element.

This is a complex issue since the current Planning Commission and the Board of Trustees are made up of members that weren't necessarily present and active since the beginning of the process. Making it even more complex is that the Planning Commission is meant to be the body that adopts the Comprehensive Plan and recommends adoption to each governmental body within the affected territory of the plan (CRS §31-23-208), but it is not an active document until each governmental body approves it and then the plan is filed with the County Clerk and Recorder.

The above means that it is imperative that both the Planning Commission and the Board of Trustees work together to ensure that the final Comprehensive Plan aligns with our Community's values, adheres to Colorado Statute, and includes best practices in long-range planning objectives. While a Planning Commission can employ consultants based on §31-23-205, it can only do so with Board of Trustee Approval. The FY-2024 budget only included enough funding to complete the existing contract with Phoenix Rising Resources for the Comprehensive Plan.

I anticipate that we'll have a draft that looks more like what we're all expecting on June 21<sup>st</sup>. This delay means that the timeline that I worked on with the consultants at the beginning of the year is no longer feasible, and an amended timeline is necessary. Since the consultant won't have a draft to us until the end of the month, I'm suggesting that a joint meeting of the Planning Commission and the board of Trustees be scheduled after the draft is received.

This isn't my decision to make, and I'm relying on the Board and the Planning Commission for input (please review email sent to both bodies on 6/5/2024 at 9:37PM). It would be great to have the path forward decided during a joint meeting of the Planning Commission and the Board of Trustees.



*3/3/2024 Future Land Use Element Meeting*

# Water Capital Improvement Plan Phase I (SRF Loans)

Project Needs Assessment Approval, WaterSMART grant Award, Hydrogeological Study Update, and DWRf Design & Engineering Grant

Over the last 11 months the Town has made significant progress on design or progress towards completing Phase I of the Water Capital Improvement Plan (W-CIP). For reference Phase I of the W-CIP includes Raw Water Metering Improvements; Relining of the Two-Million Gallon Finished Water Storage Tank; West Loop Waterline Replacement ( $\approx 9,000$  linear feet of 8" Steel Distribution Pipe); and the Hydrogeological Study.

During the May 6, 2024, status meeting with the Town's Engineering consultant working on the W-CIP, RESPEC (formerly JDS Hydro), an updated Engineer's Preliminary Opinion of Cost was produced for the Town which was presented in the May 2024 Town Administrator's Report. On June 5, 2024, the Town met with RESPEC to discuss the Paonia West Loop Realignment Project and what further steps will be necessary to complete before the 60% set of drawings is completed.

Since the steel distribution line is outside of Town limits and within Delta County's jurisdiction, the Town will need to coordinate a meeting with Delta County. To be most effective, the meeting should include the Mayor, the Town Administrator, the Public Works Director, representatives from RESPEC, the 3<sup>rd</sup> District County Commissioner, the County Administrator, the County Road Foreman for District 3, and the Community Development Director (if hired by the time of the meeting). It would be good to coordinate the West Loop Waterline Replacement with the 5-year County re-pavement plan.

The Town was awarded a Design and Engineering Grant titled, "DWRf Principal Forgiveness Loan" from the Colorado Water Resources & Power Development Authority. CWRPDA is the same authority that the SRF Loan application would be granted through that will fund many of the projects for W - CIP Phases I - III. The grant award is for \$300,000 and pays

80% of the cost and requires a 20% match from the Town. The good news is that 100% of design was budgeted in the FY-2024 budget and this should relieve some of the pressure for design and could be applied to site work for the temporary tank needed to complete the 2MG finished water storage tank (See Attachment A - DWRf Town of Paonia - Approval Letter).

## June 5, 2024, RESPEC Design Meeting - Paonia West Loop Alignment Planning - 30% Update

The Town discussed numerous steps that need to be completed before the 60% set of drawings is completed. These include receiving approval from Delta County to realign the waterline along County Rights of Way (instead of private properties like they are right now), complete inspections of all Pressure-Reducing-Valves (PRV), inventory of vault construction for all master meter pits (related to out-of-town water companies), completion of subcontractor work related to Environmental Assessment required due to cumulative amount of space disturbed by project, survey/easement/boundary work, Subsurface Utility Engineering (SUE), and ground engineering.

The Town will be expected to coordinate with previous employees about historical knowledge of PRV's, vaults, and current waterline locations. The Town is also expected to investigate and correct any discrepancies in service locations to addresses, update GIS map layers as necessary, and coordinate with each consecutive system (out-of-town water companies).

The next internal coordination meeting is Wednesday, June 19, 2024.

# Water Capital Improvement Plan Phase I (SRF Loans) cont.

## PNA Approval, WaterSMART Grant, and Hydrogeological Study Update

### Project Needs Assessment (PNA) Approval and Conditions

On May 2, 2024, the Town received approval from the Colorado Department of Health and Environment (CDPHE) for the *Town of Paonia Drinking Water Revolving Fund (DWRf) Project Needs Assessment (PNA)* which is the first step in applying for low interest loans with principal forgiveness (See Attachment B – Project Needs Assessment Review Letter\_138944).

The PNA Approval Letter that the Town received conditioned that prior to loan application an Environmental Assessment (EA) will be required. Due to the possible impact to wetlands and the presence of floodplains, the project does not meet the criteria for a Categorical Exclusion (CatEx), which would have expedited the process. At a minimum the Town will need to coordinate with the following agencies to confirm that the project will not result in significant impact to state and federal crosscutters: SHPO; US Fish and Wildlife; US Army Corps of Engineers; FEMA; Local Floodplain (the County); State Engineer's Office; Department of Natural Resources; Colorado Parks and Wildlife; and CDPHE.

In addition, the Environmental Review Process requires a properly noticed public meeting and must be completed before the loan application is made as a condition of the Colorado State Revolving Fund (SRF) public meeting requirements. RESPEC and the Town will coordinate this meeting as part of the EA process.

The Town received a designation of disadvantaged community during a pre-qualification meeting on April 13, 2023, and we must make application before October 13, 2024, or be re-evaluated for eligibility using current criteria. The Town and its consultant endeavor to have a loan application completed prior to October 13, 2024, for the Re-

lining Project with the understanding that the loan will fund, and the project will begin in FY-2025.

The following outstanding items must be completed prior to submitting a loan application to the SRF Program: Public Meeting; Environmental Assessment (EA) Submission; Self-Certification Basis of Design Report (DWRf); Plans and Specifications Submission; and an SRF Self-Certification Form Submission.

RESPEC will work with the Town to coordinate the above requirements for submission of a loan application. Since the project is planned to use federal funds the following additional conditions are necessary: Davis-Bacon Prevailing Wages must be paid; American Iron & Steel must be used; Suspension and Debarment, Equal Opportunity & Civil Rights, OSHA, and Archeological & Historic Preservation Act all must be met; and Signage explaining that the project was funded by the Bipartisan Infrastructure Bill must be up at the project site locations. The project must also follow the Build America, Buy America Act; Disadvantaged Business Enterprise Procurement; Signage; and Prohibition of certain telecom & video surveillance services or equipment.

It is in the Town's best interest to remain within the disadvantaged community designation as it means that the Town is eligible for benefits such as: reduced interest rate, the design and engineering grant (\$300,000 approved for this project), and/or receipt of a portion of principal loan forgiveness, subject to funding availability and any applicable principal forgiveness caps.

### WaterSMART Planning and Project Design Grant

Former Mayor Bachran submitted GRANT14002201 to the Bureau of Reclamation for \$250,000 in federal funding for a

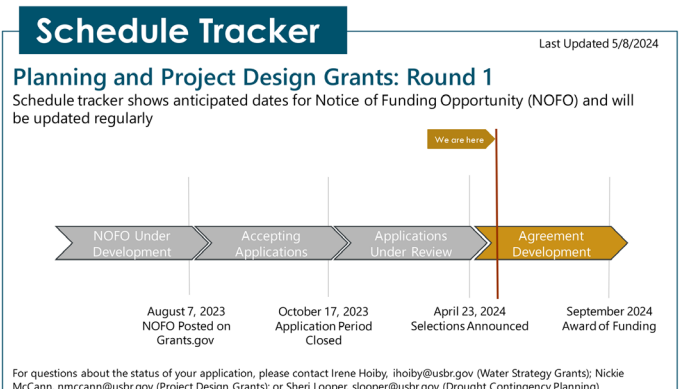
# Water Capital Improvement Plan Phase I (SRF Loans) cont.

## WaterSMART Grant, and Hydrogeological Study Update

planning and project design grant entitled, “Watershed and Water System Strategy Plans for Resiliency in the Face of Change.” That grant application was awarded the full \$250,000 of requested funding on April 23, 2024.

The grant award is meant to provide a holistic, comprehensive, and systematic investigation of Paonia’s complex water sources to inform an effective strategic water plan that includes the beginning of source waters all the way to customer’s taps. The grant is meant to produce a strategic water plan that will inform the Town on: what parts of the watershed are functioning well, prioritize which parts need attention soonest, how to mitigate the effects of climate change, and how to best address wildfire issues. The intent of the strategic water plan is to produce an action plan that will help the Town to continue to provide a reliable supply of clean, safe drinking water and raw water for irrigation for as long as possible.

As a result of the plan the Town hopes to accomplish increased communication and coordination with users and partners such as public lands managers and water districts; assist the Town and other water providers in creating a capital plan that identifies and prioritizes projects, timeframes, and costs; respect low to moderate income families’ economic capacity by evaluating fee schedules and system rates; better understand the impact of drought on the Town’s water system and adjacent public lands with respect to wildfire risks; improve the reliability of the drinking water supply; provide a water management plan which will lead to the modernization of the community’s water system including updated decision tools; provide a foundation for grant applications to fund capital projects for water system improvements; better understand how to sequester water on the mountain to combat the effects of hotter summers and climate change; and collaborate to avoid water conflicts and seek solutions beneficial to all users of the watershed.



The Town anticipates that the following items will need to be completed after an award has been finalized and a notice to proceed has been given from the Bureau of Reclamation.

Board of Trustees considers acceptance of the grant at a public meeting (most likely in September 2024); Publication of a Consultant RFP is submitted with a 30-day response deadline; Consultant finalists are interviewed; and then the Board of Trustees approve a contract with a consultant. After the consultant is selected the strategic plan creation could take up to 12 months, but the agreement with the USBR is good for up to 36 months.

This is an exciting opportunity for the Town to complete the next steps identified in the Hydrogeological Study and create a strategic plan to better inform the Town’s Capital Improvement Plan; and will add to the Colorado Water Plan Database. The professionals conducting the study will work with local agencies and constituents, including the US Forest Service (USFS), cattle grazers, farmers, and municipal water users, to create a plan that will quantify past trends and predict future rain and snow fall yields, assess the state of the infrastructure, and prioritize infrastructure work necessary to mitigate changes from lengthening droughts and increasing heat, examine wildfire

# Water Capital Improvement Plan Phase I (SRF Loans) cont.

## WaterSMART Grant, and Hydrogeological Study Update

impacts and mitigation methods, as well as methods to preserve the Town's water rights.

The final plan will be vetted through the stakeholder groups and the public. It will be taken to the Board of Trustees and the prioritized projects presented. The Board will decide, based on the recommendations in the plan, which project(s) it would like to pursue. The Town Administrator will then add these projects to the Town's Capital Improvement Program for approval by the Trustees. Staff will create a funding strategy for priority projects which will include future Town budgeting; partner contributions; and public and private grant opportunities. These may include grants for additional studies; project design and engineering; and construction. The Town anticipates looking specifically at future USBR WaterSMART opportunities.

Any permitting, environmental or historic resource studies, land or water rights acquisition, will need to be completed as part of the process as well. Stakeholders will be identified and engaged and asked to commit to the project. Once funds have been obtained, RFPs will be written, and the projects will go forward according to grant and all other requirements.

Even with the formulation of a comprehensive plan, there is no guarantee of follow through. Another barrier to implementation is the availability of funding. Many infrastructure projects are costly and small communities do not have the ability to pay for such projects out of their limited budgets. As funds from the Bipartisan Infrastructure Law and the Inflation Reduction Act expire, resources for such projects may also dry up making it difficult to complete expensive projects. The ability of a community to absorb more debt or higher use fees is also a concern. The capacity for small communities to manage grants and contracts with only a few staff causes stress on the administration and often

Requires additional contractors to assist with project management; grants and contracts monitoring; and fiscal reporting.

The Town will have more information from USBR in September 2024 when the grant agreement will be ready for the Board's consideration. Personally, I'd like to see a document that takes all the studies the Town has worked on for the past four – five years and create a strategic plan that can be used to inform project prioritization for water system improvements. The deliverable from this process will be invaluable to future budgets and the health of our water system (See Attachment C – WSG-009 Town of Paonia Revised).

### Hydrogeological Study Update

The Town has engaged Wright Water Engineering (WWE) in completing the hydrogeological study. Through WWE the town is evaluating its collection of springs to develop a better understanding of the hydrogeological processes of these springs through a two-dimensional resistivity (2DR) geophysical survey methodology. This process will help the Town to understand the subsurface characteristics of its spring system.

Through the utilization of the 2DR technology, the Town will be able to map the distribution of different geological materials such as Rock Glacier, Landslide Deposit and the underlying Mancos Shale. These geological units are where the Town's springs, which are an irreplaceable raw water supply, are acquired.

WWE has already completed preliminary investigations of springs and identified areas prime for 2DR exploration and include German Creek Springs, Old Original Springs, Reynolds Creek Springs, and Lake Fork Spring.



# 5<sup>th</sup> & Grand Realignment Project – Safe Pathways for Paonia

## Progress meeting updates, FOR 90% Drawing Set ready for CDOT and Affected Property Owner Engagement Meeting

The Town has had two coordination meetings with SGM on the design of street improvements, sidewalk improvements, and storm water improvements at the 5<sup>th</sup> and Grand intersection that is heavily utilized by all modes of transportation. The most recent coordination meeting on June 6, 2024, had a few tasks that the Town would need to work on before a 90% set of drawings was produced for CDOT's consideration at an FOR meeting.

Additional SUE work was identified and will require potholing sections of the project to verify the existing conditions of underground utilities and to inform the waterline design. All gravity fed systems require potholes at every crossing per law, CDOT requires potholes, and the potholes will ensure that the design functions how it is currently designed and limits the amount of field engineering during construction.

The environmental checklist is nearly complete and its scheduled to be submitted to CDOT with the FOR submittal. Intersection details, curb ramp details, erosion control plan, storm water management plan, and signage and striping plans are all nearing the 90% design phase.

The stormwater design has been updated based on recent SUE information, and the best possible design runs halfway down the slope on the West side of Grand Avenue to avoid ripping up existing road/sidewalk and avoids existing utilities further to the West. The Town gave directions to add a one-foot sump in catch basins downstream of the siphon.

The 6/11 Board meeting includes a memorandum of agreement with the County as required by CDOT for the section of Grand Avenue that is within the County's right of way. Due to an active agreement between Delta County and CDOT, the right of way could not be transferred to Paonia and CDOT required a maintenance agreement as a way of ac-

quiring necessary right of way for the project. Once approved by the Board of Trustees, the County Highway Engineer will place it on the next available County Commissioners agenda for their consideration and it can be submitted to CDOT to meet their conditions for funding. The Town has already completed right of way acquisition from the School Board, and R-O-W acquisition has been completed.

The Town is coordinating with Paonia Breadworks to host a public open house to inform affected property owners, stakeholders, and interested parties about the status of the project. SGM will be present to gather feedback, identify any potential issues and answer questions that people may have about the project. The date is tentatively scheduled for July 10, 2024, from 4:30 – 5:30.

The schedule for the project is as follows: Public Open House 7/10/2024 (Tentative); 7/11/2024 FOR submittal to CDOT (90% Drawings); 8/7/2024 FOR Meeting with CDOT. Once this schedule is met and CDOT approves the project, an RFP can be scheduled to get bids from qualified contractors to complete the work in FY-2025.

The next internal coordination meeting is scheduled for July 2, 2024.

Detailed coordination meeting minutes are available (See Attachment D – 5<sup>th</sup> and Grand Progress Meetings).





# Public Works Update for Summer 2024

## Farmer's Ditch Shares (cost-sharing repairs to transmission pipes), Improvements at Town Park, and Right of Way Cleaning

The Public Works Director was approached by an adjacent property owner for a section of pipe for Farmer's Ditch that needs serious repair and asked for assistance with cost-sharing the repair. The cost is within the Town Administrator's approval limits of \$5,000.

The section of pipe that is the responsibility of the Town is near the Wastewater Ponds and the other affected property owner is Big B's. In its current state, the section of pipe has the potential to cause the new improvements to the highway to wash away and cause impacts to other adjacent properties.

The total cost of the project was \$10,777.86, but the Town's cost is \$5,000 (See Attachment E – Roop Excavating Quote to Repair Farmer's Ditch). If you have additional questions, please ask Public Works Director, Cory Heiniger.

### Exciting Improvements at Town Park

For years, the Town has considered adding WiFi at Town Park for guests, vendors, and performers to access while using the park. As of June 5, 2024, this is a reality! Through an incredible partnership from Elevate, Phonz+ and the Town, we're able to provide secure high-speed internet access throughout the entire Town Park. There are two options available – one for general use that requires acceptance of conditions on a splash page before use, and a secure password protected use that can be used for vendors and performers at special events.

The Public Works Department plans to shift gears on remodeling the bathrooms at Town Park. Call it sticker shock when quotes were received from contractors about the cost of remodeling the restrooms – they were nearly \$20,000 higher than anticipated. That being said, Public Works believes that they can complete most of the work in-house this winter (after the Mountain Harvest Festival). The Public Works Director, can speak in more detail about what's needed and when he plans to schedule the work.

### Right of Way Cleaning Scheduled to Begin June 10<sup>th</sup>

The May utility bills had a note about tree-trimming along sidewalks and public rights of way will be performed after 5/31. Public Works plans to have crews cleaning up the rights of way beginning the week of June 10<sup>th</sup>. If property owners would like to ensure that trees and bushes are trimmed to their specifications, then it is imperative that property owners complete this work before Public Works crews begin their work.

Gutter cleaning is scheduled to begin on June 25, 2024, and Public Works is coordinating with the Paonia Police Department. Officers will begin coordinating with property owners the evening before Public Works crews are scheduled to go down streets so that vehicles can be moved during the day to ensure a clear path for crews and the street sweeper to go down. A map will be pushed out through social media and textmygov to show the days that each street will be cleaned. Street cleaning will generally follow this guideline: for E-W streets, crews will go down the North side of the street from 9AM – Noon and the South side of the street from 1PM – 4PM.

### New Hires in Public Works

The Town has extended offers of employment to two candidates and they've accepted. Public Works welcomes Nicole Gisoldi as the Deputy Public Works Director; she plans to begin on 6/24/2024; and to Calebe Rice to fill the new position with its home department within Streets. Ms. Gisoldi has experience working with treatment ponds at the mine and holds a degree. Mr. Rice has experience with heavy equipment operation, a Class A CDL with X & T Endorsements, and most recently worked for CDOT with lots of snow removal experience (See Attachment F – Conditional Offers of Employment). Public Works has one more position to fill within the Utilities Department and applications are currently being accepted.

## GFOA Code of Ethics Training

Behavioral Ethics sets out to answer the question, why do well intended people fail sometimes to live up to their values... Behavioral ethics science helps us understand why well intended people fall short of their goal of acting ethically. Ethics = acting consistent with certain core or universally agreed upon positive values.

Ethics – standards for what the right thing to do is. It is an ongoing process of reflection and learning. Acting consistently with certain core values.

Values important to me: **Inclusivity, Transparency, Balance and Equity.**

It is important not to discriminate against anyone that interacts with local government, and all people should be welcomed. Transparency is paramount to building confidence and trust with the public regarding all finances and within every facet of government. It is just as important to be consistent and balanced in decision making and to be equitable in the treatment of everyone interacting with the government.

Being clear on your why, or professional purpose and values, can help to resist pressures and encourage others to do likewise.

Ethical Fading – Sometimes humans overlook the values-dimensions of situations or turn off moral compasses especially in the workplace. Humans also tend to reason backwards to justify what we did in a situation → Being aware of these tendencies is the first defense against them and will in turn help us act like the ethical person we believe ourselves to be.

Overconfidence Bias – the tendency to be more confident in our ability to act ethically than is objectively justified by our abilities and moral character.

Conformity Bias – the tendency to take cues for proper behavior from the actions of others rather than exercise our own independent judgment.

Obedience to Authority – the tendency to please authority figures. Too much emphasis on that goal and consciously or subconsciously subordinate the goal of acting ethically. Monitor yourself to ensure that undue suspension of our own independent ethical judgment in order to please our superiors does not occur.

- 1.) Be able to articulate my values
- 2.) Be resilient in challenging situations
- 3.) Be vigilant in the face of unethical behavior

TRUST is the central tenet of 5 core values for good ethical behavior.

**Core Value 1 Integrity & Honesty** – People can believe what I say, and I act in accordance with my values. I put principle ahead of ego and do the right thing even when it's hard.

**Core Value 2 Producing Results for the Community** – Doing the job of Town Administrator and Treasurer and doing it well.

**Core Value 3 Treating People Fairly** – Treating people fairly and developing processes and procedures that treat people fairly help support trusting relationships within local governments.

**Core Value 4 Diversity & Inclusion** – Embracing diversity and fostering inclusiveness helps build positive organizational cultures and promote policies that reflect the communities that they serve. When people feel included, they'll see that there is concern for their wellbeing and that they can trust the local government.

**Core Value 5 Reliability & Consistency** – Applying consistent standards, the commitment is honored to the community to do the right thing even when faced with challenging circumstances.

**Voicing Values 1 Be Knowledgeable** - Continuous improvement and a commitment to learning is essential to producing results for the community. Staying up to date with trends in local government and finance is very important to being able to consistently produce results for the community that I serve.

**Voicing Values 2 Lead by Example** - I've strived to lead by example for most of my life. It was a core value at the high school that I attended, and it was meant to produce responsible adults that can be counted on to do the right thing when no one is watching. Being as transparent as possible is paramount to building trust and confidence in financial systems and ensuring that high standards of transparency are met are integral to leading by example.

**Voicing Values 3 Be Transparent** - It is very important to communicate my decision-making process in staff reports to colleagues, boards, stakeholders and the community as whole. Clearing discussing an issue with all salient points is necessary for giving a clear and unbiased discussion of the issue being presented. Disclosure of any potential conflicts of interest that may arise in my role is important as is avoiding those conflicts by taking appropriate measures to manage them as transparently as possible. Providing regular updates on financial activities to stakeholders and the public is important as well.

**Voicing Values 4 Speak Up** - If you see something, say something. I've most recently done this with an issue involving the planning commission and potential biased ex-parte communication and preference for a friend's opinion rather than fact for a quasi-judicial matter with one planning commission member. Rather than let it fester, I produced a memorandum to the full Board of Trustees regarding the matter. Since making that memorandum, I have experienced retaliatory behavior against me from the Planning Commission member identified in that memorandum in both newspapers and on social media from that commission member's friends. My commitment to ethical behavior means that I will not let bullying behavior or political activity intimidate me from saying something about any suspected unethical behavior. It is also just as important to continue to speak up about unethical behavior even if it's met with retaliatory behavior.

**Voicing Values 5 Continuously Improve** - I will continue to improve in my profession by completing additional training meant to improve my ability to effectively and efficiently do my job. I will routinely reach out to colleagues for advice on difficult situations or on issues that I don't have enough experience or knowledge to remedy.

## **INTEGRITY & HONESTY**

Integrity & Honesty are the most important building blocks on which trust is built. To have integrity and honesty means that people can believe what I say, that I act in accordance with core, socially positive or universal values, that I put principle above ego, and that I do the right thing, even when it's hard.

"You're looking for three things, generally, in a person – intelligence, energy and integrity. And if they don't have the last one, don't even bother with the first two." – Warren Buffet.

Opportunities to Demonstrate Integrity & Honesty: Delivering Bad News Well; Zero Tolerance for unethical behavior; and Owning mistakes when they occur.

To recognize unethical behavior – build awareness through training about what we may find within our line of work. "Once you know what you believe the right thing to do is – how can you get it done effectively?" That's the question that we should be asking while considering actions. Create a moral muscle memory.

## **PRODUCING RESULTS FOR YOUR COMMUNITY**

Producing results is an important ethical value for ensuring that the community I serve receives accurate information to make decisions. To continue to produce results for the community, I need to continually strive to learn and improve. Being clear on professional purpose helps to set boundaries on what I will and will not do within my job.

"How does your purpose (my beliefs, values, and why) impact the results that I produce?

Start with my "why?" People don't buy what I do, they buy why I do it...

My "why" is to support my community in the most transparent, honest and ethical way. To continuously improve the community in which I live by keeping up to date with trends in local government, continuous learning, and establishing hard ethical boundaries that I won't cross. I want to produce high quality work that is truthful and meets the demands of our community.

## **TREATING PEOPLE FAIRLY**

Being "fair" is an important ethical value and directly related to Trustworthiness. Equity in financial decision making is very important to adequately supporting the community. There are two elements of fairness:

- 1) Fair Process and
- 2) Fair Outcomes.

It's important to understand that different people have differing views about what fair outcomes mean. Fairness is essential to trust. If people feel unfairly treated, relationships break down, and the public may withhold their support for the municipality.

The 4 Pillars of Procedural Justice are based on the foundation of democracy and refers to fair processes. 1) Accurate information informs decisions; 2) Decision criteria are transparent and



consistently applied; 3) The public and stakeholders have an opportunity to provide input; 4) Acknowledge and correct mistakes.

**Fairness = Equality** (people should be treated fairly by public policy by removing barriers to success) + **Equity** (people should be treated differently by public policy to compensate for different circumstances).

## **DIVERSITY AND INCLUSION**

Diversity and Inclusion are behaviors that are vitally important for good governance, fostering a culture of diversity and inclusion promotes trust in the organization. These are behaviors and actions that foster an environment that respect people's talents, skills and abilities to contribute to the work of the municipality as well as the work of the community.

A workforce that reflects the community is not about appearances, but rather about ensuring that employees share life experiences with the community being served. Employees that reflect the community understand the challenges facing the community and are more authentic and effective at connecting with the community. A diverse workforce fosters trust in the organization.

Being inclusive shows that the organization respects and values the people that we interact with. Be fully present for conversations.

Silence and inaction in the face of problematic behaviors is unethical.

To Demonstrate commitment to diversity and inclusion: provide people with opportunities to have input into decisions that affect them; and consider the equity implications of how and where public agency services are provided.

## **RELIABILITY AND CONSISTENCY**

Being able to count on someone is a key element of trustworthiness. Be aware of time management issues arising in dynamic environments like local governments that can destroy my best laid plans. Watch out for optimism bias (overestimating the likelihood of positive events and underestimating the likelihood of negative events); also be mindful of loss aversion – do not let the fear of losing something, like respect and trust, to cause a slip on ethical decision making.

Being consistent means applying the same standards over time to similar situations, it also means having my actions match my words.

To create reliability and consistency in financial matters:

- 1) Develop strong financial policies
- 2) Produce timely information
- 3) Produce reliable information

The Government Finance Officers Association  
of the United States and Canada

*presents this*

**CERTIFICATE OF PROFESSIONAL DEVELOPMENT**

to

**Stefen Wynn**

for successfully completing

**GFOA's Code of Ethics**

in the field of

**Behavioral Ethics**

**June 5, 2024**

National Registry of CPE Sponsors ID Number: 103133

**5.00**

**Group Internet-based**

*In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50 minute hour.*

*Christopher P. Monill*

Executive Director/CEO

203 North LaSalle, Suite 2700  
Chicago, Illinois 60601  
312-977-9700



# PROJECT KICKOFF

TOWN OF PAONIA WATER & WASTEWATER STANDARDS



TOWN OF PAONIA

JUNE 5, 2024



[RESPEC.COM](https://respec.com)

# AGENDA

- › PROJECT OVERVIEW
- › SCOPE (IN/OUT)
- › PROJECT STRUCTURE: ROLES & RESPONSIBILITIES
- › PROJECT TIMELINE
- › PROJECT RISKS: ASSUMPTIONS, CONCERNS, BLOCKERS, DEPENDENCIES
- › PROJECT BUDGET
- › PROJECT LOGISTICS: COMMUNICATION & DOCUMENTATION
- › NEXT STEPS



# PROJECT SCOPE: IN/OUT OF SCOPE







## WHAT IS IN SCOPE

1. SECTION 1 — GENERAL STANDARDS SPECIFIC TO WATER AND WASTEWATER
2. SECTION 2 — WATER SYSTEM ENGINEERING AND CONSTRUCTION STANDARDS
3. SECTION 3 — WASTEWATER SYSTEM ENGINEERING AND CONSTRUCTION STANDARDS
4. DELIVERABLES:
  - A. PDF and Word Document
  - B. Drawings in PDF and DWG Format

## WHAT IS OUT OF SCOPE

1. GENERAL STANDARDS THAT DO NOT PERTAIN TO WATER AND WASTEWATER
2. WATER WELL STANDARDS
3. WASTEWATER LIFT STATION STANDARDS
4. SECTION 4 — TRANSPORTATION / PAVEMENT STANDARDS
5. SECTION 5 — STORMWATER SYSTEM STANDARDS
6. UPDATING MUNICIPAL CODE

# PROJECT STRUCTURE: PROJECT TEAM ROLES

	Name	Role	Responsibility
	Rebecca Norton, PE	Project Manager	PM
	Isabel Lopez	Engineering Intern	Water Standards
	Staff Engineer	Engineer	WW Standards
	Doug Schwenke, PE	Principal	QA/QC
	BJ Elkins, PE	Project Engineer	Consultant
	James Starnes, PE	Senior Project Manager	Consultant

# PROJECT STRUCTURE: PROJECT TEAM RESPONSIBILITIES

## RACI MATRIX

Tasks / Deliverables	Rebecca Norton, PE	Isabel Lopez	James Starnes, PE	Doug Schwenke, PE	BJ Elkins, PE	Staff Engineer
General Standards Development	A	R	C	I	C	I
Water Standards Development	A	R	C	I	C	I
Wastewater Standards Development	A	R	C	I	C	R
Project Oversight	R	C	I	A	I	C
Progress Reporting	R	C	I	A	I	C
QA/QC	A	I	I	R	I	I

# PROJECT TIMELINE: KEY MILESTONES & DATES

Project Task/Milestone/Deliverable	Description	Due Date
Kick off	This meeting	June 5, 2024
Bi-weekly meeting	5 meetings for water, 5 meetings for wastewater	-
Water Standards	Completion of Water Standards. (Targeted for end of Isabel's internship)	August 31, 2024
Wastewater Standards	Completion of Wastewater Standards	October 31, 2024
Project Completion	Final Deliverables Sent to Town	November 30, 2024



# PROJECT RISKS: ASSUMPTIONS, CONCERNS, BLOCKERS, DEPENDENCIES

Name of Assumption, Concern, Blocker, or Dependency	Mitigation Step
Standards do not include roadway/stormwater	Include section placeholders
Municipal code will be updated based upon developed standards	Town to ensure there are not conflicts
Future development review process to be determined by Town	
Standards to comply with EPA, CDPHE, Delta County	
Future updates to standards to occur regularly initiated by Town (annually, semiannually, or every 3 years)	
Deadlines assume that 5 meetings is sufficient for each section.	Monitor progress percentage
Postponing meetings will postpone final deliverables.	Avoid meeting cancellations

# PROJECT BUDGET

Budget Item	One Time or Recurring?	Amount
Task 1 - Water System Standards	One Time	\$12,000
Task 2 - Wastewater System Standards	One Time	\$9,600
<b>TOTAL</b>		<b>\$ 21,600</b>

## PROJECT LOGISTICS: COMMUNICATION & DOCUMENTATION

We will meet regularly:	Biweekly on Microsoft Teams on Wednesdays at 1pm
Our project materials will be located:	Google Drive
Communication channels are:	Email, phone
Project updates will be sent:	Monthly
Additional info:	n/a

# NEXT STEPS

## › NEXT MEETING:

- / Date: Wednesday, June 12, 2024 at 9am-10am
- / Topic: Section 1 – General Standards

## › ACTION ITEMS:

- / RESPEC to begin development of standards





## COLORADO WATER RESOURCES & POWER DEVELOPMENT AUTHORITY

The Amp - Suite 820, 1580 N Logan Street, Denver, Colorado 80203-1939  
303/830-1550 · Fax 303/832-8205 · [info@cwrpda.com](mailto:info@cwrpda.com)

May 24, 2024 (Transmitted via email)

Stefen Wynn  
Paonia, Town of  
P.O. Box 460  
Paonia, CO 81428

### **Re: Drinking Water Revolving Fund ("DWRP") Design & Engineering Grant Approval**

Dear Mr. Wynn,

On May 16, 2024, the Town of Paonia was awarded a \$300,000 DWRP Design & Engineering Grant to assist with the costs of completing the necessary design and engineering of the proposed project.

We look forward to working with you and your attorneys towards a successful project. Please call me at (303) 830-1550, extension 1015 or email me at [ggazashvili@cwrpda.com](mailto:ggazashvili@cwrpda.com) with any questions.

Sincerely,

A handwritten signature in black ink that reads "Giorgi Gazashvili".

Giorgi Gazashvili  
Financial Analyst I

CC: Siobhan Yoest, (via email)  
Peter Dieterich, (via email)  
Alex Hawley, Grantsandloans, (via email)  
Cheryl Gantner, (via email)



# United States Department of the Interior

BUREAU OF RECLAMATION  
125 South State Street, Room 8100  
Salt Lake City, UT 84138-1102



IN REPLY REFER TO:

UC-825  
1.3.11

April 23, 2024

VIA ELECTRONIC MAIL ONLY

Town of Paonia  
Attn: Stefen Wynn  
214 Grand Ave.  
Paonia, CO 81428-6302

Subject: Funding Opportunity No. R23AS00109 – WaterSMART Planning and Project Design Grants for Fiscal Year 2023 – “GRANT14002201 Application Review Status, Your Application Titled, “Watershed and Water System Strategy Plans for Resiliency in the Face of Change” (WSG-009)

Dear Stefen Wynn:

The Bureau of Reclamation is pleased to inform you that your application was among those receiving the highest ratings and is now being considered for award of a financial assistance agreement. Your application included a request for \$250,000 to complete your project titled, “Watershed and Water System Strategy Plans for Resiliency in the Face of Change.” Reclamation anticipates awarding Federal funds in the amount of \$250,000 for your proposed project.

In working with you to develop your financial assistance agreement, Reclamation will closely review the activities outlined in your proposal to ensure that all activities are eligible for funding and that the proposed costs are allowable under financial assistance regulations and the Notice of Funding Opportunity (NOFO). If some costs or activities are determined to be ineligible or unallowable, Reclamation will work with you to refine the scope of work and budget for the project. Please be advised that revisions to the scope of the project identified in your application can be made only after Reclamation determines that revisions would not impact the overall ranking or the expected benefits of the project. In addition, Reclamation must have sufficient evidence prior to award that non-Federal cost share will be available. The final funding amount may be adjusted if necessary.

All projects being considered for award of funding are required to comply with all Federal environmental and cultural resource requirements, including the National Environmental Policy Act, Endangered Species Act, Clean Water Act, and the National Historic Preservation Act. Ground-disturbing activities of any type, including fieldwork, monitoring or other activities may not occur until Reclamation has determined that all environmental and cultural resource compliance is complete and a Notice to Proceed is issued by a Reclamation Grants Officer.

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INTERIOR REGION 7 • UPPER COLORADO BASIN

COLORADO, NEW MEXICO, UTAH, WYOMING

In addition, please be advised that as stated in Section F.6 of the NOFO, Reclamation intends to post copies of successful Planning and Project Design Grants applications as examples on Reclamation's website. While this generally does not raise any issues, it is prudent to provide successful grant applicants with an opportunity to redact any sensitive information from their proposals prior to posting them on Reclamation's website. As a rule, the SF-424s are removed; however, if there are any other items you would like redacted, please contact Aiyana Aeikens, Program Analyst, at [aaeikens@usbr.gov](mailto:aaeikens@usbr.gov), by Friday, May 31, 2024. Should we not hear from you by this date we will assume that there are no objections to posting the full application.

A post-selection webinar to discuss the process for development of financial assistance agreements and next steps with you and all other new recipients will be held on May 7, 2024, at 11:00 a.m. MT. Please join the webinar by clicking [here](#) to join the Microsoft Live Event. It is anticipated that you will be notified of the grants management specialist assigned to your agreement in the next two weeks and that your agreement should be awarded in September 2024 or earlier. In the meantime, if you have any questions regarding the process or your agreement, please contact Ms. Karen Shubert, Reclamation Grants Officer, at 801-524-3663 or at [kshubert@usbr.gov](mailto:kshubert@usbr.gov). Thank you for your interest and participation in the WaterSMART Program. We look forward to working with you.

Sincerely,

/s/Karen Shubert  
Grants Officer

cc: [stefenw@townofpaonia.com](mailto:stefenw@townofpaonia.com)  
[ihoiby@usbr.gov](mailto:ihoiby@usbr.gov)

# TOWN OF PAONIA - 5<sup>th</sup> STREET REALIGNMENT

## PROGRESS MEETING



**Meeting Date: 05/07/2024 2:00 PM**

**Notes and attendees from meeting in Blue Text**

### Invited Attendees:

Brandyn Bair	SGM-PM	<input type="checkbox"/>	Stefen Wynn	Paonia – Town Admin	<input checked="" type="checkbox"/>
Ashley Cline	SGM-Design PM	<input checked="" type="checkbox"/>	Cory Heiniger	Paonia – Public Works	<input type="checkbox"/>
Andy Antipas	SGM-Enviro	<input type="checkbox"/>	Paige Smith	Paonia – Mayor	<input type="checkbox"/>
Michael Morrison	SGM-Transpo	<input checked="" type="checkbox"/>			
Karl Schoenbrunn	SGM-SUE	<input type="checkbox"/>			

### Agenda

#### Status Report:

Discipline	Staff	Update
PM	Brandyn	<p>Need to pick a 90% (FOR) submittal date.</p> <p>SGM proposed schedule:</p> <ul style="list-style-type: none"> <li>• <a href="#">Host public meeting with effected properties</a></li> <li>• FOR Submittal – 7/11</li> <li>• FOR CDOT Meeting – 8/8 (will request date from CDOT if 7/11 submittal date works for Town) <a href="#">Yes</a></li> <li>• PSE Submittal – September</li> <li>• AD Date – October/November</li> </ul>
SUE	Karl	<p>Additional SUE investigation completed the week of 4/XX. Insertion of information into SUE BM should be complete by Friday 5/10.</p> <p>Coordinating utility potholing the first few weeks of June.</p>
Environmental	Andy	No Update.
Roadway	Michael/ Ashley	<p>Progressing 90% Design –</p> <ul style="list-style-type: none"> <li>• Intersection Details</li> <li>• Curb Ramp Details</li> <li>• Driveway Details</li> <li>• Erosion Control Plan</li> <li>• Storm Water Management Plan (over an acre of disturbance) <a href="#">Town of Paonia seed mix (low maintenance mix, bluegrass tall fescue mix)</a> <a href="#">Stefen to send.</a></li> <li>• Signing and Striping Plans</li> </ul> <p>Does the Town want driveway tie ins to sidewalk to be <a href="#">concrete</a>, asphalt, or gravel? Concrete or asphalt will limit gravel introduced to sidewalk section.</p>

**TOWN OF PAONIA - 5<sup>th</sup> STREET REALIGNMENT**  
**PROGRESS MEETING**



		<p>Where does the school zone for the K-8 end? <a href="#">Keep ped crossing signs as there's a elementary school nearby.</a>  RRFB at cross walk on Grand and 4<sup>th</sup>? <a href="#">Yes.</a></p> <p>Striping to delineate parking?  <a href="#">Tee's</a>  <a href="#">Show yellow no parking zones at intersections.</a></p>
Utilities		No Update.
Drainage	Michael	<p>Updating drainage report to reflect additional storm sewer length.</p> <p>Siphon Calculations / Details.</p> <p>Once SUE BM is updated, finalizing storm sewer can begin.  Idea is to construct storm pipe on west side of the ROW outside of roadway platform.</p>
Geotech	Ground	No Update.
Survey/ROW	Wilmore / SGM	<p>SGM survey crew completed field survey and additional basemapping. SGM and Wilmore existing conditions files have been merged.</p> <p>SGM used same datum as Wilmore to ensure all elevations translated correctly.</p>
CDOT		<p>Maintenance Agreement Update -  CDOT is okay with approach. Has this been finalized with County?  <a href="#">Not yet. Need finalized agreement from County. In between town attorneys.</a></p> <p>School Parcel Acquisition –  CDOT Donation Form is good. One minor change was requested by CDOT. Was this change made?</p> <p><a href="#">Ashley will email Jason Huddle to confirm process works for the above when an agreement is reached for the Maintenance agreement with the County.</a></p>
Other		<p>Public Open House scheduling –  <a href="#">First week of June? First or second week of July.</a>  <a href="#">During business day or after hours. Maybe just hosting at Paonia Breadworks.</a></p> <p><a href="#">Presentation + poster board of overall site plan, + individual property impacts.</a></p>

**TOWN OF PAONIA - 5<sup>th</sup> STREET REALIGNMENT**  
**PROGRESS MEETING**



		<p>Stefen to figure out location and what presentation may look like given space.</p> <p>RAISE Grant – should know end of June.</p>
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**Schedule:**

Deliverable	Date	To	By / Lead
FIR Plan Submittal	12/7/23	Town / CDOT	SGM
DS&R + FIR Meeting	1/10/24	--	CDOT
Public Open House	Post FIR Meeting – Date TBD		SGM
FOR Plan Submittal		Town / CDOT	SGM
FOR Meeting		--	CDOT

**Action Items:**

Item #	Description	Date	By / Lead	Status
1.	Cory to coordinate cleaning and/or videoing of existing storm drainage line.	By Nov 7 <sup>th</sup> Meeting	Cory/Town	<i>Completed 11/6</i>
2.	Ashley to check in with CDOT about right-of-entry vs right-of-way acquisition with County.	ASAP	Ashley/SGM	<i>Emailed CDOT 11/7</i>
3.	Send 3" curb detail and photo to Town to send to Breadworks.	11/10	Michael/SGM	<i>Completed 11/8 (Emailed to Cory &amp; Stefen)</i>
4.	Reach out to Ditch Company.	ASAP	Cory/Town	<i>Emailed Olen 12/4</i>
5.	Reach out to CDOT / Wilmore about any existing easements within project area.	ASAP	Ashley & Brandyn/SGM	<i>Completed</i>



**TOWN OF PAONIA - 5<sup>th</sup> STREET REALIGNMENT**  
**PROGRESS MEETING**



6.	Verify waterline replacement area.	ASAP	Michael/SGM	<i>Completed 1/2 during meeting.</i>
7.	Reach out to Black Hills about gas line relocation	ASAP	Karl/SGM	<i>Completed. Met with BHE 12/4</i>
8.	Send Utility PDF to Cory to markup water line needs	12/8	Ashley/SGM	<i>Completed. Sent 12/6</i>
9.	Reach out to Delta County about ROW	12/8	Ashley & Brandyn / SGM	<i>Completed. Called 1/2</i>
10.	Schedule CDOT ROW Meeting	12/6	Ashley/SGM	<i>Completed. Met with CDOT 12/13</i>
11.	SGM to write letter of support for the Town	2/16	SGM	<i>Completed 2/14.</i>

**Issues to Resolve/Add:**

Item #	Description	Assigned To
1.	How Storm Sewer System connects/outfalls. Completed investigation week of 11/6.	SGM/Town
2.		

**Next Meeting is June 4<sup>th</sup> @ 2:00 PM.**

# TOWN OF PAONIA - 5<sup>th</sup> STREET REALIGNMENT

## PROGRESS MEETING



**Meeting Date: 06/04/2024 2:00 PM**

**Notes and attendees from meeting in Blue Text**

### Invited Attendees:

Brandyn Bair	SGM-PM	<input checked="" type="checkbox"/>	Stefen Wynn	Paonia – Town Admin	<input checked="" type="checkbox"/>
Ashley Cline	SGM-Design PM	<input checked="" type="checkbox"/>	Cory Heiniger	Paonia – Public Works	<input checked="" type="checkbox"/>
Andy Antipas	SGM-Enviro	<input type="checkbox"/>	Paige Smith	Paonia – Mayor	<input type="checkbox"/>
Michael Morrison	SGM-Transpo	<input checked="" type="checkbox"/>			
Karl Schoenbrunn	SGM-SUE	<input type="checkbox"/>			

### Agenda

#### Status Report:

Discipline	Staff	Update
PM	Brandyn	<p>SGM proposed schedule:</p> <ul style="list-style-type: none"> <li>• Host public meeting with effected properties (Date TBD)</li> <li>• FOR Submittal – 7/11</li> <li>• FOR CDOT Meeting – 8/7 (Scheduled with CDOT 1:00 – 3:30, let me know if you got the invite)</li> <li>• PS&amp;E Submittal – September</li> <li>• AD Date – October/November</li> </ul>
SUE	Karl	<p>Utility Potholing Coordination – Karl reached out to Cory 5/31 &amp; 6/3. Spoke to Cory about using Southwest Systems to help with potholing on 6/11.</p> <p>8 Potholes have been identified as necessary to verify the waterline design.</p> <p><a href="#">Send UTH ASAP so Cory can call in locates.</a></p> <p>As a reminder – potholing is required for 3 reasons in this case.</p> <ol style="list-style-type: none"> <li>1. All gravity fed systems require potholes at every crossing per the law.</li> <li>2. CDOT requires potholes per the law.</li> <li>3. Potholes will better inform our design, so we know that it functions how we have it designed now, and limits rework / surprises during construction.</li> </ol> <p>Taylor (SGM) will go into field 6/6 to mark pothole locations on the ground. Would be helpful to meet Cory out in the field. Then Cory's crews will core asphalt and prep areas for Tuesday's potholing where Karl will also be on site.</p> <p>Water services exploration discussion –</p>

**TOWN OF PAONIA - 5<sup>th</sup> STREET REALIGNMENT**  
**PROGRESS MEETING**



		The Town would like to locate two services where services meet the main to see if there's a saddle tap/condition. Depending on how services meet main, we may replace the line.
Environmental	Andy	Environmental Checklist is 99% complete. We're in good shape to submit the checklist to CDOT for FOR submittal.
Roadway	Michael/ Ashley	Progressing 90% Design – <ul style="list-style-type: none"> <li>• Intersection Details</li> <li>• Curb Ramp Details</li> <li>• Erosion Control Plan</li> <li>• Storm Water Management Plan (over an acre of disturbance)</li> <li>• Signing and Striping Plans – See parking striping. <a href="#">Town like striping as presented.</a></li> </ul>
Utilities		No Update.
Drainage	Michael	<p>Storm Sewer Design has been updated per SUE information. Storm generally runs halfway down the slope on the west side of Grand Ave. This avoids ripping up the existing road/sidewalk and avoids existing water, sewer, gas and electric lines that are in the flatter ground further west.</p> <p>May be trickier to construct on the slope but seems like the best alignment given all the utilities to the west and the cost savings provided by not removing/replacing the sidewalk and roadway.</p> <p><a href="#">Add a 1-foot sump in manhole downstream of siphon.</a></p> <p><a href="#">Recommend maintenance on manhole downstream of siphon once a year.</a></p> <p>Updating drainage report to reflect additional storm sewer length.</p> <ul style="list-style-type: none"> <li>• 100 Year Event <ul style="list-style-type: none"> <li>○ During a 100-year event, the system will back up and overtop the road which will cause flooding. Town said parts of the town during a 100-year flood event will see flooding and is not concerned by this system flooding.</li> </ul> </li> <li>• 10 Year Event <ul style="list-style-type: none"> <li>○ During a 10-year storm event, the system will back up, but the water will be contained in the system.</li> </ul> </li> </ul>
Geotech	Ground	No Update.
Survey/ROW	Wilmore / SGM	Survey working on temporary easement exhibits to submit with FOR Submittal on 7/11.

**TOWN OF PAONIA - 5<sup>th</sup> STREET REALIGNMENT**  
**PROGRESS MEETING**



CDOT		<p>Maintenance Agreement Update -  CDOT is okay with approach. Has this been finalized with County? <a href="#">Town sent to County attorney still waiting to hear back.</a>  Previous Meeting - Not yet. Need finalized agreement from County. In between town attorneys.</p> <p>School Parcel Acquisition –  CDOT Donation Form is good. One minor change was requested by CDOT. Was this change made? <a href="#">Yes, should be good to go.</a></p> <p>Previous Meeting - Ashley will email Jason Huddle to confirm process works for the above when an agreement is reached for the Maintenance agreement with the County.</p>
Other		<p>Public Open House scheduling –  First or Second week in July – pick a date and time.  Location – Paonia Breadworks <a href="#">7/10 @ 4/4:30. Stefen will coordinate with owner.</a></p> <p>RAISE Grant – should know end of June.</p>

**Schedule:**

Deliverable	Date	To	By / Lead
FIR Plan Submittal	12/7/23	Town / CDOT	SGM
DS&R + FIR Meeting	1/10/24	--	CDOT
Public Open House	Post FIR Meeting – <a href="#">7/10/24</a>		SGM
FOR Plan Submittal	7/11/24	Town / CDOT	SGM
FOR Meeting	8/7/24	--	CDOT

**Action Items:**

Item #	Description	Date	By / Lead	Status
1.	Cory to coordinate cleaning and/or videoing of existing storm drainage line.	By Nov 7 <sup>th</sup> Meeting	Cory/Town	<i>Completed 11/6</i>

**TOWN OF PAONIA - 5<sup>th</sup> STREET REALIGNMENT**  
**PROGRESS MEETING**



2.	Ashley to check in with CDOT about right-of-entry vs right-of-way acquisition with County.	ASAP	Ashley/SGM	<i>Emailed CDOT 11/7</i>
3.	Send 3" curb detail and photo to Town to send to Breadworks.	11/10	Michael/SGM	<i>Completed 11/8 (Emailed to Cory &amp; Stefen)</i>
4.	Reach out to Ditch Company.	ASAP	Cory/Town	<i>Emailed Olen 12/4</i>
5.	Reach out to CDOT / Wilmore about any existing easements within project area.	ASAP	Ashley & Brandyn/SGM	<i>Completed</i>
6.	Verify waterline replacement area.	ASAP	Michael/SGM	<i>Completed 1/2 during meeting.</i>
7.	Reach out to Black Hills about gas line relocation	ASAP	Karl/SGM	<i>Completed. Met with BHE 12/4</i>
8.	Send Utility PDF to Cory to markup water line needs	12/8	Ashley/SGM	<i>Completed. Sent 12/6</i>
9.	Reach out to Delta County about ROW	12/8	Ashley & Brandyn / SGM	<i>Completed. Called 1/2</i>
10.	Schedule CDOT ROW Meeting	12/6	Ashley/SGM	<i>Completed. Met with CDOT 12/13</i>
11.	SGM to write letter of support for the Town	2/16	SGM	<i>Completed 2/14.</i>

**Issues to Resolve/Add:**

Item #	Description	Assigned To
1.	How Storm Sewer System connects/outfalls. Completed investigation week of 11/6.	SGM/Town
2.		

**Next Meeting is July 2<sup>nd</sup> @ 2:00 PM.**



# EXCAVATION QUOTE

## Roop Excavating LLC.

P.O. Box 655 Paonia, CO 81428  
(970) 234-0897  
roopexcavating@hotmail.com

### CLIENT

ATTN: Seth Schwartz  
(720) 255-1801  
seth@bigbs.com

ATTN: Cory Heiniger  
(970) 417-6820  
coryheiniger\_pw@townofpaonia.com

### DESCRIPTION OF WORK

- Mobilize needed equipment to job location.
- Pipe section of leaking Farmer's Ditch.

### TERMS & CONDITIONS

\*\*\*As noted under the Total tab, Big B's (Seth Schwartz) will be responsible for 50% of this quote and the Town of Paonia (Cory Heiniger) will be responsible for 50% of the quote.

This quote does not include services, parts, or materials other than what is listed in this quote. Any additional or unplanned materials, parts or services will incur a change order for additional charges.

An interest charge of 1% will be applied to all invoices that are unpaid after 30 days following invoice.

This quote is valid for 14 days and is subject to change, based on rising supplies costs.

There will be a fuel surcharge of 3% on all equipment and trucking for every \$0.20 that fuel rises from when this quote is dated.

By signing this document you are agreeing to pay Roop Excavating LLC for all services rendered at the prices that are quoted.

### WORK SITE LOCATION

Farmer's Ditch Pipe Project  
Hotchkiss, CO 81419

DATE OF QUOTE	VALID UNTIL	QUOTE NUMBER
06/04/2024	06/18/2024	2145
DOWN PAYMENT (25%)	PAYMENT DUE BY	CURRENT FUEL PRICE
NA	Due Upon Receipt	\$3.99

	QTY.	UNIT	UNIT \$	TOTAL \$
Mobilization	1	LS	\$ 500.00	\$ 500.00
Excavation & Labor	1	LS	\$ 4,720.00	\$ 4,720.00
Pipe Fuse	1	LS	\$ 1,000.00	\$ 1,000.00
Pipe	!	LS	\$ 4,557.86	\$ 4,557.86
SUBTOTAL:				\$ 10,777.86
Discount per Jeff Roop				-\$ 777.86
TOTAL:				\$ 10,000.00
Big B's (Seth Schwartz) responsibility				\$ 5,000.00
Town of Paonia (Cory Heiniger) responsibility				\$ 5,000.00

BIG B'S DELICIOUS ORCHARDS SIGNATURE

DATE

TOWN OF PAONIA SIGNATURE

DATE

ROOP EXCAVATING MANAGER SIGNATURE

DATE

## THANK YOU!

For questions concerning this quote, please contact us:

(970) 234-0897  
roopexcavating@hotmail.com





## **Town of Paonia**

*Office of the Town Administrator*  
214 Grand Ave.  
Paonia, CO 81428  
O: (970) 527-4101  
F: (970) 527-4102

---

06/03/2024

Calebe Rice  
540540 Willow Drive  
Hotchkiss Co. 81419

### **RE: Conditional Offer of Employment**

Dear Mr. Rice,

I am pleased to offer you a Full-Time, Non- Exempt, Public Works position, a valued member of the Public Works team. This appointment is effective on or before June 24, 2024, and is subject to the provisions of Colorado State Law, as an at-will employment state. The position available is an hourly position with a starting wage of \$25.00 per hour, paid bi-weekly throughout the year. All new employees are placed on a six (6) month probationary period, during which you may be required to meet certain criteria and complete training.

This position is Non-Exempt and is eligible for overtime compensation. Compensation for Town Staff is reviewed each fiscal year during the annual salary-setting process prior to September 1<sup>st</sup>. Any adjustment to your initial salary will follow normal town procedures for annual budgeting and successfully annual performance review.

This offer of employment is contingent upon passing a criminal background check. You may not begin work prior to passing the background check and your appointment is subject to termination if it is later determined that you failed. The Town also requires employees to disclose any new criminal convictions. You will report directly to the Public Works Director.

As a condition of using Town software, computer equipment, and cellphones if issued to you, all employees must take an introductory course on Cyber Security. You are also required to download an authentication app that will allow access into the Town's software systems. New employees are also required to review and sign an acknowledgement of receipt for both their respective job description and the personnel handbook.

You are eligible for the benefit programs normally provided to members of the Town Staff after three (3) months of service. You are immediately eligible for either a Town-provided cellphone or a cellphone allowance of \$30 a month. Normal benefits include health and life insurance, paid-time-off, and inclusion in the 457 (b) retirement program, which the Town pays 5% of your normal salary into the program. You may immediately begin investing in a Roth IRA upon hire.

The Board of Trustees has continued to invest in training for employees, attendance at conferences and training opportunities, subject to availability of funds.

Additional training and membership in professional associations may be requested, subject to supervisor's approval and funding availability.

As a condition of employment, the Town must verify your employment eligibility immediately upon new hire. This is to ensure compliance with Federal Law, which requires every employee to complete a Form I-9, Employment Eligibility Verification, and to provide approved documents for examination.

On your first day of employment, you will be scheduled to meet with the Town Clerk to complete all required employee paperwork.

For reference, Internal Revenue Service policy requires that the Social Security Number and the name of the employee for payroll purposes match the number and employee name found on the Social Security Card. This verification is necessary to comply with IRS policy and to ensure that you are paid in a timely manner.

I'm pleased to welcome you to a high-performing team of professionals that are dedicated to providing excellent services to our Residents and utility customers. We look forward to welcoming you on our team on or before June 24, 2024.

In Public Service,

Cory Heiniger  
***Paonia Public Works Director***  
E: coryheiniger\_pw@townofpaonia.com

Please indicate your acceptance of the position by signing here:

Signature:



Calebe Rice

Date: 06/03/2024



## Town of Paonia

*Office of the Public Works Director*  
214 Grand Ave.  
Paonia, CO 81428  
O: (970) 527-4101  
F: (970) 527-4102

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06/03/2024

Nicole Gisoldi  
36289 Back River RD  
Hotchkiss Co. 81419

### **RE: Conditional Offer of Employment**

Dear Ms. Gisoldi,

I am pleased to offer you a Full-Time, Exempt, Deputy Public Works Director position, a valued member of the Public Works team. This appointment is effective on or before June 24, 2024, and is subject to the provisions of Colorado State Law, as an at-will employment state. The initial salary for this position is \$64,272 per fiscal year, paid in equal bi-weekly amounts throughout the year. All new employees are placed on a six (6) month probationary period, during which you may be required to meet certain criteria and complete training.

This position is Exempt and is not eligible for overtime compensation. Should your position become eligible for overtime at any time in the future, your signature on this letter represents your agreement to accept compensatory time in lieu of cash payment for overtime. Compensation for Town Staff is reviewed each fiscal year during the annual salary-setting process prior to September 1<sup>st</sup>. Any adjustment to your initial salary will follow normal town procedures for annual budgeting and successfully annual performance review.

This offer of employment is contingent upon passing a criminal background check. You may not begin work prior to passing the background check and your appointment is subject to termination if it is later determined that you failed. The Town also requires employees to disclose any new criminal convictions. You will report directly to the Public Works Director.

As a condition of using Town software, computer equipment, and cellphones if issued to you, all employees must take an introductory course on Cyber Security. You are also required to download an authentication app that will allow access into the Town's software systems. New employees are also required to review and sign an acknowledgement of receipt for both their respective job description and the personnel handbook.

You are eligible for the benefit programs normally provided to members of the Town Staff after three (3) months of service. You are immediately eligible for either a Town-provided cellphone or a cellphone allowance of \$30 a month. Normal benefits include health and life insurance, paid-time-off, and inclusion in the 457 (b) retirement program, which the Town pays 5% of your normal salary into the program. You may immediately begin investing in a Roth IRA upon hire.

The Board of Trustees has continued to invest in training for employees, attendance at conferences and training opportunities, subject to availability of funds.

Additional training and membership in professional associations may be requested, subject to supervisor's approval and funding availability.

As a condition of employment, the Town must verify your employment eligibility immediately upon new hire. This is to ensure compliance with Federal Law, which requires every employee to complete a Form I-9, Employment Eligibility Verification, and to provide approved documents for examination.

On your first day of employment, you will be scheduled to meet with the Town Clerk to complete all required employee paperwork.


For reference, Internal Revenue Service policy requires that the Social Security Number and the name of the employee for payroll purposes match the number and employee name found on the Social Security Card. This verification is necessary to comply with IRS policy and to ensure that you are paid in a timely manner.

I'm pleased to welcome you to a high-performing team of professionals that are dedicated to providing excellent services to our Residents and utility customers. We look forward to welcoming you on our team on or before June 24, 2024.

In Public Service,

Cory Heiniger  
**Paonia Public Works Director**  
E: coryheiniger\_pw@townofpaonia.com

Please indicate your acceptance of the position by signing here:

Signature:   
Nicole Gisoldi

Date: 6-4-24

ACCOUNT	DESCRIPTION	6.6.2024 ACTUAL
<b>UBB Accounts</b>		
		<b>CURRENT BALANCES</b>
x3637	<b>Business Money Market Account</b> - 4.82% Interest Rate	\$ 2,390,656.79
x0857	<b>Conservation Trust Fund</b> - 0.1% Interest Rate	\$ 20,304.95
x3858	<b>Grant Pass Through</b> - 0.00% Interest Rate (May Close Account)	\$ 25,025.00
x0571	<b>Internal Grants</b> - 0.00% Interest Rate (Needed to Receive Grants from State)	\$ 40,912.00
x0733	<b>Operating</b> (Main Account) - 0.00% Interest Rate	\$ 747,666.09
x0911	<b>Park Donations</b> - 0.00% Interest Rate (Need to Transfer to MM & Close)	\$ 12,888.00
x3629	<b>Payroll</b> - 0.00% Interest Rate	\$ 3,160.28
x2318	<b>WWTP</b> - 0.15% Interest Rate (Debt Reserves)	\$ 58,719.27
	<b>Subgroup : Total UBB Accounts</b>	<b>\$ 3,299,332.38</b>
<b>UBB Investment Accounts</b>		
23 MO-2402	CD 181 Days - 5.00% Interest Rate	\$ 212,295.26
23 MO-2578	CD 181 Days - 4.75% Interest Rate	\$ 271,430.75
	<b>Subgroup : Total UBB Investment Accounts</b>	<b>\$ 483,726.01</b>
<b>ColoTrust Investment Accounts</b>		
x8001	<b>General Fund</b> - 5.4156% 30-Day Yield	\$ 584,212.89
x8002	<b>Sewer Restricted</b> - 5.4156% 30-Day Yield	\$ 582,116.23
x8003	<b>Debt Reserve</b> - 5.4156% 30-Day Yield	\$ 117,294.19
x8004	<b>Bridge Reserve</b> - 5.4156% 30-Day Yield	\$ 646,005.27
	<b>Subgroup : ColoTrust Investment Accounts</b>	<b>\$ 1,929,628.58</b>
<b>TOTAL BANK ACCOUNTS</b>		<b>\$3,299,332.38</b>
<b>TOTAL INVESTMENT ACCOUNTS</b>		<b>\$2,413,354.59</b>
<b>TOTAL CURRENT BALANCE ALL ACCOUNTS</b>		<b>\$5,712,686.97</b>

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	MAY 31ST ACTUAL	PERCENT REALIZED
<b>General Fund</b>				
10-31-01	PROPERTY TAXES	\$ 195,000.00	\$ 68,326.93	35%
10-31-02	S.O. AUTO TAXES	\$ 21,000.00	\$ 5,447.87	26%
10-31-03	SALES TAX - TOWN	\$ 785,000.00	\$ 163,060.45	21%
10-31-04	SALES TAX - COUNTY	\$ 260,000.00	\$ 26,091.47	10%
10-31-05	SALES TAX - STATE MARIJUANA	\$ 52,000.00	\$ 5,018.30	10%
10-31-06	CIGARETTE TAX	\$ 1,500.00	\$ 392.89	26%
10-31-07	FRANCHISE TAX	\$ 45,000.00	\$ 30,842.32	69%
10-31-08	PENALTY & INTEREST	\$ 200.00	\$ 6.64	3%
10-31-09	DELINQUENT TAX	\$ -	\$ -	
10-31-10	ABATEMENTS	\$ -	\$ -	
10-31-11 (22-31-06)	MARIJUANA OCCUPATIONAL TAX (Transaction Fee)	\$ 132,000.00	\$ 39,950.00	30%
	<b>Subgroup : TAXES</b>	<b>\$ 1,491,700.00</b>	<b>\$ 339,136.87</b>	<b>23%</b>
<b>General Fund</b>				
10-32-01	LIQUOR LICENSES	\$ 2,750.00	\$ 3,172.50	115%
10-32-02	MISCELLANEOUS PERMITS	\$ 2,500.00	\$ 5,300.00	212%
10-32-03	BUILDING PERMITS	\$ 26,000.00	\$ 12,717.31	49%
10-32-04	SPECIAL REVIEWS	\$ 1,000.00	\$ 1,100.00	110%
10-32-05	ZONING VERIFICATION & ADMINISTRATIVE REVIEWS	\$ 1,000.00	\$ 200.00	20%
10-32-06	VIN INSPECTIONS	\$ 2,200.00	\$ 200.00	9%
10-32-07	PRE-APPLICATION MEETINGS	\$ 1,000.00	\$ -	0%
10-32-09 (26-30-01)	SIDEWALK FEE	\$ 30,000.00	\$ 10,088.96	34%
10-32-10	MARIJUANA LICENSING FEE	\$ 9,000.00	\$ -	0%
	<b>Subgroup : LICENSES, PERMITS &amp; FEES</b>	<b>\$ 75,450.00</b>	<b>\$ 32,778.77</b>	<b>43%</b>
<b>General Fund</b>				
10-33-01	HIGHWAY USER TAX	\$ 56,000.00	\$ 31,036.75	55%
10-33-02	MOTOR VEHICLE - \$1.50	\$ 1,500.00	\$ 321.66	21%
10-33-03	MOTOR VEHICLE - \$2.50	\$ 3,500.00	\$ 777.22	22%
10-33-07	SEVERANCE TAX	\$ 5,500.00	\$ -	0%
10-33-08	MINERAL LEASING	\$ 16,000.00	\$ -	0%
10-33-09	CONSERVATION TRUST FUND	\$ 9,250.00	\$ -	0%
10-33-10	ROAD & BRIDGE	\$ 10,000.00	\$ 2,873.94	29%
	<b>Subgroup : INTERGOVERNMENTAL REVENUES</b>	<b>\$ 101,750.00</b>	<b>\$ 35,009.57</b>	<b>34%</b>
<b>General Fund</b>				
10-34-01	COURT FINES	\$ 100.00	\$ 800.00	800%
10-34-02	POLICE FINES	\$ 2,500.00	\$ 2,969.50	119%
10-34-03	MISCELLANEOUS FINES - BONDS	\$ 100.00	\$ 15.00	15%
10-34-04	OTHER AGENCY CONTRIBUTIONS - PD (B2B COUNTY)	\$ -	\$ 40,802.15	40K%
10-34-05	DOG TAGS	\$ 100.00	\$ 140.00	140%
10-34-06	CODE ENFORCEMENT VIOLATIONS	\$ 2,500.00	\$ -	0%
10-34-10	LAW ENFORCEMENT COST ALLOCATION	\$ -	\$ -	
10-34-50	PD GRANT	\$ 4,000.00	\$ -	0%
	<b>Subgroup : FINES AND FORFEITURES</b>	<b>\$ 9,300.00</b>	<b>\$ 44,726.65</b>	<b>481%</b>



ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	MAY 31ST ACTUAL	PERCENT REALIZED
<b>General Fund</b>				
10-35-01	RENTS & ROYALTIES	\$ 3,600.00	\$ 1,320.00	37%
10-35-02	MOTOR FUEL TAX REFUNDS	\$ -	\$ -	
10-35-04	INTEREST INCOME	\$ 115,000.00	\$ 59,079.96	51%
10-35-05	LATE CHARGES	\$ -	\$ 2,128.36	2000%
10-35-06	OTHER INCOME	\$ 100.00	\$ 5,115.35	5115%
10-35-07	INSURANCE PROCEEDS	\$ -	\$ -	
10-35-09	PARK DONATIONS	\$ -	\$ -	
10-35-10	OTHER AGENCY CONTRIBUTIONS	\$ -	\$ -	
10-35-13	BRIDGE RESERVE	\$ -	\$ -	
10-35-15	REFUND OF EXPENDITURES (IRS refund reclassified)	\$ 1,000.00	\$ 8,618.23	862%
10-35-16	RESTITUTION	\$ 5,200.00	\$ 3,642.15	70%
10-35-18	SALES OF ASSETS	\$ -	\$ -	
10-35-20	GRANT REVENUE	\$ 1,035,592.00	\$ 20,264.25	2%
	<b>Subgroup : MISCELLANEOUS REVENUES</b>	<b>\$ 1,160,492.00</b>	<b>\$ 100,168.30</b>	<b>9%</b>
<b>General Fund</b>				
10-39-99	TRANSFER REVENUE	\$ 386,826.00	\$ -	
	<b>Subgroup : TRANSFERS</b>	<b>\$ 386,826.00</b>	<b>\$ -</b>	
<b>General Fund</b>				
	<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$ 3,225,518.00</b>	<b>\$ 551,820.16</b>	<b>17%</b>
<b>General Fund</b>				
	<b>NET SURPLUS (DEFICIT) - General Fund</b>	<b>\$ -</b>		

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	MAY 31ST ACTUAL
<b>ADMINISTRATION</b>	<b>PERSONNEL SERVICES</b>		
10-41-01	MAYOR & TRUSTEES	\$ 9,600.00	\$ 3,700.00
10-41-02	TOWN ADMINISTRATOR/CONTRACT LABOR	\$ 44,500.00	\$ 18,541.71
10-41-03	SALARIES & WAGES	\$ 65,500.00	\$ 24,144.74
10-41-04	EMPLOYER FICA	\$ 7,400.00	\$ 2,913.28
10-41-05	EMPLOYER MEDICARE	\$ 1,750.00	\$ 659.03
10-41-06	UNEMPLOYMENT TAX	\$ 900.00	\$ 90.90
10-41-07	INSURANCE BENEFITS	\$ 15,750.00	\$ 9,327.87
10-41-08	RETIREMENT BENEFITS	\$ 5,200.00	\$ 1,921.56
10-41-09	LIFE/DISABILITY INSURANCE	\$ 500.00	\$ -
10-41-10	WORKMEN'S COMPENSATION	\$ 1,200.00	\$ 466.64
10-41-13	OVERTIME	\$ 982.00	\$ 578.80
	<b>Subgroup : Personnel Services</b>	<b>\$ 153,282.00</b>	<b>\$ 62,344.53</b>
		Percent Realized	41%
<b>ADMINISTRATION</b>	<b>OPERATING</b>		
10-41-15	OFFICE SUPPLIES	\$ 2,000.00	\$ 718.48
10-41-16	OPERATING SUPPLIES	\$ 6,000.00	\$ 2,804.22
10-41-17	POSTAGE	\$ 500.00	\$ 596.60
10-41-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 105,000.00	\$ 49,395.12
10-41-21	AUDIT & BUDGET EXPENSE	\$ 5,000.00	\$ 4,500.00
10-41-22	REPAIRS & MAINTENANCE	\$ 5,000.00	\$ 188.48
10-41-25	TOWN HALL EXPENSE	\$ 12,000.00	\$ 1,404.29
10-41-26	TRAVEL, MEETINGS, & TRAININGS	\$ 10,200.00	\$ 494.17
10-41-27	INSURANCE & BONDS	\$ 10,000.00	\$ 5,040.28
10-41-28	UTILITIES	\$ 5,200.00	\$ 1,338.95
10-41-29	TELEPHONE & INTERNET	\$ 1,800.00	\$ 399.93
10-41-30	PUBLISHING ADS	\$ 6,500.00	\$ 947.38
10-41-31	DUES & SUBSCRIPTIONS	\$ 24,000.00	\$ 14,677.94
10-41-33	DATA PROCESSING	\$ 8,000.00	\$ 2,115.38
10-41-40	MISCELLANEOUS	\$ 5,500.00	\$ 18,876.13
10-41-43	CULTURAL EVENTS	\$ -	\$ -
10-41-44	HUMAN SERVICES	\$ 4,500.00	\$ 3,000.00
10-41-45	BUILDING INSPECTOR	\$ -	\$ -
	<b>Subgroup : Operating Expenditures</b>	<b>\$ 211,200.00</b>	<b>\$ 106,497.35</b>
		Percent Realized	50%
<b>ADMINISTRATION</b>	<b>CAPITAL OUTLAY &amp; TRANSFERS</b>		
10-41-73	BUILDING IMPROVEMENTS	\$ 10,000.00	\$ 372.87
10-41-74	MACHINERY & EQUIPMENT	\$ 1,500.00	\$ 478.95
10-41-75	GRANT PROJECTS	\$ 50,000.00	\$ 3,815.00
10-41-90	TREASURER'S FEE	\$ -	\$ 2,052.36
10-41-99	TRANSFERS	\$ -	\$ -
	<b>Subgroup : CAPITAL OUTLAY</b>	<b>\$ 61,500.00</b>	<b>\$ 6,719.18</b>
		Percent Realized	41%
<b>TOTAL</b>		<b>\$ 425,982.00</b>	<b>\$ 175,561.06</b>
		Percent Realized	41%

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	MAY 31ST ACTUAL
<b>LAW ENFORCEMENT PERSONNEL SERVICES</b>			
10-42-02	CONTRACT LABOR (JUDGE)	\$ 6,600.00	\$ 2,750.00
10-42-03	SALARIES & WAGES	\$ 422,500.00	\$ 180,633.48
10-42-04	EMPLOYER FICA	\$ 29,100.00	\$ 1,473.04
10-42-05	EMPLOYER MEDICARE	\$ 6,800.00	\$ 2,622.41
10-42-06	UNEMPLOYMENT TAX	\$ 4,000.00	\$ 361.69
10-42-07	INSURANCE BENEFITS	\$ 65,500.00	\$ 25,077.35
10-42-08	RETIREMENT BENEFITS	\$ 11,000.00	\$ 3,866.21
10-42-09	LIFE/DISABILITY INSURANCE	\$ 1,180.00	\$ -
10-42-10	WORKMEN'S COMPENSATION	\$ 13,000.00	\$ 5,055.20
10-42-11	FPPA PENSION	\$ 40,000.00	\$ 15,743.08
10-42-12	FPPA D&D	\$ 10,000.00	\$ 2,521.49
10-42-13	OVERTIME	\$ 40,800.00	\$ 1,545.30
	<b>Subgroup : Personnel Services</b>	<b>\$ 650,480.00</b>	<b>\$ 241,649.25</b>
		Percent Realized	37%
<b>LAW ENFORCEMENT OPERATING</b>			
10-42-15	OFFICE SUPPLIES	\$ 750.00	\$ 135.78
10-42-16	OPERATING SUPPLIES	\$ 20,000.00	\$ (530.72)
10-42-17	POSTAGE	\$ 500.00	\$ -
10-42-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 5,000.00	\$ 1,833.00
10-42-22	REPAIRS & MAINTENANCE	\$ 1,500.00	\$ -
10-42-23	VEHICLE EXPENSE	\$ 23,500.00	\$ 3,117.92
10-42-26	TRAVEL, MEETINGS, & TRAININGS	\$ 7,500.00	\$ 1,195.40
10-42-27	INSURANCE & BONDS	\$ 55,500.00	\$ 27,588.22
10-42-28	UTILITIES	\$ 2,500.00	\$ 760.13
10-42-29	TELEPHONE & INTERNET	\$ 1,200.00	\$ 353.31
10-42-30	PUBLISHING ADS	\$ -	\$ -
10-42-31	DUES & SUBSCRIPTIONS	\$ 1,200.00	\$ 954.08
10-42-33	DATA PROCESSING	\$ 1,500.00	\$ 340.25
10-42-42	CONTRACT SERVICES	\$ 13,500.00	\$ 6,918.32
10-42-44	HUMAN SERVICES	\$ 1,500.00	\$ 590.70
	<b>Subgroup : Operating Expenditures</b>	<b>\$ 135,650.00</b>	<b>\$ 43,256.39</b>
		Percent Realized	32%
<b>LAW ENFORCEMENT CAPITAL OUTLAY &amp; TRANSFERS</b>			
10-42-73	BUILDING IMPROVEMENTS	\$ -	\$ -
10-42-74	MACHINERY & EQUIPMENT	\$ 39,000.00	\$ 1,163.40
	<b>Subgroup : CAPITAL OUTLAY</b>	<b>\$ 39,000.00</b>	<b>\$ 1,163.40</b>
		<b>TOTAL \$ 825,130.00</b>	<b>\$ 286,069.04</b>
		Percent Realized	35%

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	MAY 31ST ACTUAL
<b>BUILDING</b>	<b>PERSONNEL SERVICES</b>		
10-43-01	MAYOR & TRUSTEES	\$ -	\$ -
10-43-02	CONTRACT LABOR	\$ 52,000.00	\$ 5,707.50
10-43-03	SALARIES & WAGES	\$ -	\$ -
10-43-04	EMPLOYER FICA	\$ -	\$ -
10-43-05	EMPLOYER MEDICARE	\$ -	\$ -
10-43-06	UNEMPLOYMENT TAX	\$ -	\$ -
10-43-07	INSURANCE BENEFITS	\$ -	\$ -
10-43-08	RETIREMENT BENEFITS	\$ -	\$ -
10-43-09	LIFE/DISABILITY INSURANCE	\$ -	\$ -
10-43-10	WORKMEN'S COMPENSATION	\$ -	\$ -
10-43-13	OVERTIME	\$ -	\$ -
	<b>Subgroup : Personnel Services</b>	<b>\$ 52,000.00</b>	<b>\$ 5,707.50</b>
		Percent Realized	11%
<b>BUILDING</b>	<b>OPERATING</b>		
10-43-15	OFFICE SUPPLIES	\$ -	\$ -
10-43-16	OPERATING SUPPLIES	\$ 1,000.00	\$ -
10-43-17	POSTAGE	\$ 500.00	\$ -
10-43-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 5,500.00	\$ 2,660.00
10-43-22	REPAIRS & MAINTENANCE	\$ 500.00	\$ -
10-43-23	VEHICLE EXPENSE	\$ -	\$ -
10-43-26	TRAVEL & MEETINGS	\$ -	\$ -
10-43-27	INSURANCE & BONDS	\$ 1,000.00	\$ 497.08
10-43-28	UTILITIES	\$ 1,500.00	\$ 239.85
10-43-29	TELEPHONE & INTERNET	\$ 1,100.00	\$ -
10-43-30	PUBLISHING ADS	\$ -	\$ -
10-43-31	DUES & SUBSCRIPTIONS	\$ 500.00	\$ 160.00
10-43-33	DATA PROCESSING	\$ -	\$ 408.30
10-43-40	MISCELLANEOUS	\$ -	\$ -
10-43-43	CULTURAL EVENTS	\$ -	\$ -
10-43-44	HUMAN SERVICES	\$ -	\$ -
	<b>Subgroup : Operating Expenditures</b>	<b>\$ 11,600.00</b>	<b>\$ 3,965.23</b>
		Percent Realized	34%
<b>BUILDING</b>	<b>CAPITAL OUTLAY &amp; TRANSFERS</b>		
10-43-73	BUILDING IMPROVEMENTS	\$ -	\$ -
10-43-74	MACHINERY & EQUIPMENT	\$ -	\$ -
	<b>Subgroup : CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ -</b>
		<b>TOTAL \$ 63,600.00</b>	<b>\$ 9,672.73</b>
		Percent Realized	15%

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	MAY 31ST ACTUAL
<b>STREETS</b>	<b>PERSONNEL SERVICES</b>		
10-45-02	CONTRACT LABOR	\$ -	\$ -
10-45-03	SALARIES & WAGES	\$ 133,000.00	\$ 43,175.39
10-45-04	EMPLOYER FICA	\$ 8,500.00	\$ 2,687.48
10-45-05	EMPLOYER MEDICARE	\$ 2,000.00	\$ 628.52
10-45-06	UNEMPLOYMENT TAX	\$ 1,100.00	\$ 86.68
10-45-07	INSURANCE BENEFITS	\$ 22,000.00	\$ 7,518.96
10-45-08	RETIREMENT BENEFITS	\$ 7,000.00	\$ 2,140.17
10-45-09	LIFE/DISABILITY INSURANCE	\$ 450.00	\$ -
10-45-10	WORKMEN'S COMPENSATION	\$ 6,700.00	\$ 2,605.36
10-45-13	OVERTIME	\$ 4,500.00	\$ 807.32
	<b>Subgroup : Personnel Services</b>	<b>\$ 185,250.00</b>	<b>\$ 59,649.88</b>
		Percent Realized	32%
<b>STREETS</b>	<b>OPERATING</b>		
10-45-15	OFFICE SUPPLIES	\$ -	\$ 8.79
10-45-16	OPERATING SUPPLIES	\$ 1,500.00	\$ 471.78
10-45-17	POSTAGE	\$ -	\$ -
10-45-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 102,000.00	\$ 17,805.83
10-45-21	AUDIT & BUDGET EXPENSE	\$ 1,500.00	\$ -
10-45-22	REPAIRS & MAINTENANCE	\$ 25,000.00	\$ 4,990.94
10-45-23	VEHICLE EXPENSE	\$ 12,500.00	\$ 1,620.68
10-45-24	RENTALS	\$ 1,500.00	\$ -
10-45-25	SHOP EXPENSE	\$ 1,500.00	\$ 331.60
10-45-26	TRAVEL, MEETINGS & TRAININGS	\$ 1,500.00	\$ 818.27
10-45-27	INSURANCE & BONDS	\$ 3,700.00	\$ 1,839.22
10-45-28	UTILITIES	\$ 13,000.00	\$ 3,904.11
10-45-29	TELEPHONE & INTERNET	\$ 1,100.00	\$ 182.32
10-45-30	PUBLISHING ADS	\$ -	\$ -
10-45-31	DUES & SUBSCRIPTIONS	\$ 1,000.00	\$ 1,572.37
10-45-33	DATA PROCESSING	\$ 1,250.00	\$ 334.90
10-45-40	MISCELLANEOUS	\$ 2,500.00	\$ -
10-45-42	SNOW REMOVAL	\$ 15,000.00	\$ 3,538.58
10-45-43	CULTURAL EVENTS	\$ -	\$ -
10-45-44	HUMAN SERVICES	\$ -	\$ -
10-45-45	BUILDING INSPECTOR	\$ -	\$ -
	<b>Subgroup : Operating Expenditures</b>	<b>\$ 184,550.00</b>	<b>\$ 37,419.39</b>
		Percent Realized	20%
<b>STREETS</b>	<b>CAPITAL OUTLAY &amp; TRANSFERS</b>		
10-45-70	CAPITAL OUTLAY	\$ 1,117,680.00	\$ -
10-45-73	BUILDING IMPROVEMENTS	\$ -	\$ -
10-45-74	MACHINERY & EQUIPMENT	\$ 82,500.00	\$ -
10-45-75	GRANT PROJECTS	\$ -	\$ -
10-45-90	TREASURER'S FEE	\$ -	\$ -
10-45-99	TRANSFERS	\$ -	\$ -
	<b>Subgroup : CAPITAL OUTLAY</b>	<b>\$ 1,200,180.00</b>	<b>\$ -</b>
		Percent Realized	6%
<b>TOTAL</b>		<b>\$ 1,569,980.00</b>	<b>\$ 97,069.27</b>
		Percent Realized	6%

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	MAY 31ST ACTUAL
<b>PARKS</b>	<b>PERSONNEL SERVICES</b>		
10-46-02	CONTRACT LABOR	\$ 3,600.00	\$ 1,000.00
10-46-03	SALARIES & WAGES	\$ 108,500.00	\$ 34,890.83
10-46-04	EMPLOYER FICA	\$ 7,000.00	\$ 2,168.33
10-46-05	EMPLOYER MEDICARE	\$ 1,650.00	\$ 507.12
10-46-06	UNEMPLOYMENT TAX	\$ 950.00	\$ 69.95
10-46-07	INSURANCE BENEFITS	\$ 18,500.00	\$ 7,782.08
10-46-08	RETIREMENT BENEFITS	\$ 5,750.00	\$ 1,731.32
10-46-09	LIFE/DISABILITY INSURANCE	\$ 350.00	\$ -
10-46-10	WORKMEN'S COMPENSATION	\$ 3,750.00	\$ 1,458.22
10-46-13	OVERTIME	\$ 4,500.00	\$ 725.09
	<b>Subgroup : Personnel Services</b>	<b>\$ 154,550.00</b>	<b>\$ 50,332.94</b>
		Percent Realized	33%
<b>PARKS</b>	<b>OPERATING</b>		
10-46-15	OFFICE SUPPLIES	\$ 100.00	\$ -
10-46-16	OPERATING SUPPLIES	\$ 4,500.00	\$ 855.27
10-46-17	POSTAGE	\$ -	\$ -
10-46-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 1,000.00	\$ 164.50
10-46-21	AUDIT & BUDGET EXPENSE	\$ 1,000.00	\$ -
10-46-22	REPAIRS & MAINTENANCE	\$ 28,000.00	\$ 4,304.18
10-46-23	VEHICLE EXPENSE	\$ 4,500.00	\$ 1,837.55
10-46-24	RENTALS	\$ 1,750.00	\$ 1,320.00
10-46-25	SHOP EXPENSE	\$ 750.00	\$ 328.92
10-46-26	TRAVEL, MEETINGS & TRAININGS	\$ 500.00	\$ -
10-46-27	INSURANCE & BONDS	\$ 6,250.00	\$ 3,315.10
10-46-28	UTILITIES	\$ 6,500.00	\$ 3,856.18
10-46-29	TELEPHONE & INTERNET	\$ 750.00	\$ 102.37
10-46-30	PUBLISHING ADS	\$ -	\$ -
10-46-31	DUES & SUBSCRIPTIONS	\$ -	\$ 1,064.95
10-46-32	FEES & PERMITS	\$ 750.00	\$ -
10-46-33	DATA PROCESSING	\$ -	\$ -
10-46-40	MISCELLANEOUS	\$ 3,000.00	\$ -
10-46-42	CONTRACT SERVICES	\$ 3,500.00	\$ 4,581.66
10-46-43	CULTURAL EVENTS	\$ -	\$ -
10-46-44	HUMAN SERVICES	\$ -	\$ -
10-46-45	BUILDING INSPECTOR	\$ -	\$ -
	<b>Subgroup : Operating Expenditures</b>	<b>\$ 62,850.00</b>	<b>\$ 21,730.68</b>
		Percent Realized	35%
<b>PARKS</b>	<b>CAPITAL OUTLAY &amp; TRANSFERS</b>		
10-46-70	CAPITAL OUTLAY	\$ -	\$ -
10-46-73	BUILDING IMPROVEMENTS	\$ 42,334.00	\$ -
10-46-74	MACHINERY & EQUIPMENT	\$ -	\$ -
10-46-75	GRANT PROJECTS	\$ 2,500.00	\$ -
10-46-90	TREASURER'S FEE	\$ -	\$ -
10-46-99	TRANSFERS	\$ -	\$ -
	<b>Subgroup : CAPITAL OUTLAY</b>	<b>\$ 44,834.00</b>	<b>\$ -</b>
		Percent Realized	0%
<b>TOTAL</b>		<b>\$ 262,234.00</b>	<b>\$ 72,063.62</b>
		Percent Realized	27%



ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	MAY 31ST ACTUAL
<b>WATER</b>			
* Revenue is dependent upon utility rate increases			
<b>WATER UTILITY REVENUE</b>			
60-36-01*	WATER CHARGES	\$ 895,000.00	\$ 368,320.35
60-36-02*	WATER CHARGES - USAGE	\$ 700,000.00	\$ 103,405.91
60-36-03	SALES & SERVICES	\$ 500.00	\$ (4,017.51)
60-36-04	STANDBY TAP FEES	\$ 62,000.00	\$ 25,863.58
60-36-05	BULK WATER	\$ 2,500.00	\$ 4,765.00
60-36-06	RECONNECT FEES & PENALTIES	\$ 1,500.00	\$ -
60-36-07	WATER TAPS	\$ -	\$ 12,425.00
60-36-08	TAPS FEES ASSIGNED FOR STORAGE	\$ -	\$ -
60-36-09	START/STOP SERVICE FEES	\$ 6,500.00	\$ 1,852.14
60-36-10	INTEREST	\$ -	\$ -
60-36-12	RENTS	\$ -	\$ -
60-36-13	MISCELLANEOUS REVENUE	\$ -	\$ 210.43
60-36-15	SALE/DISPOSAL OF ASSETS	\$ -	\$ -
60-36-20	PASS THROUGH FUNDS	\$ -	\$ -
60-36-21	DOLA PASS THROUGH REVENUE	\$ -	\$ -
60-36-22	WPA PASS THROUGH REVENUE	\$ -	\$ -
60-36-23	DWRF GRANT (PRINCIPAL LOAN FORGIVENESS)	\$ -	\$ -
60-36-24	DOLA URS PASS THROUGH REVENUE	\$ -	\$ -
60-36-25	LOAN FUNDS	\$ 7,200,000.00	\$ -
60-36-30	GRANT FUNDS	\$ 1,137,973.00	\$ -
60-36-31	CAPITAL CONTRIBUTIONS	\$ 352,500.00	\$ -
	<b>Subgroup : Total Revenue<sup>1</sup></b>	<b>\$ 10,358,473.00</b>	<b>\$ 512,824.90</b>
		Percent Realized	5%
<b>WATER</b>			
<sup>1</sup> Budget Revenues differ from 20-year cashflow analysis, budget is in whole numbers, cashflow is to the penny			
<b>WATER UTILITY PERSONNEL SERVICES</b>			
60-50-02	TRUSTEE/ADMIN SALARIES	\$ 40,750.00	\$ 15,033.70
60-50-03	SALARIES & WAGES	\$ 236,500.00	\$ 85,048.69
60-50-04	EMPLOYER FICA	\$ 20,000.00	\$ 6,320.70
60-50-05	EMPLOYER MEDICARE	\$ 5,000.00	\$ 1,455.91
60-50-06	UNEMPLOYMENT TAX	\$ 2,500.00	\$ 200.81
60-50-07	INSURANCE BENEFITS	\$ 52,500.00	\$ 17,372.79
60-50-08	RETIREMENT BENEFITS	\$ 15,000.00	\$ 4,718.11
60-50-09	LIFE/DISABILITY INSURANCE	\$ 1,000.00	\$ -
60-50-10	WORKMEN'S COMPENSATION	\$ 5,500.00	\$ 2,138.74
60-50-13	OVERTIME	\$ 17,500.00	\$ 2,690.99
	<b>Subgroup : Personnel Services</b>	<b>\$ 396,250.00</b>	<b>\$ 134,980.44</b>
		Percent Realized	34%
<b>WATER</b>			
<b>WATER UTILITY OPERATING EXPENSES</b>			
60-50-15	OFFICE SUPPLIES	\$ 2,000.00	\$ 1,568.22
60-50-16	OPERATING SUPPLIES	\$ 28,000.00	\$ 6,109.52
60-50-17	POSTAGE	\$ 4,000.00	\$ 773.22
60-50-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 525,000.00	\$ 109,717.88
60-50-21	AUDIT & BUDGET EXPENSE	\$ 7,700.00	\$ 6,750.00
60-50-22	REPAIRS & MAINTENANCE	\$ 75,000.00	\$ 19,237.56
60-50-23	VEHICLE EXPENSE	\$ 6,000.00	\$ 1,602.24
60-50-24	RENTALS	\$ 2,500.00	\$ 429.00
60-50-25	SHOP EXPENSE	\$ 7,300.00	\$ 744.09
60-50-26	TRAVEL, MEETINGS & TRAININGS	\$ 3,500.00	\$ 963.99
60-50-27	INSURANCE & BONDS	\$ 17,000.00	\$ 8,450.44
60-50-28	UTILITIES	\$ 27,500.00	\$ 7,914.05
60-50-29	TELEPHONE & INTERNET	\$ 1,850.00	\$ 926.06

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	MAY 31ST ACTUAL
<b>WATER</b>			
<b>WATER UTILITY OPERATING EXPENSES</b>			
60-50-30	PUBLISHING ADS	\$ 2,000.00	\$ -
60-50-31	DUES & SUBSCRIPTIONS	\$ 27,700.00	\$ 29,453.87
60-50-32	FEES & PERMITS	\$ 9,750.00	\$ 50.00
60-50-33	DATA PROCESSING	\$ 10,500.00	\$ 1,619.59
60-50-40	MISCELLANEOUS	\$ 500.00	\$ 1,361.58
60-50-41	WRITEOFF - UNCOLLECTABLE	\$ -	\$ -
60-50-42	CONTRACT SERVICES	\$ 32,000.00	\$ 5,595.00
60-50-44	NORRIS RETIREMENT	\$ 13,500.00	\$ 3,248.00
60-50-50	WATER POWER AUTHORITY LOAN	\$ 180,000.00	\$ 66,825.23
60-50-51	DRINKING WATER REVOLVING FUND	\$ 24,000.00	\$ -
60-50-52	FCNB INTERIM FINANCING	\$ 500.00	\$ -
60-50-54	DEBT SERVICE	\$ 15,000.00	\$ -
60-50-55	LOAN PRINCIPAL	\$ -	\$ 10,605.11
60-50-56	LOAN INTEREST	\$ -	\$ 21,475.81
60-50-60	WATER STORAGE EXPENDITURE	\$ -	\$ -
<b>Subgroup : Water Operating Expenditures</b>		<b>1,022,800.00</b>	<b>\$ 305,420.46</b>
		Percent Realized	30%
<b>WATER</b>			
<b>WATER UTILITY CAPITAL OUTLAY &amp; TRANSFERS</b>			
60-50-70	CAPITAL OUTLAY	\$ 7,775,000.00	\$ -
60-50-71	PASS THROUGH ACCOUNT	\$ -	\$ -
60-50-72	PASS THROUGH ENGINEERING	\$ -	\$ -
60-50-73	PASS THROUGH OPERATING	\$ -	\$ -
60-50-75	GRANT PROJECTS	\$ -	\$ -
60-50-76	BUILDING IMPROVEMENTS	\$ -	\$ -
60-50-77	MACHINERY & EQUIPMENT	\$ 24,500.00	\$ -
60-50-99	TRANSFERS	\$ -	\$ -
<b>Subgroup : Water Capital Outlay &amp; Transfers</b>		<b>\$ 7,799,500.00</b>	<b>\$ -</b>
		Percent Realized	0%
<b>WATER</b>			
<b>WATER UTILITY DEPRECIATION</b>			
60-59-99	DEPRECIATION	\$ 223,550.00	\$ -
<b>Subgroup : Water Depreciation</b>		<b>\$ 223,550.00</b>	<b>\$ -</b>
		Percent Realized	0%
<b><u>WATER FUND</u></b>			
<b>TOTAL REVENUES</b>	<b>\$</b>	<b>10,358,473.00</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>9,442,100.00</b>	<b>\$440,400.90</b>
		Percent Realized	5%
<b>NET INCOME (LOSS) - Water Utility</b>		<b>\$ 916,373.00</b>	<b>\$ 72,424.00</b>

ACCOUNT	DESCRIPTION	ADOPTED FY-24 BUDGET	MAY 31ST ACTUAL
<b>WASTEWATER</b>			
<b>WASTEWATER UTILITY REVENUE</b>			
70-37-01	SEWER BASE CHARGE	\$ 884,000.00	\$ 326,595.42
70-37-04	SEWER TAPS	\$ -	\$ 10,000.00
70-37-05	SEWER RENTAL PROPERTY	\$ -	\$ -
70-37-07	SALES & SERVICE	\$ -	\$ -
70-37-08	PASS THROUGH FUNDS	\$ -	\$ -
70-37-09	INTEREST INCOME	\$ 23,000.00	\$ 12,536.01
70-37-10	WWTP PAYBACK FUND	\$ -	\$ -
70-37-11	WWTP PAYBACK INTEREST	\$ -	\$ -
70-37-12	RENTS	\$ -	\$ -
70-37-13	GRANT REVENUE	\$ -	\$ 137,756.00
70-37-14	MISCELLANEOUS REVENUE	\$ -	\$ -
	<b>Subgroup : Total Revenue</b>	<b>\$ 907,000.00</b>	<b>\$ 486,887.43</b>
		Percent Realized	54%
<b>WASTEWATER</b>			
<b>WASTEWATER UTILITY PERSONNEL SERVICES</b>			
70-51-02	TRUSTEE/ADMIN SALARIES	\$ 40,750.00	\$ 15,033.81
70-51-03	SALARIES & WAGES	\$ 237,000.00	\$ 85,094.19
70-51-04	EMPLOYER FICA	\$ 18,250.00	\$ 6,326.65
70-51-05	EMPLOYER MEDICARE	\$ 4,500.00	\$ 1,457.32
70-51-06	UNEMPLOYMENT TAX	\$ 2,500.00	\$ 201.00
70-51-07	INSURANCE BENEFITS	\$ 52,000.00	\$ 16,665.07
70-51-08	RETIREMENT BENEFITS	\$ 14,500.00	\$ 4,722.40
70-51-09	LIFE/DISABILITY INSURANCE	\$ 750.00	\$ -
70-51-10	WORKMEN'S COMPENSATION	\$ 5,200.00	\$ 2,022.08
70-51-11	OVERTIME	\$ 16,000.00	\$ 2,695.48
	<b>Subgroup : Personnel Services</b>	<b>\$ 391,450.00</b>	<b>\$ 134,218.00</b>
		Percent Realized	34%
<b>WASTEWATER</b>			
<b>WASTEWATER UTILITY OPERATING EXPENSES</b>			
70-51-15	OFFICE SUPPLIES	\$ 2,000.00	\$ 142.15
70-51-16	OPERATING SUPPLIES	\$ 7,500.00	\$ 2,370.11
70-51-17	POSTAGE	\$ 4,000.00	\$ 756.57
70-51-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 15,250.00	\$ 12,849.88
70-51-21	AUDIT & BUDGET EXPENSE	\$ 7,700.00	\$ 7,000.00
70-51-22	REPAIRS & MAINTENANCE	\$ 75,000.00	\$ 4,803.04
70-51-23	VEHICLE EXPENSE	\$ 6,500.00	\$ 1,516.83
70-51-24	RENTALS	\$ 2,500.00	\$ 375.75
70-51-25	SHOP EXPENSE	\$ 11,500.00	\$ 787.34
70-51-26	TRAVEL, MEETINGS & TRAININGS	\$ 1,000.00	\$ 584.00
70-51-27	INSURANCE & BONDS	\$ 6,750.00	\$ 3,355.32
70-51-28	UTILITIES	\$ 40,000.00	\$ 17,518.35
70-51-29	TELEPHONE & INTERNET	\$ 1,350.00	\$ 1,808.21
70-51-30	PUBLISHING ADS	\$ 500.00	\$ -
70-51-31	DUES & SUBSCRIPTIONS	\$ 4,450.00	\$ 8,215.03
70-51-32	FEES & PERMITS	\$ 7,700.00	\$ 133.30
70-51-33	DATA PROCESSING	\$ 8,500.00	\$ 1,619.59
70-51-40	MISCELLANEOUS	\$ 1,500.00	\$ -
70-51-41	WRITEOFF - UNCOLLECTABLE	\$ -	\$ -
70-51-42	CONTRACT SERVICES	\$ 7,500.00	\$ 1,500.00
70-51-43	GAGING STATION	\$ 5,000.00	\$ -
70-51-44	NORRIS RETIREMENT	\$ -	\$ 2,352.00
70-51-50	DOLA PRINCIPAL & INTEREST	\$ -	\$ -
70-51-51	RURAL DEVELOPMENT PRINCIPAL & INTEREST	\$ 73,250.00	\$ 77,500.00
70-51-52	WWTP PAYBACK FUND EXPENDITURES	\$ -	\$ -
70-51-53	ISSUANCE COSTS	\$ -	\$ -
70-51-54	DEBT RESERVE	\$ 24,000.00	\$ -
	<b>Subgroup : Operating Expenses</b>	<b>\$ 313,450.00</b>	<b>\$ 145,187.47</b>
		Percent Realized	46%

ACCOUNT	DESCRIPTION	ADOPTED FY-24 BUDGET	MAY 31ST ACTUAL
<b>WASTEWATER</b>			
<b>WASTEWATER UTILITY CAPITAL OUTLAY &amp; TRANSFERS</b>			
70-51-70	CAPITAL OUTLAY	\$ 70,000.00	\$ -
70-51-71	PASS THROUGH FUNDS	\$ -	\$ -
70-51-72	ASSET REPLACEMENT RESERVE	\$ -	\$ -
70-51-73	PASS THROUGH OPERATING	\$ -	\$ -
70-51-75	GRANT PROJECTS	\$ -	\$ -
70-51-76	BUILDING IMPROVEMENTS	\$ -	\$ -
70-51-77	MACHINERY & EQUIPMENT	\$ 132,000.00	\$ -
70-51-99	TRANSFERS	\$ -	\$ -
	<b>Subgroup : Wastewater Capital Outlay &amp; Transfers</b>	<b>\$ 202,000.00</b>	<b>\$ -</b>
		Percent Realized	0%
<b>WASTEWATER</b>			
<b>WASTEWATER UTILITY DEPRECIATION</b>			
70-59-99	DEPRECIATION	\$ 100.00	\$ -
	<b>Subgroup : Wastewater Depreciation</b>	<b>\$ 100.00</b>	<b>\$ -</b>
<b>WASTEWATER FUND</b>			
<b>TOTAL REVENUES</b>	<b>\$</b>	<b>907,000.00</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>907,000.00</b>	<b>\$279,405.47</b>
		Percent Realized	31%
<b>NET INCOME (LOSS) - Wastewater Utility</b>		<b>\$ -</b>	<b>\$ 207,481.96</b>

ACCOUNT	DESCRIPTION	ADOPTED FY-24 BUDGET	MAY 31ST ACTUAL
<b>SANITATION</b>			
<b>SANITATION REVENUE</b>			
80-30-02	TRASH CHARGES	\$ 320,000.00	\$ 135,314.38
80-30-03	BULK TRASH CHARGE	\$ 1,500.00	\$ 437.00
80-30-04	TIRE PICK UP	\$ -	\$ -
	<b>Subgroup : Total Revenue</b>	<b>\$ 321,500.00</b>	<b>\$ 135,751.38</b>
		Percent Realized	42%
<b>SANITATION</b>			
<b>SANITATION PERSONNEL SERVICES</b>			
80-52-02	CONTRACT/ADMIN SALARIES	\$ 12,000.00	\$ 1,613.37
80-52-03	SALARIES & WAGES	\$ 93,000.00	\$ 25,075.32
80-52-04	EMPLOYER FICA	\$ 6,800.00	\$ 1,729.39
80-52-05	EMPLOYER MEDICARE	\$ 1,600.00	\$ 382.13
80-52-06	UNEMPLOYMENT TAX	\$ 900.00	\$ 52.72
80-52-07	INSURANCE BENEFITS	\$ 23,000.00	\$ 5,401.16
80-52-08	RETIREMENT BENEFITS	\$ 5,700.00	\$ 1,310.41
80-52-09	LIFE/DISABILITY INSURANCE	\$ 500.00	\$ -
80-52-10	WORKMEN'S COMPENSATION	\$ 4,250.00	\$ 1,652.66
80-52-11	OVERTIME	\$ 4,750.00	\$ 702.15
	<b>Subgroup : Personnel Services</b>	<b>\$ 152,500.00</b>	<b>\$ 37,919.31</b>
		Percent Realized	25%
<b>SANITATION</b>			
<b>SANITATION OPERATING EXPENSES</b>			
80-52-15	OFFICE SUPPLIES	\$ 2,000.00	\$ 142.16
80-52-16	OPERATING SUPPLIES	\$ 1,500.00	\$ 115.02
80-52-17	POSTAGE	\$ 2,500.00	\$ 652.98
80-52-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 5,500.00	\$ 3,029.06
80-52-21	AUDIT & BUDGET EXPENSE	\$ 7,700.00	\$ 6,750.00
80-52-22	REPAIRS & MAINTENANCE	\$ 2,500.00	\$ 86.08
80-52-23	VEHICLE EXPENSE	\$ 15,000.00	\$ 3,337.15
80-52-24	RENTALS	\$ 5,000.00	\$ 110.00
80-52-25	SHOP EXPENSE	\$ 2,500.00	\$ 731.06
80-52-26	TRAVEL, MEETINGS & TRAININGS	\$ 1,000.00	\$ 1,128.91
80-52-27	INSURANCE & BONDS	\$ 6,800.00	\$ 3,380.18
80-52-28	UTILITIES	\$ 3,000.00	\$ 1,295.11
80-52-29	TELEPHONE & INTERNET	\$ 1,400.00	\$ 314.30
80-52-30	PUBLISHING ADS	\$ -	\$ -
80-52-31	DUES & SUBSCRIPTIONS	\$ 2,700.00	\$ 7,433.95
80-52-32	FEES & PERMITS	\$ 1,000.00	\$ 63.00
80-52-33	DATA PROCESSING	\$ 5,000.00	\$ 843.82
80-52-40	MISCELLANEOUS	\$ 1,000.00	\$ -
80-52-41	WRITEOFF - UNCOLLECTABLE	\$ -	\$ -
80-52-42	LANDFILL FEES	\$ 38,100.00	\$ 11,877.75
80-52-43	CLEAN UP DAYS	\$ 7,000.00	\$ -
	<b>Subgroup : Operating Expenses</b>	<b>\$ 111,200.00</b>	<b>\$ 41,290.53</b>
		Percent Realized	37%
<b>SANITATION</b>			
<b>SANITATION CAPITAL OUTLAY &amp; TRANSFERS</b>			
80-52-70	CAPITAL OUTLAY	\$ -	\$ -
80-52-71	PASS THROUGH FUNDS	\$ -	\$ -
80-52-75	GRANT PROJECTS	\$ -	\$ -
80-52-76	BUILDING IMPROVEMENTS	\$ -	\$ -
80-52-77	MACHINERY & EQUIPMENT	\$ -	\$ -
80-52-99	TRANSFERS	\$ -	\$ -
	<b>Subgroup : Sanitation Capital Outlay &amp; Transfers</b>	<b>\$ -</b>	<b>\$ -</b>
		Percent Realized	0%
<b>SANITATION</b>			
<b>SANITATION DEPRECIATION</b>			
80-59-99	DEPRECIATION	\$ 57,800.00	\$ -
	<b>Subgroup : Sanitation Depreciation</b>	<b>\$ 57,800.00</b>	<b>\$ -</b>
		Percent Realized	0%
<b>SANITATION FUND</b>			
TOTAL REVENUES	\$ 321,500.00		
TOTAL EXPENDITURES	\$ 321,500.00		\$ 79,209.84
		Percent Realized	25%
<b>NET INCOME (LOSS) - Wastewater Utility</b>		<b>\$ -</b>	<b>\$ 56,541.54</b>

ACCOUNT	DESCRIPTION	ADOPTED FY-24 BUDGET	APRIL 29TH ACTUAL
<b>NFV AIRPORT</b>			
<b>NFV AIRPORT REVENUE</b>			
50-31-06	AIRPORT REVENUE	\$ 3,100.00	\$ 3,187.50
50-31-15	TRANSFER FROM GENERAL FUND RESERVE	\$ 75,492.00	\$ -
50-31-16	CAPITAL IMPROVEMENT FUND - AIRPORT GRANTS	\$ -	\$ -
	<b>Subgroup : Total Revenue</b>	<b>\$ 78,592.00</b>	<b>\$ 3,187.50</b>
Percent Realized			4%
<b>NFV AIRPORT</b>			
<b>NFV AIRPORT CAPITAL OUTLAY &amp; TRANSFERS</b>			
50-32-70	CAPITAL OUTLAY	\$ 78,592.00	\$ -
50-52-71	PASS THROUGH FUNDS	\$ -	\$ -
50-52-75	GRANT PROJECTS	\$ -	\$ -
50-52-76	BUILDING IMPROVEMENTS	\$ -	\$ -
50-52-77	MACHINERY & EQUIPMENT	\$ -	\$ -
50-52-99	TRANSFERS	\$ -	\$ -
	<b>Subgroup : NFV Capital Outlay &amp; Transfers</b>	<b>\$ 78,592.00</b>	<b>\$ -</b>
Percent Realized			0%
<b>NFV AIRPORT</b>			
<b>NFV AIRPORT DEPRECIATION</b>			
50-59-99	DEPRECIATION	\$ -	\$ -
	<b>Subgroup : NFV Depreciation</b>	<b>\$ -</b>	<b>\$ -</b>
Percent Realized			0%
<b>NFV AIRPORT</b>			
TOTAL REVENUES	\$ 78,592.00		\$3,187.50
TOTAL EXPENDITURES	\$ 78,592.00		\$0.00
Percent Realized			0%
<b>NET INCOME (LOSS) - NFV CAPITAL IMPROVEMENT FUND</b>			<b>\$3,187.50</b>