

**TOWN OF PAONIA  
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
<b>TOWN ADMINISTRATOR'S OFFICE</b>					
Improve Meter Reading & Bill Generation Processes	Caselle installed on TA Laptop, Next step to contact Badger and get access to the web system called Beacon. Export File from Beacon needs to be imported to Caselle. Spoke with Badger, interface work being coordinated to assist with setting up the software platform. John Brinkman with Badger for Beacon AMA, jbrinkman@badgermeter.com -> follow up on 8/1/23, David Chatagnier may find something while John is on vacation. Follow-up on 8/10-11/2023. John confirmed that we have paid for setup and it's just awaiting scheduling to set everything up. Will schedule for later in August a staff training and setup for meter reading.		3.4.2022	8.7.23	
Release of Conservation Trust Fund (CRT) Disbursements/File CTF Report	Awaiting completion of the FY-22 Audit to certify that expenditures tie to the GL. No penalty for filing the CTF report late.		7.17.23	7.17.23	
FY-22 Audit	Professional Management Solutions reported that the Audit should be finished in October, 2023		7.17.23	7.17.23	
CDOT Revitalizing Main Streets Grant, "Safe Pathways for Paonia," 3-Points InX Grand, 4th & 5th	SGM CO #1 Forthcoming adding scope of work for GeoTech Eng. Svcs., and MOT plan to design set & Striping Plan, and Adding Add'l. meetings to Project Admin. as req. by CDOT. (Odisea didn't include in original design)		7.14.23	7.17.23	
Mid-Block Crosswalk on Grand Ave. & Parking issues at Pan America, work with PD on speed limits and regulated sign ordinance for stop signs (UTC)	Consider options for a midblock crosswalk on grand Ave.		7.11.23	7.19.23	
Policy Reviews: Purchasing, Internal Controls, and Personnel	Collecting various policies for review - first discussion at Department Head Meeting on 7.18.23, 8.1.23 Dept. Head meeting discussed procurement policies needing updates and building permit processes for updates		7.17.23	8.1.23	
SLFRF Report to USTreasury	Upload Project/Expenditure Report to SLFRF portal		3.1.22	7.17.23	
Ordinance for Water Companies/Agreements with Water Companies	At a minimum an agreement with water companies that describes expectations from the town, expectations from the water companies/subdivisions, indemnification, and insurance requirements should be considered to reduce liability to the town. Further discussion with the Water Attorney is necessary. Standardized IGA with Water Companies with clauses for maintenance and increasing bulk water rates for non-compliance/if Water Company chooses to have the town complete maintenance.		7.11.23	8.1.23	
Code Re-Write	Consulting Agreement needed with Leslie Klusmire to go through the Town's Existing Code and clean it up. Coordination between Leslie and Town Attorney. If funded by DOLA grant, then an RFP will need to be issued to meet the competitive bid requirement		7.11.23	8.3.23	
Private Use of Public Rights of Way	Private property should have a lease agreement with the Town if utilizing the public right of way. Sandwich boards, outdoor dining areas, etc. and limited to in front of their own property lines. Otherwise, the only use of public right of way should be by the general public or with Town-owned property.		8.1.23	8.1.23	
Chase ink Credit Account	Submitted a letter to Chase Card Services to get control of the online banking account for the Chase ink Credit Card. Would like to see if any cashback rewards have been earned, and if so, where are they.		7.28.23	8.1.23	

**TOWN OF PAONIA  
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
Return Un-used items from SIPA grant	Returned Klipsch Bluetooth Speakers for a credit, opened a case with Amazon to return the audioquest dragonfly cobalt DAC, need to contact Amazon to return (2) Ankerwork Powerconf S500 units.		8.1.23	8.1.23	
Special Event Process and Applications	Improve the process and include the recent ordinance for street closures in the application process. This also includes the process for park reservations.		8.1.23	8.3.23	
Secure Water Rights Attorney	Sherry Coloia Engagement Letter on the 7.25.23 agenda for consideration. Sherry engaged through the end of 2023.		7.14.23	8.1.23	8.1.23
<b>FINANCE DEPARTMENT</b>					
FY-22 Audit	Professional Management Solutions reported that the Audit should be finished in October, 2023		7.17.23	7.17.23	
Caselle GL Updates & Chart of Accounts	Professional Management Solutions working with Amanda to get Chart of Accounts correct and GL updated with the most recent reconciliations		3.1.23	7.17.23	
ADP Workforce Software Integration	Professional Management Solutions working with Staff to get ADP workforce implemented and integrated into the Caselle Software		7.17.23	7.17.23	
Schedule of Fees	Introduced at the 7/11/23 Council Meeting. Further discussion may be warranted - including with sidewalk fees		7.11.23	7.17.23	
Utility Rate/Fees	Water and Sewer Rates need to be reviewed		7.14.23	7.17.23	
SUTA - State Unemployment taxes	SUTA quarterly reporting and payments are all current.		3.1.23	7/28/2023	7/28/2023
Colorado State wage withholding	Reporting and payments are all current.		3.1.23	8.1.23	7/26/2023
IRS tax	941 Employers Federal Tax reporting and payment is current		3.1.23	8.1.23	7/7/2023

**TOWN OF PAONIA  
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
<b>CLERK'S DEPARTMENT</b>					
Schedule CEBT Training	CEBT Training is Set up for 10:30 am on September 14th. Emma Dahlin will be here to explain benefits, how to access and to answer any questions the staff has	FREE	7.17.23	7.20.23	
Update Bidding Site	Created Main Contact user profile for Town Administrator on bidnet.com and coordinating training for RFP process		7.17.23	7.17.23	
Equipment Surplus	Asked Department Heads to start assessing what may be eligible to be declared Surplus		7.19.23		
Records Management System Development and Implementation	Began creating naming convention that matches the Retention Index for easy look up	Staff Time			
OnBoard with Empower	Scheduling and onboard training with Empower for next week	Town's contribution percentage	7.17.23	7.19.23	
Point & Pay/ Caselle Integration	Set up third party access in Caselle system and sent back to Caselle	Point and Pay Absorbed Costs	2.15.23	8.9.23	
ADP Workforce Software Integration	Have validation meeting with Michelle and V. Alvarado 8.21.23 @ 2pm. Employee emails rolled out on employee accounts for the timekeeping module 8/17/23, aiming to have employees begin keeping time within the system starting the 19th of August. We are aiming for a September 8 as a 'go live' date as long as no problems arise.		7.17.23	..	
Updating Personnel Records	Personnel files are updated, all staff are signed up for eligible benefits.	Staff Time	7.19.23	7.27.23	7.27.23
Set up UMB Coding Strings	Sent Michelle cardholder names and departments	Staff time	8.10.23	8.11.23	
Create checklists for Clerk Duties	Create checklists, for all permits, licensing, agenda, board meeting, record retention, new hires etc for consistency and thoroughness	Staff Time	7.19.23		
Records and vault reorganization	Working on getting locking file cabinets in Clerk's office and starting the sortign process		8.15.23		
Schedule of Fees	Update and have for Stefen by November				
Learn about liens	Be prepared to file liens				



**TOWN OF PAONIA  
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
<b>WATER DEPARTMENT</b>					
CDOT Revitalizing Main Streets Grant, "Safe Pathways for Paonia," 3-Points InX Grand, 4th & 5th	Water Line under InX may need replaced if it's steel or iron. Cost will be internal labor to replace it, and needs coordinated with final contractor - WD to verify pipe under roadway.		7.17.23	7.17.23	
Utility Fee Study	Water and Sewer Rates need to be reviewed		7.14.23	7.17.23	
CDPHE Free Assistance Program for Lead Service Lince Replacement	Applied today for the program with Cory and Stefen as PoC		8.1.23	8.1.23	
Replace meters at Burges & Lamborn Mesa Water Companies	Burgess Vault in process of repair and Lamborn Mesa meter replacement will begin soon		8.3.23	8.3.23	
Meter Reading	Meters must be read every month - estimating bills has become problematic		8.7.23	8.7.23	
<b>WASTEWATER DEPARTMENT</b>					
Utility Fee Study	Water and Sewer Rates need to be reviewed		7.14.23	7.17.23	
NPDES Contact Update	Stefen needs to be added as the Executive/Administrative contact for the NPDES Permit. All Correspondence regarding NPDES Permit needs to go to Town Hall Attention: Stefen Wynn, Town Administrator		8.1.23	8.1.23	
Dorris Avenue Sewer Line Replacement	Door Hangers need to go on affected property owner's doors on Wednesday Morning, 8.9.23		8.7.23	8.7.23	
Meter Reading	Meters must be read every month - estimating bills has become problematic		8.7.23	8.7.23	

**TOWN OF PAONIA  
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
<b>POLICE DEPARTMENT</b>					
	Renewing LESO 1033 Application				
	Conducting LESO 1033 Equipment Audit				
	Speed limit study to evaluate potential changes to town wide speed limits				
	Compiling possible municipal code additions, subtractions, and combinations to adress shortfalls in current muni code				
	Reviewing possible municipal code fee/fine updates to adress shortfalls in current muni code				
	Lexipol Policy manual review and implementation.				
<b>CDOT Revitalizing Main Streets Grant, "Safe Pathways for Paonia," 3-Points InX Grand, 4th &amp; 5th</b>					
CO#1 from SGM	SGM CO #1 Forthcoming adding scope of work for GeoTech Eng. Svcs., and MOT plan to design set & Striping Plan, and Adding Add'l. meetings to Project Admin. as req. by CDOT. (Odisea didn't include in original design.	\$40,000.00	7.17.23	7.17.23	
Water Department Water Line Verification	Water Line under InX may need replaced if it's steel or iron. Cost will be internal labor to replace it, and needs coordinated with final contractor - WD to verify pipe under roadway.		7.17.23	7.17.23	
Construction Timeline	SGM estimates that construction will more likely be in Spring 2025, and not Spring of 2024 - TA to verify why?		7.17.23	7.17.23	
R/W Acquisition	Plat from the school needs to be recorded - need to contact Wilmore for changes to legal description; County needs to give R/W ASAP; Need to contact private property owner about R/W in front of home (may have an easement).		7.17.23	8.16.23	

**TOWN OF PAONIA  
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
<b>DORRIS AVE. SEWER REPLACEMENT</b>					
Notice of Award - K&D	Notice of Award submitted to K&D Construction so that they can begin planning Mobilization on site. Notice of Award received.		7.17.23	7.17.23	7.27.23
Agreement	Signed Contract received by K&D, awaiting bonding documentation, once received the original agreement and bonding information will be sent via mail to the Town for final execution and records. Needs to include: 1) Agreement; 2) Notice of Award; 3) Notice to Proceed; 4) Performance and Payment Bonds; 5) General Conditions; 6) Supplementary Conditions; 7) Specifications bearing, "Dorris Ave. Sewer Replacement"; 8) Addenda numbers to inclusive; 9) Contractor's Bid Form; 10) Drawing Sets prepared by Respec G1 - C2; 11) Any modification including change orders	\$299,399.50	7.27.13	8.4.23	
Pre-Construction Meeting	K&D Construction, Inc. met with Town Staff and Design Engineer from Respec for a Pre-con meeting to go over mobilization, determining a start date - NTP to be issued on 8.10.23 and coincides with their start date		8.3.23	8.7.23	

**TOWN OF PAONIA  
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
<b>Colorado River Water Conservation District Grant</b>					
Grant for \$25,000 for matching funds for the Hydrogeology Study	Contract, COI and W-9 sent and recieved			7.20.23	7.21.23
<b>HOUSING NEEDS ASSESSMENT</b>					
Task force meetings 3/5	Fourth Task Force Meeting is 8.1.2023			8.1.2023	
Open House with Community	Data Collection and Community Stakeholder Outreach, marginalized population outreach completed soon.			8.1.2023	
Draft Needs Assessment and Action Plan	1st half of November for the draft of the plan to be reviewed by Housing Task Force and Board of Trustees. Plan to get the draft HNA to Board for the 8.22.23 meeting (distributed 8.15.23), Staff to discuss at 8.15.23 Dept. Head Meeting.			8.1.2023	
Housing Element of the Master Plan	The Master Plan should reference the Housing Element from the HNA, and the HNA will say that they are an element of the Master Plan.			8.1.2023	



