

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
TOWN ADMINISTRATOR'S OFFICE					
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.		3.4.2022	7.17.23	
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.	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		7.17.23	7.17.23	
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		7.11.23	7.17.23	
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.		7.11.23	7.17.23	
Secure Water Rights Attorney	Sherry Coloia Engagement Letter on the 7.25.23 agenda for consideration		7.14.23	7.17.23	
FINANCE DEPARTMENT					
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	

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CLERK'S DEPARTMENT					
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		Staff Time			
OnBoard with Empower	Meeting with Shane Squibb tomorrow about process for newly eligible employees to get their 457b going	Town's contribution percentage	7.17.23	7.19.23	
Point & Pay/ Caselle Integration	Scheduling meeting for this week to start the integration process with Blake so this module can get up and running! Process has been held up by Caselle internal upgrades to their sytem in preparation for the integration.	Point and Pay Absorbed Costs	2.15.23	7.19.23	
ADP Workforce Software Integration	Meeting with Michelle Duran, the Timekeeping Module Team (7.24.23) and Main Integration Team (7.21.23) by zoom to do next integration steps.		7.17.23	7.20.23	
Updating Personnel Records	Currently working in it. Asked Department heads to ask their staff to update emergency contacts and to ensure all training certifications are included in files.	Staff Time	7.19.23		
PUBLIC WORKS DEPARTMENT					
Sidewalk Asset Plan	Working with contractor to determine which projects have been completed within the last 4-5 years.		6.14.2023	7.17.23	

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WATER DEPARTMENT					
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	
WASTEWATER DEPARTMENT					
Utility Fee Study	Water and Sewer Rates need to be reviewed		7.14.23	7.17.23	

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POLICE DEPARTMENT					
	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.				
CDOT Revitalizing Main Streets Grant, "Safe Pathways for Paonia," 3-Points InX Grand, 4th & 5th					
CO#1 from SGM	SGM CO #1 Forthcoming adding scope of work for GeoTech Eng. Svcs., and MOT plan to design set & Striping Plan, and Adding Add'l. meetings to Project Admin. as req. by CDOT. (Odisea didn't include in original design.	\$40,000.00	7.17.23	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	
Plat Approval from the School	Plat from the school needs to be recorded		7.17.23	7.17.23	

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DORRIS AVE. SEWER REPLACEMENT					
Notice of Award - K&D	Notice of Award submitted to K&D Construction so that they can begin planning Mobilization on site.		7.17.23	7.17.23	

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Colorado River Water Conservation District Grant					
Grant for \$25,000 for matching funds for the Hydrogeology Study	Contract waiting for Mayor's signature, Certificate of Insurance and W-9 ready to send to them. - SMV			7.20.23	
PROJECT 4					