

**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. 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. Training Scheduled for 9/19 - 9/20. Training Finished and Automation completed!!!		3.4.2022	9.14.23	9.20.23
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, after further discussion it was determined that an RFP will need to be submitted and an Audit firm selected. RFP was live on 8.16.2023 with a closing date of 9.14.23		7.17.23	8.28.23	
CDOT Revitalizing Main Streets Grant, "Safe Pathways for Paonia," 3-Points InX Grand, 4th & 5th	SGM CO #1 Forthcoming adding scope of work for GeoTech Eng. Svcs., and MOT plan to design set & Striping Plan, and Adding Add'l. meetings to Project Admin. as req. by CDOT. (Odisea didn't include in original design). CO #1 approved at the 8.22.23 Board Meeting, CO #1 was executed and submitted to SGM on 8.28.23		7.14.23	8.28.23	
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. after careful consideration for mid-block crossing on Grand Avenue, Staff could not recommend a safe crossing without losing at least (6) parking spaces on the road. Parking issues at Pan American are still being considered. 9.12.23 meeting introduced ordinance for speed limits, stop signs, crosswalks, and parking restrictions. Reported that mid-block crossing on Grand Avenue couldn't be safely done with out restriping the entire length of the road. Revised Draft Ordinance to be on 1st Meeting in October.		7.11.23	9.14.23	
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. Working with SAM.gov and US Treasury to get Town Administrator added as the entity administrator. Letter has been sign and resubmitted after being rejected for not including "Town Hall" in entity's registered name. Resubmitted on 8.28.2023. Received access to the reporting for the Town of Paonia on 9.11.23. Preparing report for filing on 9.14.23.		3.1.22	9.14.23	9.14.23
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 mainenance.		7.11.23	8.1.23	

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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. Scheduled a phone call with a separate consulting firm to get a budget figure on price for DOLA grant for 8.28.23, once budget price received, will submit to DOLA for their consideration. Received Council Approval for \$25,000 Match from DOLA Admin Grant on 9.14.23. Submission of Grant on 9.15.23.		7.11.23	9.14.23	
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	
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	
DOLA IHOP Grant Reporting	Reimbursement reporting for IHOP Grant		8.31.23	9.14.23	
SAM.gov Renewal	Renewed SAM.gov information and added Amanda and Sam as contacts for the Town for CoG. Submitted renewal on 9.13.23, awaiting final approval. Received Renewal 9.20.23		8.1.23	9.14.23	9.20.23
Ordinance for Traffic Schedules	Ordinance for traffic schedules including: revized speed limit schedule, traffic control signage schedule, and crosswalk schedule. Draft is complete, discussion with Staff at 8.29.23 Department Head meeting, and send to Town Attorney for Review. 9.12.23 meeting introduced ordinance for speed limits, stop signs, crosswalks, and parking restrictions. Revised Draft Ordinance to be on 1st Meeting in October.		8.1.23	9.14.23	
FINANCE DEPARTMENT					
FY-22 Audit	Professional Management Solutions reported that the Audit should be finished in October, 2023, after further discussion it was determined that an RFP will need to be submitted and an Audit firm selected. RFP was live on 8.16.2023 with a closing date of 9.14.23		7.17.23	8.28.23	
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. ADP has gone live with time keeping and HR module solutions.		7.17.23	8.28.23	
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	

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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
Working on chase credit cards for Michelle	Half way through entering each item on an excel sheet.		9/8/2023	9/15/2023	
Meter books have been printed for this month.	Printed meter books for PW to go out and read them for the week of 15th - 20th. I will be entering the reads next week.		9/13/2023		
Checks have been printed for finance committee	checks have been signed and will go out in the mail today.		9/13/2023		
Working on getting view only access back to the Colotrtrust account.	Called Colotrtrust and asked about getting access; they sent an email to the Mayor to get me permission to view the account only. Still waiting on a response from either the Mayor or Colotrtrust.		9/11/2023	9/14/2023	

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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. Had meeting with Emma Dahlin about yearly rate increases as well	FREE	7.17.23	8.22.23	9.14.23
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 Due November 1st		7.19.23		
Records Management System Development and Implementation	Organizing and documenting files and records	Staff Time and pending		9.7.23	
OnBoard with Empower	Empower set up and learned	Town's contribution percentage	7.17.23	7.19.23	8.21.23
Point & Pay/ Caselle Integration	Caselle and Point & Pay mapping by technicians	Point and Pay Absorbed Costs	2.15.23	9.7.23	
ADP Workforce Software Integration	As of 8.19.23 employees are time keeping in modules. Deduction set up almost complete, PTO accrual and taken banks are set up. Did not go live on 9.8.23 due to a miscommunication between teams on the ADP side. New go live date is 10.06.23 when new quarter begins.		7.17.23	9.7.23	
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	Staff training on online site on 9.13.23	Staff time	8.10.23	9.6.23	9.13.23
Create checklists for Clerk Duties	Create checklists, for all permits, licensing, agenda, board meeting, record retention, new hires etc for consistency and thoroughness. Updating as we go concurrent with the training for new Deputy Clerk	Staff Time	7.19.23	9.11.23	
Records and vault reorganization, retention compliance	Actively going through, starting new organization process and logging	Staff Time	8.15.23	9.14.23	
Schedule of Fees	Update and have for Stefen by November		8.30.23		
Learn about liens	Be prepared to file liens		8.21.23		

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November 7th Coordinated Elections	Not participating until Spring	\$2650.00 estimated	8.18.23	8.23.23	8.23.23
MuniDocs clean- up & catch up	Working on alongside records organization		9.14.23		
Set up Munimeetings workflow and multiple users for easier agenda management	Workflows live, Trustees and planning commission members next for training.	Staff Time	8.8.23	9.14.23	
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	
ADA Transition Plan	Discussed at Department Head Meeting, will need to begin to evaluate crossings throughout intersections in Town		8.1.23	8.1.23	
Begin Maintenece on Alley/Pocket Park between Town Hall and Odisea	PW to provide staff to trim vine growth, clean pocket park lamps; hide/secure the sewer cleanout; and move bike rack to more accessible location. Completed on 8.25.23		8.1.23	8.28.23	
Remove old flagpoles from arch at Town Hall and Replace with US Flag and Colorado Flag under archway	Cory to evalute what can work underneath the archway that can safely and respectfully display the US flag and the Colorado State Flag. PW Staff fabricating a hanging display for under the vestibule 8.25.23		8.1.23	8.28.23	
Miner's Memorial in Town Park	Add Temporary vapor barrier to top of walls while awaitng new granite pieces being purchased.	\$2,500	8.22.23	8.22.23	
Add cornering mirror at Pan American and Rio Grande	Completed installation of cornering mirror at Rio grand and Pan American. Larger mirror ordered and will replace the one initially installed	\$300	8.8.23	8.25.23	
Move Slow Children at Play sign from further side of Apple Valley Park Entrance to side closer to the bridge	Completed relocation		8.15.23	8.25.23	

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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	
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	
WASTEWATER DEPARTMENT					
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	

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POLICE DEPARTMENT					
Renewing LESO 1033 Application	Application has been renewed and Updates submitted				7/1/2023
Conducting LESO 1033 Equipment Audit	Equipment audit has been completed and all items accounted for and securely stored				7/1/2023
Speed limit study to evaluate potential changes to town wide speed limits	Speed Data is being collected via lidar and radar. Business and home owners are being contacted in reference to a possible speed limit reduction	Patrol Function/Admin Assistance	6/1/2023		
Compiling possible municipal code additions, subtractions, and combinations to adress shortfalls in current muni code	The department is looking at approximately five (5) code updates/ replacements/new codes to be added by the end of the year.				
Reviewing possible municipal code fee/fine updates to adress shortfalls in current muni code	Reaching out to other like sized or surroundiung muniaplities to compile fee and fine amounts.	UNK	3/1/2023	Aug-23	
Lexipol Policy manual review and implementation.	Policies are being reviewd weekly and some changes made. Some policies are sent to town legal counsel for review and input.	PD Admin Function	Dec-2022	Aug- 23	
Patrol Car Outfitting	With a fully staffed department we are needing to get a patrol car fully set up. The patrol car currently being used by the newest officer has no cage for safely transporting individuals. The patrol car is also lacking any radar equipment or overhead lighting.	PW Staff/Donated Eqpt	23-May	23-Aug	
ESS Security Training	Department Staff are continuing to take the ESS trainings and work towards the 630 Point minimum point threshold	Patrol Function	Mar-23	23-Aug	
newest bodycams are being implemented, however the department needs six cameras total and is currently only awaiting a cost estimate from Axon for a 6th bodycam.	The department only has five of the updated bodycam 4's. We are awaiting a cost estimate from Axon for a 6th bodycam.	UNK	Oct-23	Oct-23	
More phone/ethernet outlets are needed to supply connectivity to department equipment including pc's and eqpt docks.	location and connectivity issues with ethernet/phone outlets persist in the department. Working with public works on more outlet options	UNK	Sep-23	23-Oct	
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	
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). Scheduled to go to the next School Board Meeting for approval - scheduled for 9.14.23		7.17.23	8.28.23	

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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. 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	
Service Lines at various depths unknown to original design engineering	K&D Construction, Inc. located some service lines that are at different elevations than designed. While exploring the service lines and discussing a plan to get them connected with positive flow, this may result in a couple of days being added to substantial and final completion		8.24.23	8.28.23	

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Colorado River Water Conservation District Grant					
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
HOUSING NEEDS ASSESSMENT					
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. Draft HNA added to website on 8.24.23	\$79,800	4.28.23	8.28.23	
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	
Board of Trustees Work Session	Work Session to discuss the Housing Needs Assessment and Action Plan, scheduled 9.11.23		8.25.23	8.28.23	
Housing Task Force #4	Scheduled for 8.31.23		8.28.23	8.28.23	

