



TOWN OF PAONIA
214 GRAND AVENUE
REGULAR TOWN BOARD MEETING AGENDA
TUESDAY, DECEMBER 10, 2024 6:30 PM
[HTTPS://US02WEB.ZOOM.US/J/84967022542](https://us02web.zoom.us/j/84967022542)
MEETING ID: 849 6702 2542

Public Participation: Must raise hand and be recognized by the Mayor, come to the podium and state your name and the street on which you live. Time limit is 3 minutes, one time per item. Direct all comments to the Mayor. No responses will be made by staff or Board during the meeting. No derogatory or demeaning statements or public displays. Please be respectful.

Roll Call

Approval of Agenda

Announcements

Appreciations - Trustee Swartz

Commissioner Peter McCarthy resigned on December 2, 2024. He was very invested in Short Term Rentals and got that accomplished. The Town of Paonia thanks him for his service.

Due to his resignation the Planning Commission has an opening. Please bring your application and letter of interest to Town Hall by 4:30 pm, January 8th if you are an in-town resident interested in filling the position. This term will be until April 2026.

Public Comment

Any topic not included under Actions & Presentations; 3-minute time limit.

Consent Agenda

November 25, 2024 Regular Meeting Minutes

Blue Sage Liquor License Renewal & Change of Manager

Disbursements

Disbursements through the end of 2024 with Finance Committee Review

Staff Reports

Town Administrator

Police Department

Actions & Presentations

Public comments must be related to the agenda item, 3-minute time limit.

Public Hearing-

Consideration of Approval of Final Plat of the (minor) Subdivision on the Property at 841 HWY 133 owned by West Elk Land and Hops LLC.

Public Hearing-

Consideration of Acceptance of Resolution 17-2024, Approving the FY-2025 Proposed Budget and Mill Levy

[Action](#) Item #1 - Consideration of Appointing Applicants to the Three Vacant Tree Board Seats.

Action Item #2: Reapplication for the Water SMART Grant to Meter Lee's Park Trailer Court

Action Item #3 - Consideration and Approval of a Grant Submittal to CPDHE for up to \$25,000 for SCADA System Upgrades

[Action](#) Item # 4 - Consideration of Adopting Ordinance 2024-06 Enacting an Electronic Communication's & Device Security Policy.

[Action](#) Item #5 - Consideration of Approval of Ordinance 2024-04 Amending Chapter 2, Articles 2, 6, 7, & 8 Boards, Committees and Commissions Meeting Operations and Conduct.

[Action](#) Item #6 - Consideration of Approval to Cancel Second Board Meeting of December.

Action Item #7 - Consideration of Resolution 2024-18 Utility Water Rates

Mayor & Trustee Reports

Adjournment

I. RULES OF PROCEDURE

Section 1. Schedule of Meetings. Regular Board of Trustees meetings shall be held on the second and fourth Tuesdays of each month, except on legal holidays, or as re-scheduled or amended and posted on the agenda prior to the scheduled meeting.

Section 2. Officiating Officer. The meetings of the Board of Trustees shall be conducted by the Mayor or, in the Mayor's absence, the Mayor Pro-Tem. The Town Clerk or a designee of the Board shall record the minutes of the meetings.

Section 3. Time of Meetings. Regular meetings of the Board of Trustees shall begin at 6:30 p.m. or as scheduled and posted on the agenda. Board Members shall be called to order by the Mayor. The meetings shall open with the presiding officer leading the Board in the Pledge of Allegiance. The Town Clerk shall then proceed to call the roll, note the absences and announce whether a quorum is present. Regular Meetings are scheduled for three hours, and shall be adjourned at 9:30 p.m., unless a majority of the Board votes in the affirmative to extend the meeting, by a specific amount of time.

Section 4. Schedule of Business. If a quorum is present, the Board of Trustees shall proceed with the business before it, which shall be conducted in the following manner. Note that all provided times are estimated:

- (a) Roll Call - (5 minutes)
- (b) Approval of Agenda - (5 minutes)
- (c) Announcements (5 minutes)
- (d) Recognition of Visitors and Guests (10 minutes)
- (e) Consent Agenda including Approval of Prior Meeting Minutes (10 minutes)
- (f) Mayor's Report (10 minutes)
- (g) Staff Reports: (15 minutes)
 - (1) Town Administrator's Report
 - (2) Public Works Reports
 - (3) Police Report
 - (4) Treasurer Report
- (h) Unfinished Business (45 minutes)
- (i) New Business (45 minutes)
- (j) Disbursements (15 minutes)
- (k) Committee Reports (15 minutes)
- (l) Adjournment

* This schedule of business is subject to change and amendment.

Section 5. Priority and Order of Business. Questions relative to the priority of business and order shall be decided by the Mayor without debate, subject in all cases to an appeal to the Board of Trustees.

Section 6. Conduct of Board Members. Town Board Members shall treat other Board Members and the public in a civil and polite manner and shall comply with the Standards of Conduct for Elected Officials of the Town. Board Members shall address Town Staff and the Mayor by his/her title, other Board Members by the title of Trustee or the appropriate honorific (i.e.: Mr., Mrs. or Ms.), and members of the public by the appropriate honorific. Subject to the Mayor's discretion, Board Members shall be limited to speaking two times when debating an item on the agenda. Making a motion, asking a question or making a suggestion are not counted as speaking in a debate.

Section 7. Presentations to the Board. Items on the agenda presented by individuals, businesses or other organizations shall be given up to 5 minutes to make a presentation. On certain issues, presenters may be given more time, as determined by the Mayor and Town Staff. After the presentation, Trustees shall be given the opportunity to ask questions.

Section 8. Public Comment. After discussion of an agenda item by the Board of Trustees has concluded, the Mayor shall open the floor for comment from members of the public, who shall be allowed the opportunity to comment or ask questions on the agenda item. Each member of the public wishing to address the Town Board shall be recognized by the presiding officer before speaking. Members of the public shall speak from the podium, stating their name, the address of their residence and any group they are representing prior to making comment or asking a question. Comments shall be directed to the Mayor or presiding officer, not to an individual Trustee or Town employee. Comments or questions should be confined to the agenda item or issue(s) under discussion. The speaker should offer factual information and refrain from obscene language and personal attacks.

Section 9. Unacceptable Behavior. Disruptive behavior shall result in expulsion from the meeting.

Section 10. Posting of Rules of Procedure for Paonia Board of Trustees Meetings. These rules of procedure shall be provided in the Town Hall meeting room for each Board of Trustees meeting so that all attendees know how the meeting will be conducted.

II. CONSENT AGENDA

Section 1. Use of Consent Agenda. The Mayor, working with Town Staff, shall place items on the Consent Agenda. By using a Consent Agenda, the Board has consented to the consideration of certain items as a group under one motion. Should a Consent Agenda be used at a meeting, an appropriate amount of discussion time will be allowed to review any item upon request.

Section 2. General Guidelines. Items for consent are those which usually do not require discussion or explanation prior to action by the Board, are non-controversial and/or similar in content, or are those items which have already been discussed or explained and do not require further discussion or explanation. Such agenda items may include ministerial tasks such as, but not limited to, approval of previous meeting minutes, approval of staff reports, addressing routine correspondence, approval of liquor licenses renewals and approval or extension of other Town licenses. Minor changes in the minutes such as non-material Scribner errors may be made without removing the minutes from the Consent Agenda. Should any Trustee feel there is a material error in the minutes, they should request the minutes be removed from the Consent Agenda for Board discussion.

Section 3. Removal of Item from Consent Agenda. One or more items may be removed from the Consent Agenda by a timely request of any Trustee. A request is timely if made prior to the vote on the Consent Agenda. The request does not require a second or a vote by the Board. An item removed from the Consent Agenda will then be discussed and acted on separately either immediately following the consideration of the Consent Agenda or placed later on the agenda, at the discretion of the Board.

III. EXECUTIVE SESSION

Section 1. An executive session may only be called at a regular or special Board meeting where official action may be taken by the Board, not at a work session of the Board. To convene an executive session, the Board shall announce to the public in the open meeting the topic to be discussed in the executive session, including specific citation to the statute authorizing the Board to meet in an executive session and identifying the particular matter to be discussed “in as much detail as possible without compromising the purpose for which the executive session is authorized.” In the event the Board plans to discuss more than one of the authorized topics in the executive session, each should be announced, cited and described. Following the announcement of the intent to convene an executive session, a motion must then be made and seconded. In order to go into executive session, there must be the affirmative vote of two thirds (2/3) of Members of the Board.

Section 2. During executive session, minutes or notes of the deliberations should not be taken. Since meeting minutes are subject to inspection under the Colorado Open Records Act, the keeping of minutes would defeat the private nature of executive session. In addition, the deliberations carried out during executive session should not be discussed outside of that session or with individuals not participating in the session. The contexts of an executive session are to remain confidential unless a majority of the Trustees vote to disclose the contents of the executive session.

Section 3. Once the deliberations have taken place in executive session, the Board should reconvene in regular session to take any formal action decided upon during the executive session. If you have questions regarding the wording of the motion or whether any other information should be disclosed on the record, it is essential for you to consult with the Town Attorney on these matters.

IV. SUBJECT TO AMENDMENT

Section 1. Deviations. The Board may deviate from the procedures set forth in this Resolution, if, in its sole discretion, such deviation is necessary under the circumstances.

Section 2. Amendment. The Board may amend these Rules of Procedures Policy from time to time.

Sec. 2-6-10. - Creation.

A Planning Commission for the Town is hereby created pursuant to Article 23, Title 31, C.R.S.

(Ord. No. 4-13-82, § 1, 1982; Ord. No. 2000-02, Art. I, 2000; Ord. No. 2014-04, § 1, 1-13-2015)

Sec. 2-6-20. - Purpose.

The Planning Commission is created for the following purposes:

- (1) To prepare, maintain and adopt, subject to periodic revision as necessary, a Master Plan as described by state statutes.
- (2) To implement the provisions of Chapters 16 and 17 of this Code, and to perform all functions and powers referred to in said chapters where reference is made.
- (3) To study and recommend to the Board of Trustees amendments to the Zoning Map of the Town.
- (4) To study and recommend appropriate zoning classifications for all annexations to the Town.
- (5) To exchange information with the various governmental agencies charged with planning and zoning responsibilities and with the Board of Adjustment.
- (6) To have all other duties and powers incidental to the above and any and all powers and duties set out by state statute, except that nothing herein shall permit the Planning Commission to make amendments or changes in the zoning of the Town, such powers expressly being reserved by the Board of Trustees.

(Ord. No. 2014-04, § 1, 1-13-2015)

Sec. 2-6-30. - Membership; terms.

The Planning Commission shall consist of five (5) members, all of whom must be residents of the Town, including two (2) elected members consisting of the Mayor and one (1) member of the Board of Trustees appointed by the Mayor. The remaining three (3) members shall be appointed by the Mayor. The terms of such three (3) members shall be fixed and designated by the Mayor to end at two (2) years from the last municipal election at the time of appointment, with the terms of office staggered. The terms for the Mayor and the member of the Board of Trustees shall continue until their successors are duly elected and qualified, at which time elected members of the Board shall be designated to serve on the Planning

Commission for terms coincident with their terms of office as Mayor or as a member of the Board of Trustees. As terms expire, new or reappointed members shall be appointed for two-year terms of office at such time as the terms of those previously appointed expire.

(Ord. No. 2000-03, § 2, 2000; Ord. No. 2014-04, § 1, 1-13-2015)

Sec. 2-6-40. - Appointment of offices.

The Commission shall elect its Chair from among its membership and create and fill such other of its offices as it may determine. The term of each such office, including that of the Chair, shall be for two (2) years. The Commission may hold at least one (1) regular meeting each month. It shall adopt rules for transaction of business and shall keep a record of its resolutions, transactions, findings and determinations, which record shall be public.

(Ord. No. 2000-02, Art. I, 2000; Ord. No. 2014-04, § 1, 1-13-2015)

Sec. 2-6-50. - Duties.

The Planning Commission shall have all of the powers and perform each and all of the duties specified by Article 23, Chapter 31, C.R.S., together with any other duties or authority which may hereafter be conferred upon them by the laws of the State. The performance of such duties and the exercise of such authority are to be subject to each and all the limitations expressed in such legislative enactment or enactments.

(Ord. No. 4-13-82, §§ 5, 6, 1982; Ord. No. 2000-02, Art. I, 2000; Ord. No. 2014-04, § 1, 1-13-2015)

Minutes
Regular Town Board Meeting
Town of Paonia, Colorado
November 26, 2024

Meeting Video Link: https://www.youtube.com/watch?v=5P_bNTKTw5w

RECORD OF PROCEEDINGS

Roll Call

PRESENT

Mayor Paige Smith

Mayor Pro-Tem John Valentine

Trustee Rick Stelter

Trustee Kathy Swartz (Zoom)

Trustee Walter Czech

Trustee Lucy Hunter (Zoom)

Trustee Mike Heck (Zoom)

Approval of Agenda

Trustee Stelter makes a motion, seconded by Trustee Czech, to move legacy events discussion to another meeting.

The motion carries unanimously

Trustee Stelter makes a motion, seconded by Mayor Pro-Tem Valentine, to move executive session to after item 2 on the agenda.

The motion carries unanimously.

Trustee Stelter makes a motion, seconded by Trustee Czech, to approve the agenda as amended.

The motion carries unanimously.

Announcements

The Tree Board has three terms expiring. Please drop off your application and letter of interest in at Town Hall no later than Noon December 4th, 2024.

There is an opening on the Zoning Board of Adjustments. Please put in your application and letter of interest at Town Hall no later than Noon December 4th, 2024.

Public Comment

No public comment is made.

Consent Agenda

Trustee Swartz makes a motion, seconded by Trustee Stelter, to approve the consent agenda.

The motion carries unanimously.

Staff Reports

Town Administrator Wynn presents the Departmental Scorecard.

Police Chief Laiminger provides updates on his department.

Actions & Presentations

Action Item #1- Continued from 11/12/2024 Meeting - Ordinance No. 2024-05 Regulating Short Term Rentals

The Board of Trustees discuss survey results, housing needs assessment, number of licenses available and comparisons with other communities caps and regulations.

Public Comment:

A. Ford: comments on ADA requirements.

S. Watson: comments on Paonia Municipal Code.

S. Graves: comments on small town STR's.

Member of the Public: comments on impacts of small town STR's.

M. Lawson: comments on future impacts.

P. McCarthy: comments on long-term renters.

D. Marek: comments on cap and local contact person.

Town Attorney Buchner gives his legal advice on the legislative action.

Board: discusses amendments to local contact person section, timing, license caps, public hearings for all zoning.

Trustee Stelter makes a motion, seconded by Trustee Czech to include R-2 and R-3 zoning in the Special Use Review requirements.

Voting Aye: Trustee Stelter, Trustee Czech, Mayor Pro-Tem Valentine and Trustee Czech.

Voting Nay: Trustee Hunter and Trustee Swartz

The motion carries.

Trustee Swartz makes a motion, seconded by Trustee Stelter to lower the amount of licenses from 40 to 30, including single bedroom rentals.

Voting Aye: Mayor Pro-Tem Valentine, Trustee Stelter, Trustee Czech, Trustee Hunter, Trustee Swartz.

Voting Nay: Trustee Heck.

The motion carries.

Trustee Stelter makes a motion, seconded by Trustee Czech to amend the ordinance to include that in order for a Short-Term Rental to Operate after May 1, 2025 they must have applied for a license or be licensed by April 1, 2025.

Voting Aye: Mayor Pro-Tem Valentine, Trustee Stelter, Trustee Czech, Trustee Hunter.

Voting Nay: Trustee Swartz, Trustee Heck

The motion carries.

Trustee Stelter makes a motion, seconded by Trustee Czech to adopt Ordinance 2024-05 Regulating Short Term Rentals with revisions.

The motion carries unanimously.

Trustee Swartz makes a motion, seconded by Trustee Hunter, to move Action Item 2 to after the executive session.

The motion carries unanimously.

Executive Session for a conference with the Town Attorneys for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b); specific to ongoing litigation.

Mayor Pro Tem Valentine makes a motion, seconded by Trustee Stelter, to go into executive session for a conference with the Town Attorney's for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b); specific to ongoing litigation.

The motion carries unanimously.

Executive Session Start: 8:57 pm

Executive Session End: 9:23 pm

Attending the executive session were Mayor Smith, Mayor Pro-Tem Valentine, Trustee Stelter, Trustee Czech, Trustee Swartz, Trustee Hunter, Trustee Heck, Town Attorney Buchner, Attorney Mack, CIRSA representative Francesca Pellerano, Clerk Vetter and Public Works Director Heiniger.

No concerns are noted by attendees.

Trustee Hunter leaves the meeting at 9:25pm

Trustee Stelter makes a motion, seconded by Trustee Czech to extend the meeting for 45 minutes (10:15 PM)

The motion carries unanimously.

Action Item #2 - Continued item from 11/12/2024 Meeting - Resolution 2024-15 Adopting a Mission Statement and Values Statements for the Town of Paonia

Trustee Stelter makes a motion, seconded by Mayor Pro-Tem Valentine, to approve Resolution 2024-15 Adopting a Mission Statement and Values Statement for the Town of Paonia including attachments B and C.

The motion carries unanimously.

Action Item #3 Consideration of creating a Legacy Event Designation

Tabled to a future meeting.

Action Item #4 - Consideration of Adopting Ordinance 2024-06 Enacting an Electronic Communication's & Device Security Policy.

Trustee Czech makes a motion, seconded by Trustee Stelter to table to the December 10th, 2024 meeting.

The motion carries unanimously.

Action Item #5 - RFP 2024-04 Brush Clearing for Hydrogeological Study Contractor Selection

Trustee Stelter makes a motion, seconded by Trustee Czech to approve the RFP for Hemlock Consulting, LLC as the lowest, most responsive and responsible bidder.

The motion carries unanimously.

Action Item #6 - Consideration of Planning Commission Request to Trustees to Instruct Phoenix Rising to Provide Outreach for the Final Draft Comprehensive Plan

Trustee Stelter makes a motion, seconded by Trustee Czech to instruct Phoenix Rising Resources to provide outreach for the final draft of the Comprehensive Plan.

The motion carries unanimously.

Action Item #7 - Consideration of Forming a Citizen's Watch Group

Trustee Stelter makes a motion, seconded by Mayor Pro-Tem Valentine to table until the first meeting of January.

The motion carries unanimously.

Action Item #8 - Consideration of Approval of Resolution 16-2024 Opting Out Certain Elected and Appointed Positions from Worker's Compensation

Trustee Stelter makes a motion, seconded by Trustee Swartz to approve Resolution 16-2024 Opting Out Certain Elected and Appointed Positions from Worker's Compensation with an amendment to include the Tree Board.

The motion carries unanimously.

Action Item #9 - Discussion on Capital Improvement Phase I Project Needs Assessment

Trustee Czech makes a motion, seconded by Trustee Stelter to approve a public hearing on December 11, 2024 on the Capital Improvement Phase I Project Needs Assessment.

The motion carries unanimously.

Mayor & Trustee Reports

None

Adjournment

The meeting adjourns at 9:46 PM.

Samira M Vetter, Town Clerk

Paige Smith, Mayor



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Blue Sage Center for the Arts Liquor License Renewal and Manager Change LLL 2024-113
SUBMITTED BY:	Samira Vetter, Town Clerk
DATE:	December 10, 2024
BACKGROUND:	• All required paperwork and fees have been turned into the Clerk's Office. • The Police Department reports no concerns with the renewal of this license. • The Public Works Department reports no concerns with the renewal of this license. • All legal requirements for this license renewal have been met.
BUDGET:	Revenue: \$250.00
RECOMMENDATION:	All legal requirements for this license have been met.
ATTACHMENT:	Liquor License Renewal and Change of Manager application packet

Submit to Local Licensing Authority

Fees Due		13
Annual Renewal Application Fee	\$ 250	
Renewal Fee	308.75	
Storage Permit \$100 X _____	\$	
Sidewalk Service Area \$75.00	\$ 75.00	
Additional Optional Premise Hotel & Restaurant \$100 X _____	\$	
Related Facility - Campus Liquor Complex \$160.00 per facility	\$	
Amount Due/Paid	\$ 663.75	

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

Retail Liquor License Renewal Application

Please verify & update all information below. Return to city or county licensing authority by due date.

Note that the Division will not accept cash.



Paid by check

Uploaded to MoveIt on Date



Paid online

Licensee Name

Blue Sage Center for the Arts

Doing Business As Name (DBA)

Blue Sage Center for the Arts

Liquor License Number

41-74390-0000

License Type

Arts License (city)

Sales Tax License Number

04174390-004-SLS

Expiration Date

Dec 10, 2024

Due Date

Business Address

Street Address

228 Grand Avenue

Phone Number

(970) 527-7243

City

Paonia

State

CO

ZIP Code

81428

Mailing Address

Street Address

PO Box 700

City

Paonia

State

CO

ZIP Code

81428

Email

director@bluesage.org

Operating Manager

Date of Birth

14

Alison Lightfoot

11/18/1971

Home Address

Street Address

Number

[Redacted]

[Redacted]

City

State

ZIP Code

Paonia

CO

81428

1. Do you have legal possession of the premises at the street address?..... ☒ Yes ☐ No

Are the premises owned or rented? ☒ Owned

*If rented, expiration date of lease

☐ Rented*

[Redacted]

2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility?..... ☒ Yes ☐ No

If yes, please see the table in the upper right hand corner and include all fees due.

3. Are you renewing a takeout and/or delivery permit?..... ☐ Yes ☒ No

(Note: must hold a qualifying license type and be authorized for takeout and/or delivery license privileges)

If selecting 'Yes', an additional \$11.00 is required to renew the permit.

If so, which are you renewing?..... ☐ Delivery ☐ Takeout ☐ Both Takeout and Delivery

4. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business?..... ☐ Yes ☒ No

Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.?..... ☐ Yes ☒ No

5. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)?..... ☐ Yes ☒ No

If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested.

6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime?..... ☐ Yes ☒ No

If yes, attach a detailed explanation.

7. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked?..... ☐ Yes ☒ No

If yes, attach a detailed explanation.

8. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee?..... ☐ Yes ☒ No

If yes, attach a detailed explanation.

Affirmation & Consent

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.

Type or Print Name of Applicant/Authorized Agent of Business

Ali Lightfoot

Title

Executive Director

Signature

Ali Lightfoot

Date (MM/DD/YY)

10/25/24

Report & Approval of City or County Licensing Authority

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.

Therefore this application is approved.

Local Licensing Authority For

Title

Attest

Signature

Date (MM/DD/YY)

Tax Check Authorization, Waiver, and Request to Release Information

I, Alison Lightfoot

am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of

(the "Applicant/Licensee")

Alison Lightfoot

to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101. et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and is duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business)

17

Blive Sage Center For the Arts

Social Security Number/Tax Identification Number

84-1335434

Home Phone Number

[REDACTED]

Business/Work Phone Number

970-527-7243

Street Address

226-228 Grand Ave

City

Paonia

State

CO

ZIP Code

81428

Printed name of person signing on behalf of the Applicant/Licensee

Alison Lightfoot

Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information)

Alison Lightfoot

Date Signed

11/8/24

Privacy Act Statement

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).

Permit Application and Report of Changes

All Answers Must Be Printed in Black Ink or Typewritten

Applicant is a ☒ Corporation ☐ Individual ☐ Partnership ☐ Limited Liability Company

License Number

41-74390-0000

Name of Licensee

Blue Sage Center for the Arts

Trade Name of Establishment (DBA)

Blue Sage Center for the Arts

Address of Premises (specify exact location of premises)

228 Grand Avenue

City

Paonia

County

Delta

State

CO

ZIP Code

81428

Business Email Address

director@blue.sage.org

Business Phone Number

970-527-7243

Select the Appropriate Section Below and Reference the Instructions on Page 1.

Section A – Manager

- ☐ Manager's Registration (Hotel & Restaurant)..... \$30.00
- ☐ Manager's Registration (Tavern)..... \$30.00
- ☐ Manager's Registration (Lodging & Entertainment)..... \$30.00
- ☒ Change of Manager (Other Licenses pursuant to section 44-3-301(8), C.R.S.)..... No Fee

Please note that Manager's Registration for Hotel & Restaurant, Lodging & Entertainment, and Tavern licenses requires a local fee with submission to the local licensing authority as well. Please reach out to local licensing authorities directly regarding local processing and fees.

Section B – Duplicate License

- ☐ Duplicate License \$50.00

Section C

19

- ☐ Retail Warehouse Storage Permit (each)..... \$100.00
- ☐ Wholesale Branch House Permit (each)..... \$100.00
- ☐ Change Corporation or Trade Name Permit (each)..... \$50.00
- ☐ Change Location Permit (each)..... \$150.00
- ☐ Winery/Limited Winery Noncontiguous or Primary Manufacturing Location Change..... \$150.00
- ☐ Change, Alter or Modify Premises.....\$150.00 x Total Fee:
- ☐ Addition of Optional Premises to
Existing Hotel/Restaurant.....\$100.00 x Total Fee:
- ☐ Addition of Related Facility to an Existing
Resort or Campus Liquor Complex.....\$160.00 x Total Fee:
- ☐ Campus Liquor Complex Designation..... No Fee
- ☐ Sidewalk Service Area..... \$75.00

Do Not Write in This Space – For Department of Revenue Use Only

Date License Issued

License Account Number

Period

The State may convert your check to a one time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department of Revenue may collect the payment amount directly from your bank account electronically.

Total Amount Due..... \$.

Retail Warehouse Storage Permit or a Wholesalers Branch House Permit☐ **Retail Warehouse Permit for:**

- ☐ On-Premises Licensee (Taverns, Restaurants etc.)
- ☐ Off-Premises Licensee (Liquor stores)

☐ **Wholesalers Branch House Permit**

Address of Storage Premise

City

County

ZIP Code

Attach a deed/lease or rental agreement for the storage premises.

Attach a detailed diagram of the storage premises.

Change Trade Name or Corporate Name☐ Change of Trade Name/DBA only☐ Corporate Name Change (Attach the following supporting documents)

1. Certificate of Amendment filed with the Secretary of State, or
2. Statement of Change filed with the Secretary of State, and
3. Minutes of Corporate meeting, Limited Liability Members meeting, Partnership agreement.

Old Trade Name

New Trade Name

Old Corporate Name

New Corporate Name

Note to Retail Licensees: An application to change location has a local application fee of \$750 payable to your local licensing authority. You may only change location within the same jurisdiction as the original license that was issued. Pursuant to 44-3-311(1) C.R.S. Your application must be on file with the local authority thirty (30) days before a public hearing can be held.

Date filed with Local Authority

Date of Hearing

Address of current premises.

Address

City

County

ZIP Code

Address of proposed New Premises

(Attach copy of the deed or lease that establishes possession of the premises by the licensee)

Address

City

County

ZIP Code

New mailing address if applicable.

Address

City

County

State

ZIP Code

Attach detailed diagram of the premises showing where the alcohol beverages will be stored, served, possessed or consumed. Include kitchen area(s) for hotel and restaurants.

Select the option that applies to your situation:

- ☐ Make a current Primary Manufacturing Location (Location 1) into a Noncontiguous Location (Location 2); **or**
- ☐ Make a current Noncontiguous Manufacturing Location (Location 1) into a Primary Manufacturing Location (Location 2).

Address of Location 1:

Address

City

County

ZIP Code

Address of Location 2:

Address

City

County

ZIP Code

Change of Manager

Change of Manager or to **Register the Manager** of a Tavern, Hotel and Restaurant, Lodging & Entertainment liquor license or licenses pursuant to section 44-3-301(8), C.R.S.

Change of Manager

Former Manager's Name

New Manager's Name

Date of Employment

Has manager ever managed a liquor licensed establishment?..... ☒ Yes ☐ No

Does manager have a financial interest in any other liquor licensed establishment?..... ☐ Yes ☒ No

If yes, give name and location of establishment

Note: Licensees may not modify or add to their licensed premises until approved by state and local authorities.

(a) Describe change proposed

(b) If the modification is temporary, when will the proposed change:

Start (month/day/year)

End (month/day/year)

Note: The total state fee for temporary modification is \$300.00

(c) Will the proposed change result in the licensed premises now being located within 500 feet of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary?.....

☐ Yes ☐ No

(If yes, explain in detail and describe any exemptions that apply)

(d) Is the proposed change in compliance with local building and zoning laws?..... ☐ Yes ☐ No

(e) If this modification is for an additional Hotel and Restaurant Optional Premises has the local authority authorized by resolution or ordinance the issuance of optional premises?.....

☐ Yes ☐ No

(f) Attach a diagram of the current licensed premises and a diagram of the proposed changes for the licensed premises.

(g) Attach any existing lease that is revised due to the modification.

(h) For the addition of a Sidewalk Service Area per Regulation 47-302(A)(4), 1 C.C.R. 203-2, include documentation received from the local governing body authorizing use of the sidewalk. Documentation may include but is not limited to a statement of use, permit, easement, or other legal permissions.

Campus Liquor Complex Designation

24

An institution of higher education or a person who contracts with the institution to provide food services
I wish to designate my existing:

Liquor License Type

Liquor License Number

to a Campus Liquor Complex..... ☐ Yes ☐ No

Additional Related Facility

To add a Related Facility to an existing Resort or Campus Liquor Complex, include the name of the Related Facility and include the address and an outlined drawing of the Related Facility Premises.

Address of Related Facility

Address

City

State

ZIP Code

Outlined diagram provided..... ☐ Yes ☐ No

Oath of Applicant

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Print Name

Alison Lightfoot

Title

Executive Director

Signature

Alison Lightfoot

Date (MM/DD/YY)

11/8/24

Report and Approval of Local Licensing Authority (City / County)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the applicable provisions of Title 44, Articles 4 and 3, C.R.S., as amended. Therefore, This Application is Approved.

Local Licensing Authority (City or County)

Date filed with Local Authority

Signature

Title

Date (MM/DD/YY)

Report of State Licensing Authority

The foregoing has been examined and complies with the filing requirements of Title 44, Article 3, C.R.S., as amended.

Signature

Title

Date (MM/DD/YY)

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO
CERTIFICATE OF REGISTRATION

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

BLUE SAGE CENTER FOR THE ARTS

is a **Charitable Organization** registered to solicit contributions in Colorado as required by the Colorado Charitable Solicitation Act, Title 6, Article 16, C.R.S.

This organization has been assigned a registration number of 20053007012.

The status of its registration is **Good**, and this status has been in effect since 07/31/2024.

The organization's registration expires on 08/15/2025.

Registrants may legally solicit contributions, provide consulting services in connection with a solicitation campaign, and conduct solicitation campaigns in Colorado until the registration expires or is withdrawn, suspended, or revoked.

This certificate reflects facts established or disclosed by documents delivered to this office electronically through 08/27/2024.

IN TESTIMONY WHEREOF I have hereunto set my hand and affixed the Great Seal of Colorado, at the City of Denver on 08-27-2024 14:11:08



Jena Griswold

Secretary of State of the State of Colorado

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
ADP, INC								
1352	ADP, INC	675807572	ADMIN PAYROLL	11/22/2024	20.66		10-41-20 LEGAL, ENGINEERING & PR	12/31/2024
1352	ADP, INC	675807572	WATER PAYROLL	11/22/2024	20.66		60-50-20 LEGAL, ENGINEERING & PR	12/31/2024
1352	ADP, INC	675807572	WW PAYROLL	11/22/2024	20.66		70-51-20 LEGAL, ENGINEERING & PR	12/31/2024
1352	ADP, INC	675807572	SANITATION PAYROLL	11/22/2024	20.67		80-52-20 LEGAL, ENGINEERING & PR	12/31/2024
1352	ADP, INC	676307046	ADMIN PAYROLL	11/29/2024	43.76		10-41-20 LEGAL, ENGINEERING & PR	12/31/2024
1352	ADP, INC	676307046	WATER PAYROLL	11/29/2024	43.76		60-50-20 LEGAL, ENGINEERING & PR	12/31/2024
1352	ADP, INC	676307046	WW PAYROLL	11/29/2024	43.76		70-51-20 LEGAL, ENGINEERING & PR	12/31/2024
1352	ADP, INC	676307046	SANITATION PAYROLL	11/29/2024	43.76		80-52-20 LEGAL, ENGINEERING & PR	12/31/2024
Total ADP, INC:					257.69			
AFLAC								
749	AFLAC	129344	AFLAC ACH 12042024	12/04/2024	145.62		10-0225 AFLAC COVERAGE	12/31/2024
Total AFLAC:					145.62			
AMAZON BUSINESS								
1341	AMAZON BUSINESS	16MC-HDGV-6	PW - Snow Pusher & Scoop Orde	12/01/2024	41.74		10-45-25 SHOP EXPENSE	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	PW - Snow Pusher & Scoop Orde	12/01/2024	41.75		10-46-25 SHOP EXPENSE	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	PD - Tactical Jacket Order # 111-7	12/01/2024	185.00		10-42-16 OPERATING SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	PD - Gloves Order# 111-1544723-	12/01/2024	59.97		10-42-16 OPERATING SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	PD - 64GB Flash Drive Pack of 10	12/01/2024	36.88		10-42-15 OFFICE SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	PD - Beanie Order# 111-1544723-	12/01/2024	9.99		10-42-16 OPERATING SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	PD - Gloves Order# 111-1544723-	12/01/2024	19.99		10-42-16 OPERATING SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	PD - Gloves Order# 111-1544723-	12/01/2024	39.98		10-42-16 OPERATING SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	PW - Gloves Order# 112-8996041	12/01/2024	76.80		80-52-25 SHOP EXPENSE	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Admin - phone cases Order# 113-	12/01/2024	29.94		10-42-16 OPERATING SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Admin - phone cases Order# 113-	12/01/2024	29.94		10-41-16 OPERATING SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Admin - phone cases Order# 113-	12/01/2024	59.88		60-50-16 OPERATING SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Admin - phone cases Order# 113-	12/01/2024	59.88		70-51-16 OPERATING SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Admin - phone cases Order# 113-	12/01/2024	59.88		80-52-16 OPERATING SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Admin - phone cases Order# 113-	12/01/2024	11.22		10-42-16 OPERATING SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Admin - phone cases Order# 113-	12/01/2024	11.22		10-41-16 OPERATING SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Admin - phone cases Order# 113-	12/01/2024	22.47		60-50-16 OPERATING SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Admin - phone cases Order# 113-	12/01/2024	22.47		70-51-16 OPERATING SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Admin - phone cases Order# 113-	12/01/2024	22.47		80-52-16 OPERATING SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Admin - phone cases Order# 113-	12/01/2024	7.48		10-42-16 OPERATING SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Admin - phone cases Order# 113-	12/01/2024	7.48		10-41-16 OPERATING SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Admin - phone cases Order# 113-	12/01/2024	14.98		60-50-16 OPERATING SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Admin - phone cases Order# 113-	12/01/2024	14.98		70-51-16 OPERATING SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Admin - phone cases Order# 113-	12/01/2024	14.98		80-52-16 OPERATING SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Admin - laminating pouches Order	12/01/2024	3.33		10-41-15 OFFICE SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Admin - laminating pouches Order	12/01/2024	3.33		60-50-16 OPERATING SUPPLIES	12/31/2024

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
1341	AMAZON BUSINESS	16MC-HDGV-6	Admin - laminating pouches Order	12/01/2024	3.33		70-51-15 OFFICE SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Admin - laminating pouches Order	12/01/2024	3.32		80-52-15 OFFICE SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Admin - bidning combs Order# 11	12/01/2024	2.83		10-41-15 OFFICE SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Admin - bidning combs Order# 11	12/01/2024	2.82		60-50-15 OFFICE SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Admin - bidning combs Order# 11	12/01/2024	2.82		70-51-15 OFFICE SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Admin - bidning combs Order# 11	12/01/2024	2.82		80-52-15 OFFICE SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	PW - chainsaw chaps Order# 112-	12/01/2024	99.98		10-46-25 SHOP EXPENSE	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Admin - phone case Order# 113-5	12/01/2024	3.74		10-42-16 OPERATING SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Admin - phone case Order# 113-5	12/01/2024	3.74		10-41-16 OPERATING SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Admin - phone case Order# 113-5	12/01/2024	7.49		60-50-16 OPERATING SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Admin - phone case Order# 113-5	12/01/2024	7.49		70-51-16 OPERATING SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Admin - phone case Order# 113-5	12/01/2024	7.49		80-52-16 OPERATING SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Admin - phone case Order# 113-5	12/01/2024	7.48		10-42-16 OPERATING SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Admin - phone case Order# 113-5	12/01/2024	7.48		10-41-16 OPERATING SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Admin - phone case Order# 113-5	12/01/2024	14.98		60-50-16 OPERATING SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Admin - phone case Order# 113-5	12/01/2024	14.98		70-51-16 OPERATING SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Admin - phone case Order# 113-5	12/01/2024	14.98		80-52-16 OPERATING SUPPLIES	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	PW - earplugs Order# 112-148557	12/01/2024	28.19		10-46-25 SHOP EXPENSE	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	PW - earplugs Order# 112-148557	12/01/2024	28.19		10-45-25 SHOP EXPENSE	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	PW - earplugs Order# 112-148557	12/01/2024	28.19		80-52-25 SHOP EXPENSE	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	PW - earplugs Order# 112-148557	12/01/2024	28.19		70-51-25 SHOP EXPENSE	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	PW - earplugs Order# 112-148557	12/01/2024	28.20		60-50-25 SHOP EXPENSE	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Shipping Cost	12/01/2024	8.01		10-41-17 POSTAGE	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Shipping Cost	12/01/2024	10.68		10-42-17 POSTAGE	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Shipping Cost	12/01/2024	1.40		10-45-17 POSTAGE	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Shipping Cost	12/01/2024	1.39		10-46-17 POSTAGE	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Shipping Cost	12/01/2024	3.45		60-50-17 POSTAGE	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Shipping Cost	12/01/2024	3.45		70-51-17 POSTAGE	12/31/2024
1341	AMAZON BUSINESS	16MC-HDGV-6	Shipping Cost	12/01/2024	3.80		80-52-17 POSTAGE	12/31/2024
Total AMAZON BUSINESS:					1,288.94			
Archuleta, Benny								
1245	Archuleta, Benny	ARCH11-1-202	ORC SERVICES FOR NOV. 2024	12/01/2024	750.00		70-51-20 LEGAL, ENGINEERING & PR	12/31/2024
1245	Archuleta, Benny	ARCH11-1-202	ORC SERVICES FOR NOV. 2024	12/01/2024	750.00		60-50-20 LEGAL, ENGINEERING & PR	12/31/2024
Total Archuleta, Benny:					1,500.00			
AXON Enterprise Inc								
1021	AXON Enterprise Inc	INUS298481	TASER 7 CERTIFICATION BUND	11/15/2024	1,385.00		10-42-42 CONTRACT SERVICES	12/31/2024
1021	AXON Enterprise Inc	INUS298481	TASER 7 CERTIFICATION BUND	11/15/2024	1,864.98		10-42-16 OPERATING SUPPLIES	12/31/2024
Total AXON Enterprise Inc:					3,249.98			

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Bachran, Mary								
1045	Bachran, Mary	11012024-1128	GRANT WRITING ACTIVITIES F	12/01/2024	887.50	10-41-20	LEGAL, ENGINEERING & PR	12/31/2024
Total Bachran, Mary:					887.50			
Badger Meter, Inc.								
654	Badger Meter, Inc.	80177394	Hosting Service FOR 11/2024 + U	11/28/2024	1,160.56	60-50-31	DUES & SUBSCRIPTIONS	12/31/2024
Total Badger Meter, Inc.:					1,160.56			
Black Hills Energy								
987	Black Hills Energy	0878832035-11	GAS UTILITIES FOR 600 FOURT	11/20/2024	166.80	10-46-28	UTILITIES	12/31/2024
987	Black Hills Energy	5058039592-11	STREETS - GAS UTILITIES	11/20/2024	160.35	10-45-28	UTILITIES	12/31/2024
987	Black Hills Energy	5058039592-11	WATER - GAS UTILITIES	11/20/2024	160.35	60-50-28	UTILITIES	12/31/2024
987	Black Hills Energy	5058039592-11	WW - GAS UTILITIES	11/20/2024	160.35	70-51-28	UTILITIES	12/31/2024
987	Black Hills Energy	5058039592-11	SANITATION - GAS UTILITIES	11/20/2024	160.36	80-52-28	UTILITIES	12/31/2024
987	Black Hills Energy	5315712897-11	GAS UTILITIES FOR 214 GRAN	11/20/2024	112.70	10-41-28	UTILITIES	12/31/2024
987	Black Hills Energy	5315712897-11	GAS UTILITIES FOR 214 GRAN	11/20/2024	112.71	10-42-28	UTILITIES	12/31/2024
987	Black Hills Energy	9843021504-11	GAS UTILITIES FOR 41576 LAM	11/20/2024	137.58	60-50-28	UTILITIES	12/31/2024
Total Black Hills Energy:					1,171.20			
BOWMAN, KAJA								
1389	BOWMAN, KAJA	BOWMANKAJ	TRAVEL EXPENSES REIMB FO	11/27/2024	20.55	10-41-26	TRAVEL, MEETINGS & TRAI	12/31/2024
1389	BOWMAN, KAJA	BOWMANKAJ	TRAVEL EXPENSES REIMB FO	11/27/2024	20.55	60-50-26	TRAVEL, MEETINGS & TRAI	12/31/2024
1389	BOWMAN, KAJA	BOWMANKAJ	TRAVEL EXPENSES REIMB FO	11/27/2024	20.55	70-51-26	TRAVEL, MEETINGS & TRAI	12/31/2024
1389	BOWMAN, KAJA	BOWMANKAJ	TRAVEL EXPENSES REIMB FO	11/27/2024	20.54	80-52-26	TRAVEL, MEETINGS & TRAI	12/31/2024
Total BOWMAN, KAJA:					82.19			
Caselle, Inc								
21	Caselle, Inc	132387	COMMUNITY DEVELOPMENT S	04/29/2024	3,087.14	10-43-33	DATA PROCESSING	12/31/2024
21	Caselle, Inc	132387	COMMUNITY DEVELOPMENT S	04/29/2024	3,087.14	10-42-33	Data Processing	12/31/2024
21	Caselle, Inc	132387	COMMUNITY DEVELOPMENT S	04/29/2024	3,087.14	10-45-31	DUES & SUBSCRIPTIONS	12/31/2024
21	Caselle, Inc	132387	COMMUNITY DEVELOPMENT S	04/29/2024	3,087.14	10-46-42	CONTRACT SERVICES	12/31/2024
21	Caselle, Inc	132387	COMMUNITY DEVELOPMENT S	04/29/2024	3,087.14	60-50-33	DATA PROCESSING	12/31/2024
21	Caselle, Inc	132387	COMMUNITY DEVELOPMENT S	04/29/2024	3,087.15	70-51-33	DATA PROCESSING	12/31/2024
21	Caselle, Inc	132387	COMMUNITY DEVELOPMENT S	04/29/2024	3,087.15	80-52-33	DATA PROCESSING	12/31/2024
Total Caselle, Inc:					21,610.00			
Clayton M. Buchner Attorney at Law, LLC								
1392	Clayton M. Buchner Attorney at La	0876	LEGAL SERVICES FOR 11/2024	12/01/2024	1,550.00	60-50-20	LEGAL, ENGINEERING & PR	12/31/2024
1392	Clayton M. Buchner Attorney at La	0876	LEGAL SERVICES FOR 11/2024	12/01/2024	1,000.00	10-41-20	LEGAL, ENGINEERING & PR	12/31/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Total Clayton M. Buchner Attorney at Law, LLC:					2,550.00			
Column Software PBC								
1183	Column Software PBC	8DFD59D8-008	CUSTOM NOTICE DCI000670 - B	11/27/2024	17.28		10-41-30 PUBLISHING & ADS	12/31/2024
1183	Column Software PBC	8DFD59D8-008	CUSTOM NOTICE DCI000671 MI	11/27/2024	22.94		10-41-30 PUBLISHING & ADS	12/31/2024
1183	Column Software PBC	8DFD59D8-008	CUSTOM NOTICE DCI000675 S	12/02/2024	1,702.40		10-41-30 PUBLISHING & ADS	12/31/2024
Total Column Software PBC:					1,742.62			
Cooleys Heating & Cooling Inc								
1282	Cooleys Heating & Cooling Inc	3966	SERVICE & REPAIR TO LEAKIN	11/25/2024	178.21		10-41-22 REPAIRS & MAINTENANCE	12/31/2024
1282	Cooleys Heating & Cooling Inc	3966	SERVICE & REPAIR TO LEAKIN	11/25/2024	178.22		10-42-22 REPAIRS & MAINTENANCE	12/31/2024
Total Cooleys Heating & Cooling Inc:					356.43			
Delta County Landfill								
56	Delta County Landfill	432902	Landfill Fee	11/18/2024	213.75		80-52-42 LANDFILL FEES	12/31/2024
56	Delta County Landfill	433149	Landfill Fee	11/22/2024	492.75		80-52-42 LANDFILL FEES	12/31/2024
56	Delta County Landfill	433337	Landfill Fee	11/25/2024	232.50		80-52-42 LANDFILL FEES	12/31/2024
56	Delta County Landfill	433427	Landfill Fee	11/27/2024	266.75		80-52-42 LANDFILL FEES	12/31/2024
56	Delta County Landfill	433579	Landfill Fee	12/02/2024	351.25		80-52-42 LANDFILL FEES	12/31/2024
Total Delta County Landfill:					1,557.00			
Delta Montrose Electric Assn.								
43	Delta Montrose Electric Assn.	MULTIPLE-110	308009500 - 12762 ROEBER RD-	11/04/2024	1,394.47		60-50-28 UTILITIES	12/31/2024
43	Delta Montrose Electric Assn.	MULTIPLE-110	3080629100-41576 LAMBORN M	11/04/2024	177.32		60-50-28 UTILITIES	12/31/2024
43	Delta Montrose Electric Assn.	MULTIPLE-110	3080270000-501 BOX ELDER (B	11/04/2024	37.96		10-46-28 UTILITIES	12/31/2024
43	Delta Montrose Electric Assn.	MULTIPLE-110	3100003000-LAMBORN RESEVR	11/04/2024	35.59		60-50-28 UTILITIES	12/31/2024
43	Delta Montrose Electric Assn.	MULTIPLE-110	3100701901-41010 LAMBORN R	11/04/2024	169.86		60-50-28 UTILITIES	12/31/2024
43	Delta Montrose Electric Assn.	MULTIPLE-111	9805013000 - 200 BLOCK GRAN	11/12/2024	30.50		10-46-28 UTILITIES	12/31/2024
43	Delta Montrose Electric Assn.	MULTIPLE-111	20992900 - FOURTH ST. (PARK)	11/12/2024	37.13		10-46-28 UTILITIES	12/31/2024
43	Delta Montrose Electric Assn.	MULTIPLE-111	3120200000 - APPLE VALLEY PA	11/12/2024	59.74		10-46-28 UTILITIES	12/31/2024
43	Delta Montrose Electric Assn.	MULTIPLE-111	3140015008 - BB DIAMOND UTIL	11/12/2024	68.39		10-46-28 UTILITIES	12/31/2024
43	Delta Montrose Electric Assn.	MULTIPLE-111	3140124001 - 730 FOURTH STR	11/12/2024	67.98		10-45-28 UTILITIES	12/31/2024
43	Delta Montrose Electric Assn.	MULTIPLE-111	3140305400 - TEEN CENTER &	11/12/2024	230.12		10-46-28 UTILITIES	12/31/2024
43	Delta Montrose Electric Assn.	MULTIPLE-111	3140308201 - PAONIA PARK NE	11/12/2024	30.86		10-46-28 UTILITIES	12/31/2024
43	Delta Montrose Electric Assn.	MULTIPLE-111	3180027500 - 403 SECOND STR	11/12/2024	28.49		10-45-28 UTILITIES	12/31/2024
43	Delta Montrose Electric Assn.	MULTIPLE-111	3180027500 - 403 SECOND STR	11/12/2024	28.49		60-50-28 UTILITIES	12/31/2024
43	Delta Montrose Electric Assn.	MULTIPLE-111	3180027500 - 403 SECOND STR	11/12/2024	28.49		70-51-28 UTILITIES	12/31/2024
43	Delta Montrose Electric Assn.	MULTIPLE-111	3180027500 - 403 SECOND STR	11/12/2024	28.50		80-52-28 UTILITIES	12/31/2024
43	Delta Montrose Electric Assn.	MULTIPLE-111	320012500 - STREET LIGHTS U	11/12/2024	692.16		10-45-28 UTILITIES	12/31/2024
43	Delta Montrose Electric Assn.	MULTIPLE-111	3200690300 - 214 GRAND AVE (	11/12/2024	141.14		10-41-28 UTILITIES	12/31/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
43	Delta Montrose Electric Assn.	MULTIPLE-111	3200690300 - 214 GRAND AVE (	11/12/2024	141.15		10-42-28 UTILITIES	12/31/2024
43	Delta Montrose Electric Assn.	MULTIPLE-111	20886100 - HWY 133 (SEWAGE	11/12/2024	3,124.84		70-51-28 UTILITIES	12/31/2024
Total Delta Montrose Electric Assn.:					6,553.18			
Dependable Lumber, Inc.								
46	Dependable Lumber, Inc.	2411-064946	DRILL SCREWS FOR PD LIGHT	11/18/2024	2.16		10-42-23 VEHICLE EXPENSE	12/31/2024
46	Dependable Lumber, Inc.	2411-065269	FENCING GLOVE	11/20/2024	18.49		10-45-25 SHOP EXPENSE	12/31/2024
46	Dependable Lumber, Inc.	2411-065287	BRASS COMPRESSION SLEEV	11/20/2024	1.19		10-45-22 REPAIRS & MAINTENANCE	12/31/2024
Total Dependable Lumber, Inc.:					21.84			
EAGLE WASH								
1367	EAGLE WASH	1007	CAR WASH WATER USAGE	11/17/2024	31.08		10-42-23 VEHICLE EXPENSE	12/31/2024
1367	EAGLE WASH	1007	CAR WASH WATER USAGE	11/17/2024	25.95		10-45-22 REPAIRS & MAINTENANCE	12/31/2024
1367	EAGLE WASH	1007	CAR WASH WATER USAGE	11/17/2024	25.95		80-52-22 REPAIRS & MAINTENANCE	12/31/2024
1367	EAGLE WASH	1007	CAR WASH WATER USAGE	11/17/2024	25.95		60-50-22 REPAIRS & MAINTENANCE	12/31/2024
1367	EAGLE WASH	1007	CAR WASH WATER USAGE	11/17/2024	25.95		70-51-22 REPAIRS & MAINTENANCE	12/31/2024
Total EAGLE WASH:					134.88			
Elevate Fiber								
986	Elevate Fiber	MULTIPLE-111	Internet 66210	11/13/2024	40.00		10-41-29 TELEPHONE & INTERNET	12/31/2024
986	Elevate Fiber	MULTIPLE-111	Internet 66210	11/13/2024	40.00		10-42-29 TELEPHONE & INTERNET	12/31/2024
986	Elevate Fiber	MULTIPLE-111	Internet 66210	11/13/2024	79.99		60-50-29 TELEPHONE & INTERNET	12/31/2024
986	Elevate Fiber	MULTIPLE-111	Internet 66210	11/13/2024	79.98		70-51-29 TELEPHONE & INTERNET	12/31/2024
986	Elevate Fiber	MULTIPLE-111	Internet 66210	11/13/2024	79.98		80-52-29 TELEPHONE & INTERNET	12/31/2024
986	Elevate Fiber	MULTIPLE-111	Internet 271710	11/13/2024	129.94		60-50-29 TELEPHONE & INTERNET	12/31/2024
986	Elevate Fiber	MULTIPLE-111	Internet 1198710	11/13/2024	10.00		10-45-29 TELEPHONE & INTERNET	12/31/2024
986	Elevate Fiber	MULTIPLE-111	Internet 1198710	11/13/2024	10.00		10-46-29 TELEPHONE & INTERNET	12/31/2024
986	Elevate Fiber	MULTIPLE-111	Internet 1198710	11/13/2024	19.99		60-50-29 TELEPHONE & INTERNET	12/31/2024
986	Elevate Fiber	MULTIPLE-111	Internet 1198710	11/13/2024	19.98		70-51-29 TELEPHONE & INTERNET	12/31/2024
986	Elevate Fiber	MULTIPLE-111	Internet 1198710	11/13/2024	19.98		80-52-29 TELEPHONE & INTERNET	12/31/2024
986	Elevate Fiber	MULTIPLE-111	Internet 1277710	11/13/2024	79.95		70-51-29 TELEPHONE & INTERNET	12/31/2024
Total Elevate Fiber:					609.79			
Empower Trust Company LLC								
1190	Empower Trust Company LLC	PD11292024	Retirement Plan PPE 11/29/2024	11/29/2024	3,873.02		10-0220 RETIREMENT PLAN	12/31/2024
Total Empower Trust Company LLC:					3,873.02			
Fire & Police Pension Assn.								
63	Fire & Police Pension Assn.	PPE11222024	Payroll Ending 11/22/2024	11/22/2024	3,406.79		10-0219 FPPA	12/31/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
63	Fire & Police Pension Assn.	PPE11222024	Payroll Ending 11/22/2024	11/22/2024	557.46		10-42-12 FPPA D&D	12/31/2024
	Total Fire & Police Pension Assn.:				3,964.25			
GALLS, LLC								
803	GALLS, LLC	28101451	MIC AND RAIN COATS	11/19/2024	157.98		10-42-16 OPERATING SUPPLIES	12/31/2024
	Total GALLS, LLC:				157.98			
Kendall Excavating								
424	Kendall Excavating	2182	9/20/2024 PATCH WORK IN FRO	09/20/2024	900.00		10-46-22 REPAIRS & MAINTENANCE	12/31/2024
	Total Kendall Excavating:				900.00			
Lasting Impressions								
98	Lasting Impressions	29376	PW BLACK VEST PRINTING	11/22/2024	32.50		10-46-40 MISCELLANEOUS	12/31/2024
98	Lasting Impressions	29376	PW BLACK VEST PRINTING	11/22/2024	32.50		10-45-40 MISCELLANEOUS	12/31/2024
98	Lasting Impressions	29376	PW BLACK VEST PRINTING	11/22/2024	32.50		70-51-25 SHOP EXPENSE	12/31/2024
98	Lasting Impressions	29376	PW BLACK VEST PRINTING	11/22/2024	32.50		60-50-16 OPERATING SUPPLIES	12/31/2024
	Total Lasting Impressions:				130.00			
Leon, Susan								
470	Leon, Susan	LEON-12-2024	Cleaning Contract FOR 12/2024	12/01/2024	775.00		10-41-02 TOWN ADMIN/CONTRACT L	12/31/2024
	Total Leon, Susan:				775.00			
LEXIPOL, LLC								
1274	LEXIPOL, LLC	INVLEX112436	ANNUAL pd TRAINING, MANUAL	12/01/2024	5,196.05		10-42-42 CONTRACT SERVICES	12/31/2024
	Total LEXIPOL, LLC:				5,196.05			
NAPA - Paonia Auto Parts								
122	NAPA - Paonia Auto Parts	417050	LOOM	11/18/2024	5.52		10-45-22 REPAIRS & MAINTENANCE	12/31/2024
122	NAPA - Paonia Auto Parts	417121	LIQUID TAPE FOR SHOP	11/20/2024	14.19		10-45-25 SHOP EXPENSE	12/31/2024
122	NAPA - Paonia Auto Parts	417124	DIESEL FUEL ADDITIVE	11/20/2024	50.99		80-52-23 VEHICLE EXPENSE	12/31/2024
122	NAPA - Paonia Auto Parts	417302	STABILIZER BAR BUSHING KIT	11/27/2024	26.14		10-42-23 VEHICLE EXPENSE	12/31/2024
	Total NAPA - Paonia Auto Parts:				96.84			
Norris, Mary								
991	Norris, Mary	NORRIS-12-20	WATER NORRIS RETIREMENT	12/01/2024	560.00		60-50-44 NORRIS RETIREMENT	12/31/2024
991	Norris, Mary	NORRIS-12-20	WASTE WATER NORRIS RETIR	12/01/2024	560.00		70-51-44 NORRIS RETIREMENT	12/31/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Total Norris, Mary:					1,120.00			
Paonia Farm & Home Supply Inc								
125	Paonia Farm & Home Supply Inc	207175	DRIVEWAY MARKERS FOR PAN	11/21/2024	39.90		10-46-25 SHOP EXPENSE	12/31/2024
125	Paonia Farm & Home Supply Inc	207581	ICE MELT	11/27/2024	21.98		10-45-25 SHOP EXPENSE	12/31/2024
Total Paonia Farm & Home Supply Inc:					61.88			
Phonz +								
499	Phonz +	17638B	REPLACEMENT 48 PORT NETW	11/26/2024	173.98		10-41-74 MACHINERY & EQUIPMENT	12/31/2024
499	Phonz +	17638B	REPLACEMENT 48 PORT NETW	11/26/2024	173.99		60-50-77 MACHINERY & EQUIPMENT	12/31/2024
499	Phonz +	17638B	REPLACEMENT 48 PORT NETW	11/26/2024	173.99		70-51-77 MACHINERY & EQUIPMENT	12/31/2024
499	Phonz +	17638B	REPLACEMENT 48 PORT NETW	11/26/2024	173.99		80-52-77 MACHINERY & EQUIPMENT	12/31/2024
499	Phonz +	17711	Water Phonz+ Allocation	12/01/2024	743.81		60-50-31 DUES & SUBSCRIPTIONS	12/31/2024
499	Phonz +	17711	Sewer Phonz+ Allocation	12/01/2024	743.81		70-51-31 DUES & SUBSCRIPTIONS	12/31/2024
499	Phonz +	17711	General Phonz+ Allocation	12/01/2024	743.81		10-41-31 DUES & SUBSCRIPTIONS	12/31/2024
499	Phonz +	17711	Sanitation Phonz+ Allocation	12/01/2024	743.79		80-52-31 DUES & SUBSCRIPTIONS	12/31/2024
499	Phonz +	17760	ACCESS POINTS, HUB/SWITCH	12/04/2024	188.71		10-41-74 MACHINERY & EQUIPMENT	12/31/2024
499	Phonz +	17760	ACCESS POINTS, HUB/SWITCH	12/04/2024	188.71		10-43-74 MACHINERY & EQUIPMENT	12/31/2024
499	Phonz +	17760	ACCESS POINTS, HUB/SWITCH	12/04/2024	188.71		60-50-77 MACHINERY & EQUIPMENT	12/31/2024
499	Phonz +	17760	ACCESS POINTS, HUB/SWITCH	12/04/2024	188.71		70-51-77 MACHINERY & EQUIPMENT	12/31/2024
Total Phonz +:					4,426.01			
PROFESSIONAL MANAGEMENT SOLUTIONS								
1325	PROFESSIONAL MANAGEMENT	85003	Admin	11/22/2024	480.00		10-41-20 LEGAL, ENGINEERING & PR	12/31/2024
1325	PROFESSIONAL MANAGEMENT	85003	Water	11/22/2024	480.00		60-50-20 LEGAL, ENGINEERING & PR	12/31/2024
1325	PROFESSIONAL MANAGEMENT	85003	WasteWater	11/22/2024	480.00		70-51-20 LEGAL, ENGINEERING & PR	12/31/2024
1325	PROFESSIONAL MANAGEMENT	85003	Santiation	11/22/2024	480.00		80-52-20 LEGAL, ENGINEERING & PR	12/31/2024
1325	PROFESSIONAL MANAGEMENT	85003	PD	11/22/2024	480.00		10-42-20 LEGAL, ENGINEERING & PR	12/31/2024
Total PROFESSIONAL MANAGEMENT SOLUTIONS:					2,400.00			
RESPEC Company LLC								
1124	RESPEC Company LLC	INV-1024-0329	RAW WATER MONITORING SER	10/31/2024	2,540.00		60-50-20 LEGAL, ENGINEERING & PR	12/31/2024
1124	RESPEC Company LLC	INV-1024-0331	W/WW CONSTRUTION STDS. S	11/13/2024	911.87		60-50-20 LEGAL, ENGINEERING & PR	12/31/2024
1124	RESPEC Company LLC	INV-1024-0331	W/WW CONSTRUTION STDS. S	11/13/2024	911.88		70-51-20 LEGAL, ENGINEERING & PR	12/31/2024
1124	RESPEC Company LLC	INV-1024-0332	SEWER PNA SERVICES THROU	11/13/2024	3,778.75		70-51-20 LEGAL, ENGINEERING & PR	12/31/2024
1124	RESPEC Company LLC	INV-1024-0646	W/WW GENERAL ENGINEERIN	11/19/2024	2,197.50		60-50-20 LEGAL, ENGINEERING & PR	12/31/2024
1124	RESPEC Company LLC	INV-1024-0796	WATER CIP PHASE 1 - WATER I	11/21/2024	45,329.35		60-50-20 LEGAL, ENGINEERING & PR	12/31/2024
Total RESPEC Company LLC:					55,669.35			

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Safety-Kleen Corp								
148	Safety-Kleen Corp	95763696	Part Cleaning Fluid, FUEL SURC	11/16/2024	156.84		60-50-25 SHOP EXPENSE	12/31/2024
148	Safety-Kleen Corp	95763696	Part Cleaning Fluid, FUEL SURC	11/16/2024	156.84		80-52-25 SHOP EXPENSE	12/31/2024
148	Safety-Kleen Corp	95763696	Part Cleaning Fluid, FUEL SURC	11/16/2024	156.84		70-51-25 SHOP EXPENSE	12/31/2024
148	Safety-Kleen Corp	95763696	Part Cleaning Fluid, FUEL SURC	11/16/2024	26.14		10-45-25 SHOP EXPENSE	12/31/2024
148	Safety-Kleen Corp	95763696	Part Cleaning Fluid, FUEL SURC	11/16/2024	26.14		10-46-25 SHOP EXPENSE	12/31/2024
Total Safety-Kleen Corp:					522.80			
SEELEY, THOMAS								
1416	SEELEY, THOMAS	SEELEY-BOOT	BOOT REIMBURSEMENT FOR 2	11/22/2024	73.00		10-42-16 OPERATING SUPPLIES	12/31/2024
Total SEELEY, THOMAS:					73.00			
SGM, INC.								
1335	SGM, INC.	2013-471.015-	SUE SVS. - PHASE 1 WATER IM	10/24/2024	190.00		60-50-20 LEGAL, ENGINEERING & PR	12/31/2024
Total SGM, INC.:					190.00			
THE HARTFORD								
1404	THE HARTFORD	857907716018	INSURANCE PREMIUM 12/1/202	12/01/2024	264.13		10-0226 THE HARTFORD	12/31/2024
Total THE HARTFORD:					264.13			
The UPS Store #5734								
1256	The UPS Store #5734	12042024-1Z1	SAMPLES SHIPMENT	12/04/2024	113.92		60-50-17 POSTAGE	12/31/2024
Total The UPS Store #5734:					113.92			
T-MOBILE								
1374	T-MOBILE	202401144-112	GOV. PHONE SERVICES	11/21/2024	253.93		10-42-29 TELEPHONE & INTERNET	12/31/2024
1374	T-MOBILE	202401144-112	GOV. PHONE SERVICES	11/21/2024	42.16		10-41-29 TELEPHONE & INTERNET	12/31/2024
1374	T-MOBILE	202401144-112	GOV. PHONE SERVICES	11/21/2024	16.85		10-45-29 TELEPHONE & INTERNET	12/31/2024
1374	T-MOBILE	202401144-112	GOV. PHONE SERVICES	11/21/2024	16.86		10-46-29 TELEPHONE & INTERNET	12/31/2024
1374	T-MOBILE	202401144-112	GOV. PHONE SERVICES	11/21/2024	75.84		60-50-29 TELEPHONE & INTERNET	12/31/2024
1374	T-MOBILE	202401144-112	GOV. PHONE SERVICES	11/21/2024	75.84		70-51-29 TELEPHONE & INTERNET	12/31/2024
1374	T-MOBILE	202401144-112	GOV. PHONE SERVICES	11/21/2024	75.84		80-52-29 TELEPHONE & INTERNET	12/31/2024
1374	T-MOBILE	266033839-22	PD T-Mobile Allocation	12/01/2024	113.72		10-42-29 TELEPHONE & INTERNET	12/31/2024
1374	T-MOBILE	266033839-22	STREETS T-Mobile Allocation	12/01/2024	18.95		10-45-29 TELEPHONE & INTERNET	12/31/2024
1374	T-MOBILE	266033839-22	PARKS & REC T-Mobile Allocatio	12/01/2024	18.95		10-46-29 TELEPHONE & INTERNET	12/31/2024
1374	T-MOBILE	266033839-22	WATER T-Mobile Allocation	12/01/2024	94.77		60-50-29 TELEPHONE & INTERNET	12/31/2024
1374	T-MOBILE	266033839-22	WASTE WATER T-Mobile Allocati	12/01/2024	94.77		70-51-29 TELEPHONE & INTERNET	12/31/2024
1374	T-MOBILE	266033839-22	SANITATION T-Mobile Allocation	12/01/2024	37.90		80-52-29 TELEPHONE & INTERNET	12/31/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Total T-MOBILE:					936.38			
UNCC								
161	UNCC	224111035	RTL TRANSMISSION FOR NOV.	11/30/2024	12.90		70-51-32 FEES & PERMITS	12/31/2024
161	UNCC	224111035	RTL TRANSMISSION FOR NOV.	11/30/2024	12.90		60-50-32 FEES & PERMITS	12/31/2024
Total UNCC:					25.80			
United Merchants Bank								
1371	United Merchants Bank	UMB NOV 202	Wynn-The Home Depot #1537	11/30/2024	6,150.00		10-45-74 MACHINERY & EQUIPMENT	12/31/2024
1371	United Merchants Bank	UMB NOV 202	Wynn-Wyndham	11/30/2024	99.44		10-41-26 TRAVEL, MEETINGS & TRAI	12/31/2024
1371	United Merchants Bank	UMB NOV 202	Wynn-Wyndham	11/30/2024	99.44		60-50-26 TRAVEL, MEETINGS & TRAI	12/31/2024
1371	United Merchants Bank	UMB NOV 202	Wynn-Wyndham	11/30/2024	99.44		70-51-26 TRAVEL, MEETINGS & TRAI	12/31/2024
1371	United Merchants Bank	UMB NOV 202	Wynn-Wyndham	11/30/2024	99.44		80-52-26 TRAVEL, MEETINGS & TRAI	12/31/2024
1371	United Merchants Bank	UMB NOV 202	Wynn-Surveymonk* T 46270936	11/30/2024	225.00		10-41-31 DUES & SUBSCRIPTIONS	12/31/2024
1371	United Merchants Bank	UMB NOV 202	Wynn-Surveymonk* T 46270936	11/30/2024	225.00		60-50-31 DUES & SUBSCRIPTIONS	12/31/2024
1371	United Merchants Bank	UMB NOV 202	Wynn-Surveymonk* T 46270936	11/30/2024	225.00		70-51-31 DUES & SUBSCRIPTIONS	12/31/2024
1371	United Merchants Bank	UMB NOV 202	Wynn-Surveymonk* T 46270936	11/30/2024	225.00		80-52-31 DUES & SUBSCRIPTIONS	12/31/2024
1371	United Merchants Bank	UMB NOV 202	One-Conoco - Stop N Save 9	11/30/2024	2.97		10-41-26 TRAVEL, MEETINGS & TRAI	12/31/2024
1371	United Merchants Bank	UMB NOV 202	One-Conoco - Stop N Save 9	11/30/2024	2.96		10-42-26 TRAVEL, MEETINGS & TRAI	12/31/2024
1371	United Merchants Bank	UMB NOV 202	One-Conoco - Stop N Save 9	11/30/2024	5.90		60-50-26 TRAVEL, MEETINGS & TRAI	12/31/2024
1371	United Merchants Bank	UMB NOV 202	One-Conoco - Stop N Save 9	11/30/2024	5.90		70-51-26 TRAVEL, MEETINGS & TRAI	12/31/2024
1371	United Merchants Bank	UMB NOV 202	One-Conoco - Stop N Save 9	11/30/2024	5.90		80-52-26 TRAVEL, MEETINGS & TRAI	12/31/2024
1371	United Merchants Bank	UMB NOV 202	Heiniger-Wal-Mart #5458	11/30/2024	8.70		60-50-16 OPERATING SUPPLIES	12/31/2024
1371	United Merchants Bank	UMB NOV 202	Wynn-Cooleys Heating Cooli	11/30/2024	7.49		10-41-22 REPAIRS & MAINTENANCE	12/31/2024
1371	United Merchants Bank	UMB NOV 202	Wynn-Cooleys Heating Cooli	11/30/2024	7.48		10-42-22 REPAIRS & MAINTENANCE	12/31/2024
1371	United Merchants Bank	UMB NOV 202	Wynn-Cooleys Heating Cooli	11/30/2024	14.96		60-50-22 REPAIRS & MAINTENANCE	12/31/2024
1371	United Merchants Bank	UMB NOV 202	Wynn-Cooleys Heating Cooli	11/30/2024	14.96		70-51-22 REPAIRS & MAINTENANCE	12/31/2024
1371	United Merchants Bank	UMB NOV 202	Wynn-Cooleys Heating Cooli	11/30/2024	14.96		80-52-22 REPAIRS & MAINTENANCE	12/31/2024
1371	United Merchants Bank	UMB NOV 202	Police Dept-Arrowhead Forensics	11/30/2024	69.87		10-42-15 OFFICE SUPPLES	12/31/2024
1371	United Merchants Bank	UMB NOV 202	Wynn-Treetop Products Llc	11/30/2024	1,782.66		10-46-73 BUILDING IMPROVEMENTS	12/31/2024
1371	United Merchants Bank	UMB NOV 202	Santiago-Usps Po 0769660541	11/30/2024	145.20		10-41-17 POSTAGE	12/31/2024
1371	United Merchants Bank	UMB NOV 202	One-Tds Telecom	11/30/2024	465.45		60-50-29 TELEPHONE & INTERNET	12/31/2024
1371	United Merchants Bank	UMB NOV 202	Police Dept-Sp Cutratebatteries	11/30/2024	624.00		10-42-16 OPERATING SUPPLIES	12/31/2024
Total United Merchants Bank:					10,627.12			
USA Blue Book								
441	USA Blue Book	INV00466949	TEST KITS	08/27/2024	187.07		60-50-16 OPERATING SUPPLIES	12/31/2024
Total USA Blue Book:					187.07			

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
WRIGHT WATER ENGINEERS, INC.								
1385	WRIGHT WATER ENGINEERS, I	71467	HYDROGEOLOGICAL STUDY SE	11/27/2024	3,516.42		60-50-20 LEGAL, ENGINEERING & PR	12/31/2024
Total WRIGHT WATER ENGINEERS, INC.:					3,516.42			
Grand Totals:					140,106.44			

Board Meeting Date: _____

Town Administrator: _____

Finance Committee/Mayor: _____

Finance Committee/Trustee: _____

Trustees: _____

Date Reviewed: _____

ACCOUNT	DESCRIPTION	12.4.2024 ACTUAL
UBB Accounts		
		CURRENT BALANCES
x3637	Business Money Market Account - 4.82% Interest Rate	\$ 2,460,732.86
x0857	Conservation Trust Fund - 0.1% Interest Rate	\$ 20,315.10
x3858	Grant Pass Through - 0.00% Interest Rate (May Close Account)	\$ 25,025.00
x0571	Internal Grants - 0.00% Interest Rate (Needed to Receive Grants from State)	\$ 40,912.00
x0733	Operating (Main Account) - 0.00% Interest Rate	\$ 933,760.29
x3629	Payroll - 0.00% Interest Rate	\$ 3,160.28
x2318	WWTP - 0.15% Interest Rate (Debt Reserves)	\$ 58,763.31
	Subgroup : Total UBB Accounts	\$ 3,542,668.84
ColoTrust Investment Accounts		
x8001	General Fund - 5.4156% 30-Day Yield	\$ 599,488.66
x8002	Sewer Restricted - 5.4156% 30-Day Yield	\$ 597,337.14
x8003	Debt Reserve - 5.4156% 30-Day Yield	\$ 120,361.12
x8004	Bridge Reserve - 5.4156% 30-Day Yield	\$ 662,896.74
x8005	Water - 5.4156% 30-Day Yield	\$ 497,004.48
	Subgroup : ColoTrust Investment Accounts	\$ 2,477,088.14
TOTAL BANK ACCOUNTS		\$3,542,668.84
TOTAL INVESTMENT ACCOUNTS		\$2,477,088.14
TOTAL CURRENT BALANCE ALL ACCOUNTS		\$6,019,756.98

Grant Description	Granting Agency	Total Award	Date Awarded	Amount Rec'd.	Contract Expiration	Revenue Account	Expenditure Account	Consultant/ Contractor	Total Contract Price	Remaining Balance of Grant
EIAF - A00278 Paonia Code Revision	DOLA	\$ 25,000.00	11/27/2023	\$ 9,801.85	11/27/2024	10-35-20	10-41-75	Sustainable Futures	\$ 38,000.00	\$ 15,198.15
EIAF - A00232 Paonia Comprehensive Plan Update	DOLA	\$ 25,000.00	2/1/2023	\$ 23,749.99	9/30/2024	10-35-20	10-41-75	Phoenix Rising Resources (w/ 1 CO)	\$ 68,275.00	\$ 1,250.01
EIAF - 09609 Paonia Dorris Ave. Sewer Line Replacement	DOLA	\$ 137,756.00	5/31/2023	\$ 137,756.00	7/31/2025	70-37-13	70-51-70	K&D Construction	\$ 373,992.00	\$ -
IHOP - PLN064 Housing Needs Assessment and Action Plan	DOLA	\$ 59,850.00	11/28/2022	\$ 52,612.50	4/30/2025	10-35-20	10-41-75	Urban Rural Continuum (w/ 2 CO)	\$ 86,147.50	\$ 7,237.50
EIAF (Tier II) - 9721 Paonia Water Tank Relining	DOLA	\$ 956,000.00	4/3/2024	\$ -	10/31/2025	60-36-30	60-50-70	TBD	TBD	\$ 956,000.00
RMS - M035-003 (25364) Safe Pathways for Paonia (5th & Grand)	CDOT	\$ 1,040,774.00	10/20/2023	\$ -	8/27/2033	10-35-20	10-45-70	TBD	TBD	\$ 1,040,774.00
Town Park & Apple Valley Park Restroom Renovations	Colorado Grand	\$ 17,000.00	2023	\$ 17,000.00	12/31/2024	10-35-20	10-46-73	TBD/Staff	Approx. \$50,000	\$ 15,730.48
HYDROGEOLOGICAL STUDY										
CFP - 2023-19 Paonia Hydrogeological Study	Col. River Water Conservation District	\$ 25,000.00	5/30/2023	\$ 12,500.00	6/1/2026	60-36-30	60-50-75	Wright Water Engineering		\$ 12,500.00
(CWCB) WSRF Grant - POGG1 2024-2691 Hydrogeological Study of Paonia Spring Complexes	Col. Water Conservation Board	\$ 147,973.00	11/27/2023	\$ -	11/27/2028	60-36-30	60-50-70	Wright Water Engineering		\$ 147,973.00
	CWCB Task 1	Engineering & Data Review	\$ 50,570.00							
	CWCB Task 2	Subsurface Investigation	\$ 97,403.00							
	CWCB Task 3	Metering	\$ -							
					\$ 12,500.00	60-36-30	60-50-70	Wright Water Engineering	\$ 197,974.00	\$ 160,473.00
GRANT14002201 - Funding Opportunity No. R23AS00109 - Water SMART Planning & Project Design Grant - Paonia, "Watershed and Water System Strategy Plans for Resiliency in the Face of Change"		No Notice to Proceed Received as of 7.9.2024								
	Bureau of Reclamation	\$ 250,000.00	4/23/2024	\$ -	TBD	60-36-30	60-50-70	TBD	TBD	\$ 250,000.00
SS4A - Safe Streets for All - Supplemental Planning and Demonstration Grant	USDOT (FHWA)	\$ 293,974.00	6/18/2024	\$ -	TBD	10-35-20	10-45-20	No Notice to Proceed as of 7.9.2024	TBD	\$ 293,974.00

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	DECEMBER 4TH ACTUAL	PERCENT REALIZED
General Fund				
10-31-01	PROPERTY TAXES	\$ 195,000.00	\$ 189,908.18	97%
10-31-02	S.O. AUTO TAXES	\$ 21,000.00	\$ 18,475.34	88%
10-31-03	SALES TAX - TOWN	\$ 785,000.00	\$ 445,708.13	57%
10-31-04	SALES TAX - COUNTY	\$ 260,000.00	\$ 124,587.89	48%
10-31-05	SALES TAX - STATE MARIJUANA	\$ 52,000.00	\$ 11,061.99	21%
10-31-06	CIGARETTE TAX	\$ 1,500.00	\$ 1,128.61	75%
10-31-07	FRANCHISE TAX	\$ 45,000.00	\$ 55,062.64	122%
10-31-08	PENALTY & INTEREST	\$ 200.00	\$ 310.96	155%
10-31-09	DELINQUENT TAX	\$ -	\$ -	
10-31-10	ABATEMENTS	\$ -	\$ -	
10-31-11 (22-31-06)	MARIJUANA OCCUPATIONAL TAX (Transaction Fee)	\$ 132,000.00	\$ 87,155.00	66%
	Subgroup : TAXES	\$ 1,491,700.00	\$ 933,398.74	63%
General Fund				
10-32-01	LIQUOR LICENSES	\$ 2,750.00	\$ 5,145.00	187%
10-32-02	MISCELLANEOUS PERMITS	\$ 2,500.00	\$ 9,898.00	396%
10-32-03	BUILDING PERMITS	\$ 26,000.00	\$ 30,255.63	116%
10-32-04	SPECIAL REVIEWS	\$ 1,000.00	\$ 1,550.00	155%
10-32-05	ZONING VERIFICATION & ADMINISTRATIVE REVIEWS	\$ 1,000.00	\$ 300.00	30%
10-32-06	VIN INSPECTIONS	\$ 2,200.00	\$ 1,130.00	51%
10-32-07	PRE-APPLICATION MEETINGS	\$ 1,000.00	\$ -	0%
10-32-09 (26-30-01)	SIDEWALK FEE	\$ 30,000.00	\$ 27,746.19	92%
10-32-10	MARIJUANA LICENSING FEE	\$ 9,000.00	\$ 4,675.00	52%
	Subgroup : LICENSES, PERMITS & FEES	\$ 75,450.00	\$ 80,699.82	107%
General Fund				
10-33-01	HIGHWAY USER TAX	\$ 56,000.00	\$ 61,622.24	110%
10-33-02	MOTOR VEHICLE - \$1.50	\$ 1,500.00	\$ 1,266.79	84%
10-33-03	MOTOR VEHICLE - \$2.50	\$ 3,500.00	\$ 2,884.57	82%
10-33-07	SEVERANCE TAX	\$ 5,500.00	\$ 4,895.47	89%
10-33-08	MINERAL LEASING	\$ 16,000.00	\$ 8,012.82	50%
10-33-09 (40-38-01)	CONSERVATION TRUST FUND	\$ 9,250.00	\$ 14,084.63	152%
10-33-10	ROAD & BRIDGE	\$ 10,000.00	\$ 6,659.96	67%
	Subgroup : INTERGOVERNMENTAL REVENUES	\$ 101,750.00	\$ 99,426.48	98%
General Fund				
10-34-01	COURT FINES	\$ 100.00	\$ 1,165.00	1165%
10-34-02	POLICE FINES	\$ 2,500.00	\$ 8,323.50	333%
10-34-03	MISCELLANEOUS FINES - BONDS	\$ 100.00	\$ 135.00	135%
10-34-04	OTHER AGENCY CONTRIBUTIONS - PD (B2B COUNTY)	\$ -	\$ 164,981.26	40K%
10-34-05	DOG TAGS	\$ 100.00	\$ 180.00	180%
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%
	Subgroup : FINES AND FORFEITURES	\$ 9,300.00	\$ 174,784.76	1879%

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	DECEMBER 4TH ACTUAL	PERCENT REALIZED
General Fund				
10-35-01	RENTS & ROYALTIES	\$ 3,600.00	\$ 24,249.02	674%
10-35-02	MOTOR FUEL TAX REFUNDS	\$ -	\$ -	
10-35-04	INTEREST INCOME	\$ 115,000.00	\$ 170,013.44	148%
10-35-05	LATE CHARGES	\$ -	\$ 6,695.84	2000%
10-35-06	OTHER INCOME	\$ 100.00	\$ 16,488.79	16489%
10-35-07	INSURANCE PROCEEDS (NEEDS ADDED)	\$ -	\$ -	

10-35-09	PARK DONATIONS	\$	-	\$	-	
10-35-10	OTHER AGENCY CONTRIBUTIONS	\$	-	\$	-	
10-35-13	BRIDGE RESERVE	\$	-	\$	-	
10-35-15	REFUND OF EXPENDITURES	\$	1,000.00	\$	17,206.10	1721%
10-35-16	RESTITUTION	\$	5,200.00	\$	4,383.11	84%
10-35-18	SALES OF ASSETS	\$	-	\$	-	
10-35-20	GRANT REVENUE	\$	1,035,592.00	\$	74,000.96	7%
	Subgroup : MISCELLANEOUS REVENUES	\$	1,160,492.00	\$	313,037.26	27%
General Fund						
10-39-99	TRANSFER REVENUE	\$	386,826.00	\$	-	
	Subgroup : TRANSFERS	\$	386,826.00	\$	-	
General Fund						
	TOTAL GENERAL FUND REVENUES	\$	3,225,518.00	\$	1,601,347.06	50%
General Fund						
	NET SURPLUS (DEFICIT) - General Fund	\$	-	\$	(27,674.55)	

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	DECEMBER 4TH ACTUAL
ADMINISTRATION	PERSONNEL SERVICES		
10-41-01	MAYOR & TRUSTEES	\$ 9,600.00	\$ 8,344.00
10-41-02	TOWN ADMINISTRATOR/CONTRACT LABOR	\$ 44,500.00	\$ 41,229.64
10-41-03	SALARIES & WAGES	\$ 65,500.00	\$ 62,949.04
10-41-04	EMPLOYER FICA	\$ 7,400.00	\$ 6,907.34
10-41-05	EMPLOYER MEDICARE	\$ 1,750.00	\$ 1,593.13
10-41-06	UNEMPLOYMENT TAX	\$ 900.00	\$ 219.75
10-41-07	INSURANCE BENEFITS	\$ 15,750.00	\$ 20,682.53
10-41-08	RETIREMENT BENEFITS	\$ 5,200.00	\$ 4,241.71
10-41-09	LIFE/DISABILITY INSURANCE	\$ 500.00	\$ -
10-41-10	WORKMEN'S COMPENSATION	\$ 1,200.00	\$ 1,797.54
10-41-13	OVERTIME	\$ 982.00	\$ 1,455.03
	Subgroup : Personnel Services	\$ 153,282.00	\$ 149,419.71
		Percent Realized	97%
ADMINISTRATION	OPERATING		
10-41-15	OFFICE SUPPLIES	\$ 2,000.00	\$ 2,430.73
10-41-16	OPERATING SUPPLIES	\$ 6,000.00	\$ 2,888.32
10-41-17	POSTAGE	\$ 500.00	\$ 5,290.73
10-41-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 105,000.00	\$ 61,426.95
10-41-21	AUDIT & BUDGET EXPENSE	\$ 5,000.00	\$ 6,708.34
10-41-22	REPAIRS & MAINTENANCE	\$ 5,000.00	\$ 675.31
10-41-25	TOWN HALL EXPENSE	\$ 12,000.00	\$ 5,232.27
10-41-26	TRAVEL, MEETINGS, & TRAININGS	\$ 10,200.00	\$ 7,571.22
10-41-27	INSURANCE & BONDS	\$ 10,000.00	\$ 11,324.84
10-41-28	UTILITIES	\$ 5,200.00	\$ 2,577.06
10-41-29	TELEPHONE & INTERNET	\$ 1,800.00	\$ 638.64
10-41-30	PUBLISHING ADS	\$ 6,500.00	\$ 2,077.97
10-41-31	DUES & SUBSCRIPTIONS	\$ 24,000.00	\$ 36,638.40
10-41-33	DATA PROCESSING	\$ 8,000.00	\$ 432.11
10-41-40	MISCELLANEOUS	\$ 5,500.00	\$ 23,415.50
10-41-43	CULTURAL EVENTS	\$ -	\$ -
10-41-44	HUMAN SERVICES	\$ 4,500.00	\$ 3,018.05
10-41-45	BUILDING INSPECTOR	\$ -	\$ -
	Subgroup : Operating Expenditures	\$ 211,200.00	\$ 172,346.44
		Percent Realized	82%
ADMINISTRATION	CAPITAL OUTLAY & TRANSFERS		
10-41-73	BUILDING IMPROVEMENTS	\$ 10,000.00	\$ 1,572.69
10-41-74	MACHINERY & EQUIPMENT	\$ 1,500.00	\$ 3,167.84
10-41-75	GRANT PROJECTS	\$ 50,000.00	\$ 44,654.61
10-41-90	TREASURER'S FEE	\$ -	\$ 6,871.86
10-41-99	TRANSFERS	\$ -	\$ -
	Subgroup : CAPITAL OUTLAY	\$ 61,500.00	\$ 56,267.00
		Percent Realized	89%
TOTAL		\$ 425,982.00	\$ 378,033.15
		Percent Realized	89%

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	DECEMBER 4TH ACTUAL
LAW ENFORCEMENT PERSONNEL SERVICES			
10-42-02	CONTRACT LABOR (JUDGE)	\$ 6,600.00	\$ 5,270.00
10-42-03	SALARIES & WAGES	\$ 422,500.00	\$ 399,142.35
10-42-04	EMPLOYER FICA	\$ 29,100.00	\$ 3,217.40
10-42-05	EMPLOYER MEDICARE	\$ 6,800.00	\$ 5,932.49
10-42-06	UNEMPLOYMENT TAX	\$ 4,000.00	\$ 818.25
10-42-07	INSURANCE BENEFITS	\$ 65,500.00	\$ 52,388.63
10-42-08	RETIREMENT BENEFITS	\$ 11,000.00	\$ 8,575.30
10-42-09	LIFE/DISABILITY INSURANCE	\$ 1,180.00	\$ -
10-42-10	WORKMEN'S COMPENSATION	\$ 13,000.00	\$ 8,695.93
10-42-11	FPPA PENSION	\$ 40,000.00	\$ 34,964.22
10-42-12	FPPA D&D	\$ 10,000.00	\$ 10,872.54
10-42-13	OVERTIME	\$ 40,800.00	\$ 11,827.89
	Subgroup : Personnel Services	\$ 650,480.00	\$ 541,705.00
		Percent Realized	83%
LAW ENFORCEMENT OPERATING			
10-42-15	OFFICE SUPPLIES	\$ 750.00	\$ 372.12
10-42-16	OPERATING SUPPLIES	\$ 20,000.00	\$ 4,005.28
10-42-17	POSTAGE	\$ 500.00	\$ 61.63
10-42-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 5,000.00	\$ 7,619.75
10-42-22	REPAIRS & MAINTENANCE	\$ 1,500.00	\$ 289.88
10-42-23	VEHICLE EXPENSE	\$ 23,500.00	\$ 21,381.28
10-42-26	TRAVEL, MEETINGS, & TRAININGS	\$ 7,500.00	\$ 4,648.80
10-42-27	INSURANCE & BONDS	\$ 55,500.00	\$ 42,011.01
10-42-28	UTILITIES	\$ 2,500.00	\$ 1,889.16
10-42-29	TELEPHONE & INTERNET	\$ 1,200.00	\$ 1,536.29
10-42-30	PUBLISHING ADS	\$ -	\$ -
10-42-31	DUES & SUBSCRIPTIONS	\$ 1,200.00	\$ 1,516.73
10-42-33	DATA PROCESSING	\$ 1,500.00	\$ 849.77
10-42-42	CONTRACT SERVICES	\$ 13,500.00	\$ 6,918.32
10-42-44	HUMAN SERVICES	\$ 1,500.00	\$ 995.06
	Subgroup : Operating Expenditures	\$ 135,650.00	\$ 94,095.08
		Percent Realized	69%
LAW ENFORCEMENT CAPITAL OUTLAY & TRANSFERS			
10-42-73	BUILDING IMPROVEMENTS	\$ -	\$ 2,462.85
10-42-74	MACHINERY & EQUIPMENT	\$ 39,000.00	\$ 46,163.40
	Subgroup : CAPITAL OUTLAY	\$ 39,000.00	\$ 48,626.25
		Percent Realized	83%
TOTAL		\$ 825,130.00	\$ 684,426.33
		Percent Realized	83%

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	DECEMBER 4TH ACTUAL
BUILDING	PERSONNEL SERVICES		
10-43-01	MAYOR & TRUSTEES	\$ -	\$ -
10-43-02	CONTRACT LABOR	\$ 52,000.00	\$ 5,437.50
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	\$ -	\$ -
	Subgroup : Personnel Services	\$ 52,000.00	\$ 5,437.50
		Percent Realized	10%
BUILDING	OPERATING		
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	\$ 30,491.00
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	\$ 4,544.77
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	\$ 290.00
10-43-33	DATA PROCESSING	\$ -	\$ 827.40
10-43-40	MISCELLANEOUS	\$ -	\$ -
10-43-43	CULTURAL EVENTS	\$ -	\$ -
10-43-44	HUMAN SERVICES	\$ -	\$ -
	Subgroup : Operating Expenditures	\$ 11,600.00	\$ 36,393.02
		Percent Realized	314%
BUILDING	CAPITAL OUTLAY & TRANSFERS		
10-43-73	BUILDING IMPROVEMENTS	\$ -	\$ 54.20
10-43-74	MACHINERY & EQUIPMENT	\$ -	\$ -
	Subgroup : CAPITAL OUTLAY	\$ -	\$ 54.20
		Percent Realized	66%
TOTAL		\$ 63,600.00	\$ 41,884.72
		Percent Realized	66%

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	DECEMBER 4TH ACTUAL
STREETS	PERSONNEL SERVICES		
10-45-02	CONTRACT LABOR	\$ -	\$ 700.00
10-45-03	SALARIES & WAGES	\$ 133,000.00	\$ 98,674.96
10-45-04	EMPLOYER FICA	\$ 8,500.00	\$ 9,179.24
10-45-05	EMPLOYER MEDICARE	\$ 2,000.00	\$ 1,445.15
10-45-06	UNEMPLOYMENT TAX	\$ 1,100.00	\$ 199.33
10-45-07	INSURANCE BENEFITS	\$ 22,000.00	\$ 16,837.71
10-45-08	RETIREMENT BENEFITS	\$ 7,000.00	\$ 4,517.38
10-45-09	LIFE/DISABILITY INSURANCE	\$ 450.00	\$ -
10-45-10	WORKMEN'S COMPENSATION	\$ 6,700.00	\$ 5,142.19
10-45-13	OVERTIME	\$ 4,500.00	\$ 2,561.27
	Subgroup : Personnel Services	\$ 185,250.00	\$ 139,257.23
		Percent Realized	75%
STREETS	OPERATING		
10-45-15	OFFICE SUPPLIES	\$ -	\$ 8.79
10-45-16	OPERATING SUPPLIES	\$ 1,500.00	\$ 1,584.91
10-45-17	POSTAGE	\$ -	\$ -
10-45-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 102,000.00	\$ 16,515.75
10-45-21	AUDIT & BUDGET EXPENSE	\$ 1,500.00	\$ 2,208.33
10-45-22	REPAIRS & MAINTENANCE	\$ 25,000.00	\$ 15,385.54
10-45-23	VEHICLE EXPENSE	\$ 12,500.00	\$ 3,888.92
10-45-24	RENTALS	\$ 1,500.00	\$ -
10-45-25	SHOP EXPENSE	\$ 1,500.00	\$ 2,941.22
10-45-26	TRAVEL, MEETINGS & TRAININGS	\$ 1,500.00	\$ 1,128.77
10-45-27	INSURANCE & BONDS	\$ 3,700.00	\$ 6,557.98
10-45-28	UTILITIES	\$ 13,000.00	\$ 8,580.06
10-45-29	TELEPHONE & INTERNET	\$ 1,100.00	\$ 539.97
10-45-30	PUBLISHING ADS	\$ -	\$ 157.25
10-45-31	DUES & SUBSCRIPTIONS	\$ 1,000.00	\$ 2,592.75
10-45-33	DATA PROCESSING	\$ 1,250.00	\$ 136.10
10-45-40	MISCELLANEOUS	\$ 2,500.00	\$ 2,209.27
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	\$ -	\$ -
	Subgroup : Operating Expenditures	\$ 184,550.00	\$ 67,974.19
		Percent Realized	37%
STREETS	CAPITAL OUTLAY & TRANSFERS		
10-45-70	CAPITAL OUTLAY	\$ 1,117,680.00	\$ 34,813.77
10-45-72	CAPITAL OUTLAY 5TH ST REALIGNMENT		\$ 82,818.06
10-45-73	BUILDING IMPROVEMENTS	\$ -	\$ -
10-45-74	MACHINERY & EQUIPMENT	\$ 82,500.00	\$ 19,326.43
10-45-75	GRANT PROJECTS	\$ -	\$ -
10-45-90	TREASURER'S FEE	\$ -	\$ -
10-45-99	TRANSFERS	\$ -	\$ -
	Subgroup : CAPITAL OUTLAY	\$ 1,200,180.00	\$ 136,958.26
		Percent Realized	22%
TOTAL		\$ 1,569,980.00	\$ 344,189.68
		Percent Realized	22%

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	DECEMBER 4TH ACTUAL
PARKS PERSONNEL SERVICES			
10-46-02	CONTRACT LABOR	\$ 3,600.00	\$ 1,000.00
10-46-03	SALARIES & WAGES	\$ 108,500.00	\$ 79,392.58
10-46-04	EMPLOYER FICA	\$ 7,000.00	\$ 4,960.95
10-46-05	EMPLOYER MEDICARE	\$ 1,650.00	\$ 1,160.21
10-46-06	UNEMPLOYMENT TAX	\$ 950.00	\$ 160.04
10-46-07	INSURANCE BENEFITS	\$ 18,500.00	\$ 15,556.25
10-46-08	RETIREMENT BENEFITS	\$ 5,750.00	\$ 3,631.55
10-46-09	LIFE/DISABILITY INSURANCE	\$ 350.00	\$ -
10-46-10	WORKMEN'S COMPENSATION	\$ 3,750.00	\$ 3,251.09
10-46-13	OVERTIME	\$ 4,500.00	\$ 2,249.09
	Subgroup : Personnel Services	\$ 154,550.00	\$ 111,361.76
		Percent Realized	72%
PARKS OPERATING			
10-46-15	OFFICE SUPPLIES	\$ 100.00	\$ 7.98
10-46-16	OPERATING SUPPLIES	\$ 4,500.00	\$ 4,067.45
10-46-17	POSTAGE	\$ -	\$ 65.78
10-46-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 1,000.00	\$ 907.00
10-46-21	AUDIT & BUDGET EXPENSE	\$ 1,000.00	\$ 2,208.33
10-46-22	REPAIRS & MAINTENANCE	\$ 28,000.00	\$ 10,577.52
10-46-23	VEHICLE EXPENSE	\$ 4,500.00	\$ 3,827.12
10-46-24	RENTALS	\$ 1,750.00	\$ 3,990.00
10-46-25	SHOP EXPENSE	\$ 750.00	\$ 1,401.71
10-46-26	TRAVEL, MEETINGS & TRAININGS	\$ 500.00	\$ 112.59
10-46-27	INSURANCE & BONDS	\$ 6,250.00	\$ 8,667.64
10-46-28	UTILITIES	\$ 6,500.00	\$ 7,090.89
10-46-29	TELEPHONE & INTERNET	\$ 750.00	\$ 418.30
10-46-30	PUBLISHING ADS	\$ -	\$ -
10-46-31	DUES & SUBSCRIPTIONS	\$ -	\$ 2,152.60
10-46-32	FEES & PERMITS	\$ 750.00	\$ -
10-46-33	DATA PROCESSING	\$ -	\$ -
10-46-40	MISCELLANEOUS	\$ 3,000.00	\$ 1,300.00
10-46-42	CONTRACT SERVICES	\$ 3,500.00	\$ 6,775.48
10-46-43	CULTURAL EVENTS	\$ -	\$ -
10-46-44	HUMAN SERVICES	\$ -	\$ -
10-46-45	BUILDING INSPECTOR	\$ -	\$ -
	Subgroup : Operating Expenditures	\$ 62,850.00	\$ 53,570.39
		Percent Realized	85%
PARKS CAPITAL OUTLAY & TRANSFERS			
10-46-70	CAPITAL OUTLAY	\$ -	\$ 11,269.08
10-46-73	BUILDING IMPROVEMENTS	\$ 42,334.00	\$ 227.23
10-46-74	MACHINERY & EQUIPMENT	\$ -	\$ 4,059.27
10-46-75	GRANT PROJECTS	\$ 2,500.00	\$ -
10-46-90	TREASURER'S FEE	\$ -	\$ -
10-46-99	TRANSFERS	\$ -	\$ -
	Subgroup : CAPITAL OUTLAY	\$ 44,834.00	\$ 15,555.58
		Percent Realized	35%
TOTAL		\$ 262,234.00	\$ 180,487.73
		Percent Realized	69%

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	DECEMBRR 4TH ACTUAL
WATER			
* Revenue is dependent upon utility rate increases			
WATER UTILITY REVENUE			
60-36-01*	WATER CHARGES	\$ 895,000.00	\$ 814,755.79
60-36-02*	WATER CHARGES - USAGE	\$ 700,000.00	\$ 281,044.51
60-36-03	SALES & SERVICES	\$ 500.00	\$ (3,772.51)
60-36-04	STANDBY TAP FEES	\$ 62,000.00	\$ 55,260.48
60-36-05	BULK WATER	\$ 2,500.00	\$ 13,812.00
60-36-06	RECONNECT FEES & PENALTIES	\$ 1,500.00	\$ -
60-36-07	WATER TAPS	\$ -	\$ 12,675.00
60-36-08	TAPS FEES ASSIGNED FOR STORAGE	\$ -	\$ -
60-36-09	START/STOP SERVICE FEES	\$ 6,500.00	\$ 5,365.15
60-36-10	INTEREST	\$ -	\$ -
60-36-12	RENTS	\$ -	\$ 1,000.00
60-36-13	MISCELLANEOUS REVENUE	\$ -	\$ 370.38
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	\$ 12,500.00
60-36-31	CAPITAL CONTRIBUTIONS	\$ 352,500.00	\$ -
	Subgroup : Total Revenue¹	\$ 10,358,473.00	\$ 1,193,010.80
		Percent Realized	12%
WATER			
¹ Budget Revenues differ from 20-year cashflow analysis, budget is in whole numbers, cashflow is to the penny			
WATER UTILITY PERSONNEL SERVICES			
60-50-02	TRUSTEE/ADMIN SALARIES	\$ 40,750.00	\$ 32,800.80
60-50-03	SALARIES & WAGES	\$ 236,500.00	\$ 182,399.80
60-50-04	EMPLOYER FICA	\$ 20,000.00	\$ 13,543.57
60-50-05	EMPLOYER MEDICARE	\$ 5,000.00	\$ 3,145.13
60-50-06	UNEMPLOYMENT TAX	\$ 2,500.00	\$ 433.81
60-50-07	INSURANCE BENEFITS	\$ 52,500.00	\$ 35,290.92
60-50-08	RETIREMENT BENEFITS	\$ 15,000.00	\$ 9,849.67
60-50-09	LIFE/DISABILITY INSURANCE	\$ 1,000.00	\$ -
60-50-10	WORKMEN'S COMPENSATION	\$ 5,500.00	\$ 4,316.59
60-50-13	OVERTIME	\$ 17,500.00	\$ 6,843.74
	Subgroup : Personnel Services	\$ 396,250.00	\$ 288,624.03
		Percent Realized	73%
WATER			
WATER UTILITY OPERATING EXPENSES			
60-50-14	CHEMICALS (New Line Item as of 7.1.2024)	\$ -	\$ 1,934.25
60-50-15	OFFICE SUPPLIES	\$ 2,000.00	\$ 1,744.26
60-50-16	OPERATING SUPPLIES	\$ 28,000.00	\$ 16,585.40
60-50-17	POSTAGE	\$ 4,000.00	\$ 2,430.50
60-50-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 525,000.00	\$ 349,788.84
60-50-21	AUDIT & BUDGET EXPENSE	\$ 7,700.00	\$ 13,375.00
60-50-22	REPAIRS & MAINTENANCE	\$ 75,000.00	\$ 32,794.42
60-50-23	VEHICLE EXPENSE	\$ 6,000.00	\$ 4,162.47
60-50-24	RENTALS	\$ 2,500.00	\$ 1,195.50
60-50-25	SHOP EXPENSE	\$ 7,300.00	\$ 5,402.64
60-50-26	TRAVEL, MEETINGS & TRAININGS	\$ 3,500.00	\$ 2,522.60
60-50-27	INSURANCE & BONDS	\$ 17,000.00	\$ 16,494.07
60-50-28	UTILITIES	\$ 27,500.00	\$ 19,764.26
60-50-29	TELEPHONE & INTERNET	\$ 1,850.00	\$ 5,549.49

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	DECEMBER 4TH ACTUAL
WATER			
WATER UTILITY OPERATING EXPENSES			
60-50-30	PUBLISHING ADS	\$ 2,000.00	\$ 191.16
60-50-31	DUES & SUBSCRIPTIONS	\$ 27,700.00	\$ 45,287.23
60-50-32	FEES & PERMITS	\$ 9,750.00	\$ 1,561.00
60-50-33	DATA PROCESSING	\$ 10,500.00	\$ 3,052.62
60-50-40	MISCELLANEOUS	\$ 500.00	\$ 274.91
60-50-41	WRITEOFF - UNCOLLECTABLE	\$ -	\$ 374.83
60-50-42	CONTRACT SERVICES	\$ 32,000.00	\$ 9,345.00
60-50-44	NORRIS RETIREMENT	\$ 13,500.00	\$ 6,048.00
60-50-50	WATER POWER AUTHORITY LOAN	\$ 180,000.00	\$ 154,059.69
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	\$ -	\$ 21,210.22
60-50-56	LOAN INTEREST	\$ -	\$ 22,542.40
60-50-60	WATER STORAGE EXPENDITURE	\$ -	\$ 215.00
	Subgroup : Water Operating Expenditures	1,022,800.00	\$ 735,971.51
		Percent Realized	72%
WATER			
WATER UTILITY CAPITAL OUTLAY & TRANSFERS			
60-50-69	RAW WATER METERING	\$ -	\$ 3,240.36
60-50-70	CAPITAL OUTLAY	\$ 7,775,000.00	\$ 30,404.28
60-50-71	PASS THROUGH ACCOUNT	\$ -	\$ -
60-50-72	PASS THROUGH ENGINEERING	\$ -	\$ -
60-50-73	PASS THROUGH OPERATING	\$ -	\$ -
60-50-75	GRANT PROJECTS	\$ -	\$ 64,558.02
60-50-76	BUILDING IMPROVEMENTS	\$ -	\$ -
60-50-77	MACHINERY & EQUIPMENT	\$ 24,500.00	\$ 23,042.10
60-50-99	TRANSFERS	\$ -	\$ -
	Subgroup : Water Capital Outlay & Transfers	\$ 7,799,500.00	\$ 121,244.76
		Percent Realized	2%
WATER			
WATER UTILITY DEPRECIATION			
60-59-99	DEPRECIATION	\$ 223,550.00	\$ -
	Subgroup : Water Depreciation	\$ 223,550.00	\$ -
		Percent Realized	0%
WATER FUND			
TOTAL REVENUES	\$	10,358,473.00	\$1,193,010.80
TOTAL EXPENDITURES	\$	9,442,100.00	\$1,145,840.30
		Percent Realized	12%
	NET INCOME (LOSS) - Water Utility	\$ 916,373.00	\$ 47,170.50

ACCOUNT	DESCRIPTION	ADOPTED FY-24 BUDGET	DECEMBER 4TH ACTUAL
WASTEWATER			
WASTEWATER UTILITY REVENUE			
70-37-01	SEWER BASE CHARGE	\$ 884,000.00	\$ 717,336.40
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	\$ 31,437.53
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	\$ -	\$ -
	Subgroup : Total Revenue	\$ 907,000.00	\$ 896,529.93
		Percent Realized	99%
WASTEWATER			
WASTEWATER UTILITY PERSONNEL SERVICES			
70-51-02	TRUSTEE/ADMIN SALARIES	\$ 40,750.00	\$ 32,801.04
70-51-03	SALARIES & WAGES	\$ 237,000.00	\$ 182,459.61
70-51-04	EMPLOYER FICA	\$ 18,250.00	\$ 13,551.16
70-51-05	EMPLOYER MEDICARE	\$ 4,500.00	\$ 3,146.93
70-51-06	UNEMPLOYMENT TAX	\$ 2,500.00	\$ 434.04
70-51-07	INSURANCE BENEFITS	\$ 52,000.00	\$ 34,586.59
70-51-08	RETIREMENT BENEFITS	\$ 14,500.00	\$ 9,855.04
70-51-09	LIFE/DISABILITY INSURANCE	\$ 750.00	\$ -
70-51-10	WORKMEN'S COMPENSATION	\$ 5,200.00	\$ 4,122.93
70-51-11	OVERTIME	\$ 16,000.00	\$ 9,849.34
	Subgroup : Personnel Services	\$ 391,450.00	\$ 290,806.68
		Percent Realized	74%
WASTEWATER			
WASTEWATER UTILITY OPERATING EXPENSES			
70-51-15	OFFICE SUPPLIES	\$ 2,000.00	\$ 262.04
70-51-16	OPERATING SUPPLIES	\$ 7,500.00	\$ 10,938.36
70-51-17	POSTAGE	\$ 4,000.00	\$ 2,115.91
70-51-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 15,250.00	\$ 41,658.45
70-51-21	AUDIT & BUDGET EXPENSE	\$ 7,700.00	\$ 13,625.00
70-51-22	REPAIRS & MAINTENANCE	\$ 75,000.00	\$ 54,852.79
70-51-23	VEHICLE EXPENSE	\$ 6,500.00	\$ 4,037.10
70-51-24	RENTALS	\$ 2,500.00	\$ 375.75
70-51-25	SHOP EXPENSE	\$ 11,500.00	\$ 2,564.54
70-51-26	TRAVEL, MEETINGS & TRAININGS	\$ 1,000.00	\$ 1,758.62
70-51-27	INSURANCE & BONDS	\$ 6,750.00	\$ 8,832.13
70-51-28	UTILITIES	\$ 40,000.00	\$ 34,016.17
70-51-29	TELEPHONE & INTERNET	\$ 1,350.00	\$ 2,736.18
70-51-30	PUBLISHING ADS	\$ 500.00	\$ 191.17
70-51-31	DUES & SUBSCRIPTIONS	\$ 4,450.00	\$ 24,028.75
70-51-32	FEES & PERMITS	\$ 7,700.00	\$ 1,826.30
70-51-33	DATA PROCESSING	\$ 8,500.00	\$ 3,002.62
70-51-40	MISCELLANEOUS	\$ 1,500.00	\$ 5,000.00
70-51-41	WRITEOFF - UNCOLLECTABLE	\$ -	\$ 255.00
70-51-42	CONTRACT SERVICES	\$ 7,500.00	\$ 6,859.07
70-51-43	GAUGING STATION	\$ 5,000.00	\$ 4,853.00
70-51-44	NORRIS RETIREMENT	\$ -	\$ 5,152.00
70-51-50	DOLA PRINCIPAL & INTEREST	\$ -	\$ -
70-51-51	RURAL DEVELOPMENT PRINCIPAL & INTEREST	\$ 73,250.00	\$ 99,560.00
70-51-52	WWTP PAYBACK FUND EXPENDITURES	\$ -	\$ -
70-51-53	ISSUANCE COSTS	\$ -	\$ -
70-51-54	DEBT RESERVE	\$ 24,000.00	\$ -
	Subgroup : Operating Expenses	\$ 313,450.00	\$ 328,500.95
		Percent Realized	105%

ACCOUNT	DESCRIPTION	ADOPTED FY-24 BUDGET	DECEMBER 4TH ACTUAL
WASTEWATER			
WASTEWATER UTILITY CAPITAL OUTLAY & TRANSFERS			
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	\$ 6,939.55
70-51-99	TRANSFERS	\$ -	\$ -
	Subgroup : Wastewater Capital Outlay & Transfers	\$ 202,000.00	\$ 6,939.55
		Percent Realized	3%
WASTEWATER			
WASTEWATER UTILITY DEPRECIATION			
70-59-99	DEPRECIATION	\$ 100.00	\$ -
	Subgroup : Wastewater Depreciation	\$ 100.00	\$ -
WASTEWATER FUND			
TOTAL REVENUES	\$	907,000.00	\$896,529.93
TOTAL EXPENDITURES	\$	907,000.00	\$626,247.18
		Percent Realized	69%
	NET INCOME (LOSS) - Wastewater Utility	\$ -	\$ 270,282.75

ACCOUNT	DESCRIPTION	ADOPTED FY-24 BUDGET	DECEMBER 4TH ACTUAL
SANITATION			
SANITATION REVENUE			
80-30-02	TRASH CHARGES	\$ 320,000.00	\$ 292,516.36
80-30-03	BULK TRASH CHARGE	\$ 1,500.00	\$ 1,185.00
80-30-04	TIRE PICK UP	\$ -	\$ -
	Subgroup : Total Revenue	\$ 321,500.00	\$ 293,701.36
		Percent Realized	91%
SANITATION			
SANITATION PERSONNEL SERVICES			
80-52-02	CONTRACT/ADMIN SALARIES	\$ 12,000.00	\$ 3,830.08
80-52-03	SALARIES & WAGES	\$ 93,000.00	\$ 57,557.49
80-52-04	EMPLOYER FICA	\$ 6,800.00	\$ 3,847.68
80-52-05	EMPLOYER MEDICARE	\$ 1,600.00	\$ 877.54
80-52-06	UNEMPLOYMENT TAX	\$ 900.00	\$ 121.05
80-52-07	INSURANCE BENEFITS	\$ 23,000.00	\$ 11,987.09
80-52-08	RETIREMENT BENEFITS	\$ 5,700.00	\$ 2,669.93
80-52-09	LIFE/DISABILITY INSURANCE	\$ 500.00	\$ -
80-52-10	WORKMEN'S COMPENSATION	\$ 4,250.00	\$ 3,599.53
80-52-11	OVERTIME	\$ 4,750.00	\$ 1,879.12
	Subgroup : Personnel Services	\$ 152,500.00	\$ 86,369.51
		Percent Realized	57%
SANITATION			
SANITATION OPERATING EXPENSES			
80-52-15	OFFICE SUPPLIES	\$ 2,000.00	\$ 213.88
80-52-16	OPERATING SUPPLIES	\$ 1,500.00	\$ 705.75
80-52-17	POSTAGE	\$ 2,500.00	\$ 2,006.20
80-52-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 5,500.00	\$ 16,946.82
80-52-21	AUDIT & BUDGET EXPENSE	\$ 7,700.00	\$ 13,375.00
80-52-22	REPAIRS & MAINTENANCE	\$ 2,500.00	\$ 135.53
80-52-23	VEHICLE EXPENSE	\$ 15,000.00	\$ 13,236.24
80-52-24	RENTALS	\$ 5,000.00	\$ 224.75
80-52-25	SHOP EXPENSE	\$ 2,500.00	\$ 2,940.97
80-52-26	TRAVEL, MEETINGS & TRAININGS	\$ 1,000.00	\$ 2,303.56
80-52-27	INSURANCE & BONDS	\$ 6,800.00	\$ 8,869.42
80-52-28	UTILITIES	\$ 3,000.00	\$ 1,542.63
80-52-29	TELEPHONE & INTERNET	\$ 1,400.00	\$ 1,209.06
80-52-30	PUBLISHING ADS	\$ -	\$ 191.17
80-52-31	DUES & SUBSCRIPTIONS	\$ 2,700.00	\$ 21,163.10
80-52-32	FEES & PERMITS	\$ 1,000.00	\$ 63.00
80-52-33	DATA PROCESSING	\$ 5,000.00	\$ 1,430.56
80-52-40	MISCELLANEOUS	\$ 1,000.00	\$ 275.12
80-52-41	WRITEOFF - UNCOLLECTABLE	\$ -	\$ -
80-52-42	LANDFILL FEES	\$ 38,100.00	\$ 33,145.55
80-52-43	CLEAN UP DAYS	\$ 7,000.00	\$ -
	Subgroup : Operating Expenses	\$ 111,200.00	\$ 119,978.31
		Percent Realized	108%
SANITATION			
SANITATION CAPITAL OUTLAY & TRANSFERS			
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	\$ -	\$ 6,939.55
80-52-99	TRANSFERS	\$ -	\$ -
	Subgroup : Sanitation Capital Outlay & Transfers	\$ -	\$ 6,939.55
		Percent Realized	0%
SANITATION			
SANITATION DEPRECIATION			
80-59-99	DEPRECIATION	\$ 57,800.00	\$ -
	Subgroup : Sanitation Depreciation	\$ 57,800.00	\$ -
		Percent Realized	0%
SANITATION FUND			
TOTAL REVENUES	\$ 321,500.00		\$ 293,701.36
TOTAL EXPENDITURES	\$ 321,500.00		\$ 213,287.37
		Percent Realized	66%
NET INCOME (LOSS) - Sanitation Utility		\$ -	\$ 80,413.99

ACCOUNT	DESCRIPTION	ADOPTED FY-24 BUDGET	DECEMBER 4TH ACTUAL
NFV AIRPORT			
NFV AIRPORT REVENUE			
50-31-06	AIRPORT REVENUE	\$ 3,100.00	\$ 7,012.50
50-31-15	TRANSFER FROM GENERAL FUND RESERVE	\$ 75,492.00	\$ -
50-31-16	CAPITAL IMPROVEMENT FUND - AIRPORT GRANTS	\$ -	\$ -
	Subgroup : Total Revenue	\$ 78,592.00	\$ 7,012.50
Percent Realized			9%
NFV AIRPORT			
NFV AIRPORT CAPITAL OUTLAY & TRANSFERS			
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	\$ -	\$ -
	Subgroup : NFV Capital Outlay & Transfers	\$ 78,592.00	\$ -
Percent Realized			0%
NFV AIRPORT			
NFV AIRPORT DEPRECIATION			
50-59-99	DEPRECIATION	\$ -	\$ -
	Subgroup : NFV Depreciation	\$ -	\$ -
Percent Realized			0%
NFV AIRPORT			
TOTAL REVENUES	\$ 78,592.00		\$7,012.50
TOTAL EXPENDITURES	\$ 78,592.00		\$0.00
Percent Realized			0%
NET INCOME (LOSS) - NFV CAPITAL IMPROVEMENT FUND			\$7,012.50



Paonia Police Department

DEPARTMENT BRIEFING: SUMMARY OF PROGRESS

12/01/2024

- ☐ The department is working with North Fork EMS to promote the “*North Fork EMS Firearm Safety Initiative*”. North Fork EMS received a Byrne State Crisis Intervention Program grant to promote firearm safety in Delta County. The department is assisting in promoting the initiative through flyers and a donation of approximately 400 firearm cable locks. The North Fork EMS flyer is attached for reference.
- ☐ With local temperatures dropping into the teens and single digits, the department is asking pet owners to please bring their pets inside at night or provide them with adequate outdoor accommodations.
- ☐ The department is asking the community to practice holiday safety and help one another this season. We have included a checklist for quick reference and to refresh all our minds about holiday safety and general winter travel safety.
- ☐ The department would like to thank Administrator Wynn for his hospitality in hosting PD officers for dinner on Thanksgiving. With all the local businesses closed this is very helpful during holidays.

Paonia Police Department

Law Incident Table, by Date and Time

Date Occurred: 11/02/24

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
12:18:46	AGENCY ASSIST	FARMERS MINE RD, Paonia, CO	PPD	DIST3	AA
14:55:56	Disturbance	200 Block Grand Ave., Paonia, CO	PPD	PPD	VW
Total Incidents for this Date: 2					

Date Occurred: 11/03/24

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
17:56:11	WELFARE CHECK	COLORADO AVE, Paonia, CO	PPD	PPD	
22:19:32	AGENCY ASSIST	CEDAR DR, Paonia, CO	PPD	PPD	AA
Total Incidents for this Date: 2					

Date Occurred: 11/05/24

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
08:25:34	SUSPICIOUS	3RD ST, Paonia, CO	PPD		
11:22:37	AGENCY ASSIST	ALDER CV, Paonia, CO	PPD	PPD	AA
Total Incidents for this Date: 2					

Date Occurred: 11/06/24

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
13:00:52	Parking Problem	MAIN AVE, Paonia, CO	PPD	PPD	WW
13:38:30	Traffic Stop	NIAGARA AVE, Paonia, CO	PPD	PPD	CIT
21:53:07	Traffic Stop	OAK AVE, Paonia, CO	PPD	PPD	CIT
22:22:22	RESTR/PROT ORDR	SAMUEL WADE RD & STAHL RD, Paonia, CO	PPD		A
Total Incidents for this Date: 4					

Date Occurred: 11/07/24

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
08:02:10	TrafficAccident	SAMUEL WADE RD & CLOCK RD, Paonia, CO	PPD	PPD	
14:16:09	ANIMAL CONTROL	3RD ST, Paonia, CO	PPD	PPD	
19:15:00	CITIZEN ASSIST	Samuel Wade Rd, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 3					

Date Occurred: 11/08/24

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
12:21:16	AGENCY ASSIST	GRAND AVE., Paonia, CO	PPD	PPD	AA
21:26:12	Extra Patrol	MINNESOTA AVE, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 2					

Date Occurred: 11/09/24

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
15:30:47	Traffic Stop	CLARK AVE, Paonia, CO	PPD	PPD	CIT
16:29:46	Traffic Stop	GRAND AVE, Paonia, CO	PPD	PPD	CIT
16:49:22	Traffic Stop	SAMUEL WADE RD, Paonia, CO	PPD	PPD	CIT
20:25:22	Extra Patrol	MINNESOTA AVE, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 4					

Date Occurred: 11/10/24

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
12:49:08	SUICIDE/ATTEMPT	Onarga Ave., Paonia, CO	PPD	PPD	
15:00:54	SUSPICIOUS	GRAND AVE, Paonia, CO	PPD	PPD	
22:15:34	LOST/FOUND PROP	2ND ST, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 3					

Date Occurred: 11/11/24

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
08:37:41	HARASSMENT	GRAND AVE., Paonia, CO,	PPD	PPD	
16:23:10	SHOPLIFTING	2ND ST Paonia, CO	PPD	PPD	CIT
19:10:01	SUSPICIOUS	213 2ND , Paonia, CO	PPD	PPD	
Total Incidents for this Date: 3					

Date Occurred: 11/12/24

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
11:27:43	VIN INSPECTION	GRAND AVE, Paonia, CO	PPD	PPD	
15:33:15	VIN INSPECTION	CLARK AVE, Paonia, CO	PPD	PPD	
17:59:52	Parking Problem	OAK AVE, Paonia, CO	PPD	PPD	
18:55:55	SUSPICIOUS	GRAND AVE, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 4					

Date Occurred: 11/13/24

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
13:02:02	ASSAULT	3RD ST., Paonia, CO	PPD	PPD	CIT
13:14:56	ANIMAL CONTROL	POPLAR AVE, Paonia, CO	PPD	PPD	

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
16:09:06	SUSPICIOUS	GRAND AVE; , Paonia, CO	PPD	PPD	
17:50:05	Disturbance	GRAND AVE, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 4					

Date Occurred: 11/14/24

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
08:30:24	WILDLIFE	2ND ST, Paonia, CO	PPD	PPD	
15:46:45	LOST/FOUND PROP	GRAND AVE., Paonia, CO	PPD	PPD	
22:51:31	Information	4TH STREET, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 3					

Date Occurred: 11/16/24

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
15:29:12	THEFT	3RD ST, Paonia, CO	PPD	PPD	
18:38:15	Information	ONARGA AVE, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 2					

Date Occurred: 11/17/24

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
18:37:14	AGENCY ASSIST	O RD, Paonia, CO	PPD	DIST3	AA
Total Incidents for this Date: 1					

Date Occurred: 11/18/24

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
09:41:43	Information	BOX ELDER AVE; Paonia, CO	PPD	PPD	
Total Incidents for this Date: 1					

Date Occurred: 11/19/24

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
09:54:55	FRAUD	3RD ST, Paonia, CO	PPD	PPD	
12:51:50	CRIM MISCHIEF	4TH ST; PAONIA, Paonia, CO	PPD	PPD	
13:18:25	CRIM MISCHIEF	3RD ST, Paonia, CO	PPD	PPD	
13:37:29	VIN INSPECTION	GRAND AVE; , Paonia, CO	PPD	PPD	
15:43:24	LOST/FOUND PROP	ONARGA AVE, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 5					

Date Occurred: 11/20/24

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
14:27:30	FIRE	ONARGA AVE, Paonia, CO	PPD	PPD	
15:37:23	TrafficAccident	2ND ST, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 2					

Date Occurred: 11/21/24

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
08:57:49	SUSPICIOUS	POPLAR AVE, Paonia, CO	PPD	PPD	
10:20:37	SUSPICIOUS	ONARGA AVE, Paonia, CO	PPD	PPD	UTL
14:45:05	VIN INSPECTION	GRAND AVE, Paonia, CO	PPD	PPD	
16:04:20	CITIZEN ASSIST	MEADOWBROOK BLVD; Paonia, CO	PPD	PPD	
17:37:17	Parking Problem	MAIN AVE, Paonia, CO	PPD	PPD	VW
17:48:16	Parking Problem	MINNESOTA AVE, Paonia, CO	PPD	PPD	VW
20:08:39	WELFARE CHECK	DORRIS AVE, Paonia, CO	PPD	PPD	
20:53:20	SUSPICIOUS	GRAND AVE, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 8					

Date Occurred: 11/22/24

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
14:58:06	Information	PAN AMERICAN AVE, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 1					

Date Occurred: 11/23/24

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
14:31:58	Traffic Stop	RIO GRANDE AVE, Paonia, CO	PPD	PPD	CIT
16:51:52	Traffic Stop	MINNESOTA AVE, Paonia, CO	PPD	PPD	CIT
17:31:24	Traffic Stop	SAMUEL WADE RD & STAHL RD, Paonia, CO	PPD	PPD	CIT
Total Incidents for this Date: 3					

Date Occurred: 11/24/24

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
10:24:38	CIVIL PROBLEM	POPLAR AVE., Paonia, CO	PPD	PPD	
18:41:47	Information	NORTH FORK AVE, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 2					

Date Occurred: 11/25/24

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
18:31:36	Traffic deer	CRAWFORD RD & BONE MESA RD, Paonia, CO	PPD	PPD	

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
22:35:32	Parking Problem	NORTH FORK AVE, Paonia, CO	PPD	PPD	
22:36:46	Parking Problem	NORTH FORK AVE, Paonia, CO	PPD	PPD	
22:52:37	Parking Problem	NORTH FORK AVE, Paonia, CO	PPD	PPD	
22:57:45	Parking Problem	NORTH FORK AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 5

Date Occurred: 11/26/24

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
14:07:20	VIN INSPECTION	GRAND AVE; Paonia, CO	PPD	PPD	
18:23:27	Disturbance	BOX ELDER DR, Paonia, CO	PPD	PPD	
19:43:48	SUSPICIOUS	ONARGA AVE, Paonia, CO	PPD		

Total Incidents for this Date: 3

Date Occurred: 11/28/24

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
11:06:51	Information	VISTA DR; Paonia, CO	PPD	PPD	
13:27:24	Information	PAN AMERICAN AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 2

Date Occurred: 11/29/24

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
12:28:15	VIN INSPECTION	RIO GRANDE AVE, Paonia, CO	PPD	PPD	
13:17:45	Information	MEADOWBROOK BLVD; Paonia, CO	PPD	PPD	
15:51:32	Traffic Stop	MAIN AVE, Paonia, CO	PPD	PPD	UNF

Total Incidents for this Date: 3

Total reported: 74

AA-4, A-2, CIT-10, UNF-1, UTL-1, VW-3, WW-1

AA=AGENCY ASSIST UTL=UNABLE TO LOCATE
 A=ARREST VW=VERBAL WARNING
 CIT=CITATION WW=WRITTEN WARNING
 UNF=UNFOUNDED

Report Includes:

All dates between '00:00:01 11/01/24' and '00:00:01 11/30/24', All agencies matching 'PPD', All disposition's, All natures, All location codes, All cities

Holiday Safety



Keep your tree hydrated! Check the tree stand water level every other day.



Beware of overloaded electrical outlets and extension cords which are major fire hazards.



Common holiday plants (poinsettias, holly berries, mistletoe or pine needles) can make your pets sick.



Don't leave burning candles unattended.



Burning wrapping paper in the fire place can cause flash fires.



Check smoke alarms to ensure they are working.



Stay in the kitchen when you are frying, boiling, grilling or broiling food to prevent a fire.



Keep a cell phone and portable charger with you at all times while traveling in case of emergency.



Keep extra cold weather gear, food, water, warm clothing, a flashlight, an ice scraper, blankets and medications in your vehicle in case of emergency.



NORTH FORK EMS FIREARM SAFETY INITIATIVE

What Is It?

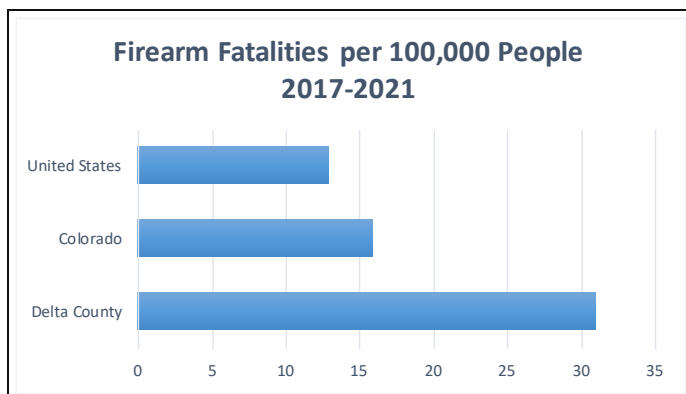
North Fork EMS has received a Byrne State Crisis Intervention Program (SCIP) grant to promote firearm safety in Delta County. Through this program, we provide:

- Free firearm safety equipment
- Crisis intervention resource materials
- Safe storage guidelines
- Information on reporting lost/stolen firearms

Starting: November 15, 2024

Key Program Features:

- Anonymous participation guaranteed
- Free distribution of:
 - Gun safes (rifle and handgun)
 - Ammunition storage boxes
 - Trigger locks



Of 322 people surveyed in the North Fork valley, 14% reported not having safe gun storage. Nearly half of these households included children.

Why North Fork EMS?

As a Health Service District, NF EMS provides 911 ambulance response and Community Health initiatives, such as Community Paramedicine, CARES, SAIL exercise classes, and other prevention programs.

- We are trusted partners in our community
- We have the expertise to deliver this vital program
- Our providers can witness firsthand the impact of firearm related incidents
- We identify and address community needs
- We are committed to prevent tragedies before they occur

**Together we can create a healthier,
safer community!**

North Fork EMS, P.O. Box 687

Hotchkiss, Colorado 81419

970-872-9111



Office of the Town Clerk
Samira M Vetter, Town Clerk
214 Grand Ave.
P.O. Box 460
Paonia, CO 81428
O: (970) 527-4101
F: (970) 527-4102

November 7, 2024

TOWN OF PAONIA, COLORADO

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Board of Trustees of the Town of Paonia will hold a Public Hearing commencing Tuesday, December 10, 2024 at 6:30PM, at the Paonia Town Hall, 214 Grand Avenue, Paonia, Colorado 81428. The purpose of the Public Hearing is to consider approval of final plat of the (minor) Subdivision on the property at 841 HWY 133 owned by West Elk Land & Hops LLC.

Any person may appear at the Public Hearings and be heard regarding the matters under consideration. Copies of the proposed subdivision plat and related application materials are on file and available for public inspection in the office of the Town Clerk, 214 Grand Avenue, Paonia, Colorado 81428.

Legal Description: Lot 2, Riverbank Neighborhood Minor Subdivision, according to the instrument recorded March 21, 2012 in the records of the Delta County Clerk and Recorder under Reception No. 657278.

Dated the 7 day of November, 2024.

TOWN OF PAONIA, COLORADO

Samira M. Vetter, Town Clerk

CC:

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Paonia, CO 81428-1554

USPS 09/17/2024

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

Town Administrator Wynn explains that isn't being contemplated right now but if in the future they wanted to deed right of ways to the Town, the Town would not accept anything that wasn't built to Code. For the purposes of this public hearing, that is one of the things that the owners would have to settle as a part of the HOA guidelines.

Trustee Smith then asks about stormwater runoff and Town Administrator Wynn explains that is in his staff report as a suggested fifth condition as well as changing the conditions to be complete before the recording of the final plat. They also clarify that the Town Administrator will be the arbiter of whether they have met those conditions.

Mayor Bachran closes the Public Hearing at 9:49 p.m

Mayor Pro-Tem Knutson makes a motion, Seconded by Trustee Smith to extend the meeting to 10:30 p.m.

The Board of Trustees and the Town Attorney discuss how similar the Town's subdivision regulations are to the State Statutes and whether the decision can be delayed until after more planning pieces have been put into place. The Town Attorney reminds them that they have to make decision based on what is in place right now and that the applicant has a right to a decision in a reasonable amount of time.

Trustee MacInnis asks what the regulations are on well and septic systems within Town limits: What is the regulation on well and septic within town limits and a discussion ensues about spirit of the law and letter of the law and that there are no regulations around septic systems within town limits. Discussion further delves into how they can ensure the same lots don't just continue to be subdivided with new owners and the enforceability of certain conditions vs Code amendments.

Trustee MacInnis makes a motion, seconded by Trustee Smith, to deny the application.

Voting Yea: Trustee Smith, Trustee MacInnis

Voting Nay: Mayor Pro-Tem Knutson, Trustee Valentine, Trustee Swartz

The motion fails.

Motion made by Mayor Pro-Tem Knutson, Seconded by Trustee Swartz, to conditionally approve the Minor Subdivision with the conditions 1) that the applicants grant appropriate access easements on the lots 2) that the applicants obtain a general use well permit from the State 3) that the applicant provide engineering plans for the domestic water systems 4) the applicant establish an HOA and provide guidelines for shared usage, maintenance and improvements 5) that the applicant have engineered drainage plans and that all of these conditions be met before the final plat can be signed and recorded.

Voting Yea: Mayor Pro-Tem Knutson, Trustee Smith, Trustee Valentine, Trustee Swartz

Voting Nay: Trustee MacInnis

The motion carries.

Agenda Item #9 Consideration of Approval of Wright Water Engineering Contract for the Hydrogeological Study

Trustee Swartz makes a motion, seconded by Trustee MacInnis to approve the contract for the Hydrogeological Study with Wright Water Engineering.

The motion carries unanimously.

Mayor & Trustee Reports

Parks & Public Safety Committee Report

Minutes
Planning Commission Meeting
Town of Paonia, Colorado
October 15, 2024

RECORD OF PROCEEDINGS

Vice Chair Howe calls the meeting to order at 6:33PM

Roll Call

PRESENT

Chair Suzanne Watson (arrives at 7:03 PM)

Vice Chair Lyn Howe

Commissioner Lucy Hunter

Commissioner Peter McCarthy (Zoom)

Commissioner Paige Smith

Approval of Agenda

Commissioner Hunter makes a motion, seconded by Commissioner Smith, to approve the agenda.

The motion carries unanimously.

Approval of Minutes

Commissioner Smith makes a motion, seconded by Commissioner McCarthy, to approve the meeting minutes of August 19, 2024.

The motion carries unanimously.

Actions & Presentations

1. **Public Hearing -**

Consideration of Recommendation of Approval to the Board of Trustees of the Final Plat of the (Minor) Subdivision on the property at 841 HWY 133 owned by West Elk Land & Hops LLC.

Vice-Chair Howe opens the public hearing at 6:35 PM

David Warren, applicant, is sworn in by Vice-Chair Howe and proceeds with his presentation.

No public comment is made.

Commissioner Smith asks about the established HOA, the town's Dark Sky ordinance and further clarification on drainage.

Commissioner McCarthy asks for clarification on approval process, reasons for denial and subdivision size.

Vice-Chair Howe closes the public hearing at 6:53 PM.

There is a brief discussion amongst the Planning Commission members.

Commissioner Hunter makes a motion, seconded by Commissioner Smith, to recommend approval to the Board of Trustees of the Final Plat of the (Minor) Subdivision on the property at 841 HWY 133 owned by West Elk Land & Hops LLC.

The motion carries unanimously.

2. Planning Commission discussion for determining when to hold their regularly scheduled monthly meeting & time.

Commissioner Hunter makes a motion, seconded by Commissioner McCarthy, to table this item to the end of the agenda.

The motion carries unanimously.

3. The Board has requested that you review parking ordinances to help streamline parking requirements for businesses and to outline the information that is needed and a proposed process to look at other parking options by the end of November.

Vice Chair Howe provides background on the topic.

Chair Watson arrives at 7:03PM

The Commission members discussed several factors and issues revolving around parking downtown with Commissioners agreeing further clarification from the Board of Trustees is required.

Commissioner Hunter makes a motion, seconded by Commissioner Smith, that the Planning Commission recommend to the Board of Trustees to request that staff look into potential town or community use of existing parking as lined out on page 4 of the packet.

The motion carries unanimously.

Commissioner Hunter makes a motion, seconded by Commissioner Smith, requesting the Board of Trustees to request of staff to come up with an initial ordinance for review and comment by the Planning Commission.

Voting Aye: Chair Watson, Commissioner Smith, Commissioner Howe, Commissioner Hunter

Voting Nay: Commissioner McCarthy

The motion carries.

Commissioner McCarthy makes a motion, seconded by Commissioner Smith, to move item 2 (establishing meeting date/time) for discussion next on the agenda.

The motion carries unanimously.

Agenda Item 2 (continued)

Commissioner Hunter makes a motion, seconded by Commissioner Smith, to change the meetings to every first Monday of the month at 6:00 PM.

The motion carries unanimously.

Commissioner McCarthy makes a motion that meetings can only be cancelled at the sole discretion of the chairperson.

The Motion dies for lack of a second.

Commissioner Hunter makes a motion for a 5-minute recess.

The Motion dies for lack of a second.

Chair Watson makes a motion to push the discussion to the next Planning Commission meeting.

The motion dies for lack of a second.

Commissioner Smith makes a motion, seconded by Commissioner Hunter, to move onto the Comprehensive Plan item.

The motion carries unanimously.

4. Review and discussion of the October 15, 2024, revised draft Comprehensive “Master” Plan.

Clarification is made of the deadline for Planning Commission to approve the plan by February 28, 2025, made by the Board of Trustees. DOLA deadline is December 25, 2025.

Chair Watson makes a motion to discuss the Housing portion of the plan at the next meeting, bringing up concerns and changes and having Town Administrator Wynn present.

The motion dies for lack of a second.

Commissioner Smith makes a motion that between now and the next meeting if commissioners have questions about policies in the housing element that they put those questions in the right order.

The motion dies for lack of a second.

Chair Watson leaves the meeting at 8:32 PM

Commissioner McCarthy leaves the meeting at 8:34PM

Adjournment

Commissioner Hunter makes a motion, seconded by Vice Chair Howe, to adjourn the meeting.

The motion carries unanimously.

The meeting adjourns at 8:35 PM

Ruben Santiago, Deputy Clerk

Suzanne Watson, Chair

OFFICIAL AD PROOF

This is the proof of your ad scheduled to run in **Delta County Independent** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(970) 249-3444**.

Notice ID: QSmDZSo23R7ue5ssdCsS | **Proof Updated: Nov. 07, 2024 at 11:43am MST**
Notice Name: PH- Final Plat | Publisher ID: DCI000644

See Proof on Next Page

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER

Samira Vetter
samirav@townofpaonia.com
(970) 527-4101

FILING FOR

Delta County Independent

Columns Wide: 1 **Ad Class:** Legals

Total Column Inches: 4.95

Number of Lines: 46

11/14/2024: Custom Notice	16.56
11/21/2024: Custom Notice	11.96
11/28/2024: Custom Notice	11.96
12/05/2024: Custom Notice	11.96

Subtotal	\$52.44
Tax	\$0.00
Processing Fee	\$0.00
Total	\$52.44

**TOWN OF PAONIA, COLO-
RADO
NOTICE OF PUBLIC HEARING**

69

Notice is hereby given that the Board of Trustees of the Town of Paonia will hold a Public Hearing commencing Tuesday, December 10, 2024 at 6:30PM, at the Paonia Town Hall, 214 Grand Avenue, Paonia, Colorado 81428. The purpose of the Public Hearing is to consider approval of final plat of the (minor) Subdivision on the property at 841 HWY 133 owned by West Elk Land & Hops LLC.

Any person may appear at the Public Hearings and be heard regarding the matters under consideration. Copies of the proposed subdivision plat and related application materials are on file and available for public inspection in the office of the Town Clerk, 214 Grand Avenue, Paonia, Colorado 81428.

Legal Description: Lot 2, Riverbank Neighborhood Minor Subdivision, according to the instrument recorded March 21, 2012 in the records of the Delta County Clerk and Recorder under Reception No. 657278.

Dated the 7 day of November,
2024.

TOWN OF PAONIA, COLO-
RADO
Samira M. Vetter, Town Clerk
Published Thursday, November
14, 21, 28, December 5, 2024

EASEMENT QUITCLAIM DEED

WEST ELK LAND & HOPS, LLC ("Grantor"), whose address is P.O. Box 747, Paonia, Colorado 81428, in consideration of Ten Dollars (\$10.00) and other valuable consideration, the receipt and sufficiency of which the parties acknowledge, sells and quitclaims to PAONIA RIVERBANK, LLC ("Grantee"), whose address is P.O. Box 1554, Paonia, Colorado 81428, the following easements in Delta County, Colorado:

1. Irrigation Easement. A perpetual, non-exclusive easement for irrigation purposes twenty-two feet in width along the eastern boundaries of the real property in Delta County, Colorado, legally described as:

Lot 1 and Lot 2, Old Hops Minor Subdivision,
as depicted on the plat of Old Hops Minor Subdivision
recorded in the Delta County, Colorado real property records

Such easement is subservient to, and Grantee's use of such easement shall not interfere with, the existing easement described as "22' UTILITY & IRRIGATION EASEMENT" as depicted on the plat of Old Hops Minor Subdivision recorded in the Delta County, Colorado real property records ("Grantor's Easement"). Grantee shall be responsible for all costs and expenses associated with the use and maintenance of the easement granted above. Grantor shall be responsible for all costs and expenses associated with the use and maintenance of Grantor's Easement. To the extent reasonably possible, Grantor's use and maintenance of Grantor's Easement shall not interfere with Grantee's rights under this Deed.

2. Emergency Access Easement. A perpetual, non-exclusive easement for access by emergency service providers to Grantee's property described on page 2, below, described as "60' Access Easement" and "30' Access Easement" as depicted on the plat of Old Hops Minor Subdivision recorded in the Delta County, Colorado, real property records, over and across the real property in Delta County, Colorado, legally described as:

Lot 1, Lot 2, and Lot 3, Old Hops Minor Subdivision,
as depicted on the plat of Old Hops Minor Subdivision
recorded in the Delta County, Colorado real property records

Grantee shall be responsible for constructing and maintaining the road on the emergency access easement at Grantee's sole cost and expense. Grantor reserves the right to the use and enjoyment of the easement and the road constructed on it so long as such use does not interfere with Grantee's rights under this Deed; provided, however, that if Grantor or its authorized users damage the easement or the road, then Grantor shall be responsible for the cost to repair the damage.

The easements granted in this Deed are solely and exclusively for the benefit of Grantee's

property in Delta County, Colorado, legally described as:

Lot 3, Riverbank Neighborhood Minor Subdivision #2 as described by Plat recorded July 27, 2018, under Reception Number 704944

Grantee’s use of the easements shall be limited according to the terms of this Deed, and the doctrine of “normal evolution of use” shall not apply to Grantee’s use of the easements. The easements shall run with the land and shall inure to the benefit of Grantee’s heirs, successors, assigns, and personal representatives, subject to the conditions and limitations set forth in this Deed.

DATED: August 19, 2024.

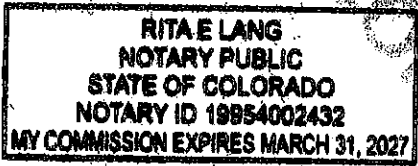
WEST ELK LAND & HOPS, LLC


David R. Warren, Managing Member

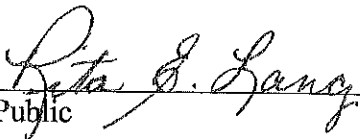
STATE OF COLORADO)
) ss.
COUNTY OF DELTA)

Subscribed and sworn to before me the 19 day of August, 2024, by David R. Warren, Managing Member of West Elk Land & Hops, LLC.

WITNESS my hand and official seal.
My commission expires: March 31, 2027



RITA E LANG
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 19954002432
MY COMMISSION EXPIRES MARCH 31, 2027



Notary Public

EASEMENT QUITCLAIM DEED

WEST ELK LAND & HOPS, LLC, whose address is P.O. Box 747, Paonia, Colorado 81428, for no consideration, sells and quitclaims to OLD HOPS FARM HOMEOWNERS ASSOCIATION, whose address is P.O. Box 747, Paonia, Colorado 81428, the following easements in Delta County, Colorado:

60' ACCESS EASEMENT,
 30' ACCESS EASEMENT,
 30' ACCESS EASEMENT FOR MAINTENANCE,
 12' IRRIGATION EASEMENT,
 15' UTILITY EASEMENT,
 50' UTILITY & IRRIGATION EASEMENT,
 15' IRRIGATION EASEMENT,
 IRRIGATION EASEMENT,
 22' UTILITY & IRRIGATION EASEMENT,

all as depicted on the plat of Old Hops Farm Minor Subdivision, recorded in the Delta County, Colorado real property records.

The use and maintenance of all such easements are subject to and governed by the Declaration of Covenants, Conditions and Restrictions for Old Hops Farm Subdivision recorded in the Delta County, Colorado real property records.

DATED: AUGUST 19, 2024.

WEST ELK LAND & HOPS, LLC



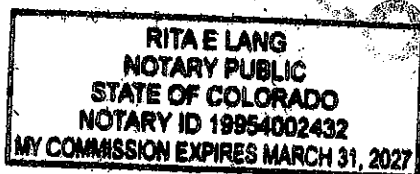
David R. Warren, Managing Member

STATE OF COLORADO)
) ss.
 COUNTY OF DELTA)

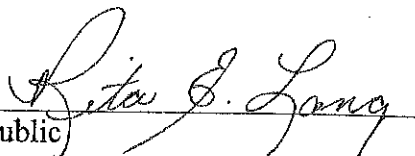
Subscribed and sworn to before me the 19 day of August, 2024, by David R. Warren, Managing Member of West Elk Land & Hops, LLC.

WITNESS my hand and official seal.

My commission expires: MARCH 31, 2027



Notary Public





ORIGINAL PERMIT APPLICANT(S)

WEST ELK LAND & HOPS LLC

APPROVED WELL LOCATION

Water Division: 4 Water District: 40
Designated Basin: N/A
Management District: N/A
County: DELTA
Parcel Name: N/A
Physical Address: 841 HWY 133 PAONIA, CO 81428
NE 1/4 SW 1/4 Section 31 Township 13.0 S Range 91.0 W Sixth P.M.

UTM COORDINATES (Meters, Zone:13, NAD83)

Easting: 274149.0 Northing: 4306175.0

PERMIT TO USE AN EXISTING WELL

ISSUANCE OF THIS PERMIT DOES NOT CONFER A WATER RIGHT
CONDITIONS OF APPROVAL

- 1) This well shall be used in such a way as to cause no material injury to existing water rights. The issuance of this permit does not assure the applicant that no injury will occur to another vested water right or preclude another owner of a vested water right from seeking relief in a civil court action.
- 2) The construction of this well shall be in compliance with the Water Well Construction Rules 2 CCR 402-2, unless approval of a variance has been granted by the State Board of Examiners of Water Well Construction and Pump Installation Contractors in accordance with Rule 18.
- 3) Approved pursuant to CRS 37-90-137(2) to use an existing well, permit no. 329389, on the condition that this well is operated in accordance with the West Elk Land & Hops, LLC Augmentation Plan approved by the Division 4 Water Court in case no. 23CW3028. If this well is not operated in accordance with the terms of said decree, it will be subject to administration including orders to cease diverting water. This well is known as the Old Hops Well.
- 4) The issuance of this permit hereby cancels permit no. 329389.
- 5) The use of ground water from this well is limited to domestic use in up to six single-family homes.
- 6) The maximum pumping rate of this well shall not exceed 63 GPM.
- 7) The annual withdrawal of ground water from this well shall not exceed 2.16 acre-feet.
- 8) The return flow from the use of this well must be through an individual wastewater disposal systems of the non-evaporative type where the water is returned to the same stream system in which the well is located.
- 9) The owner shall mark the well in a conspicuous place with well permit number(s), name of the aquifer, and court case number (s) as appropriate. The owner shall take necessary means and precautions to preserve these markings.
- 10) A totalizing flow meter must be installed on this well and maintained in good working order. Permanent records of all diversions must be maintained by the well owner (recorded at least annually) and submitted to the Division Engineer upon request.
- 11) This well shall be constructed not more than 200 feet from the location specified on this permit and as decreed in Division 4 Water Court case no. 23CW3028.
- 12) This well shall be constructed more than 600 feet from any existing well, completed in the same aquifer, that is not owned by the applicant.

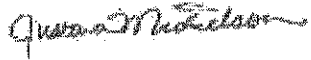
NOTE: This permit will expire on the expiration date unless a pump is installed by that date. A Pump Installation and Production Equipment Test Report (GWS-32) must be submitted to the Division of Water Resources to verify the pump has been installed. A one-time extension of the expiration date may be available. Contact the DWR for additional information or refer to the extension request form (GWS-64) available at: dwr.colorado.gov

NOTE: Parcel Identification Number (PIN): 318731303002

WELL PERMIT NUMBER 89332-F

RECEIPT NUMBER 10036222

74



Date Issued: 7/22/2024

Issued By JUSTINA MICKELSON

Expiration Date: 7/22/2025

GENERAL CONSTRUCTION NOTES

1. All boundary line work, project control, underground utility locations, and topographic survey data shown hereon was provided by River City Consultants, Inc. Locations of underground utilities as shown hereon are based on visible evidence from above ground structures, markings by the respective utility companies and/or their local services, and drawings provided by the utility companies. No excavations were made during this survey to determine exact locations and depths of underground utilities and structures. Actual locations may vary from those as shown hereon and additional underground utilities may exist. Existence and locations of all underground utilities and structures should be verified prior to any construction on this property.
2. Contractor shall give 48 hour notice to all authorized inspectors, superintendents, or person in charge of public and private utilities affected by his operations prior to commencement of work. Contractor shall ensure himself that all construction permits have been obtained prior to commencement of work. All permits obtainable by the Contractor are required to be obtained at the Contractor's expense.
3. The Contractor shall limit construction activities to those areas within the project limits of disturbance and/or loss of slopes as shown on the plans and cross sections. Any disturbances beyond these limits shall be restored to the original condition by the contractor at the contractor's expense. Construction activities in addition to normal construction procedure shall include the parking of vehicles or equipment, disposal of debris or any other action which could alter the existing conditions. The contractor shall not stockpile or store equipment within 30 feet of the edge of traveled way during the project, unless protected by temporary barrier or existing guardrail.
4. All satisfactory excess excavation from either utility or street construction shall be spread uniformly across the lot as directed by the Owner or his designated representative. All unsatisfactory or waste material including vegetation, roots, concrete, rocks, or other debris, shall be hauled from the project by the Contractor at the Contractor's expense.
5. All utility installations are to be performed in accordance with the technical specifications of the Town of Paola. All water and sewer lines must be tested and approved prior to street construction. All waterlines are to be constructed in accordance with the technical specifications of Ute Water District.
6. All sewer, storm drain, and water lines shall be surveyed and shown on as-built drawings in three dimensions at each end and at all angle points.
7. All areas disturbed by construction activities shall be paved, landscaped, or revegetated with a certified weed-free native seed mix appropriate for site soils and conditions. These areas shall be maintained until a vegetative cover of at least 70% pre-construction conditions exists. If necessary, additional topsoil, seed, mulch, and/or fertilizer should be applied to establish sold vegetative cover.

TESTING NOTES

1. Contractor shall familiarize themselves with the geotechnical testing requirements of the City of Grand Junction. It shall be the responsibility of the Contractor to contact the Testing Firm 24 hours in advance of the need for testing, and to verify that the appropriate number of tests have been taken. The results of the required types of tests and number of passing tests shall be furnished to the Engineer for verification before final acceptance by the Owner will be granted. All failing tests shall be brought to the immediate attention of the Engineer and re-tests shall be performed until passing results are obtained. All utility lines, including service lines, falling within the Public Right-of-Way or the Public easements shall be tested. Payment of testing is the Contractor's responsibility and shall not be paid for separately but shall be incidental to the work.
2. Only materials on which a proctor and accurate nuclear density test can be performed are approved for utility trench backfill, unless otherwise approved by the Engineer.
3. Backfilling of trenches without testing during the backfill operation is strongly discouraged and will result in removal and replacement of backfill back to the last documented passing test.

WATERLINE CONSTRUCTION NOTES

1. All water line construction shall be in accordance with the latest revision of the Town of Paola Standards and Specifications.
2. All trenches shall be compacted according to the recommendations in the Geotechnical Report. Contractor shall be required to perform all compaction tests through a certified soils lab.
3. Cover required over top of new waterlines is 4'-0" (48 inches).
4. All service connections to be 3/4 inch Type "K" copper, unless specified otherwise.
5. All materials, labor and equipment required for testing and disinfection of waterlines shall be furnished by Contractor. Disinfection of waterlines shall conform to the Town of Paola Standards.
6. Only material on which a proctor test can be performed and accurate nuclear density tests can be run are approved for waterline trench backfill unless otherwise approved by the Engineer.
7. Stop gravel bedding in service lines at lip of gutter.
8. Domestic water shall not be used for irrigation. Developer must secure irrigation rights/water for irrigation purposes, water tops/meters will not be sold for irrigation of landscaping.
9. Water is tied to the parcel it is intended to serve and shall not be conveyed from one parcel to another.

LEGEND

	Top of Slope
	Top of Slope
	Edge of Water
	100-YR Flood Limits
	500-YR Flood Limits
	Floodway Limits
	Edge of Wetlands
	Tree Moss Area
	Edge of Asphalt
	Edge of Concrete
	Edge of Gravel
	Flowline
	Railroad
	Building
	Building Overhang
	Wire Fence
	Chain Fence
	Gate
	Wood Fence
	Guardrail
	Existing Major Contour
	Existing Minor Contour
	Existing Cable TV
	Existing Comm Duct
	Existing Electric
	Existing Fiber Optic
	Existing Gas
	Existing Irrigation
	Existing Overhead Electric
	Existing Overhead Telephone
	Existing Storm Drain
	Existing Sanitary Sewer
	Existing Sewer Force Main
	Existing Telephone
	Existing Unknown Utility
	Existing Water
	Out Exports
	Fill Exports
	Proposed Demolition or Removal
	Drainage Flowline
	Proposed Parcel Boundary
	Proposed Easement
	Proposed Lot Line
	Proposed Right of Way
	Proposed Subback
	Proposed Tract
	Proposed Striping
	Milling Limits
	Sewer Line
	Proposed Major Contour
	Proposed Minor Contour
	Common Utilities
	Irrigation Line
	Irrigation Service Line
	Storm Drain Line (with Flow Direction)
	Sanitary Sewer Line (with Flow Direction)
	Sanitary Sewer Force Main Line
	Sanitary Sewer Service Line
	Water Line
	Water Service Line

	Existing Manhole
	Existing Manhole
	Proposed Manhole
	Proposed Service
	Cleanouts
	Inlets
	Fire Hydrant/Blowoff/Meter
	Well/Yard Hydrant/Box
	Valve/Cap/Thrust Block
	Box/Pump/Valve
	Roof Drain/Vent Pipe/Pedestal
	Utility Boxes
	Utility Pedestals
	Meters
	Utility Marker/Transformer/Valve
	Monitor Well/Borehole/Pathole
	Decid Tree/Conif Tree/Shrub
	Utility Pole/Guy Wire/Guy Pole
	Intersection Sign/Sign/Reflector
	Bollard/Light/Mailbox
	Proposed Asphalt
	Proposed Concrete
	Proposed Gravel
	Proposed Building
	Proposed Demolition/Removal
	Proposed Milling
	Proposed Riprap
	Proposed Vegetation
	Proposed Wall
	Proposed Truncated Dome
	Proposed Striping
	Traffic Flow Direction

LIST OF ABBREVIATIONS

ABC	Aggregate Base Course	VPE	Multi-Purpose Easement
AC	Asphalt	MTR	Water
ADJ	Adjacent	MUTCD	Manual on Uniform Traffic Control Devices
BFS	Begin Full Superelevation	N	Northing Coordinate
BLDG	Building	NO	Number
BLM	Bureau of Land Management	NTS	Not to Scale
BM	Benchmark	OC	On Center
BMC	Begin Normal Crown	PC	Point of Curvature
BOC	Back of Curb	PCC	Point of Compound Curvature
BOW	Back of Walk	PI	Point of Intersection
BVCE	Beginning Vertical Curve Elevation	PIP	Plastic Irrigation Pipe
BVCS	Beginning Vertical Curve Station	PL	Property Line
CBC	Concrete Box Culvert	PLS	Professional Licensed Surveyor
CDOT	Colorado Department of Transportation	PR	Proposed
CDS	Cul-de-sac	PRC	Point of Reverse Curvature
CGS	Curb, Gutter & Sidewalk	PRELIM	Preliminary
CL	Center Line CR Class	PT	Point of Tangency
CMP	Corrugated Metal Pipe	PVC	Polystyrene
CoSJ	City of Grand Junction	PVI	Point of Vertical Intersection
CY	Cubic Yard	R	Radius
EA	Existing Coordinate	RC	Reverse Curve
EAS	Easement	RCD	River City Consultants, Inc.
EPS	End Full Superelevation	RCP	Reinforced Concrete Pipe
EGT	Electric, Gas, Telephone, Cable	REC	Reception
EL	Elevation	REQD	Required
ELEC	Electric	RM	Rim Elevation
ELEV	Elevation	ROW	Right of Way
ENC	End Normal Crown	SAN	Sanitary Sewer
EOA	Edge of Asphalt	SDMH	Storm Drain Manhole
EOP	Edge of Pavement	SF	Square Feet
EN	Easement	SH	State Highway
ESMT	End of Vertical Curve Station	SHLR	Shoulder
EVCE	End of Vertical Curve Elevation	SS	Sanitary Sewer
EVCS	End of Vertical Curve Station	SSWH	Sanitary Sewer Manhole
EX	Existing	STA	Station
FDC	Fire Department Connection	STR	Structure
FES	Flared End Section	STW	Storm Drain
FFE	Finished Floor Elevation	SVC	Service
FG	Finished Grade	SW	Sidewalk
FL	Flow Line	SY	Square Yard
FR	Fire Hydrant	TAN	Tangent
GR	Grado Break	TBC	Top Back Curb
GDE	General Common Element	YCE	Temporary Construction Easement
GV	Gate Valve	TCF	Top Face Curb
HDPPE	High Density Polyethylene	TCG	Top of Curb
HQA	Home Owners Association	TOP	Top of Pipe
HP	High Point	TW	Top of Wall
INC	Incorporated	TYP	Typical
INV	Invert	UNO	Unless Noted Otherwise
IRR	Irrigation	VC&G	Vertical Curb & Gutter
K	Design Coefficient	VCSS	Vertical Curb, Gutter, & Sidewalk
L	Length	VC	Vertical Curve
LC	Level Crown	VPC	Vertical Point of Curvature
LP	Low Point	VPI	Vertical Point of Intersection
LS	Lump Sum	VPT	Vertical Point of Tangency
LVC	Length of Vertical Curve	WM	Water Meter
MAX	Maximum	WSEL	Water Surface Elevation
MC&G	Mountable Curb & Gutter	WQCV	Water Quality Capture Volumes
MCSS	Mountable Curb, Gutter, & Sidewalk	WTR	Water
MCSM	Meza County Survey Marker	Δ	Central Angle (Delta)
MDS	Maximum Design Speed		
ME	Match Existing		
MH	Manhole		
MIN	Minimum		

BASIS OF BEARINGS

The bearings hereon are based on grid north of the Delta County Local Coordinate System (Zone "06A").

MCLCS ZONE "06A"

TRANSVERSE MERCATOR PROJECTION
Point of Origin (SVD1) and Central Meridian:
Latitude: 38°47'46.87089"N
Longitude: 107°44'12.48187"W
Northing: 500,000FT
Easting: 500,000FT
Scale Factor: 1.000244447
Project/Scale Factor Height: 5243.3FT (NAVD88)

 UNCC UTAH NORTHERN COUNTY CONSULTANTS 200 S. 1000 E. SUITE 100 PAOLA, UT 84654 PHONE: (435) 241-1111 FAX: (435) 241-1111 WWW.RIVERCITYCONSULTANTS.COM	 RIVER CITY CONSULTANTS 215 N. 1000 E. SUITE 100 PAOLA, UT 84654 PHONE: (435) 241-1111 FAX: (435) 241-1111 WWW.RIVERCITYCONSULTANTS.COM	PROJECT PHASE: Issued for Construction		DATE ISSUED: 2024, July 29	
		NO. DATE REVISION BY			
NORTHING: - EASTING: - ELEVATION: - DATUM SOURCE: DCLCS Zone "06A" (NAVD 88)		SCALE (FEET) HORIZONTAL VERTICAL: 1"=4' CONTOUR INTERVAL: 1 FT		PROJECT: 2155-001 DRAWN BY: Jca CHECKED BY: Jca ORIGINAL SHEET SIZE: 22 x 34	
				HIGH WIRE HOPS 841 Highway 133 General Notes & Abbreviations	

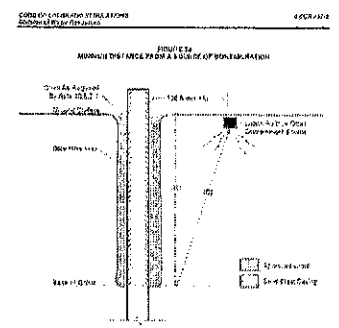
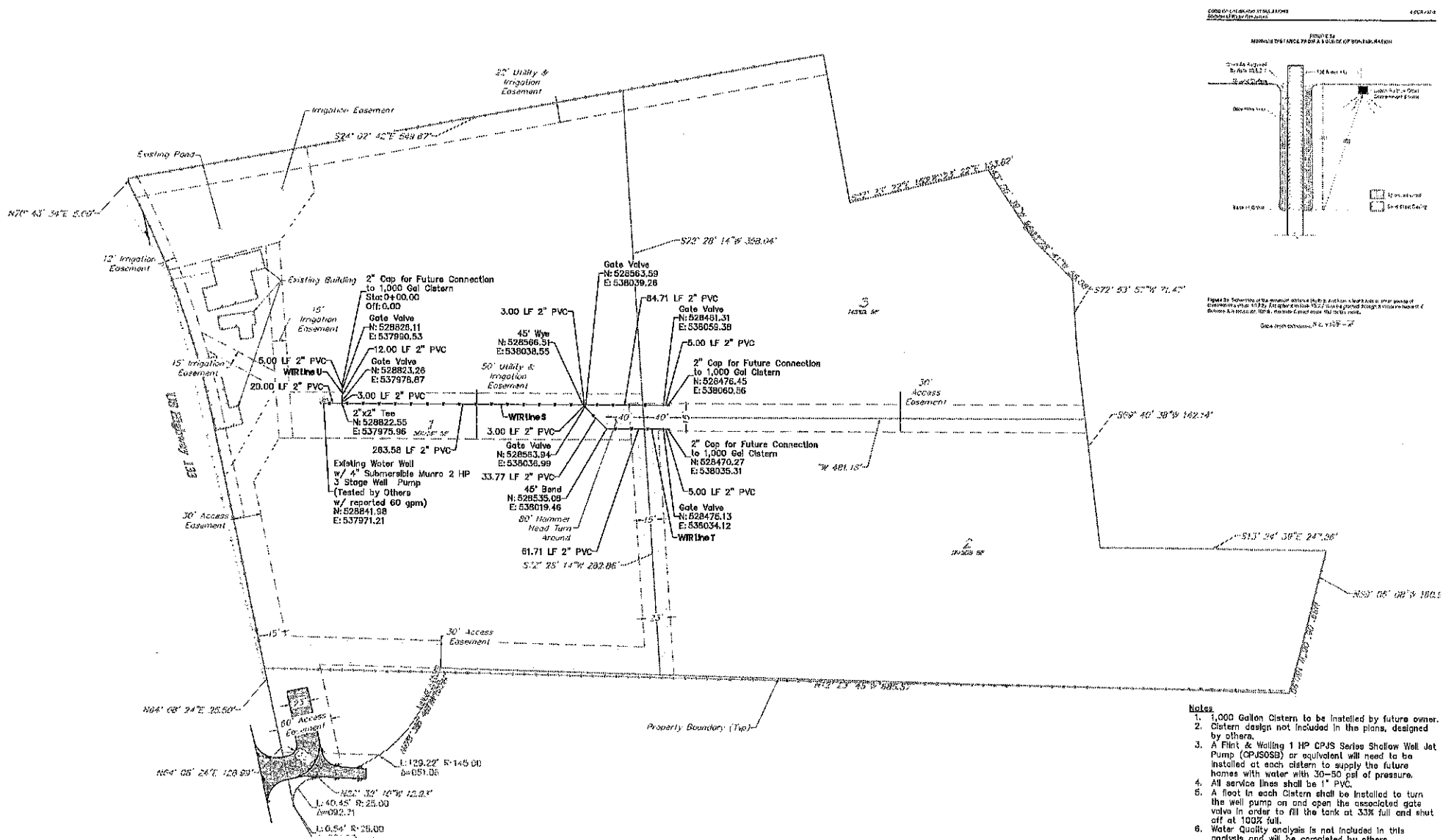


Figure 2: Schematic of the minimum water supply system for the property. The system includes a 1/2 HP CPJS Series Shallow Well Jet Pump (CPJS050S) or equivalent, a 1,000 Gallon Cistern, and a 2" CPVC line with a 2" gate valve. The system is designed to provide water to the property from the existing water well. The system is designed to provide water to the property from the existing water well.

- Notes:**
- 1,000 Gallon Cistern to be installed by future owner.
 - Cistern design not included in the plans, designed by others.
 - A Flint & Walling 1 HP CPJS Series Shallow Well Jet Pump (CPJS050S) or equivalent will need to be installed at each cistern to supply the future homes with water with 30-50 psi of pressure.
 - All service lines shall be 1" PVC.
 - A float in each Cistern shall be installed to turn the well pump on and open the associated gate valve in order to fill the tank at 33% full and shut off at 100% full.
 - Water Quality analysis is not included in this analysis and will be completed by others.
 - Leach Fields must be located a minimum of 100' from Water Well.

UNCC
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www.uncc.org

811
Call before you dig
800.452.1999
www.811.org

Project Benchmark
TED

North Arrow

Scale
0 50 100
HORIZONTAL
VERTICAL: n/o
CONTOUR INTERVAL: 1 FT

PROJECT PHASE: Issued for Construction
DATE ISSUED: 2024 July 29

NO.	DATE	REVISION	BY

RIVER CITY
CONSTRUCTORS
2180 S. Highway 100, Suite 100
Durango, CO 81301
Phone: 970.241.1331
www.rivercityco.com

DRAWN BY: cty
CHECKED BY: ldd
PROJECT: 2165-001
ORIGINAL SHEET SIZE: 22 x 34

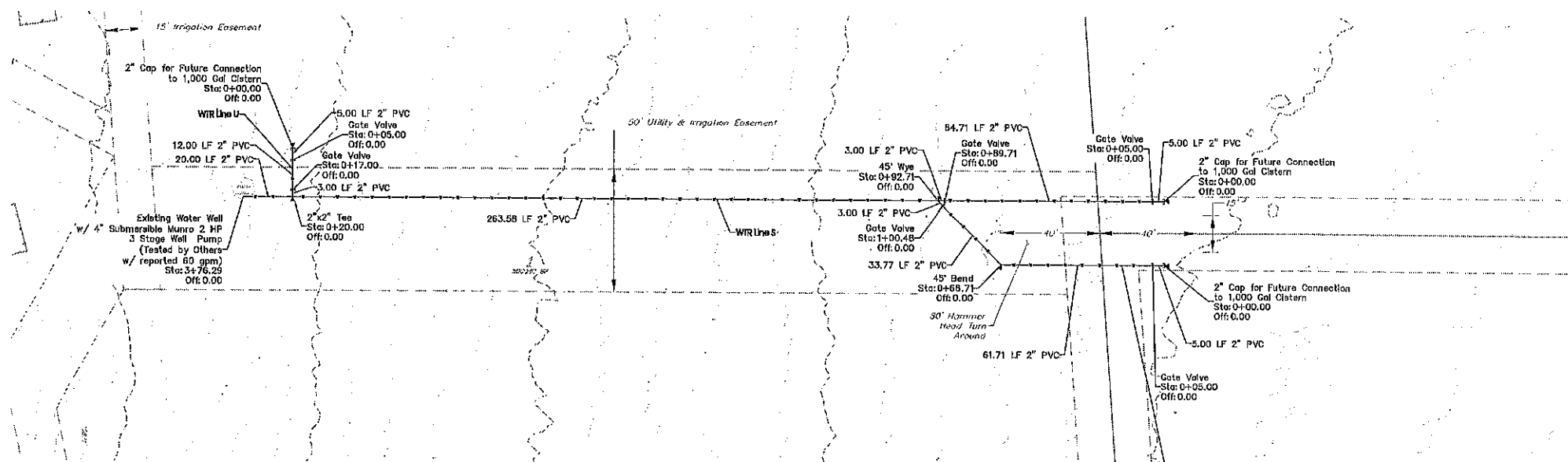
HIGH WIRE HOPS
841 Highway 133
Utility Composite
Water Plan

C3

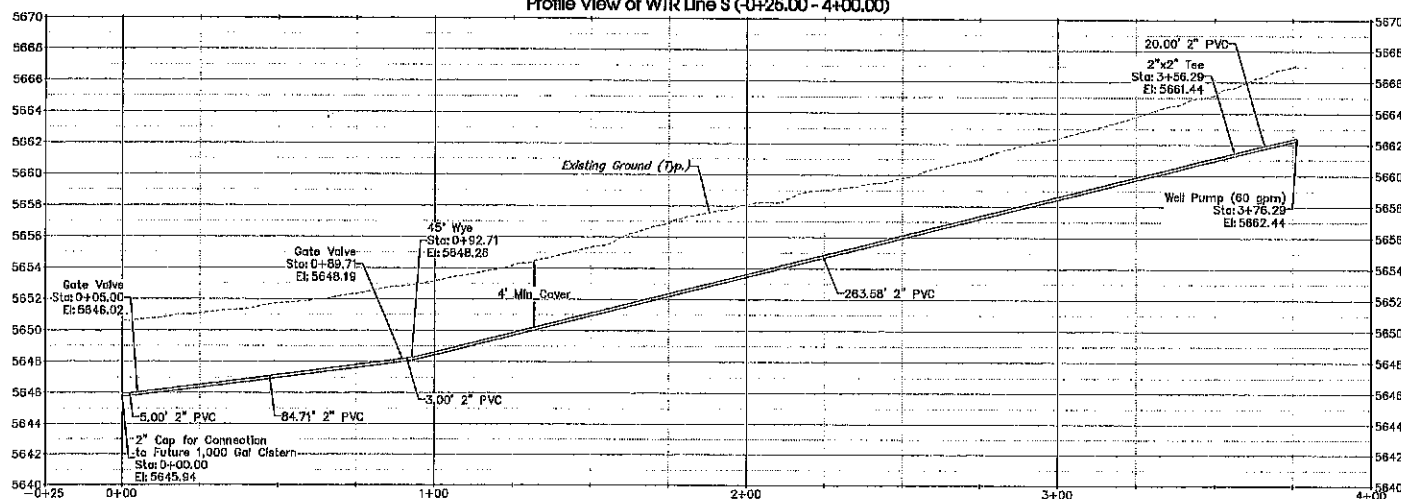
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EASTING: -
ELEVATION: -

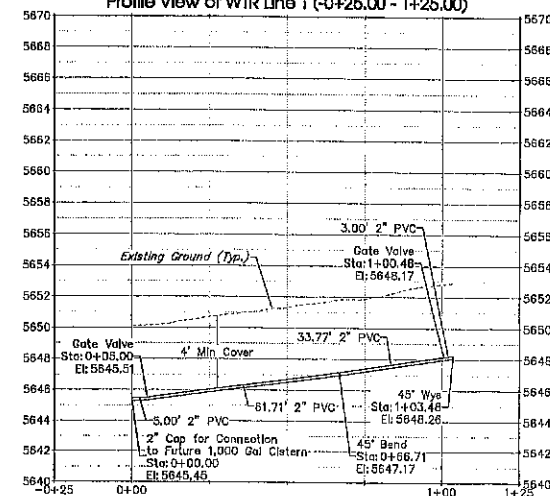
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Profile View of WTR Line S (-0+25.00 - 4+00.00)



Profile View of WTR Line T (-0+25.00 - 1+25.00)



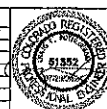
Project Benchmark
TBD

UNCC
UNIVERSITY OF NORTH CAROLINA
CIVIL ENGINEERING
1100 SOUTH CAMP DRIVE
CHAPEL HILL, NC 27514
TEL: 919/974-2000
WWW.UNCC.EDU

NORTHING: --
EASTING: --
ELEVATION: --
DATA SOURCE: DOLCS Zone "DCA" (NAD 83)

SCALE
HORIZONTAL
VERTICAL: 1" = 4'
CONTOUR INTERVAL: 1 FT

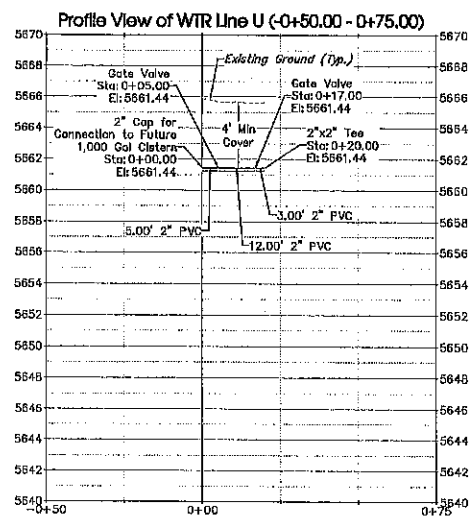
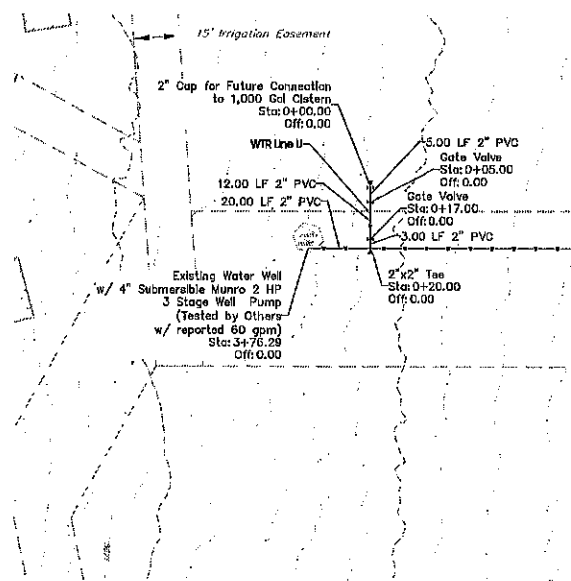
PROJECT PHASE: Issued for Construction			DATE ISSUED: 2024 July 29		
NO.	DATE	REVISION	BY	DATE	REVISION



RIVER CITY CONSULTANTS, INC.
1100 SOUTH CAMP DRIVE
CHAPEL HILL, NC 27514
TEL: 919/974-2000
WWW.RIVERCITYCONSULTANTS.COM

DRAWN BY: cjt
CHECKED BY: jlg
PROJECT: 2165-001
ORIGINAL SHEET SIZE: 22 x 34

HIGH WIRE HOPS
841 Highway 133
Water Line Plan & Profile
Water Line S & T



 UNCC 10000 S. 100th St. Suite 100, Omaha, NE 68148 Phone: (402) 426-1000 Fax: (402) 426-1001 www.uncc.com	Project Benchmark TBM	 SCALE (FEET) 0 20 40 HORIZONTAL VERTICAL: 1" = 4' CONTOUR INTERVAL: 1 FT.	PROJECT PHASE: Issued for Construction		DATE ISSUED: 2024 July 29		 FTM RIVER CITY CONSULTANTS 1150 S. 10th St., Suite 100 Omaha, NE 68106 Phone: (402) 426-1000 Fax: (402) 426-1001 www.ftmrivercity.com	HIGH WIRE HOPS 841 Highway 133 Water Line Plan & Profile Water Line U	C5									
	NORTHING: - EASTING: - ELEVATION: - DATUM SOURCE: DOLCS Zone "DCA" (NAVD 88)		<table border="1"> <thead> <tr> <th>NO.</th> <th>DATE</th> <th>REVISION</th> <th>BY</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	NO.	DATE					REVISION	BY							
NO.	DATE	REVISION	BY															

**DECLARATION OF
COVENANTS, CONDITIONS AND RESTRICTIONS
FOR
OLD HOPS FARM SUBDIVISION**

THIS DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FOR OLD HOPS FARM SUBDIVISION is made the 7 day of OCTOBER, 2024, by West Elk Land & Hops, LLC, a Colorado limited liability company, Declarant.

RECITALS

A. Declarant is the owner of the real property in Delta County, Colorado, platted as Old Hops Farm Minor Subdivision and legally described as:

Lots 1, 2 and 3, Old Hops Farm Minor Subdivision,
within the SW1/4 of Section 31, T.13S., R.91W., 6th P.M.
Town of Paonia, Delta County, Colorado

B. Declarant desires to impose a general plan for the improvement, development and maintenance of the above-described Property, and to adopt and establish covenants, conditions and restrictions upon the Property for the purpose of enhancing, maintaining and protecting the value and desirability of the Property.

C. Declarant deems it desirable to establish easements for the use of the Owners of Lots within the Property, and to establish a Colorado nonprofit corporation, Old Hops Farm Homeowners Association, to which such easements shall be conveyed.

THEREFORE, Declarant covenants, agrees and declares that the Property shall be held, sold, conveyed, encumbered, leased, used, occupied and improved subject to the following limitations, restrictions, easements, covenants, conditions, reservations, liens and charges described in this Declaration, all of which are declared and agreed to be in furtherance of a general plan for the improvement and development of the Property. All of the limitations, restrictions, easements, covenants, conditions, liens and charges shall run with the land, shall be binding upon and inure to the benefit of all parties having or acquiring any right, title or interest in the Property or any part of it and the successors in interest of such parties, and are imposed upon the Property and every part of it as equitable servitudes that may be enforced by Declarant, its successors and assigns, each Owner, their successors and assigns, or by the Association, its successors and assigns.

**ARTICLE 1
DEFINITIONS**

Section 1.01. "Articles of Incorporation" means and refers to the Articles of Incorporation of the Association, as they may be amended from time to time.

Section 1.02. "Assessment" means and refers to any assessment levied against one or more Owner(s) or Lot(s) as permitted by this Declaration or applicable law, including without limitation any of the following:

- (a) "Regular Assessment" means and refers to a charge against each Lot representing that portion of the Common Expenses attributable to such Lot, including all fees, charges, late charges, attorney fees, fines and interest arising from failure to pay when due the principal amount of such assessment.
- (b) "Special Assessment" means and refers to a charge against any Lot for certain costs incurred by the Association for materials or services furnished to the Owner or their Lot at the request of or on behalf of such Owner, or as a result of the negligence, recklessness or willful misconduct of any Owner or their employees, guests or invitees, or for excessive use or special use of the services or facilities, if any, provided by the Association, or for any other purpose for which this Declaration or applicable law specifies or permits the imposition of a Special Assessment.
- (c) "Capital Assessment" means and refers to a charge against any Lot representing a portion of the Association's cost for the purchase, installation, construction, or expected or unexpected repair or replacement, of any capital improvement (including the necessary fixtures and personal property related to it) that is a Common Expense of the Association, plus reserves for repair or replacement of existing capital items, and acquisition, construction and installation of new capital improvements.

Section 1.03. "Association" means and refers to Old Hops Farm Homeowners Association, a nonprofit corporation incorporated under Colorado law.

Section 1.04. "Association Water" means and refers to any and all well rights, water shares, and other water rights owned or controlled by the Association appurtenant to, associated with, or used in connection with all or any part of the Property, specifically including but not limited to: (a) 1.96 shares of North Fork Farmer's Ditch Association water; (b) 0.5 c.f.s. of water decreed to the Neighborhood Ditch in Case No. 07CW142, adjudicated on March 18, 2008; and (c) 0.14 c.f.s. decreed to the Old Hops Well in Case No. 2023CW3028 and currently permitted under Permit No. 89322-F.

Section 1.05. "Board" or "Board of Directors" means and refers to the Board of Directors of the Association.

Section 1.06. "Bylaws" means and refers to the Bylaws of the Association as they may be amended from time to time.

Section 1.07. "Common Elements" means and refers to any and all improvements, access roads, Water Facilities, equipment, and fixtures owned, leased or controlled by the Association for the common use and enjoyment of the Members.

Section 1.08. "Common Expenses" means, refers to, and includes expenditures made, and liabilities incurred, by or on behalf of the Association.

Section 1.09. "County" means and refers to Delta County, Colorado.

Section 1.10. "Declarant" means and refers to West Elk Land & Hops, LLC, a Colorado limited liability company, and its successors and assigns.

Section 1.11. "Lot" means and refers to each numbered lot of the Property described on the Plat, as recorded and amended. Boundaries of a Lot shall be as shown on the Plat.

Section 1.12. "Member" means and refers to every person or entity that holds a membership in the Association.

Section 1.13. "Owner" means and refers to any person or entity holding a fee simple ownership interest in any Lot, including contract purchasers and lessees with enforceable options to purchase, but excluding mortgagees (unless and until a mortgagee acquires record fee ownership) and those having such interest merely as security for the performance of an obligation.

Section 1.14. "Plat" means and refers to the plat of the Property by the name Old Hops Farm Minor Subdivision recorded with the County Clerk and Recorder, as it may be supplemented and amended from time to time.

Section 1.15. "Property" means and refers to that certain real property in the County described in Recital paragraph A, as further shown and described on the Plat, plus the Common Elements, all of which is subject to this Declaration or any amendment or supplement to this Declaration.

Section 1.16. "Roadway Easement" means and refers to the access easement for roadway purposes reserved over the Property and depicted on the Plat as "60' Access Easement" and "30' Access Easement," extending from the northwest corner of the Property generally south and then east to the intersection of Lots 1, 2 and 3.

Section 1.17. "Subdivision" means and refers to all of the Property and the improvements on it subject to this Declaration or any amendment to this Declaration.

Section 1.18. "Town" means and refers to the Town of Paonia, Colorado.

Section 1.19. "Water Facilities" means and refers to all improvements, equipment, facilities, and other personal property owned, operated, or maintained by the Association for the purpose of delivering domestic water or irrigation water to the Lots, and shall include, but not be limited to, all wells, pumps, pipes, pipelines, connectors, controls, siphons, filters, valves, and related parts and materials located in, under, or upon easements within the Subdivision, or elsewhere outside of the Subdivision. Water Facilities shall not include the "stub out" or "lateral" pipelines which extend beyond the boundary lines of the easements within the Subdivision and into a Lot, or to the risers serving an individual Lot, regardless of where located.

ARTICLE 2

THE ASSOCIATION

Section 2.01. Membership. Every Owner of one or more Lots shall be entitled and required to be a Member of the Association, subject to the voting rights provisions of this Article 2. No person or entity other than an Owner of one or more Lots may be a Member. By accepting a deed to a Lot or other conveyance the acceptance of which would render the holder an Owner, membership in the Association shall be appurtenant to and inseparable from a Lot. Membership in the Association may not be transferred except in connection with the transfer of ownership of a Lot and shall be automatically transferred by conveyance of a Lot without additional action or documentation. No Owner shall be entitled to sever their

ownership interest in a Lot from membership in the Association, provided, that this shall not be construed as precluding an Owner from creating or severing a co-tenancy, joint tenancy, or any other form of co-ownership with any other person or persons.

Section 2.02. Allocation of Votes. Each Lot shall be allocated one vote in the Association. If only one of the multiple Owners of a Lot is present at a meeting of the Association, such Owner is entitled to cast the vote allocated to that Lot. If more than one of the multiple Owners is present, the vote allocated to that Lot may be cast only in accordance with the agreement of such Owners. There is agreement if any one of the multiple Owners casts the vote allocated to that Lot without protest being made promptly to the person presiding over the meeting by any of the other Owners of the Lot. If the Owners of the Lot are unable to agree, their vote will not be counted.

Section 2.03. Directors and Officers of the Association. The affairs of the Association shall be managed by a Board of Directors consisting of three directors, with one director representing each Lot, as more fully provided in the Bylaws. The Officers of the Association are specified in the Bylaws. Notwithstanding anything in this Declaration or the Bylaws that could be construed to the contrary, so long as Declarant or any affiliate of Declarant owns any Lot in the Subdivision, Declarant shall have the authority to appoint the Board, which may consist of a single director. The power of Declarant to "appoint," as provided in this Section 2.03, shall include without limitation the power to: initially constitute the membership of the Board, appoint members to the Board upon the occurrence of any vacancy, and for whatever reason to remove any member of the Board, with or without cause, at any time, and to appoint a successor; and each such appointment may be made for such term(s) of office, subject to the power of removal stated in this Section 2.03, as may be set from time to time in the discretion of Declarant. Declarant may voluntarily surrender the right to appoint and remove members of the Board at any time; but in that event Declarant may require that specified actions of the Board be approved by Declarant before they become effective.

Section 2.04. Duties and Obligations. The Association shall perform all duties and obligations specified in this Declaration, the Articles of Incorporation, and the Bylaws, including but not limited to maintenance and upkeep of the Common Elements so that they remain in good repair at all times.

Section 2.05. Authority. The Association shall have all rights, powers and authority specified or permitted by this Declaration, the Articles of Incorporation, the Bylaws, and applicable law, to the extent permitted by law. The Association shall have the authority to adopt such rules and regulations as it deems necessary or convenient for the governance of the Property.

Section 2.06. Annual Budget. The Board of Directors shall cause an operating budget for the Association to be prepared no less frequently than annually, a copy of which shall be provided to the Owners before the annual meeting of the Owners. Unless at the meeting Owners representing a majority of the voting rights reject the budget, the budget is ratified, whether or not a quorum is present. If the proposed budget is rejected, the budget last ratified by the Owners must be continued until such time as the Owners ratify a subsequent budget proposed by the Board.

Section 2.07. Insurance. The Association may obtain property insurance insuring against damage to the Common Elements for broad form covered causes of loss in an amount not less than the full insurable replacement cost of the insured property less applicable deductibles at the time the insurance is purchased and at each renewal date, exclusive of items normally excluded from such policies. The Association may also obtain commercial general liability insurance against claims and liabilities arising in connection with the ownership, existence, use or management of the Common Elements, in an

amount deemed sufficient in the judgment of the Board of Directors, insuring the Board, the Association, any management agent, and their respective employees, agents, and all persons acting as agents. The Association, as attorney-in-fact, shall have authority to deal with insured items in the event casualty to them is an insured loss to the Association under its master insurance policy.

Section 2.08. Suspension of Rights. The Board of Directors may suspend a Member's voting rights and/or any benefits of membership in the Association for any period during which any Assessment against such Member's Lot remains unpaid and delinquent, and/or while a Member is in violation of this Declaration or any rules or regulations adopted by the Association.

ARTICLE 3 COMMON ELEMENTS

Section 3.01. General. Declarant and its successors and assigns shall install all Common Elements, after which the Association shall control and maintain all Common Elements and may adopt uniform rules and regulations pertaining to the use and enjoyment of the Common Elements. The Association may borrow money and encumber (by mortgage, deed of trust or otherwise) the Common Elements or any part of them for the purpose of improving the Common Elements. The Association may close or limit the use of the Common Elements while maintaining, repairing or making replacements in the Common Elements.

Section 3.02. Waiver of Use. No Member may exempt themselves from personal liability for Assessments duly levied by the Association, or release the Lot owned by such Member from the liens and charges created by this Declaration, by waiver of the use and enjoyment of the Common Elements or by abandonment of their Lot.

Section 3.03. No Partition. All Owners, by their acceptance of their respective deeds or other instruments causing them to become Owners, covenant and agree that the Common Elements shall remain undivided, and no Owner shall bring any action for partition (which right is expressly waived), it being agreed that this restriction is necessary to preserve the rights of Owners with respect to the operation and management of the Property.

ARTICLE 4 COVENANT FOR ASSESSMENTS

Section 4.01. Creation of the Lien and Personal Obligation of Assessments.

- (a) Each Owner of a Lot by acceptance of a deed or other conveyance for that Lot, whether or not it shall be so expressed in that instrument, is deemed to covenant and agree to pay to the Association: (i) all Assessments and charges levied against that Lot; and (ii) all fees, charges, late charges, attorney fees, fines, collection costs, interest and other sums charged pursuant to this Declaration or by any applicable law. The Association shall have the right to impose reasonable charges for late payment of Assessments, recover reasonable attorney fees and other legal costs for collection of Assessments and other actions to enforce the powers of the Association, regardless of whether or not suit was initiated, and, after notice and an opportunity to be heard, levy reasonable fines for violations of this Declaration, the Bylaws, or the rules and regulations of the Association.

- (b) Any charge set forth in this Section 4.01, from the time such charge becomes due, shall be a charge on and covenant running with the land, and shall be a continuing lien on the Lot against which each such item is assessed. If an Assessment is payable in installments, each installment is a lien from the time it becomes due, including the due date set by any valid Association acceleration of installment obligations. A valid acceleration of installment Assessment obligations may be made by the Board at any time any Assessment or Assessment installment is at least thirty days overdue. Each such charge, together with interest, costs, and reasonable attorney fees, shall also be the joint and several personal obligation of each person and entity who was the Owner of the Lot at the time when the item became due, provided, that this personal obligation shall not pass to an Owner's successors-in-interest unless expressly assumed by them.
- (c) The Association's lien on a Lot for Assessments shall be superior to any homestead exemption now or later provided by the laws of the State of Colorado or any exemption now or later provided by the laws of the United States, to the maximum extent permitted by law. The acceptance of a deed or other conveyance to a Lot shall constitute a waiver of the homestead and any other such exemption as against such Assessment lien.

Section 4.02. Purpose of Assessments. The Assessments levied by the Association shall be used exclusively for: Common Expenses; to promote the health, safety or welfare of the residents of the Subdivision; for the benefit of the Common Elements; or for any other purpose of the Association, as those purposes (as amended from time to time) are specified in this Declaration, the Bylaws, or the Articles of Incorporation; or as otherwise permitted by applicable law.

Section 4.03. Initial Administrative Contribution. The Board shall have the authority to charge each Owner that purchases a Lot (whether from Declarant or any subsequent Owner) a one-time, non-refundable payment to the Association in an amount determined by the Board that shall be used by the Association to cover administrative costs related to the change in ownership and other Common Expenses. This payment shall be collected and transferred to the Association at the time of closing of each sale of a Lot, and shall not relieve an Owner from making regular payments of Assessments when due.

Section 4.04. Date of Commencement of Assessments; Due Dates. The Board shall fix the amount of the Regular Assessments in the budget to be prepared in accordance with Section 2.06. The due date(s) shall be established by the Board of Directors. Special Assessments and Capital Assessments may be made by the Board at any time, except as limited by this Declaration.

Section 4.05. Expense Allocation. Except as otherwise stated in Section 4.06, 8.02 or 8.05, or Article 7, or as otherwise provided by applicable law, each Lot shall be allocated one-third of the Common Expenses of the Association.

Section 4.06. Owner's Negligence. In the event that the need for maintenance, repair, replacement, reconstruction or reconfiguration of any Common Element, or any other Common Expense, is caused by the willful or negligent act or omission of any Owner, or by the willful or negligent act or omission of any family or household member, guest or invitee of such Owner, such expense and all related fees, costs and expenses of or to the Association shall be the personal obligation of such Owner and may be made part of any Assessment against such Owner and that Owner's Lot(s).

ARTICLE 5

NONPAYMENT OF ASSESSMENTS

Section 5.01. Delinquency. Any Assessment provided in this Declaration that is not paid when due is delinquent. If any such Assessment is not paid within thirty days after the due date without additional notice or demand, the Assessment shall bear interest from the due date at a rate not to exceed the maximum rate of interest permitted by law, as determined by the Board. The Association may, at its option, exercise any right or remedy available to the Association under applicable law, including without limitation bringing an action at law against the Owner(s) personally obligated to pay the same or foreclosing the lien provided in Section 4.01 against the Lot(s) for which the Assessment has not been paid; and in any case there shall be added to the amount of such Assessment interest and all costs that may be incurred by the Association in its collection of the Assessment, including reasonable attorney fees. Each Owner vests in the Association or its assigns the right and power to bring all actions or proceedings at law or in equity or to institute judicial foreclosure proceedings against such Owner or other Owners for the collection of such delinquent Assessments.

Section 5.02. Nature of Obligation and Lien. The obligation for payments of Assessments by each Owner to the Association is an independent covenant, with all amounts due from time to time payable in full without notice (except as otherwise expressly provided in this Declaration) or demand, and without setoff or deduction. The Board may prepare a written notice setting forth the amount of such unpaid indebtedness, the name of the Owner, and the description of the Lot. Such a notice shall be signed by one member of the Board and may be recorded in the real property records of the County. The recording of this Declaration constitutes record notice and perfection of the lien. No further recording of any claim of lien or assessment is required. The lien for each unpaid Assessment attaches to each Lot at the beginning of each Assessment period and shall continue to be a lien against such Lot until paid. The costs and expenses for filing any notice of lien shall be added to the Assessment for the Lot against which it is filed and collected as part and parcel thereof. Each Assessment, together with interest, late charges, costs and reasonable attorney fees, shall also be the personal obligation of each person who was the Owner of such Lot at the time when the Assessment became due.

Section 5.03. Foreclosure Sale. Any foreclosure sale related to an Assessment lien shall be conducted in accordance with those provisions of the laws and rules of the courts of the State of Colorado applicable to the foreclosure of mortgages, or in any other manner then permitted or provided by applicable law.

Section 5.04. Cumulative Remedies. The Assessment lien and the rights of foreclosure and sale under it shall be in addition to, and not in substitution of, all other rights and remedies that the Association and its assigns may have under this Declaration and then applicable law, including without limitation a suit to recover a money judgment for unpaid Assessments, as provided above, all of which rights and remedies shall be cumulative.

ARTICLE 6

IMPROVEMENT AND USE GUIDELINES

Section 6.01. Irrigation Systems. All irrigation systems installed on individual Lots by Owners shall be approved by the Board prior to installation.

Section 6.02. Grading and Drainage. Nothing shall be done or permitted on any Lot that would block, divert or channelize the natural flow of drainage water across any Lot from adjacent Lots, as established by the original grading of the Property, without specific approval from the Board.

Section 6.03. Utilities. Underground electricity and water shall be available to all Lots. The utility companies furnishing these services shall have the easements shown on the Plat. No permanent structure shall be erected on any such easement. Neither Declarant nor the utility company or any entity using these easements shall be held liable for any damage done by any of them or their assigns, agents or employees to trees, landscaping, or improvements of an Owner located on any land subject to an easement.

Section 6.04. Fences. All fences shall be maintained by the Owner of the Lot on which it is located. If a fence separates two Lots, both Owners on either side of the fence shall share equally in the cost of maintenance, repair and replacement of the fence, unless such maintenance, repair or replacement is caused or necessitated solely by one of the Owners, or a family member, guest, licensee or invitee of an Owner, in which case that Owner shall be solely responsible for the cost of such maintenance, repair or replacement.

Section 6.05. Nuisance and Hazardous Activities. No obnoxious or offensive activity shall be conducted on any Lot, nor shall any activity be permitted that becomes an annoyance or nuisance within the Subdivision. No light shall be permitted from any Lot that is unreasonably bright or causes unreasonable glare when viewed from the street or an adjacent Lot or property. No sound shall be emitted from any Lot that is unreasonably loud or annoying and no odor shall be permitted from any Lot that is noxious or unreasonably offensive to others, as determined by the Board in its reasonable discretion. No activities shall be conducted on the Property or within the improvements constructed on or within the Property that are or might be unreasonably hazardous to any person or property.

Section 6.06. No Re-subdivision of Lots. The re-subdivision of any Lot within the Subdivision is prohibited, except by Declarant.

ARTICLE 7

ROADWAY EASEMENT

Section 7.01. Access. Owners and their guests, tenants and invitees may access their Lots via the Roadway Easement.

Section 7.02. Users. The Roadway Easement is for the use and enjoyment of the Owners and their guests, tenants and invitees, but is also for the benefit and use of delivery drivers, law enforcement, fire protection agencies, ambulance services, utility companies, and all other similar emergency, utility and delivery services providing aid or services to the Property, the Owners, and lands south of the Property.

Section 7.03. Restrictions. The Roadway Easement may be used only for ingress and egress to the Lots accessed by the Roadway Easement. No fencing shall block access across the Roadway Easement. Parking and the storage of vehicles, equipment, materials, or anything else on the Roadway Easement is prohibited, except temporarily for loading or unloading purposes. If the Roadway Easement is blocked by a vehicle or other obstruction the Association may have the vehicle towed or the obstruction removed and assess the Owner who caused or permitted such vehicle or obstruction to remain on the Roadway Easement for those costs.

Section 7.04. Maintenance and Repair. Each Owner shall be responsible for the surface cleaning, snow removal, upkeep, repair, replacement, and any other maintenance of or alteration to the surface of the Roadway Easement, in proportion to their use of the Roadway Easement, as follows:

- (a) For the segment of the Roadway Easement extending from the entrance from Highway 133 to the intersection with the road that heads generally south to Lot 2, costs shall be allocated equally to all of the Owners;
- (b) For the segment of the Roadway Easement extending from the intersection described in paragraph 7.04(a) generally south to the southwest corner of Lot 1, costs shall be allocated equally to the Owners of Lots 2 and 3; and
- (c) For the segment of the Roadway Easement extending from the southwest corner of Lot 1 generally east to the northwest corner of Lot 3, costs shall be allocated entirely to Lot 3; provided, however, that if Lot 2 uses any portion of that segment once the location of the driveway for Lot 2 has been determined, then the Owner of Lot 2 shall be allocated an equal portion of the costs for that shared segment with the Owner of Lot 3.

Notwithstanding the foregoing, if the cost of maintenance, repair or replacement of the surface of the Roadway Easement is caused or necessitated solely by one of the Owners, or a family member, guest, licensee or invitee of an Owner, that Owner shall be solely responsible for the cost of such maintenance, repair or replacement.

ARTICLE 8

ASSOCIATION WATER

Section 8.01. Management of Association Water. To the extent permitted by law, the Association shall have the exclusive authority to deliver, manage and control the use of Association Water, and shall own, operate, repair and maintain the Water Facilities and all drainage facilities and any retention and detention areas. The Association's authority shall include (without limitation) the promulgation of rules, regulations, policies and procedures, not inconsistent with this Declaration, concerning the application and use of Association Water, including conservation measures and measures to reduce peak demand.

Section 8.02. Allocation and Delivery. The allocation and delivery of Association Water to the Lots shall be consistent with the following: Association Water will be divided in half at a splitter box installed by the Association within the irrigation easement behind the northeast corner of the one-story shop building on Lot 1 ("Lot 1 Splitter Box"). The Lot 1 Splitter Box will deliver 50% of the Association Water to Lot 1 and the remaining 50% of the Association Water to Lots 2 and 3 by gravity flow through a pipeline located within an irrigation easement across Lot 1, which pipeline will terminate at Lots 2 and 3. Lots 2 and 3 will divide such water evenly, each being allocated 25% of the total of the Association Water. The Owners of Lot 2 and Lot 3 shall work cooperatively to allocate their respective amounts of the Association Water, but if the Owner of Lot 2 or Lot 3 believes, in their subjective discretion, that dividing the water cooperatively is not feasible, such Owner may submit a written request to the Association that it install an appropriately engineered device to divide the water equally between Lots 2 and 3 ("Lot 2 and 3 Division Structure"). If such a request is made, the Association shall oversee the design and installation of the Lot 2 and 3 Division Structure and shall allocate the expense of such design, construction, and

installation equally to Lots 2 and 3. The Association shall be responsible for the maintenance and replacement of the water delivery system from the point of diversion from the ditch down to the point at which each Lot receives its respective portion of the Association Water, including without limitation the Lot 1 Splitter Box and, if installed, the Lot 2 and 3 Diversion Structure. The cost of such maintenance at or above the Lot 1 Splitter Box shall be shared by each Lot in proportion to its allocation of Association Water. The cost of such maintenance for the pipeline and other structures located below the Lot 1 Splitter Box and delivering water to Lots 2 and 3 shall be shared equally by Lots 2 and 3.

Section 8.03. Violations. If an Owner violates any provision of this Declaration or any rule or regulation promulgated under it related to Association Water or the Water Facilities, the Association may restrict the delivery of Association Water to such Owner's Lot, in addition to any other rights the Association may have under this Declaration or at law. The Association also may restrict the delivery of Association Water to an Owner's Lot in the event of any emergency involving Association Water or the Water Facilities.

Section 8.04. Easements for Ingress and Egress. Each Owner grants to the Association reasonable ingress and egress over, under and across all easements shown on the Plat for the purpose of operating, repairing or maintaining the Water Facilities. No Owner shall construct, erect or maintain any improvement or structure that could interfere with the Association's ownership, operation, maintenance or repair of the Water Facilities. The Association shall have the authority to remove or alter any structure or improvement that interferes with the ownership, operation or maintenance of the Water Facilities, or which could change the direction of flow of drainage channels in the easements, the costs of such removal to be borne by the Owner of the interfering improvement or structure.

Section 8.05. Irrigation Assessments. Any billings by any person or entity associated with Association Water shall be a Common Expense, which shall be shared by each Lot in proportion to its allocation of Association Water.

Section 8.06. Hazardous Drainage. Release of contaminants or hazardous materials, as defined in CERCLA, RCRA, FIFRA, the Toxic Substances Control Act, the Clean Water Act, or any other applicable federal or state environmental law, into the Property is prohibited.

Section 8.07. Maintenance. Until transfer to the Association, Declarant and its successors and assigns shall pay all water assessments on Association Water and maintain the Water Facilities and any ditch lateral serving the Property required to be maintained by any irrigation or other authority. Upon transfer to the Association, full responsibility for the Water Facilities, ditch laterals, and Association Water shall be borne by the Association.

ARTICLE 9

DISPUTE RESOLUTION

Section 9.01. General. Except for collection and lien foreclosure actions against Owners, specifically including but not limited to actions under Article 5, all actions, disputes or claims between any Owner, the Board, the Association, Declarant, and/or their respective agents, contractors, successors and assigns, whether in contract, tort or otherwise, shall be resolved by the procedures set forth in this Article 9.

Section 9.02. Initial Notification; Negotiation. For each claim governed by this Article 9 (a "Claim" in this Article 9), the claimant ("Claimant" in this Article 9) shall give notice to the other party

or parties against whom the claim is asserted ("Respondent" in this Article 9), setting forth: (a) the nature of the Claim; (b) the basis or reason for the Claim; (c) any other material information regarding the Claim; (d) the specific relief and/or proposed remedy sought; and (e) the intent to invoke this Article 9 (the "Notice of Claim" in this Article 9). Claimant and Respondent shall use good faith efforts to resolve the Claim through negotiations following delivery of the Notice of Claim, pending mediation pursuant to Section 9.03.

Section 9.03. Mediation. If the Claim is not resolved through negotiation under Section 9.02, it shall be mediated before a mediator jointly selected by the parties. Mediation is a process in which the parties meet with an impartial person who helps to resolve the dispute formally and confidentially. Mediators cannot impose binding decisions. The parties to the dispute must agree before any settlement is binding. The mediation shall occur within thirty days following delivery of the Notice of Claim (the "Mediation Period" in this Article 9). Mediation shall be a condition precedent to the filing of a lawsuit. In the event Claimant does not participate in selecting the mediator or appear for mediation, Claimant shall be deemed to have irrevocably waived the Claim, and Respondent shall be released from any and all liability to Claimant on account of such Claim. If mediation is successful, the resolution shall be documented in writing and signed by the parties. Thereafter, if either party violates the resolution, the other party may apply immediately to a court in the County for relief. The mediation, unless otherwise agreed, shall terminate if the entire dispute is not resolved before the expiration of the Mediation Period. In the event that mediation is unsuccessful, or if Respondent does not participate in selecting the mediator or appear for mediation, then Claimant may bring an action in a court of proper jurisdiction in the County within sixty days following the expiration of the Mediation Period. If no action is filed within the specified time, Claimant irrevocably waives the Claim and any and all right to proceed to litigation regarding the Claim. If the matter is settled through the mediator, Claimant and Respondent shall share equally in the mediation costs and pay their own attorney fees, if any. If the matter is not settled by mediation and proceeds to litigation, the losing party in the litigation shall pay the prevailing party's portion of the mediation costs and its attorney fees, if any.

Section 9.04. Limitation of Remedies. Every party subject to this Declaration disclaims and waives any claims for the following remedies and damages for any matters related to any Claim, whether a Claim is made on the basis of contract, tort or any other theory or basis at law or in equity: (a) punitive or exemplary damages; (b) claims for emotional distress or pain and suffering; and (c) claims for incidental and/or consequential damages (except as otherwise provided in this Declaration).

Section 9.05. Attorney Fees and Jury Waiver. In the event of any dispute, the substantially prevailing party shall be awarded its reasonable costs and attorney fees, including post-judgment collection costs, in addition to actual damages. All parties subject to this Declaration waive the right to a jury in any action or proceeding to the maximum extent permitted by law.

ARTICLE 10

GENERAL PROVISIONS

Section 10.01. Easements. Easements for the installation and maintenance of utilities, Water Facilities, access, and Association maintenance, are reserved as shown on the Plat. Within these easements no improvement, structure, planting or other material shall be placed or permitted to remain that may damage or interfere with the installation and maintenance of such utilities or facilities, as further provided elsewhere in this Declaration. The easements depicted on the Plat as "22' Irrigation Easement" and the "30' Emergency Access and Utilities Easement" may also be used by the Owner of Lot 1 and their

Section 10.08. Notice. Any notice or demand required or permitted by this Declaration shall be in writing and shall be: (a) hand-delivered or sent by United States first class mail, postage prepaid, to the address of the Owner of the Lot to receive notice at the address provided by the Owner for that purpose to the secretary of the Association; or (b) emailed to an email address provided by the Owner for that purpose to the secretary of the Association. If the Owner fails to provide a contact address to the secretary, notice shall be sent to the address of the Owner specified in the deed recorded in the real property records of the County by which that Owner took title, and to the street address of that Lot, if any.

Section 10.09. Severability. Invalidation of any of the covenants, restrictions or other provisions contained in this Declaration shall in no way affect or limit any other provisions, which shall remain in full force and effect. To the extent feasible, any non-complying provision and the remainder of this Declaration shall be reformed to comply with applicable law and to preserve the intent of this Declaration, including the invalidated provision.

Section 10.10. Waiver. The failure of the Association or any Owner to enforce any right under this Declaration upon any occasion shall not be deemed a waiver of such right on any subsequent occasion(s). The waiver, either express or implied, by the Association or any Owner of any of the rights, terms or conditions in this Declaration shall not be deemed as or constitute a waiver of any other rights, terms or conditions in this Declaration. Any waiver, in order to be valid and effective, must be in writing.

Section 10.11. Titles and Headings; Construction. The article and section titles and headings used in this Declaration are for identification purposes only and shall not be utilized to interpret or construe the provisions of this Declaration, which shall remain in full force and effect. Whenever required by the context of this Declaration, the singular shall include the plural, and vice versa; and the masculine gender shall include the feminine and neuter genders, and vice versa.

Section 10.12. Binding Effect. The provisions of this Declaration shall be binding upon and for the benefit of Declarant, the Association, and each Owner, and each of their heirs, personal representatives, successors in interest, and assigns.

Section 10.13. No Rights Given to the Public. Nothing contained in this Declaration shall be deemed to be a gift or dedication of any portion of the Property to the general public or for any public use or purpose.

Section 10.14. Applicability of Governmental Regulations. The covenants, conditions and restrictions contained in this Declaration are separate and distinct from any zoning, building or other law, ordinance, rule or regulation of the Town or of any governmental authority having jurisdiction over the Property that now or in the future may contain different requirements from or in addition to those contained in this Declaration or that may prohibit uses permitted in it or permit uses prohibited in it.

[signature page follows]

WEST ELK LAND & HOPS, LLC

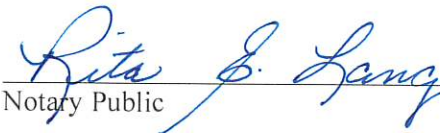
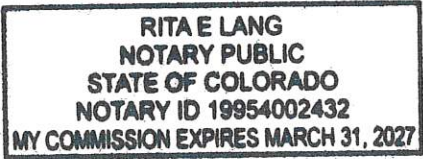


David R. Warren, Managing Member

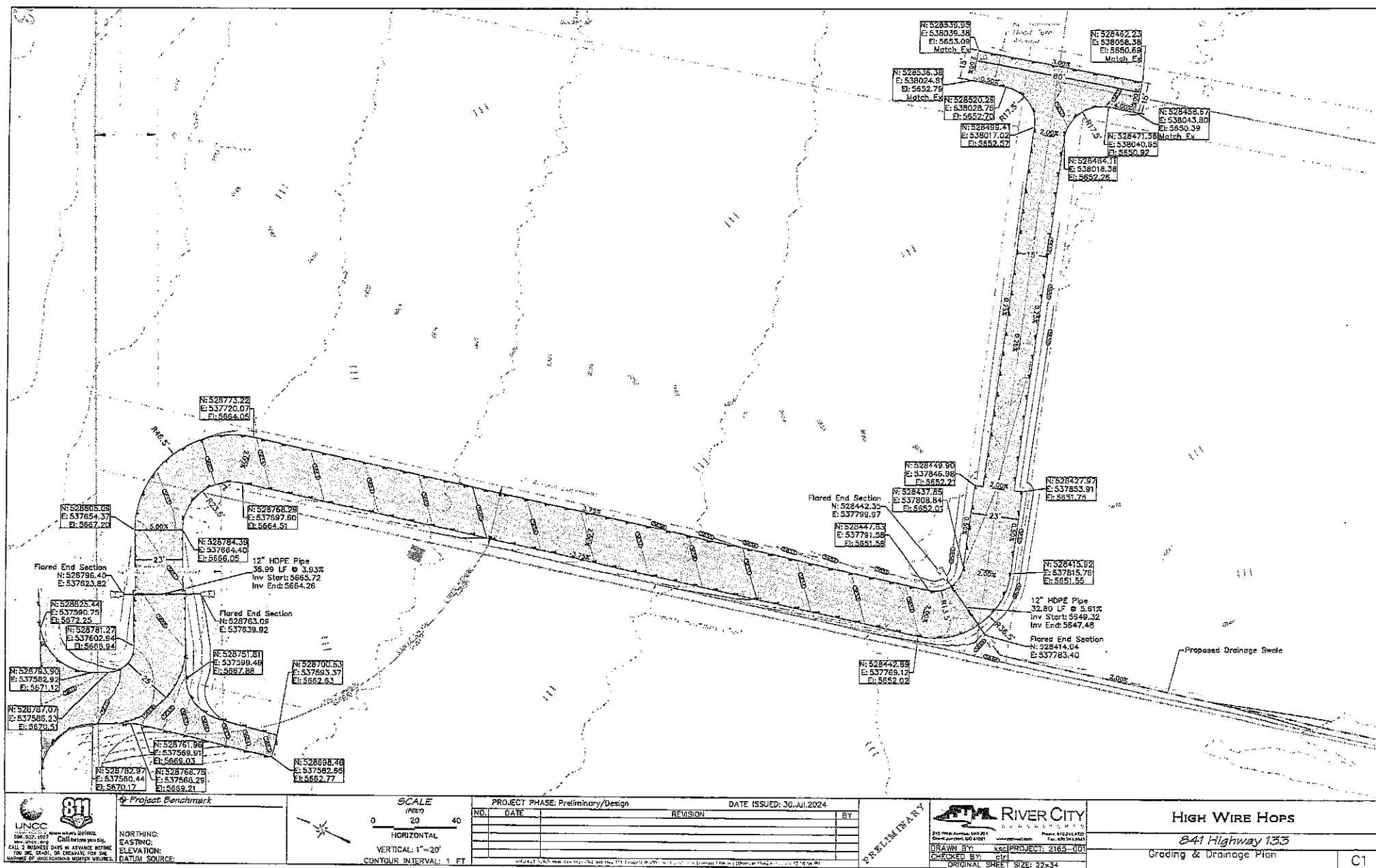
STATE OF COLORADO)
) ss.
COUNTY OF DELTA)

Subscribed and sworn to before me the 7 day of OCTOBER, 2024, by David R. Warren, Managing Member of West Elk Land & Hops, LLC.

WITNESS my hand and official seal.
My commission expires: March 31, 2027



Notary Public





Town Administrator's FY-2025 Budget Message

12/8/2024

Honorable Mayor & Board of Trustees,

Staff are pleased to present to the Board of Trustees a 2025 Proposed combined General Fund, Capital Improvement Fund, Special Revenue Funds, and Enterprise Funds of \$12,883,600. This total includes operating expenditures, debt service, and transfers of \$3,978,450, and a capital improvement program for 2025 of \$8,905,150. These totals include General Fund and Capital Improvement Fund Capital Projects costing \$3,290,650 and an operating budget in the General Fund of \$500,050. The General Fund operating budget provides funding for Town services such as Public Safety, building and planning services, public works administration, and all Town administrative services. There are an estimated General Fund Revenues of \$1,620,300 when combined with the estimated beginning fund balance of \$1,163,777, the total available funding for FY-2025 is \$2,784,077 in the General Fund. Due to significant capital outlays and no decision on supplemental grant funding, it is anticipated that the General Fund will end the fiscal year with \$703,252 as its ending fund balance.

The total requested appropriations in the 2025 Budget equals \$12,883,600 and total available resources, including available fund balances and estimated revenues, equal \$16,569,029. This is a balanced budget where total appropriations do not exceed total available resources.

The proposed 2025 Budget for the Town of Paonia was presented to the Trustees, the Finance Committee, and the public in a variety of meetings and workshops held on October 22, 2024, November 12, 2024 and information was gathered to determine service levels during a workshop on August 27, 2024. The October 22nd iteration of the budget has been amended several times to reflect Trustee suggestions, updates to revenue projections as well as other changes that better reflect the current and expected future financial position of the Town. The updated budget documents have been made available on the Town's website through the Board of Trustee packets. The final budget adoption is scheduled for December 10, 2024.

Significant changes made to the 2025 budget since the October 22, 2024 Board presentation include:

- \$30,000 reduction in estimated property tax revenue due to recent State legislation
- \$15,000 increase in estimated building permit fees due to updated budget/actual information available
- Increases in estimated revenue for Special Reviews and for Short Term Rental Licenses after the passage of the Ordinance regulating Short Term Rentals.
- \$32,000 Estimate for the sales of assets in 2025 after the Board of Trustees approved the Surplus Equipment list
- Various Departments in the General Fund received a decrease in the anticipated personnel expenses due to completing a study on fixed allocations and re-allocating personnel expenses based on which fund(s) staff time is spent

The overall size of the budget has increased in recent years as the Board of Trustees has made decisions to invest in aging infrastructure and replace critical facilities. The 2025 Budget focuses on the continuation of investing in staff members for training and retention, and improving the delivery of services provided to Residents and visitors to Paonia.

The 2025 Budget estimates that all Town funds will meet all required fund balance reserve requirements at year-end including the bond covenants for the water and wastewater utility. Over the next few years, significant investment into the Water and Wastewater systems will occur, and the most prudent way to fund them is through new debt. Because of this, utility rates will have to go up for both base rates and usage rates in both the Water and Wastewater funds to support repayment of the new debt.

Budget Highlights

In the 2025 Budget, there are three major themes that came out of the August Workshop that have been implemented and guided the creation of a Strategic Plan for 2024-2026. In accordance with the Town's newly minted Mission Statement, and Value Statements, Paonia's team is committed to delivering excellent services that ensure that the needs of our community are met. It is important to note that although large capital improvement projects are easily noticed by the public, it's imperative that we also recognize the ongoing day-to-day operations that keep Paonia running. Our daily operations and the people that perform them are fundamental in our commitment to serving our community. Below are four major themes that appear in this budget.

Fiscal Responsibility and Transparency in Finances

Town staff are committed to better presenting and monitoring budgetary changes on a monthly basis. What began in 2024 with monthly budget to actuals, and including a running tally on grants that the Town has received, will continue in 2025 with the integration of new technology and modules within Caselle (the Town's ERP system) to help better track operating costs in real-time. Town staff will continue to pursue grants to support priorities identified by the Board of Trustees. With the hiring of a contracted Grants Manager in 2024, those efforts will continue in 2025.

Continued Investment in Staff

Employees are who provide the services for our Residents and visitors, they provide essential services necessary to keep our community together. A well-trained and qualified workforce is critical to developing and maintaining a high-quality way of life for our Residents. Although this budget requires that every employee pay a portion of health insurance, regardless if it is Employee only, it does include a minimum 5.7% Cost of Living Adjustment for all Staff. In 2024, the Town gave a 3% COLA, and it was appreciated by staff, but in many cases, it kept employees below minimum wages for similar-sized communities and those within our region. There are several employees that are also receiving merit-based increases after receiving excellent performance reviews.

Investment in Technology

The Town will continue to modernize its processes and equipment through the purchase of new laptops, docking stations, and outfitting employees with technology necessary to provide a higher level of service. The 2025 Budget also includes investment in new technology to help with records management, and with providing vital backup through the purchase of new servers. Over the past several budget cycles, increasing security measures at the Town Park and within Town Hall and critical facilities have been important considerations for the Town. In 2025, the Town will purchase security cameras and install them at the Town Park, Town Hall, Public Works Shop, Lamborn Water Treatment Plant, and the Wastewater Treatment Plant.

Infrastructure Improvements

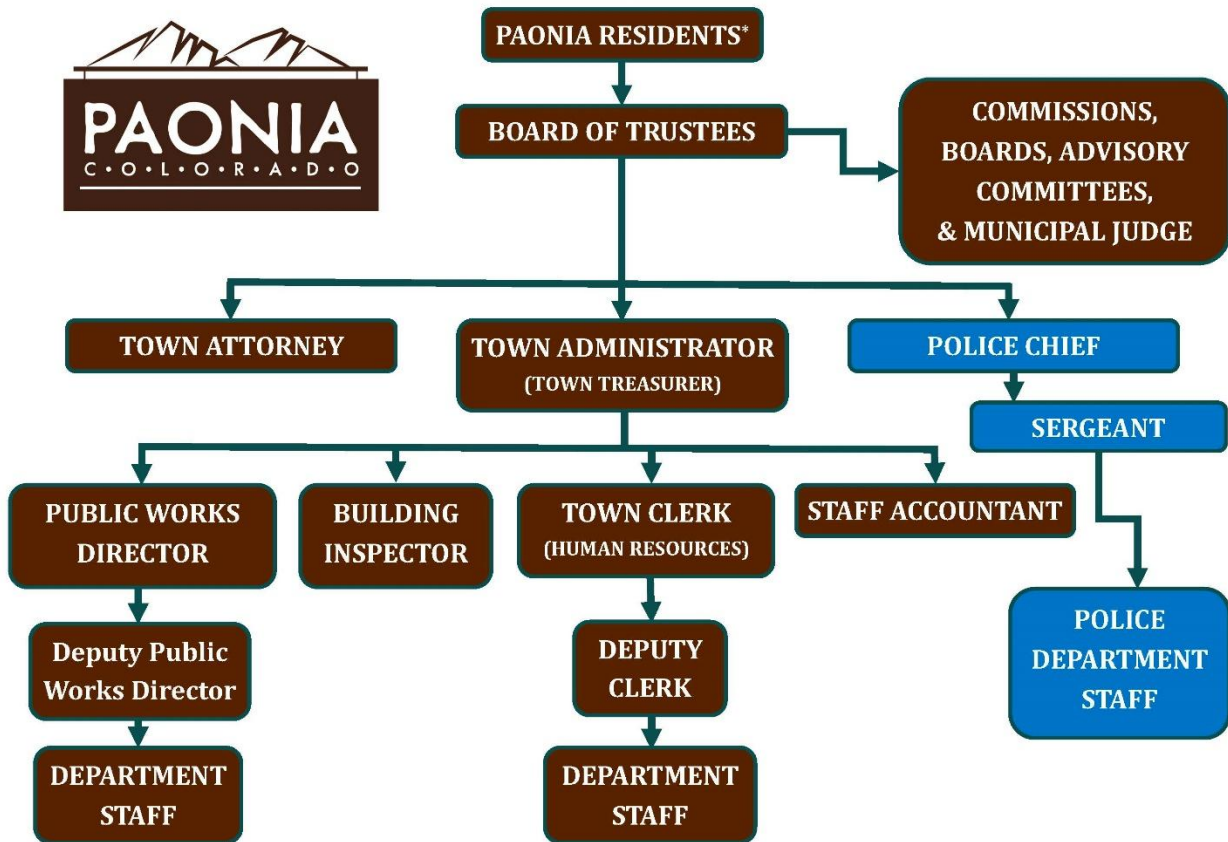
The most significant expenses in the 2025 Budget are Capital Outlays for infrastructure improvements. The majority of the projects are related to the Water Capital Improvement Plan Phase I and are a carryover from 2024. Projects were delayed due to additional design requirements after receiving preliminary approval from regulating state agencies such as CDPHE and CDOT. Capital Outlay makes up \$8,905,150 of expenses projected in FY-2025.

This budget serves as the Town's roadmap for the upcoming budget year. It is intended to function as a comprehensive financial roadmap for Town operations and activities in 2025. It is my opinion that this budget captures the goals and objectives established by the Board of Trustees through the August Workshop and the March 2023 workshop, and that it will support the Strategic Plan. I also believe that this budget aligns with what we've heard from our community during the Comprehensive Plan, Housing Needs Assessment, and Code Rewrite processes. Although, we've done our level best to anticipate the financial needs of the Town for 2025, it may require adjustments throughout the year to accommodate changing circumstances, and to pursue new grant opportunities. My sincere gratitude to the Board of Trustees and the Residents of Paonia for consideration of the Budget.

In Public Service,

Stefen A.B. Wynn, *M.P.A.*
ICMA-CM
Paonia Town Administrator
E: StefenW@TownofPaonia.com

Town of Paonia Organizational Chart



*Paonia Residents serve a crucial but *limited* role in the Town's governance. The residents' role is defined by Colorado Constitution and state and local laws, including, without limitation, those provisions concerning the election of candidates to municipal offices, the right to vote on matters involving municipal taxes and debt, the right to speak during public hearings, and with regard to legislative matters only, the powers of citizen initiative and referendum. This organizational chart is not intended, nor shall it be deemed, to grant or expand any rights to Paonia Residents above that required by the Colorado Constitution and applicable state and local laws, and specifically does not authorize Paonia Residents to direct Town officers or employees with respect to such employees' or officers' duties or job responsibilities.





BOARD OF TRUSTEES

Paige Smith, Mayor
PaigeS@TownofPaonia.com
 Term Expires: April 2028

John Valentine, Mayor Pro Tempore
JohnV@TownofPaonia.com
 Term Expires: April 2026

Rick Stelter, Trustee
RickS@TownofPaonia.com
 Term Expires: April 2026

Kathy Swartz, Trustee
KSwartz@TownofPaonia.com
 Term Expires: April 2028

Walter Czech, Trustee
WalterC@TownofPaonia.com
 Term Expires: April 2028

Lucy Hunter, Trustee
LucyH@TownofPaonia.com
 Term Expires: April 2026

Mike Heck, Trustee
MikeH@TownofPaonia.com
 Term Expires: April 2028

Town Leadership Team

Stefen Wynn – Town Administrator & Treasurer

Matt Laiminger – Police Chief

Cory Heiniger – Public Works Director

Samira Vetter – Town Clerk

Kaja Bowman – Deputy Treasurer

Important Digital Resources

The Town of Paonia is pleased to offer a variety of online resources to help keep the community informed on information relative to Town. Please use these tools to find information you need whenever you desire.

Town of Paonia Website

The Town of Paonia website (www.townofpaonia.gov) offers access to more information on the Town's finances including monthly financial statements (budget to actuals), budget information, and annual comprehensive financial reports (audits). The website also offers access to important planning documents such as the Comprehensive Plan (1996) and the current work in progress to update the plan, the Housing Needs Assessment and Housing Action Plan, as well as the Town's municipal code among other valuable information.

Stay Updated with Other Digital Resources

- [Town Administrator's Reports](#) – Monthly updates on all activities of the Town Staff.
- [Departmental Scorecards](#) – Monthly accounting on all projects in action by department.

Follow the Town of Paonia on Social Media



**FOLLOW US ON
FACEBOOK**

- Town of Paonia - <https://www.facebook.com/TownofPaonia>
- Paonia Police Department - <https://www.facebook.com/PaoniaPoliceDepartmentCO>



- www.youtube.com/@townofpaonia5418

Are you opted in to TextMyGov?

TextMyGov

Text 'Hi' to (970) 540-5550 or scan the QR code here:

Use TextMyGov to report issues around town, receive notices and critical information. This service is available 24/7 and let's you easily submit a report or get in touch with someone that can answer your questions.



The Board of Trustees, through public workshops and with staff participation, developed Paonia's first-ever mission statement and passed it through Resolution 2024-15. The mission statement utilized public comments that were received from multiple listening sessions from the Comprehensive Plan update and Housing Needs Assessment that were completed from August 2023 through September 2024.

Our Mission

Paonia is a vibrant community that values our rural, small-town history and heritage centered on education, recreation, social and economic diversity, and a government that ensures a quality of life for all residents by striving to provide exemplary service in a safe, healthy and transparent manner while protecting our precious natural resources.





Our Core Values

Resiliency

We embrace our creative culture and recognize that new industries have flourished after experiencing historic losses to the mineral industry, we commit to ensuring that Paonia remains a livable Town, recovers quickly from difficulties, and we strive to support our Town by proactively adapting to the rapidly evolving impacts of climate change.

Family & Community

We value our families, individuals, neighbors and our extended community as a whole and ensure Paonia remains a livable Town providing an affordable high quality of life for all Residents through exceptional management of resources.

Conservation & Recreation

We value our diverse recreational opportunities and recognize that thoughtful stewardship of our natural resources contribute to our vibrant community and quality of life and that we recognize that our water, agricultural and recreation management practices directly impact our environment and the ability for our residents and the environment to flourish.

Natural Resources & Economic Development

We value investment in our businesses and promote sustainable solutions to economic development while honoring our agricultural heritage and ensuring that we address the impacts of growth to our natural environment in a sustainable and regenerative manner.

The Board of Trustees began a strategic planning process in 2023 under the guidance of the interim administrator and a list of goals were created. The Board continued to develop their goals in 2024 through public workshops that identified both internal and external threats and opportunities for each department of the Town through Strengths, Weaknesses, Opportunities and Threats assessments (SWOT). The goals from 2023 and the analysis of SWOT for each department¹ helped to guide the development of a Strategic Plan.

What is a Strategic Plan?

A strategic plan serves as Paonia's roadmap for prioritizing initiatives, utilizing resources, delivering services and departmental operations. The strategic plan is a 'big-picture' document that directs staff efforts and town resources towards a clearly defined vision. Town staff are responsible for prioritizing and planning specific projects and departmental operations based on the overall goals and themes identified in the Strategic Plan.

The Board of Trustees will address and discuss the Strategic Plan, update any goals, and amend priorities every two years. The next time the Board of Trustees will address the Strategic Plan is in the Summer of 2026 for the FY-2027 Budget. Goals are given to department heads for feedback on how to achieve those goals.



Pic. 1 School Loop Trail Ribbon cutting

Throughout the budgeting process and during the fiscal year, decisions are made on what to prioritize based on the goals identified by the Board of Trustees. Staff and Trustees will use the strategic plan to ensure that adequate resources are available to implement each task. As a tracking mechanism, staff prepare a monthly [Departmental Scorecard with updates on projects and it is readily available on the Town's website.](#)

Paonia's strategic plan is a work in progress and will continually be evaluated and improved. A well-executed strategic plan serves as a roadmap for Paonia that enables the Board of Trustees and staff to make decisions towards goals that improve service-delivery, and enhance the quality of life for Paonia Residents.



¹The Goals identified during the March 13, 2023 Strategic Planning Session and the SWOT analyses from the August 27, 2024 Board Workshop are included in the appendices.

STRATEGIC PLAN CATEGORIES AND GOALS

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ORGANIZATIONAL EXCELLENCE
AND STAFF DEVELOPMENT



PRISTINE INFRASTRUCTURE
AND CRITICAL FACILITIES

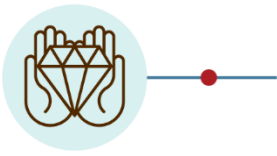
TRANSPARENT, SECURE AND
ACCURATE FINANCIAL AND
ADMINISTRATIVE SYSTEMS



COMMUNICATION AND
RECORDS MANAGEMENT

SAFE AND RESILIENT
COMMUNITY





Organizational Excellence & Staff Development

We support and empower a team that builds confidence with Residents and customers through transparency, integrity, service, innovation and fiscal responsibility. Our team strives to transmit the Town, not only not less, but greater and more beautiful than it was transmitted to us. We align our values with continuing to move Paonia in a positive direction as we work together with the community.

Goal: Strengthen Public Trust and Confidence

Strategies:

- Hire employees based on skills and ability to perform the duties of positions as assigned, give preference to candidates that demonstrate the ability to work as a team.
- Update personnel policies and provide professional development opportunities to ensure that the Town is staffed with qualified individuals.
- Support employees through continued education opportunities and trainings, encourage and support employees to pursue and maintain accreditations, certifications, and licensure.
- Encourage employees to join and be active in professional organizations and associations.
- Provide value to utility customers by balancing efficiency and cost management with innovation in customer convenience, strive to treat each customers' issue as unique to the customer.
- Foster positive relationships between staff and board members to enhance communication and collaboration.

Goal: Be an Employer that Attracts and Retains Dedicated Staff Passionate about Paonia

Strategies:

- Invest in an organizational culture that values development, creative problem solving, service and recognizes employees for a job well done.
- Continue to develop new training programs and encourage trainings through CIRSA and other organizations that improve employee safety, interdepartmental communication, cross-training, and continue to improve the relationship between staff and the board.
- Update personnel policies and the employee manual with staff input.
- Create clear onboarding processes and recognition systems to boost morale and retention.





Pristine Infrastructure And Critical Facilities

We pledge to adequately fund improvements to infrastructure to atone for underfunding infrastructure and critical facilities in previous years. We strive to provide essential services to Residents and the extended Paonia community by investing in, operating and maintaining, quality facilities and infrastructure.

Goal: Repair and Maintain Existing Infrastructure, Facilities, and Equipment; Liquidate or Replace Those that Can't be Repaired

Strategies:

- Continue to improve the comprehensive long-term capital improvement plan that prioritizes sustainable growth and maintenance.
- Seek out supplemental funding whenever available for infrastructure improvements.
- Maintain accurate records of the Project Needs Assessments for both the Water and Wastewater Utility, include necessary improvements to critical facilities such as treatment plants, pressure relief valves, and other necessary appurtenances necessary to maintain or improve adequate operations.
- Evaluate existing facilities for feasibility of maintaining or restarting operations.
- Ensure the completion of critical infrastructure repairs and upgrades to enhance the Town's water, sewer, and road systems.

Goal: Maintain or Improve Levels of Service

Strategies:

- Reduce utility service disruptions and improve service reliability by upgrading and maintaining essential infrastructure systems.
- Meet or exceed all State and Federal Standards for water and sewer.
- Establish a Storm Water utility to mitigate flood waters, runoff and direct heavy rains to a beneficial place for storage and/or treatment.
- Continue to evaluate annual service delivery levels as a part of the budget process.
- Modernize Park facilities and public spaces to increase community engagement, safety, and accessibility.
- Utilize existing asset management and fleet maintenance software to help assess current and future needs for materials and equipment.
- Include sidewalk repairs and construction of new sidewalks in the annual Capital Improvement Plan.

Goal: Ensure Future Viability of Infrastructure and Facilities

Strategies:

- Create, update, and administer infrastructure plans and studies that prioritize resiliency and stability.
- Ensure the completion of critical infrastructure repairs and upgrades to enhance the Town's water, sewer and road systems.
- Modernize Park facilities and public spaces to increase community engagement and safety.

- Expect high-quality infrastructure construction.
- Plan infrastructure improvements that are more resilient and easier to maintain despite a higher upfront construction cost.
- Approach all improvements with a 'dig once' mentality.
- Establish a comprehensive long-term capital improvement plan that prioritizes sustainable growth and maintenance.





Transparent, Secure and Accurate Financial and Administrative Systems

We are committed to providing transparent, secure and easy to digest financial information. We will ensure that both our administrative systems and financial systems are secure and mitigate the chances of fraud or malfeasance from occurring.

Goal: Strengthen Financial Transparency and Accountability

Strategies:

- Continue to improve financial reporting, budget processes and tracking systems.
- Continue to utilize the Enterprise Resource Planning (ERP) software to its full functionality.
- Fully implement Requisitions and Purchase Order modules within the ERP system to track costs as soon as they are encumbered.
- Integrate Capital Improvement Planning into budgeting and financial reporting.
- Enhance grant tracking and reporting to improve access to funding opportunities and ensure compliance with grant requirements.
- Utilize monthly budget to actual reports as an opportunity to communicate to Residents about the services being provided by the Town.

Goal: Ensure that Inventory and Assets are Properly Accounted and Managed

Strategies:

- Utilize existing software to manage and control an inventory of parts and tools.
- Implement efficient procurement and asset management systems to ensure fiscal responsibility and resource optimization.
- Appoint Staff to manage data entry into the system and provide monthly reports on inventory, stock, parts.
- Continue to liquidate surplus equipment, and assets at the most opportune time to recover the most cost, and utilize the cost recovery towards replacements.



Safe and Resilient Community



Paonia is committed to creating a safe, friendly, and connected experience for Residents and visitors. We value the mix of industries that make Paonia unique and continue to sustainably growing the business community, skilled workforce, and cooperate regionally.

Goal: Provide and Maintain Public Safety Services and Awareness in our Community

Strategies:

- Deliver the highest level of police services without being overbearing to ensure that Residents feel safe and secure.
- Enhance security measures across all town facilities through upgraded surveillance systems and regular safety and security audits.
- Continue to collaborate with regional partners in response and education.
- Develop a Comprehensive Municipal Emergency Management Plan for continuity of operations in partnership with the County Emergency Management Department.
- Utilize Records Management Systems and Computer-Aided Dispatch to generate high-quality reports, and records.
- Create standard policies using Lexipol for police operations and personnel management.
- Improve data protection and cybersecurity by conducting regular security audits and implementing risk mitigation strategies.

Goal: Partner with Existing Non-Governmental Organizations to Create Arts and Culture Opportunities, More Community Based, Community Service and Action Opportunities that Connect the Community

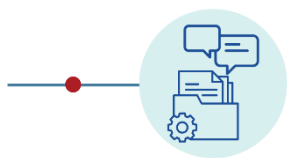
Strategies:

- Establish and provide volunteer resources to the community.
- Work with regional partners to develop or implement programming.
- Develop a needs study for community services such as arts, culture, recreation, and educational opportunities through partnerships with existing NGO's such as the North Fork Chamber of Commerce, the North Fork Historical Society, the North Fork Valley Creative Coalition, the Learning Council, the Paonia Senior Center, and other similar organizations.
- Participate more in leadership and assisting with community events.
- Promote community-wide art initiatives.
- Honor our agricultural legacy and work to celebrate Paonia's history.

Goal: Support the Local Labor Market and Work with Partners to Grow Diverse Employment Opportunities

Strategies:

- Cultivate partnerships with the Delta County Public School District and county agencies to develop a local talent force.
- Connect Paonia employers with local talent force.
- Create a stronger presence with OneDelta County to strengthen economic development activities in Paonia.



Communication and Records Management

Our mission is to enhance municipal operations through efficient records management and transparent communication, ensuring compliance with regulations and fostering public trust. We are committed to using modern technology to improve accessibility, engagement, and the responsible management of town resources.

Goal: Preserve the Town Record and History in an Accessible and Easily Recallable Manner

Strategies:

- Implement a comprehensive records management system to improve the accessibility and organization of municipal documents.
- Improve the Town's technological capabilities by integrating modern software tools for records management and public engagement.

Goal: Engage, Inform and Involve the Community

Strategies:

- Increase public awareness and engagement by improving communication channels, including regular website updates and public reporting.
- Ensure compliance with state and federal regulations through regular accessibility and records audits that evaluate key processes in records management.
- Strengthen community trust by providing clear and transparent information regarding municipal funding, including spending on marijuana revenue and sidewalk improvements.

TOWN OF PAONIA, COLORADO

TOWN OVERVIEW

HISTORY

The Town of Paonia was organized under the 1877 laws of the State of Colorado and is located in Delta County. Paonia was incorporated, on July 21, 1902, by Delta County Court Order, following a successful election for incorporation held on July 14, 1902, in which 100 people voted for incorporation and 1 person voted against incorporation.



The Town of Paonia is a statutory town and is limited to exercising governing powers that are granted by the State of Colorado and are subject to provisions and limitations imposed by the state.

In 1902, Paonia was first incorporated as a Mayor – Council form of Government with a Board of Trustees serving as the “Council” and legislative body. The Mayor and Trustees are elected to staggered four-year terms. The Mayor and Board of Trustees passed Ordinance 2014-09, establishing the position of Town Administrator and enumerated the duties, and powers of the position to include all executive and administrative functions for the proper management of the Town.

The area encompassing what is now the Town of Paonia was first explored in 1853 by Captain John W. Gunnison of the United States Army. Captain Gunnison’s mission was to locate a suitable pass through the Rocky Mountains for the Topographical Engineers. The area was first inhabited by the Ute Indian Tribe until 1880, when the Ute Indian Reservation was closed by the Federal Government.

Following the closure of the reservation, the site itself was settled in 1880 by Samuel Wade and William Clark, who had traveled with Enos Hotchkiss from Ohio. The areas around Paonia have significant industries in ranching, mining, and orchard farming and vineyards. Paonia is naturally air conditioned by warm air flowing up the valley at night and cool air from the mountains during the day resulting in optimal

conditions for growing cherries, apricots, grapes, peaches, plums, pears, nectarines, and apples.



The Town of Paonia is home to the North Fork Valley Creative Coalition (NFVCC), which is a thriving community of visionary artists, and creative businesses from Paonia, Hotchkiss and Crawford. The NFVCC manages Paonia's Creative District which is a state-certified district in Colorado's Creative Industries Creative District Program. The NFVCC hosts the following annual events for the Town of Paonia: Final Friday Frolics – a monthly art walk; the Mountain Harvest Festival; and the Holiday Art Fair. Paonia also hosts several other festivals, including: the Paonia Cherry Days Festival; Top 'O the Rockies, BMW Rally; and Pickin' in the Park.

Throughout much of Paonia's history, the Town relied on Coal Mining as the major economic driver for the Town, and as the source of employment for many of its Residents. In 2013, the Elk Creek Mine in Somerset closed and 257 people were left unemployed. In 2016, another coal mine, the Bowie #2 mine shutdown, and an additional 102 jobs were lost. In 2023, it is the West Elk Mine (operated by Arch Coal), is the only fully operational mine left in the Paonia-area, and it has a finite supply of coal left to extract.

After the significant loss of jobs, families emigrating from Paonia, and the loss of billions of dollars of revenue from the closure of coal mines, the state of Colorado designated Paonia as a Disadvantaged Community (DAC). To qualify as a DAC, Paonia needs to meet certain criteria from the state, such as a population less than 10,000, and at least two economic factors. Paonia's current (2023) Median Household Income (MHI) is \$53,646 and is lower than the state's average of \$64,147. The current (2023) Median Home Value (MHV) is \$217,400 and is lower than the state's average of \$397,500.

The Town experienced a catastrophic water loss crisis that began on February 14, 2019, and by February 18, 2019, the State of Colorado placed all Paonia water customers on a Boil Order. Later that day, the Town issued a local emergency declaration, and the drinking water supply was turned off. As a result of the emergency, a referendum was passed on January 7, 2020, through a special election, and the ban went into effect on January 27, 2020.



Continuing in FY-2025, the Town is progressing a 20-year water capital improvement plan, funded largely through a loan from the Colorado's Drinking Water Revolving Fund, and supplemented through grants. The first phase of the plan focuses on

replacing and upsizing the main distribution line from the water treatment plant to nearly all water customers, relining the finished water storage tank, and metering and rehabilitating the town's raw water system since it was first constructed. Paonia is making significant investments in its infrastructure over the next 20 years.

Efforts from 2024 towards improving the water system will be carried over into FY-2025. The Town plans to use the results of Phase I improvements to the water system, and the hydrogeological study to help inform additional phases. Preliminary results of the study revealed that in 2024 there was more water on the mountain than previously thought.

Lacking industrial development, the limited commercial district is primarily retail, with restaurants and non-profits occupying a considerable percentage of the commercial base. The Town of Paonia is primarily a residential community. Through partnerships with the state and local non-profit organizations, and due to the Town's proximity to incredible recreational opportunities, tourism is an industry that Paonia continues to encourage, and develop. The overall economic outlook for the Town continues to be stressed, but slightly improved as economic conditions change throughout Delta County, and the state of Colorado.

After being behind in submitting financial audits, Paonia finished both the FY-2022 and the FY-2023 Comprehensive Annual Financial Report in 2024. During FY-2025, Staff from Paonia anticipate getting back on schedule with submitting timely audits before the June 30th deadline. After numerous years of submitting late audits to the state, the finances of Paonia are finally in an easily accessible, transparent, and easy to understand manner. The organization as a whole looks forward to consistently providing accurate and timely financial information to Residents, visitors and other stakeholders.



INTRODUCTION

Scope of Services

The Town of Paonia provides the following major services to the Residents and visitors of Town:

- Public Safety
- Parks, Trails, and Open Space
- Street Construction and Maintenance
- Municipal Court
- Town Facilities
- Administration and Finance
- Community Development and Building
- Communication, Engagement and Support Services
- Municipal Airport
- Water Utility
- Sewer Utility
- Trash Services

Employees and Benefits

The Town had twenty (20) regular, full-time positions (exempt and non-exempt) in 2024, but had twenty-two (22) available full-time positions. The Town also had two (2) part-time positions in 2024. In 2025, the Town is expected to fill all of its vacant positions and have a total of twenty-three (23) full-time positions, one (1) part-time employee, and seasonal employees in the Parks Department. The Town of Paonia neither recognizes nor bargains with any employee union.

In 2025 the Town is transitioning to a performance-based pay system. Several employees that have been recognized for outstanding performance and will receive a base salary increase higher than the standard cost of living adjustment. All employees will receive a minimum 5.7% Cost of Living Adjustment (COLA) going into 2025 to make up for a lesser for 2024 and to keep wages competitive within our region. In 2025, the Town will conduct a compensation study. The outcome will determine what wages should be applied to different positions to ensure that we remain competitive with neighboring, or similar sized communities.

In 2024, a new annual performance appraisal system was established and included a requirement that individual development plans (IDP) are also completed between the employee and their supervisor. If an employee meets or exceeds the goals listed in their IDP by the next appraisal then they are eligible to receive salary adjustments based on their performance and as the budget allows. Actual salaries and benefits are calculated into the budget system assuming each authorized position is filled for the entire length of the fiscal year.

The Town provides other benefits to full-time employees including, Paid Time Off (PTO) which is time that an employee can use for any reason, such as vacation, sick leave, or personal time. Non-Exempt employees can roll over up to forty (40) hours of PTO into the next fiscal year, Exempt employees can sell back up to forty (40) hours of PTO and may roll over an additional forty (40) hours of PTO into the next fiscal year. The Town also offers twelve (12) paid holidays off, staff are proposing to add a holiday in 2025 for Christmas Eve.

Also, in 2025, the minimum rate at which PTO will be accrued is increasing from 4.62 hours per pay period to 6.25 hours. Benefits from surrounding communities typically include a mix of vacation time and sick time, by increasing the rate at which PTO is accrued it will give employees flexibility to make decisions about their time off. The increase in rate will see employees increase their annual PTO from three weeks to four weeks a year.

Employees also receive a portion of their health care benefits paid for by the Town including medical, dental, and vision. All employees pay for a portion of their medical, dental and vision benefits in 2025 including employees that have elected employee only medical insurance, this was done to reflect a 13% increase in the cost of insurance premiums. All healthcare premiums are offered pretax which allows employees to realize income tax savings. The Town covers the \$100,000 life insurance policy premium for every employee.

The Town has established retirement plans for employees. Regular, full-time employees are eligible to participate in the plan. Employees are encouraged to make contributions up to the maximum allowed by law of the base wage of the plan. Regardless of employee contribution towards their retirement, the Town invests 5% of their wage into a plan. Sworn police officers may also participate in the retirement plan up to the maximum allowable by law, but they are also required to participate in a police pension plan.

GENERAL BUDGETARY PRINCIPLES

The annual budget is the primary financial planning tool for the Town. It sets forth management's estimate of available resources and describes the way in which those resources will be expended. Like any plan, the budget is carefully monitored throughout the year to identify and address material variances. Since no plan can accurately predict all future events, management must have sufficient flexibility to adjust during the year without altering the general intent of the Mayor and Board of Trustees as reflected in the adopted budget.

This budget has been structured and prepared using the guidelines of the Government Finance Officers Association (GFOA). Two sources, Governmental Accounting, Auditing and Financial Reporting (GAAFR) and the Governmental Accounting Standards Board (GASB) guide the financial reporting and annual budget process. The budget must be balanced or show a revenue surplus, meaning that deficit spending isn't allowed.

What is a 'Balanced Budget'?

Balanced Budget means, "a balance between total estimated expenditures and total anticipated revenues, including surpluses." This means that appropriated expenditures cannot exceed the sum of the revenues and beginning fund balance. The beginning fund balance is essentially the 'surplus' from previous years' budgets and is the amount of unspent funds from previous fiscal years that are carried forward.

What is the Budget Term?

The Town of Paonia prepares its budget on a calendar-year basis beginning January 1st and ending December 31st.

The Town of Paonia's definition of a 'Balanced Budget' conforms to the statutory requirements for the State of Colorado located in C.R.S. §29-1-103 (2).

What is the Basis for Budgeting?

The budget parallels the methods of accounting used for the Town's funds. The basis of budgeting is the process of converting revenue and costs to establish and report appropriations, which are the legal authority to spend or collect revenue. A modified accrual basis is used for all governmental funds and operations. Proprietary funds are full accrual basis.

The modified accrual basis of accounting is a combination of the cash basis and full accrual basis, and is used to recognize revenues and expenditures for governmental funds. In the modified accrual basis, revenues are recognized when they are measurable and available to finance current expenditures. Measurable means the

amount can be reasonably estimated, and available means it can be collected within the current period or soon enough to pay current period liabilities.

In the modified accrual basis, expenditures are recognized when the related liability is incurred, measurable, and expected to be paid within twelve months of the fiscal period end. Long-term events are treated as accrual accounting, with long-term assets and liabilities recorded on the balance sheet. Depreciation, amortization, and debt repayments are reported over the life of the assets and debts. Modified accrual accounting provides a clear picture of the Town's assets and liabilities, and the relationship between revenue and expenses. It also allows the Town to focus on short-term financial assets and liabilities.

For the Town's purposes, it considers revenue and expenditures as within the same term if collected or incurred within sixty (60) days of the end of the fiscal period. Typically, sixty (60) days past the fiscal period is by February 28th of the following fiscal year.

The full accrual basis of accounting is an accounting method that recognizes transactions in the fiscal year that they occur, regardless of when cash is received or disbursed. This means that revenue is recognized when it's earned, and expenses are recognized when they're incurred. Full Accrual accounting results in accounting measurements based on the substance of transactions and events, rather than when cash is received or disbursed. This form of accounting is used for all of the Paonia's proprietary funds (business activities) such as the water and sewer enterprises and the garbage collection service.

The basis of accounting used to prepare the budget is the same as the basis of accounting used in the financial statements.

What Rules do Staff Follow in Preparing and Monitoring the Budget?

- Formal budgetary integration is employed as a management control device during the year for the General Fund and Special Revenue Funds. Formal budgetary integration is not employed for Debt Service or Enterprise Funds.
- The Town maintains the legal level of budgetary control at the fund level in the General Fund and at the fund level for all other funds. Total expenditures for each fund may not exceed appropriations without approval by Council.
- The Town Treasurer is authorized to transfer budgeted amounts between accounts within a fund. At any time during the year, the Town Treasurer may

transfer unencumbered appropriated balances among line items within one department, or between departments within the same fund, provided that such transfer does not exceed the total appropriation for that fund.

- In the event that uncontrollable circumstances cause deviations from the budget in an amount greater than that which can be remediated through line-item transfer, flexibility and relief are provided by budget amendment procedures as established by Colorado Statutes. These statutes give the Mayor and the Board of Trustees the authority to adopt a budget and modify it as necessary during the fiscal year.
- The Town also maintains an encumbrance accounting system to assist in budgetary control. At year-end, outstanding encumbrances are recorded as reservations of fund balance.

Budget Recommendation:

The proposed budget provides a complete financial plan for each type of fund of the Town and includes appropriate financial statements for each type of fund showing comparative figures for the last completed and audited fiscal year, comparative figures for the current year, and recommendations for the upcoming year. Three years' comparable data is a requirement of C.R.S. 29-1-103 (1) (d) and the Town's budget complies with the statute.



BUDGET PROCESS

The budget process begins as early as mid-August and ends in December with a Public Hearing to adopt the budget. Through a series of discussions, workshops, and public meetings, the Town's level of service goals and anticipated revenues and expenditures for the next fiscal year are developed. Revenue is projected from historical data, estimates, and statistical trends available from Town records and outside sources. Expenditures are estimated based on cost analyses, expected needs, and historical data produced by the finance department. The budget process also produces the related Five-Year Capital Improvement Plan.

For FY 2025, the Board of Trustees began their budget planning on August 27, 2024 with a workshop to discuss goals and objectives for each department. During that work session, the Board established service delivery levels through the performance of a SWOT analysis. On October 22, 2024 the Board held a second workshop with the first walkthrough of the proposed FY 2025 Budget. The Board held their second and final workshop for the budget on November 12, 2024. During each work session, Trustees evaluated the proposed budget, requested edits and ensured that service delivery goals were up to their desired levels. The final public hearing on the FY 2025 Budget is on December 10, 2024.

Public Hearing

The proposed budget is a matter of public record and is open to the public for inspection. At a minimum on public hearing is held on the proposed budget. Appropriate notice of the time and place of the hearing is placed in a newspaper of general circulation.

Adoption of Budget and Appropriation of Funds

In accordance with state statutes, on or before the fifteenth (15th) day of December, the Board of Trustees shall adopt a balanced budget by ordinance for the ensuing year. The Board appropriates sums of money, as it deems necessary, to defray all expenditures.

Budget Amendments

The Adopted Budget can be amended anytime during the fiscal year by presenting the Board of Trustees with a Resolution for approval. Generally, budget amendments are used for one-time items such as emergency repairs to utility infrastructure, project related grants, or other one-time expenses that could not have reasonably been predicted during the budget process.

Supplemental Appropriation

The Board of Trustees may make supplemental appropriations from actual and

anticipated revenues and prior year reserves if the total amount budgeted does not exceed the actual or anticipated revenue total or the available reserve balance. No appropriation can be made which exceed the revenues, reserves, or other funds anticipated or available except for emergencies due to accident or an unforeseen event arising after the adoption of the annual appropriation.

Encumbrances

If a fund has unpaid purchase orders at the end of a fiscal year and a commitment for the expenditure has been logged, those related appropriations are encumbered and carryover to the next fiscal year as a reservation of fund balance. All other appropriations lapse at year-end.

Budget Decreases

The budget can also be decreased below approved levels during the fiscal year. Changes in demand for services, economic conditions, projected growth limits, and Board of Trustee goals may cause such reductions. Should the need arise, each department of the Town is responsible for developing a plan to reduce expenses. If the Town Administrator/Treasurer directs budget reductions, the Board of Trustees will be informed immediately, and the appropriations will be set aside through administrative action. While this administrative action does not lower the appropriations within a fund, expenditures are prevented. If the circumstances that led to the budget reduction change, the appropriation may again be made available for expenditure.

Level of Control and Budget Transfers

Control of expenditures is exercised at the fund level. The Town Administrator/Treasurer, or their designee, is responsible for all expenditures made against appropriations within their departments and may allocate resources within the fund. The Town may transfer appropriated monies between spending agencies within a fund or from one fund to another provided that a few conditions are met.

- The transfer is made from a fund in which the amount appropriated exceeds the amount needed to accomplish the purpose specified by the appropriation.
- The purpose for which the funds were initially appropriated no longer exists.
- A transfer may also include a subsidy of funding from one Fund to support the program needs of another fund. A Transfer from a Utility Enterprise to the General Fund requires a Resolution from the Board of Trustees. Transfers from the General Fund to a Utility Fund are generally prohibited as Enterprise funds are meant to support themselves.

A summary of the timing and principal steps in the budget process is as follows:

August - September	County Assessor certifies the total new assessed and actual values for real and personal property to the Town for use in computing the statutory and TABOR property tax revenue limits. The Town Administrator establishes service level goals and broad citywide objectives for the upcoming budget year. The Finance Department reviews and prepares the necessary forms and instructions and distributes them to the individual departments.
September - October	Town Administrator meets with Department Heads to review budget requests. Department Heads return budget requests to the Finance Department for review and compilation of preliminary budget document. Department Heads compile budgetary quotes for inclusion in the Capital Improvement Plan and review the existing plan for edits.
October - November	On October 15 (for CY-2023 and FY-2024), the Town Administrator must submit a proposed budget to the governing body and a notice of budget must be published upon receiving the proposed budget. Workshops, Public Hearings, and Drafts of the Budget are presented, discussed, and edited as necessary. Deadline for submitting applications to DOLA for an increase in levy are due the first of November.
December	The Mayor and Board of Trustees conduct a Public Hearing to consider approval and adoption of the budget, and certify a mill levy to be sent to Delta County.

FINANCIAL POLICIES

Revenue Policy

The Town of Paonia strives to achieve and maintain a balanced and diverse revenue structure. Paonia is a community that has embraced new industries to offset the effects of sunseting industries such as coal mining. Due to emerging industries and the seasonal success many of them enjoy, annual revenues can vary widely and fluctuate a great deal, making it difficult to forecast, and unreliable to use as a sound revenue base. Major revenue sources in the General Fund are sales/use tax, property tax, severance tax, franchise charges, fines and forfeitures, and user fees and charges.

User fees are typically adjusted every annually to ensure that the cost of the fee at least captures the cost associated with providing the individual user with that fee. Generally, user fees do not exceed the overall cost of providing the facility, infrastructure, or service for which the fee is imposed. In calculating the cost of fees, the Town considers both direct or indirect costs. The town reviews all fees for licenses, permits, fines, and other miscellaneous charges as part of the annual budgetary process.

Expenditure Policy

The General Fund is comprised of five departments, consisting of: Town Administration (including the Finance and Clerk divisions), Law Enforcement, Building, Streets, and Parks and Recreation. Each department may also have divisions and/or programs supported by the department.

Expenditures are classified as the following:

- Personnel Services
- Operating
- Capital Outlay and Transfers

Personnel Services includes salaries for full-time and part-time employees, overtime pay, insurance, retirement, other related benefits, and other personnel related costs. Some employees have fixed allocations for their salaries which means that a portion of their wages and benefits are paid out of different Funds.

Operating includes services, goods, equipment, maintenance, repairs and other services that are necessary for the department to delivery services in accordance with the Board of Trustees approved service delivery levels. These allocations cover the day-to-day expenses necessary to operate the department.

Capital Outlay and Transfers includes costs associated with projects, capital expenditures and transfers to other funds. These include expenditures for the acquisition of capital goods, such as land, buildings, and equipment, or for improvements to them that increase their value or useful life. Capital outlays are generally fixed assets that cost over \$5,000 and have a useful life of greater than one year, such as major projects, land buildings, or other infrastructure. Most expenses related to grant funded projects are tracked through this expenditure classification.

Taxpayers' Bill of Rights (TABOR)

Colorado voters approved an amendment to the Colorado Constitution that placed limits on revenue and expenditures of the State and all local governments in 1992. Even though the limit is placed on both revenue and expenditures, the constitutional amendment ultimately applies to a limit on revenue collections. Growth in revenue is limited to the increase in the price index for our area plus growth in new construction and buildings. TABOR caps revenue based on property value growth, and rural areas such as Paonia have slower property value appreciation, which means that the Town collects less tax revenue than in urban areas, leading to funding shortages for desired service delivery levels.

In 2020, the Paonia moratorium on new water taps went into effect, effectively stopping any new construction, or growth. Without new users paying into the system, the effects of TABOR are heightened, meaning slower revenue growth for the Town as well. Due to limited revenue, the Town must carefully decide which projects to complete and many of those projects are heavily reliant on supplemental funding from grants and donations. Limited revenue growth also causes issues maintaining and improving public services like schools, roads, and emergency response systems. If it weren't for the partnerships that Paonia has cultivated with local non-profits, Delta County, and other regional partners many of the services that Paonia offers would cease to exist.

Any new projects requiring funding that isn't available in the annual budget often need to be funded through ballot initiatives. Due to limited funding, the difference between urban and rural areas has a disparity in the availability and quality of public services offered to Residents. Another consideration is that even if Paonia were to experience a temporary increase in economic activity, the revenue cap set by TABOR might not adjust upwards enough to cover the demand for additional services after the increase subsides. This is called a 'ratchet down effect' and may lead to a permanent decrease in funding.

Capital Improvement Fund

Paonia has significant financial investment in streets, public facilities, parks, natural areas, and other capital improvements. The Board of Trustees voiced a commitment to, and investment in, the Town's capital projects. Costs for capital projects are

estimated based on present value and funding sources are identified for each project. Operating and maintenance costs are identified at the time projects are approved. A variety of funding sources have been identified for capital improvements, including Conservation Trust Funds, Capital Improvement Funds, Bridge Reserve Funds, and a variety of grant funds.

Debt Policies

The Town of Paonia recognizes that the primary purpose of capital facilities is to support provision of services to Residents. Using debt financing to meet the capital needs of the Town must be evaluated according to two tests: efficiency and equity.

The test of efficiency is the highest rate of return for a given investment of resources.

The test of equity required determining who should pay for the cost of capital improvements.

In meeting the demand for additional capital facilities, the Town strives to balance the load between debt financing and *pay as you go* methods. Pay as you go is defined as paying for projects as needed rather than committing to long-term debt. The Town realizes failure to meet the demands of growth and the demands of repairing its utility distribution and collections systems may inhibit its continued economic viability, but also realizes that too much debt may have detrimental effects. Through the rigorous testing of the need for additional debt financed facilities and how the debt will be repaid, the Town strikes an appropriate balance between service level demands and the amount of debt the Town takes on.

Occasionally, the Town may use lease purchase financing for the provision of new and replacement equipment, and vehicles to ensure the timely replacement of these items. This strategy also decreases the impact of the cost to the requesting department by spreading the cost over several years. This method can also be used to acquire real property. The type of lease that the Town uses is termed a conditional sales lease or capital lease, which means a purchase rather than a rental. For the purposes of securing credit ratings and monitoring annual debt service as a percentage of operating expenditures, lease purchase financing is considered a long-term liability of the Town, although subject to annual appropriation, and therefore will be issued under the same conditions as long-term debt. Leases are required to be part of the annual audit through GASB 87, Lease Standard, effective June 15, 2022.

Cash Management and Investment Policies

Colorado statutes govern general provisions for the Town's investment strategies and the Town complies with C.R.S. §24-75-601 - §24-75-702. All Town investments follow this policy regardless of the fund type.

The Town's objectives for cash management and investments are:

- Observe investment management objectives of safety, liquidity, and yield.
- Preservation of capital through the protection of investment principal.
- Maintenance of sufficient liquidity to meet the Town's cash needs.
- Diversification of the types and maturities of investments purchased to avoid incurring unreasonable credit or market risk regarding a specific security, maturity periods, or institution.
- Maximization of the rate of return for prevailing market conditions for eligible securities.
- Conformance with all federal, state, and other legal requirements.

The Board of Trustees assigns responsibilities for the collection of Town funds and cash management functions to the Town Treasurer.

Paonia Municipal Code (P.M.C.) §4-2-10 Custody and Management of Funds, states:

"Moneys in the funds created in this Chapter shall be in the custody of and managed by the Town Treasurer. The Town Treasurer shall maintain accounting records and account for all of said moneys as provided by law. Moneys in the funds of the Town shall be invested or deposited by the Town Treasurer in accordance with the provisions of law. All income from the assets of any fund shall become a part of the fund from which derived and shall be used for the purposes for which such fund was created; provided that, except as otherwise provided in this Code or by other ordinances or laws, the Board of Trustees may transfer out of any fund any amount at any time to be used for such purposes as the Board of Trustees may direct."

The Town Treasurer is authorized to invest funds of the Town in accordance with the Town policies and Colorado Law. The Town currently holds its investments between COLOTRUST and a money market account with United Business Bank. COLOTRUST is a statutory trust organized and existing under the laws of the state of Colorado and is intended solely for the use of Colorado local governments and was created on January 1, 1985, by an indenture of Trust in accordance with the Pooling Act. COLOTRUST meets all of the statutory requirements for investing local government funds.

Risk Management

The goal of the Town is to protect the assets of the Town and provide a safe work environment for town staff. This goal is accomplished by planning for the negative consequences of any decision, process, or action by using risk control, risk retention, and risk transfer strategies.

More specifically, the main features of this program are as follows:

- Utilizing the Town's insurance provider, Colorado Intergovernmental Risk Sharing Agency (CIRSA), and other instructional agencies to provide trainings and loss control programs such as: defensive driving education, confined space entry education, safe lifting education, blood borne pathogens education, first aid and CPR training, and a variety of other safety education measures to prevent or at least mitigate workplace injuries, which saves the Town money. Loss control also includes annual audits from CIRSA of Town facilities to detect safety hazards in order to make services safe for the public.
- Reviewing Town contracts for the proper insurance requirements and bonds to ensure that the Town is properly designated in the contractor insurance policies.
- Monitoring changes in the law at the federal and state level to determine if any changes affect the way the Town delivers services, which in turn creates a liability for the Town.
- Developing the financial resources to pay for expected and unexpected losses.
- Monitoring the exposure in all Town programs and services that may involve the Town in future liabilities.

Purchasing and Procurement

Upon a recommendation of the Treasurer, the Board of Trustees adopted Ordinance 2024-03 to regulate and standardize purchasing and procurement.

The underlying purposes and policies are:

- To clarify and standardize the procurement practices and procedures by the Town.
- To permit procurement policies and practices.
- To provide for increased public confidence in the procedures followed in public procurement.
- To ensure fair and equitable treatment of all persons who deal with the procurement system of the Town.

- To provide increased economy in the Town procurement activities and to maximize to the fullest extent practicable the purchasing value of public funds of the Town.
- To foster effective broad-based competition within the free enterprise system.
- To provide safeguards for the maintenance of a procurement system of quality and integrity.

The ordinance also adopted formal expenditure approval limits which includes less than \$3,000 on the departmental level; less than \$10,000 on the Town Administrator/Treasurer level; and anything \$10,000 and above must go to the Board of Trustees for approval. The ordinance established emergency purchasing abilities and procedures, and it provided for the creation and adoption of a formal Purchasing and Procurement Manual to be adopted by Resolution.²

²Ordinance 2024-03 and the Purchasing and Procurement Manual are available in the appendices of this budget document.



BUDGET

OVERVIEW

BUDGET OVERVIEW

Fund Accounting

Fund accounting is both for budgeting and accounting purposes. Each fund is established for a specific purpose and is considered a separate accounting entity. The Board of Trustees must approve or appropriate any expenditure from the various funds, including expenditures from reserves or surpluses. The authorization is generally done prior to the beginning of each fiscal year, but can be done both Board during a budget amendment, if funds are available. In government, “appropriate” or, “appropriation” is used instead of, “authorize” or, “Authorization”. All of the Town of Paonia funds require appropriations before money can be expended.

Types of Town Funds

Governmental

- General Fund
- Special Revenue Fund

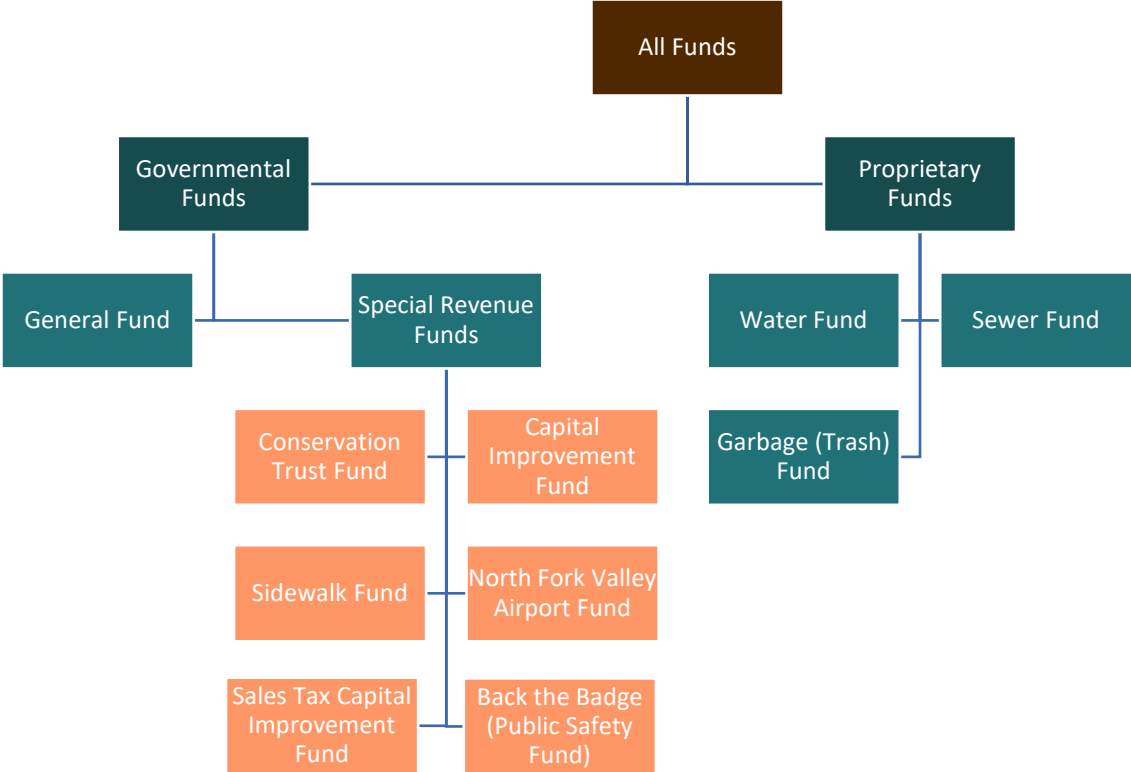
Proprietary

- Enterprise Funds
- Internal Service Funds

Fiduciary

- Trust and Agency Funds (Town currently holds no Trust or Agency Funds)

Fund Structure



Governmental Funds

General Fund

The General Fund accounts for all transactions of the Town of Paonia not accounted for in other funds and is the Town's primary operating fund. This fund represents an accounting of the Town's ordinary operations financed from taxes and other general revenues and is the Town's most significant fund in relation to overall expenditures. Special Revenue Funds are established for specific purposes and are meant to account for monies received by the Town that are restricted in nature and can only be used for specific purpose that they were established. The General Fund is primarily made up of ad valorem revenues such as property tax, sales taxes, and other taxes.

Special Revenue Funds

Special Revenue Funds are established for the purpose of accounting for monies received by the Town of Paonia that are restricted in nature and can only be utilized for specific purposes.

Conservation Trust Fund

The fund was established as required by C.R.S. §31-25-220, to account for monies received from the State of Colorado for Conservation Trust Fund (lottery) purposes. Funding can be used for the acquisition, development, and maintenance of new conservation sites or for capital improvements or maintenance for recreational purposes on any public site. New conservation sites are defined in statute as being interests in land and water, acquired after establishment of a conservation trust fund, for park or recreation purposes, for all types of open space, including, but limited to flood plains, green belts, agricultural lands, or scenic areas, or for any scientific, historic, scenic, recreation, aesthetic or similar purposes.

Capital Improvement Fund

This fund was established by the Board of Trustees to account for resources used for the acquisition, construction, and maintenance of assets and major capital facilities other than those financed by proprietary funds and trust funds.

Sidewalk Fund

This fund was established by ballot initiative and is used to account for resources used for the acquisition, construction, and maintenance of assets and capital facilities that are associated with sidewalks in the Town of Paonia. The revenues in this fund are derived entirely from a three dollar (\$3.00) per month fee on homeowners' utility bills.

North Fork Valley Airport Fund

This fund was established by the Board of Trustees to account for resources used for the acquisition, construction, and maintenance of assets and capital facilities at the municipal airport shared with Delta County. The revenues in this fund are derived from a lease for a cellular tower at the airport. An Intergovernmental Agreement between the Town of Paonia and Delta County govern the airport and stipulate that 75% of the cellular tower rent goes to the Town of Paonia and that the Town is also responsible for 75% of the cost of maintenance, improvements and acquisition.

Sales Tax Capital Improvement Fund

This fund was created to account for resources used for the acquisition, construction, and maintenance of assets and major capital facilities other than those financed by proprietary funds and trust funds. Revenue for this fund comes from the imposition of an additional one percent (1%) Sales Tax on all goods and services sold in Town.

Back the Badge Sales Tax Fund (Public Safety Fund)

This fund was created after a 2020 county-wide ballot initiative in which approximately sixty percent (60%) of voters approved an additional county sales tax of eight tenths of a percent (.8%) on taxable retail sales and online sales sold throughout the County. The fund was established to provide monies for urgent and critical law enforcement needs such as increase and improve service delivery, increase sworn officers on staff, and to purchase necessary vehicles and equipment.

Proprietary Funds

Enterprise Funds

Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or where the Board of Trustees has decided that periodic determination of net income is appropriate for accountability purposes. The Town has three qualified Enterprise Funds including Water and Sewer, and Garbage (Trash) Funds. These funds provide different combinations of utility services to approximately 1,598 customers both in town limits and outside of town limits.

Component Units

The Town of Paonia does not currently have any authorities that are reported as component units.

Total Combined Town Budget

The 2025 Adopted Budget is balanced as defined in the introduction section of this document, with a “balance between total estimated expenditures and total anticipated revenues, including surpluses.” This means that the appropriated expenditures cannot exceed the sum of revenues and beginning fund balance.

The budget shown below is a consolidated budget that contains all the fund budgets for the Town of Paonia. The Board of Trustees is investing heavily in infrastructure projects in FY-2025 and this will cause the overall surplus to be reduced.

2025 BUDGET ALL FUNDS	GENERAL FUND	SALES TAX CAPITAL IMPROVEMENT FUND	SPECIAL REVENUE FUNDS*	WATER FUND	WASTEWATER FUND	GARBAGE (TRASH) FUND	TOTAL ALL FUNDS
BEGINNING BALANCE (UNAUDITED)	\$ 1,163,777	\$ 558,131	\$ 1,054,556	\$ 1,260,885	\$ 625,973	\$ 253,965	\$ 4,917,287
REVENUES							
LOANS	\$ -	\$ -	\$ -	\$ 5,000,000	\$ -	\$ -	\$ 5,000,000
PROPERTY TAXES	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160,000
SALES TAXES	\$ 693,100	\$ 174,900	\$ -	\$ -	\$ -	\$ -	\$ 868,000
LICENSES, PERMITS & FEES	\$ 80,500	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 110,500
INTERGOVERNMENTAL REVENUES	\$ 27,500	\$ -	\$ 50,450	\$ -	\$ -	\$ -	\$ 77,950
FINES AND FORFEITURES	\$ 211,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 211,500
MISCELLANEOUS	\$ 197,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 197,700
GRANTS	\$ 250,000	\$ -	\$ 1,010,592	\$ 1,252,500	\$ 10,000	\$ -	\$ 2,523,092
CHARGES FOR SERVICES	\$ -	\$ -	\$ -	\$ 1,365,500	\$ 815,000	\$ 322,500	\$ 2,503,000
TOTAL REVENUES	\$ 2,784,077	\$ 733,031	\$ 2,145,598	\$ 8,878,885	\$ 1,450,973	\$ 576,465	\$16,569,029
OTHER SOURCES/USES							
TRANSFERS IN	\$ -	\$ -	\$ -	\$ -	\$ 5,500	\$ -	\$ -
TRANSFERS OUT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER SOURCES/USES	\$ -	\$ -	\$ -	\$ -	\$ 5,500	\$ -	\$ -
EXPENDITURES							
PERSONNEL	\$ 1,117,800	\$ -	\$ -	\$ 425,200	\$ 416,750	\$ 212,900	\$ 2,172,650
OPERATING	\$ 500,550	\$ -	\$ -	\$ 816,000	\$ 382,750	\$ 107,000	\$ 1,806,300
CAPITAL OUTLAY	\$ 455,475	\$ 717,083	\$ 2,110,592	\$ 5,599,000	\$ 15,500	\$ -	\$ 8,897,650
TOTAL EXPENDITURES	\$ 2,073,825	\$ 717,083	\$ 2,110,592	\$ 6,840,200	\$ 815,000	\$ 319,900	\$12,876,600
ENDING BALANCE	\$ 710,252	\$ 15,948	\$ 35,006	\$ 2,038,685	\$ 635,973	\$ 256,565	\$ 3,692,429

*Special Revenue Funds include 'Non-Major' Funds made up of the Street Fund, Conservation Trust Fund and the Sidewalk Fund

Analysis of Significant Changes in Anticipated Fund Balance

The following analysis focuses on available fund balances of Town funds anticipated to increase or decrease by 10% or more. Due to significant investment in infrastructure in FY-2025, it is anticipated that nearly every fund will experience a decrease in Fund Balance. The Beginning Fund Balance in the chart above is based on audited financial statements for FY-2023 and do not include anticipated surpluses in the General Fund, Sales Tax Capital Improvement Fund, or Special Revenue Funds.

General Fund

Anticipated FY-2025 Beginning Balance:	\$1,163,777
Anticipated FY-2025 Ending Balance:	\$710,252
Increase (Decrease):	(\$453,525)
Percent Change:	-39%

Discussion

The anticipated General Fund ending balance decrease is primarily due to significant capital outlays for the 5th and Grand Realignment Project (Safe Pathways for Paonia), and the purchase of cameras at all critical facilities in Town, including Parks and Town Hall. Despite the decrease in fund balance, this fund is financially healthy and has maintained more than one hundred and fifty (150) days minimum reserves.

Sales Tax Capital Improvement Fund

Anticipated FY-2025 Beginning Balance:	\$558,131
Anticipated FY-2025 Ending Balance:	\$15,948
Increase (Decrease):	(\$542,183)
Percent Change:	-97%

Discussion

The decrease in fund balance to the Sales Tax Capital Improvement Fund is due to significant capital outlay for the 5th and Grand Realignment Project (Safe Pathways for Paonia). This fund is utilized for construction and financing of capital projects. When there are no capital projects, this fund will steadily increase as the primary funding source is 1% of the Sales Taxes collected on all goods and services sold in Town and online.

Special Revenue Funds

Anticipated FY-2025 Beginning Balance:	\$1,054,556
Anticipated FY-2025 Ending Balance:	\$35,006
Increase (Decrease):	(\$1,019,550)
Percent Change:	-97%

Discussion

This fund includes the Street Fund, Conservation Trust Fund, and the Sidewalk Fund. It is anticipated that the capital outlay for the 5th and Grand Realignment Project (Safe Pathways for Paonia) will utilize most of the funds available in the Street Fund and the Sidewalk Fund to cover the cost of replacing the roadway and installing new sidewalks to connect the Paonia K-8 with Town and the Paonia River Park.

Water Fund

Anticipated FY-2025 Beginning Balance:	\$1,260,885
Anticipated FY-2025 Ending Balance:	\$2,038,685
Increase (Decrease):	\$777,800
Percent Change:	62%

Discussion

In FY-2025, this fund is expected to increase due to progressively higher utility rates. This fund will also take out a Drinking Water Revolving Fund Loan to cover necessary improvements to its infrastructure. Rates will continue to increase in order to pay off the debt service associated with the loans needed to improve the delivery of water to customer. While the increase in fund balance appears to be high, it will be necessary to pay back the debt over the next twenty (20) years.

Wastewater Fund and Garbage (Trash) Fund

Both the Wastewater Fund and the Garbage (Trash) Fund are not anticipated to have a FY-2025 ending balance greater or lesser than 10% of the ending balance of FY-2024. It is anticipated that both funds will increase their ending balance over that of the previous year by less than 10%.

Summary of Capital Expenditures

The following summary includes capital expenditures of Town funds that exceed \$25,000. Capital expenditures include acquiring or maintaining fixed assets such as land, buildings and equipment.

5th and Grand Realignment (Safe Pathways for Paonia)

Funding Sources: General Fund, Sales Tax Capital Improvement Fund, Special Revenue Funds, and Water Fund. *Estimated Cost:* \$2,925,675. Not Recurring.

Discussion

The 5th and Grand Realignment (Safe Pathways for Paonia) Project is the most transformative street project in decades. For several years this project has been attempted, but for various reasons hasn't been completed. It was budgeted to be completed in FY-2024, but after a meeting with the Colorado Department of Transportation (CDOT), more design was required. While adjusting design for the project as required by CDOT, Staff decided to implement a 'Dig Once' policy and also replace all related infrastructure and utilities in the area. This project will realign the intersection of 5th and Grand Avenue, add sidewalks, curb and gutters, eliminate a conflict with the Town's stormwater system and the Paonia Ditch, add on street parking on both sides of the street, replace an aging fire hydrant, replace all water delivery pipes, replace a number of service lines that are listed as copper (satisfying the EPA final rule and CDPHE on replacing lead and copper services lines), and make a safer crosswalk for pedestrians going to school or the park.

Security Cameras at Town Facilities

Funding Sources: General Fund, Water Fund, Wastewater Fund, Garbage (Trash) Fund. *Estimated Cost:* \$50,000. Not Recurring.

Discussion

In an effort to reduce vandalism at Town Park, provide better security at Town Hall and critical facilities, security cameras with cloud-based technology are to be installed at each location. Cameras will be installed at Town Park facing the pavilion, the skate park, and the Teen Center; Town Hall facing both the front and the rear of the building, inside the Administration Department at the cash register, and in the hallway at the Police Department; the Lamborn Water Treatment Plant; the Wastewater Treatment Plant; and at the Public Works Shop and Yard. Due to the assets and facilities that these cameras are meant to secure, they will utilize appropriate funds from the General Fund, Water Fund, Wastewater Fund, and Garbage (Trash) Fund.

Western Loop Waterline Replacement

Funding Sources: Water Fund (Combination of Revenues from User Fees and New Debt from a DWRF Loan). *Estimated Cost:* \$5,237,306. Not Recurring.

Discussion

Nearly two miles of seventy (70) year old eight-inch (8") steel water distribution pipe is being replaced with twelve-inch (12") to ten-inch (10") plastic pipe throughout most of the Town's Service Delivery Area. The entire 8" steel distribution pipe from Silo Corner to the top of Cresthaven Road will be abandoned. The new line will need to be trenched from Silo Corner along Lamborn Mesa Road, to the top of Cresthaven Road. Construction requirements consist of large delivery trucks to haul all pipe and materials to the Town, heavy excavation equipment, and potential road closures when the excavation sites encroach on the roadways. The project moves the line out of most private rights of ways and into public rights of ways maintained by the Town. Project will extend from Pressure Relief Valve (PRV) seven (7) to PRV nine (9).

Two Million Gallon (2MG) Water Tank Relining

Funding Sources: Water Fund (Combination of Revenues from User Fees, Energy/Mineral Impact Assistance Fund (EIAF) Tier II Grant Funding and New Debt from a DWRF Loan). *Estimated Cost:* \$2,991,690. Not Recurring.

Discussion

The entirety of the Town's drinking water is currently stored in a 2 MG welded steel water tank at the top of Roeber Road, named the Lamborn Tank. This tank is due for interior relining as over time the interior of the tank has been subjected to corrosion due to normal wear and tear. The project will consist of redirecting the flow from the Lamborn Water Treatment Plant to a temporary finished water storage tank near the existing tank. The Town secured additional land in FY-2024 that is capable of housing the temporary storage tank, and capable of housing a second permanent tank for future phases of the Water Capital Improvement Plan.

Raw Water Monitoring Improvement

Funding Sources: Water Fund (Combination of Revenues from User Fees, New Debt from a DWRF Loan, and a Federal WaterSMART Grant). *Estimated Cost:* \$851,248. Not Recurring.

Discussion

Four (4) new monitoring devices will be installed at four of the current collection sites. The four monitoring locations to be installed are German Springs/Lake Fork, Old Original, Spor, and Mays/Gillwick. For three out of the four collections sites a simple monitoring device will be added to the spring or collection line. The Mays/Gillwick collection box, will need to be completely rebuilt. It will be replaced with a concrete collection box.

Roof Repairs at Town Hall

Funding Sources: General Fund. *Estimated Cost:* \$30,000. Not Recurring.

Discussion

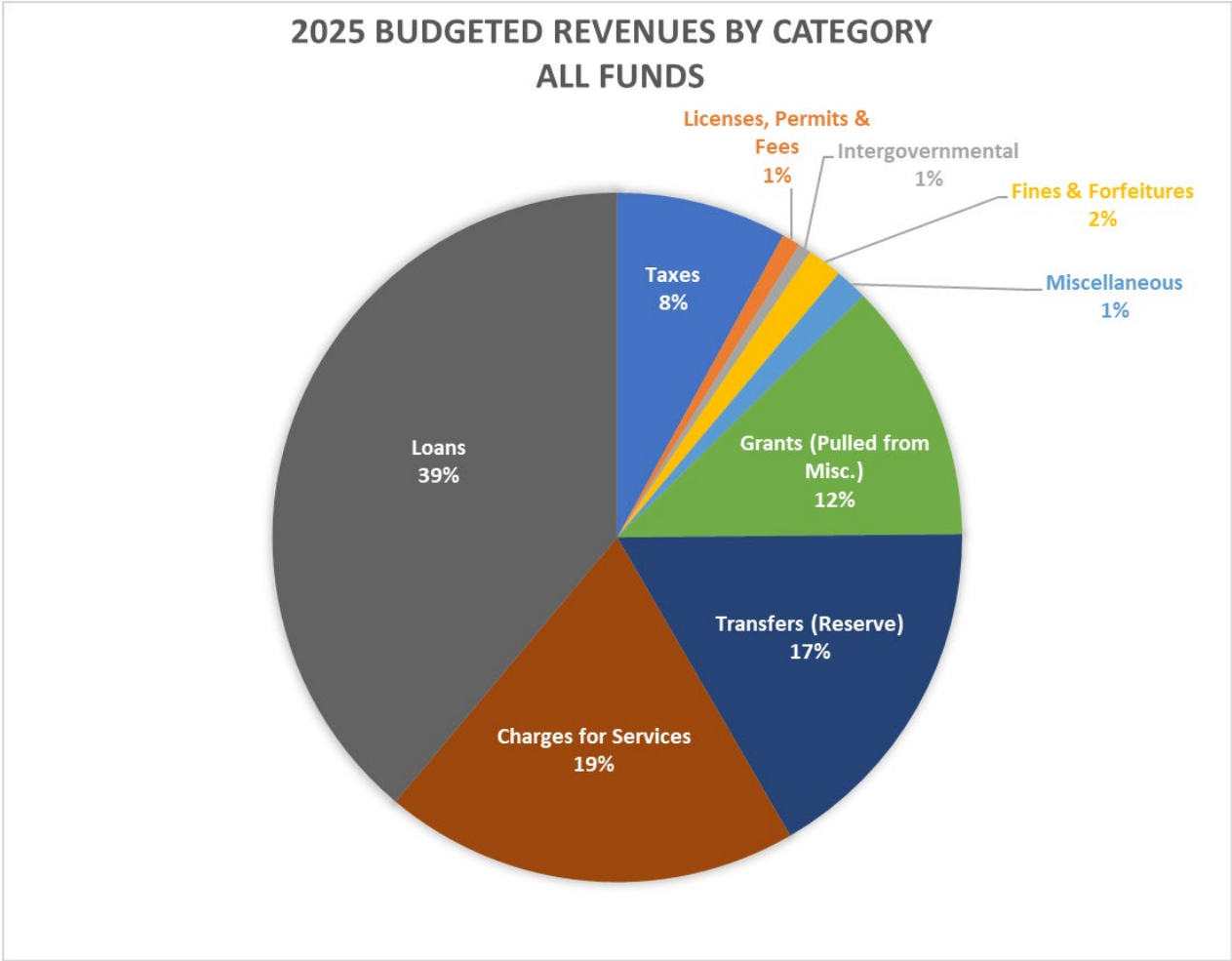
Town Hall is in need of serious repairs to the roof. Replacement of the roofing membrane is necessary to stop water from spilling onto mechanical equipment, and to stop the elements from causing rotting sheathing above the Administration and Finance areas. More investment will be needed at Town Hall to ensure that it is properly maintained and stays a viable structure for continued use.



BUDGET OVERVIEW – REVENUES

The Town of Paonia strives to maintain a strong, diverse revenue base recognizing that a dependence upon any individual revenue source would make revenue yields vulnerable to economic cycles. All revenues are conservatively projected and monitored. Due to state legislation, revenue generated from property taxes are expected to be at the lowest they’ve been in five years. The Town considers reports published by economists in the Colorado State Office of Planning and Budgeting, Colorado Mesa University and the University of Colorado. The methodology used for each type of revenue is further explained under each revenue type.

The following chart consolidates and summarizes the Town’s revenue by source for all funds:



Property Tax

Property taxes are levied on December 31st, and attached as an enforceable lien on property as of January 1st. Installation payments are due at the end of February, and the second payment is due by June 15th to the Delta County Treasurer’s Office. If you choose to pay in full, the payment is due by April 30th. Taxes are considered delinquent, if not paid as of June 15th. If taxes aren’t paid within subsequent periods, the property may be sold at a public auction. The Town receives property taxes from Delta County usually every month after deducting 2% for a Treasurer’s collection fee.

The mill levy for Paonia in 2025 will remain at 8.322 mills, as it has for over a decade. One mill represents \$1 for every \$1,000 in assessed property value. Property tax is calculated by multiplying the mill levy by the assessed valuation of a property. Property tax revenues are forecasted each year based on assessed valuations as determined by the Delta County Assessor’s Office and applying the Town’s current mill levy rate. In 2024, Paonia received \$189,908.18 in revenue from property taxes (as of November 31, 2024). However, in FY-2025 property tax revenue is expected to be reduced by \$30,601.34 for a total of \$160,000.

Sales Tax

The Town’s sales tax rate is three percent (3%), with one percent (1%) being restricted to the sales tax capital improvement fund. The three percent (3%) sales tax is the largest revenue source for the Town General Fund. The tax is levied on sales of tangible personal property and services sold in Town and online. Sales taxes are collected by the retailer and reported to the State of Colorado on either a monthly, quarterly, or annual basis. The State collects Paonia’s portion and remits it to the Town monthly.

THE SALES TAX RATES COLLECTED IN PAONIA ARE AS FOLLOWS:

<i>State Sales Tax</i>	2.9%
<i>Delta County Sales Tax</i>	2%
<i>Paonia Sales Tax</i>	3%
<i>Delta County PSI</i>	0.8% (<i>Public Safety Improvements Back the Badge</i>)
<i>Delta County HSD</i>	0.8% (<i>Health Services District</i>)
<i>Marijuana Occ. Tax</i>	\$5 <i>per transaction</i>

Sales taxes are forecasted using historical trends for the past five years combined with knowledge of new businesses that are locating into Town. Since sales tax revenue is often one of the first indicators when there is downward shift in the economy, sales tax revenues are conservatively projected and actual sales tax revenues are monitored closely so that the Town can respond quickly in an effort to eliminate any serious shortfalls in revenue.

Use Tax

A use tax is levied as a complement to the Town sales tax and is imposed upon taxable purchases where a sales tax was not legally imposed. The Use Tax consists of the Motor Vehicle Use Tax which is collected by Delta County and passed through to the Town. Depending on the type of transaction, the use tax may be paid upon purchase/registration of a motor vehicle. Use taxes are projected using trend analysis and historical data on actual revenues received during the last three years.

Excise Tax

Excise taxes are taxes on the sale, or production for sale, of specific goods or a tax on a good produced for sale, or sold, within a country or licenses for specific activities. In Paonia, there are three such taxes, tobacco, severance, and marijuana occupational tax.

Tobacco Products Tax

The State of Colorado taxes tobacco products at the rate of 50% of the manufacturer's list price for non-modified risk products, 35% for tobacco products that are modified risk, and there is a minimum tax for moist snuff of \$1.48 per 1.2 ounce can. As of July 1, 2024, the rates change to 56%, 38%, and \$1.84 respectively. State tax stamps are issued to the distributors as evidence of payment. Each year an amount of State funds from the tax on tobacco products is distributed to counties and municipalities that do not impose any fee, license, or tax on cigarettes. The amount received is based on the proportion of State sales tax collected in each municipality. Tobacco tax revenue projections are calculated using trend analysis based on actual reviews over the past three years.

Marijuana Occupational Tax

The Town of Paonia levies a tax of \$5 per transaction for each marijuana purchased in either of the three (3) marijuana shops in Town. This tax was established after two ballot initiatives passed by a majority vote of electors on the November 3, 2020 Special Election, after which, Ordinance 2021-07 was passed. The passage of this initiative allowed an increase of tax revenues by \$200,000 annually and for additional amounts each year thereafter. The revenue is meant to be used for expenditures related to infrastructure repair such as streets, sidewalks, curb, gutter, drainage, landscaping, lighting and streetscape amenities through 2025. After 2025, the Marijuana Occupational Tax may be used for any general fund purpose and not limited to capital expenditures.

Severance Tax

Colorado severance tax is imposed on nonrenewable natural resources that are removed from the Earth. The tax is calculated on the gross income from oil and gas and carbon dioxide production. 70% of the tax money collected is used by the State to fund grant programs. The remaining 30% is divided and distributed to counties and local governments. The division is based on the residence of certain mineral and energy industry workers. Severance tax is difficult to project as the fluctuations from year to year can be substantial. Revenue projections for severance tax are forecasted using a combination of trend analysis as well as information that the Town receives from the oil and gas industry and other sources. The amount of revenue that the Town received from these taxes has steadily decreased over the last five years. Due to efforts that the Town has undertaken to restrict oil and gas extraction within the Town's watershed area, these revenues are projected to decrease even further.

Franchise Charges

The Town maintains four specific franchise charges Telephone Franchise (Internet), Electric Franchise, Gas Franchise, and Cable Television Franchise.

Telephone (Internet) Franchise

This fee is compensation for the benefits and privileges granted under the franchise agreement. The fees are in consideration of permission to use Town streets, and rights-of-way for the provision of telephone and internet services. The franchise fee is equal to 3% of annual gross revenue for each provider. Revenue projection is completed using trend analysis.

Electric Franchise

The Town currently has a franchise agreement with electric service companies for the right to furnish, sell, and distribute electric to residents and businesses within the community. The agreement provides them with access to public property to provide these services. In consideration for this franchise, the companies pay the Town a sum equal to 3% of total gross revenue. Revenue is projected using trend analysis.

Gas Franchise

The Town currently has a franchise agreement with gas companies for the right to furnish, sell, and distribute natural gas to residents and businesses within the community. The agreement provides them with access to public property to provide these services. In consideration for this franchise, the companies pay the Town two and one-half cents (\$0.025) multiplied by the volume of gas delivered (CCF) to residential and commercial customers, which includes distribution transportation customers within the Town.

Cable Television Franchise

This fee is compensation for the benefits and privileges granted under the franchise agreement. The fees are in consideration of permission to use Town streets, and rights-of-way for the provision of telephone and internet services. The franchise fee is equal to 3% of annual gross revenue for each provider. Revenue projection is completed using trend analysis.

Fines and Forfeitures

The municipal court assesses fees to parties found guilty of any municipal offense through the court system. This category also includes revenues from police activities such as VIN Inspections. This subcategory also includes 'Other Agency Contributions' which are Sales Tax specific to Public Safety as collected and remitted to the Town from Delta County for the 'Back the Badge' program. These revenues are projected using trend analysis.

Licenses and Permits

License and permits are established by ordinance to allow the Town to collect various licenses or permit fees, which are adjusted from time to time by resolution of the Board of Trustees. These licenses and permit fees allow the purchaser to perform or provide specific services or goods within the Town. There are several types of licenses and permits required within the Town. The following identifies the most significant of these license and permit fees.

Building Permit Fees

Building permit fees are based on the dollar valuation of the construction work to be performed. The valuation is determined using the valuation methodology from the ICC/IRC and include valuations from \$1 up to \$5,000,000. Building Plan reviews are also billed at \$150 per hour and all fees are meant to recover the cost of providing review and inspection services. Permit fees are established by Resolution and are budgeted based on local economic trends. Building Permit Fees are forecasted using current year's activity.

Intergovernmental Revenues

Intergovernmental Revenues are transfers from any fund into another fund.

Charges for Services

User based fees are established to help defray the costs of operations such as park and community room rentals, trash collection, and charges for utilities.

Utility Charges

Utility charges are user-based fees that are charged for the participation into the Town's utility services. Those services include water, sewer, and storm water. These revenues are projected using trend analysis and knowledge of upcoming rate changes due to capital improvement investment into the specific utility.

Water Charges

The water rate includes both a base rate and a usage rate per one-thousand-gallon rate of water consumption. There are tiered levels of service depending on property type and whether the water is delivered to a customer within town-limits or outside of Town. The 2025 budget and the foreseeable future includes an increase in both the base rate and the usage rate. The increases will be used to pay debt service for significant debt-funded improvements over the next five fiscal years. Usage tiers are also increasing with conservation incentives to reward customers who use less water.

Wastewater Charges

The wastewater rate for all users is billed at a flat rate depending on their property type and whether or not they are within or out of town-limits. The 2025 budget includes an increase in the sewer base rates for all customer classes.

Garbage (Trash) Charges

The garbage rate for all users is billed at a flat rate depending on their property type, and their desired service level. This service is provided only for residential and commercial properties within town-limits. The 2025 budget does not include an increase to the base rates, but does include a change to the bulk and special pickup charges.

Miscellaneous Revenues

This category includes revenues from investments, rents, insurance proceeds, donations, reimbursement of expenses, the road and bridge reserve, sales of assets, court-ordered restitution, and other miscellaneous revenue sources. Grant revenue is also record here. The Town makes an effort to secure supplemental funding whenever possible. The Town has received grants from the state EIAF program, federal grants from various agencies including the United States Bureau of Reclamation, the United States Forest Service, and the Federal Highway Administration. Grant funds are only budgeted after a complete grant agreement has been executed by the granting agency. Trend analysis and court paperwork is used for forecasting these revenues.

Highway User's Tax

The Highway User's Tax Funds (HUTF) is a state collected, locally shared revenue. HUTF revenues are based on a variety of formulas that include revenues based on motor fuel taxes, driver's license, number of lane miles within Town, and motor vehicle registration fees. The HUTF is distributed monthly among the state, counties, and municipalities based on a formula that takes into account the number of vehicles registered and the lane miles of streets within each municipality relative to the same data in other municipalities. These funds may be spent on new construction, safety, reconstruction, improvement, repair and maintenance, and capacity improvements. These sources may not be used for administrative purposes. Highway User's Tax is forecast based on information provided by the state. Paonia has budgeted to use a significant portion of the HUTF in 2025 to complete the 5th and Grand Avenue Realignment Project (Safe Pathways for Paonia).

Motor Vehicle Registration Fees

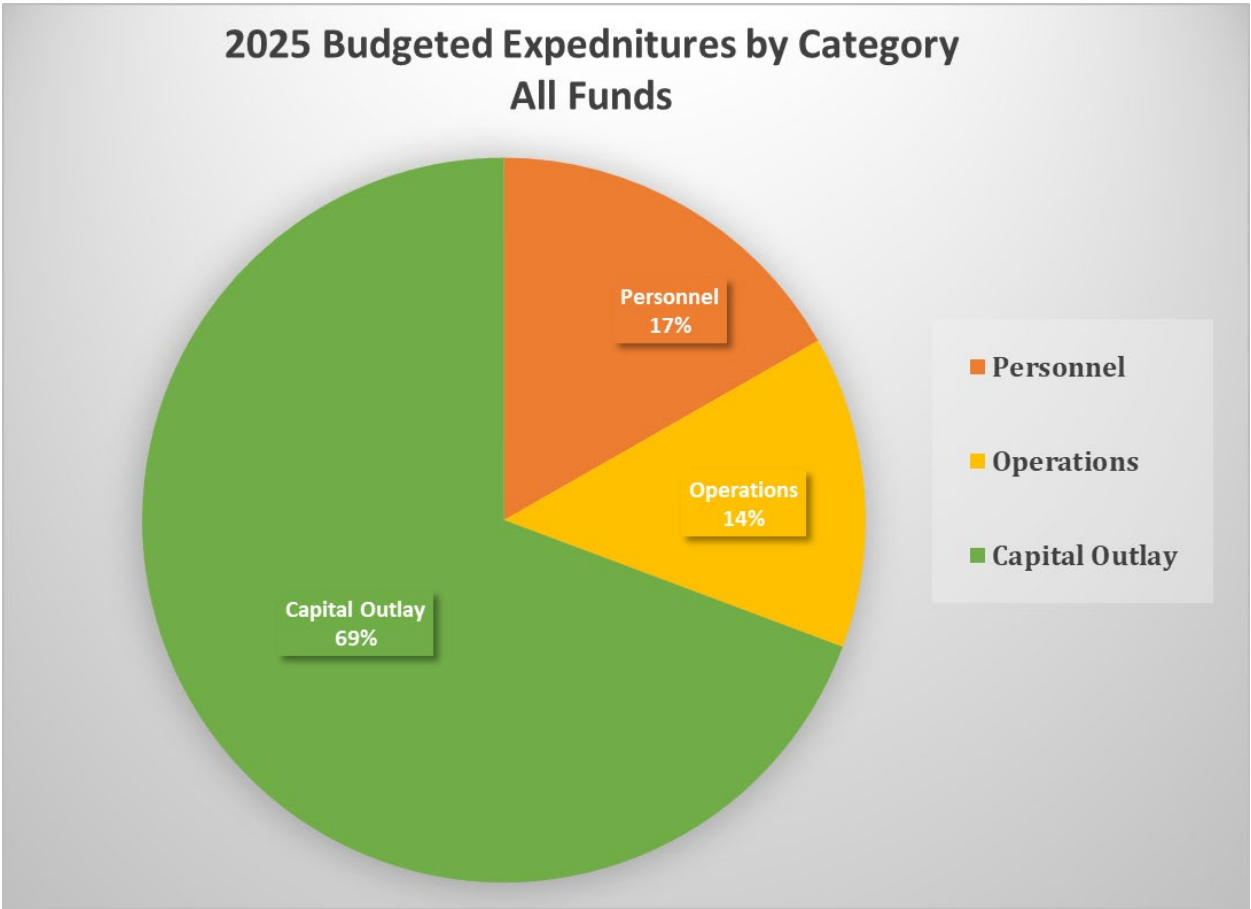
Motor vehicle registration fees are state imposed on the registration of a vehicle. Fees are primarily based on the weight of the vehicle (as published by the manufacturer) and the age of the vehicle. In addition to the base fees, there are numerous add-on fees that are imposed. The revenue received by the county, or town is "actual" fees collected for the month based on the number and type of vehicles registered. Trend analysis is used to project future revenues.

BUDGET OVERVIEW – EXPENDITURES

Expenditures/Expense Overview

The Town of Paonia categorizes the expenses in each fund by function. The categories include: Personnel Services, Operating, and Capital Outlay/Transfers. Each category is detailed below.

The following chart consolidates and summarizes the Town’s expenditures by category for all funds.



Personnel Services

This category includes all costs associated with Town personnel including salaries/wages, payroll taxes, unemployment taxes, health insurance benefits, workers compensation insurance, and retirement contributions. Costs for this category are calculated by allocating each employee’s time and associated costs to the appropriate fund/funds. In most cases, except for the police department, personnel costs are shared amongst every fund through fixed allocations. As a service-based entity, this is typically the largest expense for the Town as a whole.

Operating

This category includes all expenses that the Town incurs with businesses or individuals on a regular basis such as consulting services, engineering services, legal services, auditing, postage, lease agreements, supplies, fuel, uniforms, contractors, software maintenance, subscriptions, continuing education, dues, permit fees paid to other agencies, tools, and general supplies. These expenditures are typically made up of goods and services that staff use to provide services for each department and fund.

Capital Outlay

Items expensed in this category must meet the requirements of a capital purchase. To qualify the item must have a purchase price or a cumulative purchase price of \$5,000 or greater and must have a life expectancy of more than one year. Examples of costs in this category include large equipment such as commercial mowers, dump trucks, street sweepers, snowplows, vehicles, and new buildings, building remodels, infrastructure expansion/replacement, new distribution and collection lines, new streets, etc.

Debt Service

Debt service items are costs associated with approved debt issuances for the Town. The debt can be a result of a bond issuance, lease purchase, loan, or other contractual obligation. The Town currently allows the individual funds account for their individual debt and does not roll it all together in a debt service fund. The Town currently has no general obligation debt, which means that all available funds in the General Fund are able to be utilized for providing services and not obligated to pay off existing debt.

Debt Service and Financial Obligations

All of the Town of Paonia’s debt service and financial obligations will be appropriated each budget year. The general fund currently has no general obligation debt and will continue to have none in the FY-2025 Budget.

The Town’s business-type activities in the water and wastewater funds have debt, including a revenue bond, but they are not subject to debt limits.

Business-Type Activities (Water Fund, Wastewater Fund) Long-Term Debt

CWRPDA Loan (Water Fund)	\$23,343/Annually until 2029
WPA Loan (Water and Wastewater)	\$147,825/2025 and increases annually
2020 Revenue Refunding Bonds (Water and Wastewater)	\$98,350/2025 and changes annually, a reserve of \$100,750 must be maintained for compliance with the bond agreement.



FUND

SUMMARIES

GENERAL FUND SUMMARY

The General Fund is used to account for the resources devoted to financing the general services that the Town provides for Residents and local businesses, such as police, building and zoning, maintenance of streets and roads, and other services. The revenues and expenditures in this fund are accounted for using a modified accrual basis. Property taxes, sales taxes, franchise fees, fines and other sources of revenue used to finance the fundamental operations of the Town are included in the General Fund. The General Fund is also charged with all the costs of operating the government for which a separate fund has not been established. Services that are included in the General Fund are Town Administration, Law Enforcement, Building, Streets, and Parks and Recreation.

The financial resources of the General Fund are expended for current operations. Large capital projects are recorded in the Capital Improvement Fund. The Board of Trustees passed Ordinance 2018-02 requiring that 1% of the 3% sales tax be used as revenue for the Capital Improvement Fund. This budget follows the ordinance as codified in Paonia Municipal Code (PMC) §4-3-40, and one-third of the Town sales tax is budgeted for Capital Improvement Projects.

Adoption of an Annual Budget is a vital policy action of the Mayor and Town Board each year. The document allocates resources to Town programs and establishes priorities that protect our community's physical security (police), enhance the quality of life (building, zoning, parks), and maintain and develop Town facilities and infrastructure. Once the Board adopts the budget, it establishes the policy direction for every Town department and the services that they will provide for the coming year.

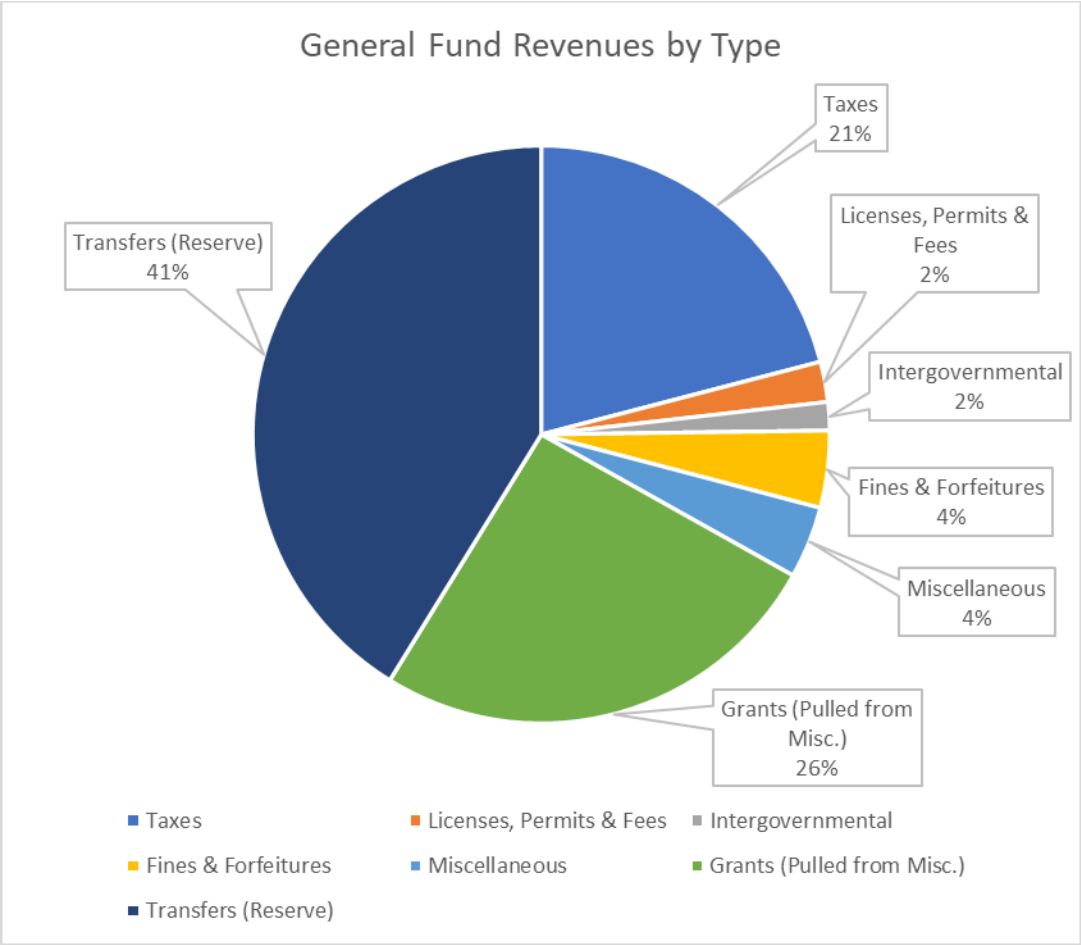
The Fiscal Year 2025 (FY-2025) Budget includes fund balances that meet or exceed the long-range financial plan and position of the Town. The FY-2025 Budget is balanced for all funds. In this case, balanced means that sources of funds (Revenues and Fund Balance) are equal to or greater than uses of funds (Expenditures and Transfers).

The Mayor and Board of Trustees directed Stefen Wynn, Town Administrator and Treasurer, to prepare and submit a proposed FY-2025 Budget to the governing body on or before October 15, 2024, for consideration of an annual appropriation of sums of money to the various funds. A final budget was prepared and submitted for Public Hearing at the December 12, 2023, Board Meeting for consideration of approval, in the amounts and for the purposes set forth by Resolution 19-2023.

GENERAL FUND BUDGET	2022 ACTUALS	2023 ACTUALS	2024 YEAR END ESTIMATES	2025 ADOPTED BUDGET
REVNUES				
BEGINNING BALANCE	\$ 980,742	\$ 1,444,352	\$ 1,191,552	\$ 1,179,418
REVENUES				
TAXES	\$ 1,321,919	\$ 1,269,394	\$ 973,918	\$ 1,028,000
LICENSES, PERMITS & FEES	\$ 50,335	\$ 48,285	\$ 80,700	\$ 110,500
INTERGOVERNMENTAL REVENUES	\$ 166,512	\$ 142,037	\$ 99,426	\$ 77,950
FINES AND FORFEITURES	\$ 32,209	\$ 10,876	\$ 174,785	\$ 211,500
MISCELLANEOUS REVENUES	\$ 87,515	\$ 238,423	\$ 313,037	\$ 1,458,292
TOTAL REVENUES	\$ 1,658,490	\$ 1,709,015	\$ 1,641,866	\$ 2,886,242
EXPENDITURES				
EXPENDITURES				
ADMINISTRATION	\$ 316,743	\$ 591,474	\$ 380,000	\$ 381,100
POLICE	\$ 538,494	\$ 676,742	\$ 700,000	\$ 849,075
BUILDING	\$ -	\$ -	\$ 42,000	\$ 50,000
PUBLIC WORKS (STREETS)	\$ 201,872	\$ 296,187	\$ 350,000	\$ 1,870,133
PARKS AND RECREATION	\$ 137,771	\$ 167,662	\$ 182,000	\$ 212,100
CAPITAL OUTLAY	\$ -	\$ 37,750	\$ -	\$ -
TRANSFERS OUT	\$ -	\$ 192,000	\$ -	\$ -
TOTAL EXPENDITURES	\$ 1,194,880	\$ 1,961,815	\$ 1,654,000	\$ 3,362,408
ENDING FUND BALANCE				
EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES	\$ 463,610	\$ (252,800)	\$ (12,134)	\$ (476,166)
ENDING FUND BALANCE	\$ 1,444,352	\$ 1,191,552	\$ 1,179,418	\$ 703,252

General Fund Revenues

General Fund revenues are primarily made up of property taxes, excise taxes, licenses, fees, fines, grants, franchise taxes, donations, interest, and other intergovernmental funds. Property taxes and sales taxes make up nearly 21% of the projected revenues for the FY-2025 Budget. Due to significant Capital Outlay in 2025, there is a need to pull 41% of surplus revenues from previous years into the General Fund to pay for projects, and of the projected revenues 26% are Grants meant to support the capital projects planned for FY-2025. The chart below shows each major revenue source/category included in the General Fund Revenues.

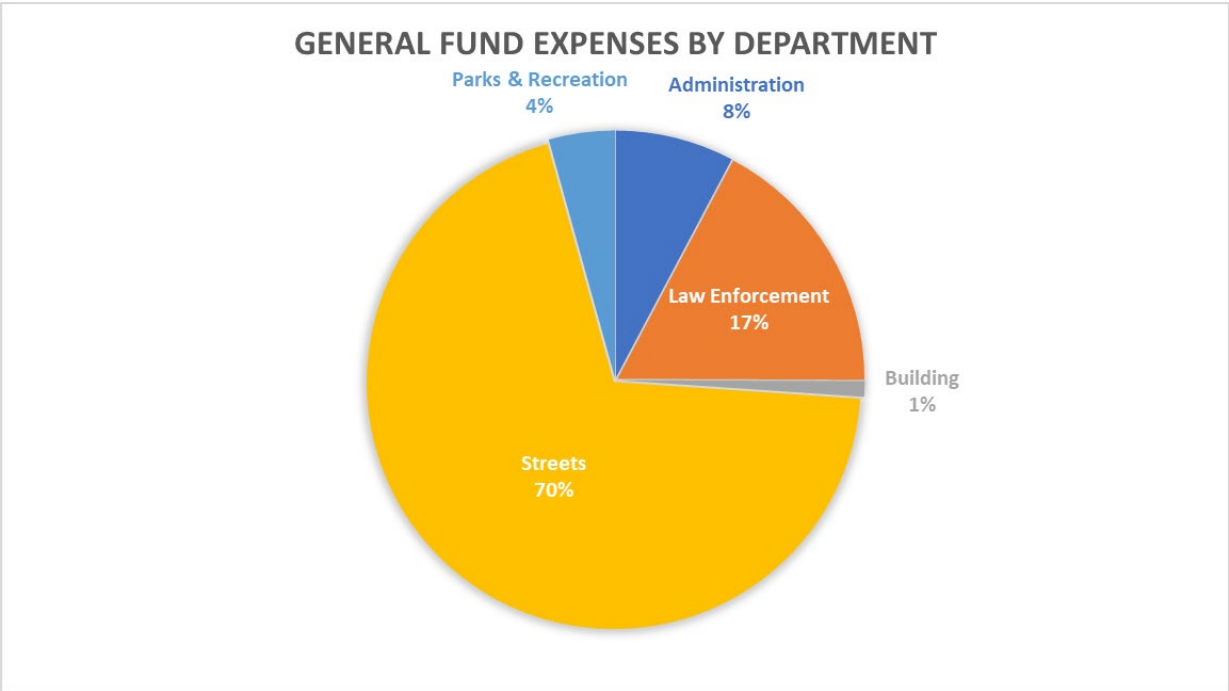


General Fund Expenditures

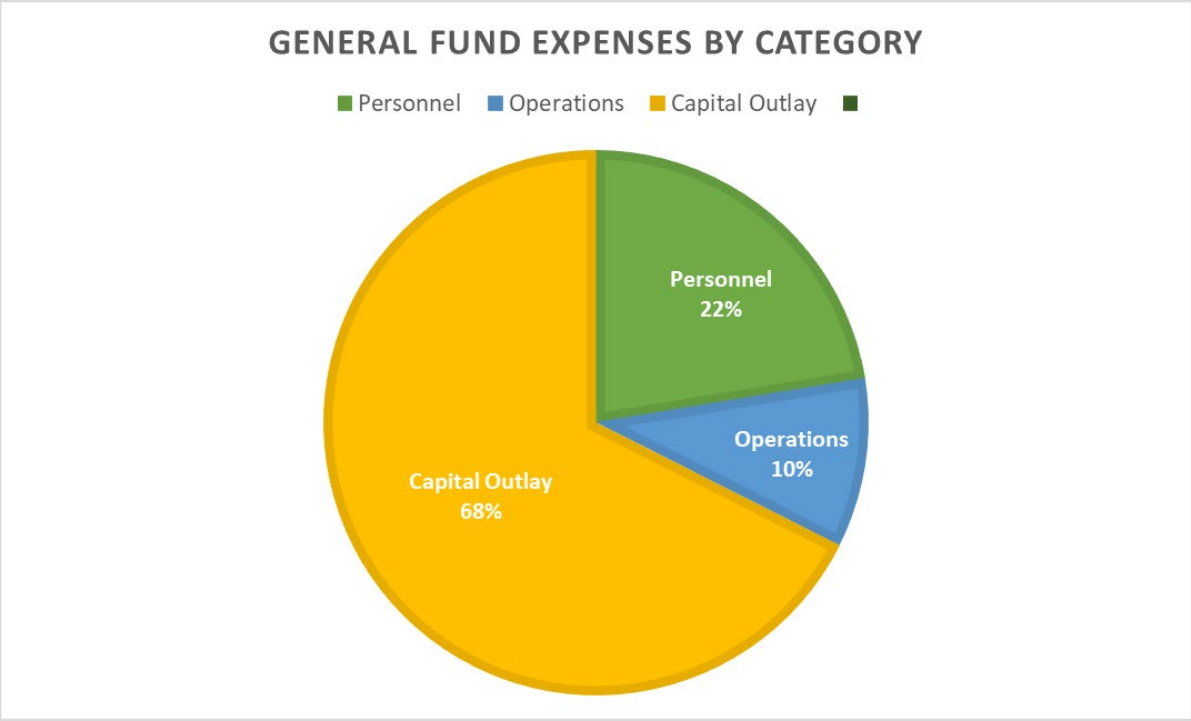
Expenditures in the General Fund are separated by Department and/or division. The departments/divisions that exist in the General Fund are: Administration, Law Enforcement, Building, Streets, Parks and Recreation, and the North Fork Valley Airport. The expense categories that are used within each department are: Personnel, Operating and Capital Outlay. Capital Outlay in the FY-2025 Budget includes an expense of \$50,000 for cameras at Town Park and all critical facilities including Town Hall, \$30,000 for roof repairs at Town Hall, and \$2,827,675 for the 5th and Grand Realignment Project (Safe Pathways for Paonia).

The services provided by the General Fund are very labor intensive, especially with regard to the Police Department and the expenditure reflects this with personnel costs making up 81% of the costs.

The charts below detail the expenditures for the General Fund by Department and Category.



General Fund Expenses by Department		
Administration	\$	381,100.00
Law Enforcement	\$	849,075.00
Building	\$	50,000.00
Streets	\$	3,416,225.00
Parks & Recreation	\$	212,100.00
NFV Airport	\$	80,000.00
Total:	\$	4,988,500.00



General Fund Expenses by Category		
Personnel	\$	1,117,800.00
Operations	\$	500,050.00
Capital Outlay	\$	3,370,650.00
Total:	\$	4,988,500.00

This is a synopsis of key aspects of the FY-2025 Budget. The Town establishes a budget for eleven separate funds or accounting divisions and reports using modified accrual accounting. Town operation can be simplified to three major fund groupings: General Fund, Special Revenue Funds (Conservation Trust Fund, Sidewalk Fund), and Enterprise Funds.

The largest fund in 2025 will be the Enterprise Fund, which provides a total of \$8,771,000 in revenue, and reflects the significant investment that the Town is making in infrastructure improvements. Most of the revenue generated in FY-2025 in Enterprise Funds is from loan proceeds from the State’s Drinking Water Revolving Fund. The General Fund makes up \$2,784,077 of the revenue and beginning fund balance that is allocated to five different departments. The total budget for the FY-

2025 revenues is \$5,662,706; of which \$733,031 is from the Sales Tax Capital Improvement Fund, and \$2,145,598 are from Special Revenue Funds (Street Fund, Conservation Trust Fund, Sidewalk Fund, North Fork Valley Airport). The Town of Paonia has appropriated \$4,908,500 for expenditures in FY-2025; therefore, the projected net balance of revenues over expenditures is a positive \$754,206.

This budget was prepared using the General Budgetary Guidelines discussed earlier, and was guided by the Town Board's financial policies with the following budget principles:

- Balance the Budget (current revenues and current expenses) and maintain acceptable and required reserve levels.
- Makes decisions to significantly invest in the Town's future by significantly improving the infrastructure in Town, but also creates a foundation for practical revenue collection to maintain a balanced budget in future years.
- Provide a high level of service quality within the limits of our current resources.
- Actual and forecasted 2024 revenues and expenditures.
- Future economic outlook.
- Board of Trustees Guiding Principles.
- A commitment to provide excellent services that are in the best interest of Residents.





TOWN OF PAONIA
GENERAL FUND REVENUE
SUMMARY



ACCOUNT	DESCRIPTION	ACTUAL		ACTUAL	ADOPTED		BUDGET/ACTUAL		PROPOSED
		FY-2022 BUDGET	FY-2023 BUDGET	FY-2024 BUDGET	FY-2024*			FY-2025 BUDGET	
General Fund									
10-31-01	PROPERTY TAXES	\$ 150,293.69	\$ 146,647.28	\$ 195,000.00	\$ 187,005.65	\$	\$	160,000.00	
10-31-02	S.O. AUTO TAXES	\$ 24,169.50	\$ 24,005.56	\$ 21,000.00	\$ 16,021.05	\$	\$	21,000.00	
10-31-03	SALES TAX - TOWN	\$ 604,564.41	\$ 540,122.58	\$ 523,333.00	\$ 445,708.13	\$	\$	530,000.00	
10-31-04	SALES TAX - COUNTY	\$ 194,908.55	\$ 179,604.82	\$ 260,000.00	\$ 124,349.00	\$	\$	130,000.00	
10-31-05	SALES TAX - STATE MARIJUANA	\$ 22,947.50	\$ 22,363.50	\$ 52,000.00	\$ 11,061.99	\$	\$	25,000.00	
10-31-06	CIGARETTE TAX	\$ 1,707.18	\$ 1,859.84	\$ 1,500.00	\$ 1,128.61	\$	\$	1,500.00	
10-31-07	FRANCHISE TAX	\$ 58,447.69	\$ 110,218.14	\$ 45,000.00	\$ 49,339.06	\$	\$	60,000.00	
10-31-08	PENALTY & INTEREST	\$ 379.29	\$ 378.45	\$ 200.00	\$ 232.21	\$	\$	500.00	
10-31-09	DELINQUENT TAX	\$ 0.02	\$ -	\$ -	\$ -	\$	\$	-	
10-31-10	ABATEMENTS	\$ -	\$ -	\$ -	\$ -	\$	\$	-	
10-31-11	MARIJUANA OCCUPATIONAL TAX (Transaction Fee)	\$ 149,575.00	\$ 97,330.00	\$ 132,000.00	\$ 79,460.00	\$	\$	100,000.00	
(22-31-06)									
	Subgroup : TAXES	\$ 1,206,992.83	\$ 1,122,530.17	\$ 1,230,033.00	\$ 914,305.70	\$	\$	1,028,000.00	
General Fund									
10-32-01	LIQUOR LICENSES	\$ 4,350.00	\$ 4,075.00	\$ 2,750.00	\$ 5,095.00	\$	\$	4,500.00	
10-32-02	MISCELLANEOUS PERMITS	\$ 1,515.00	\$ 13,540.00	\$ 2,500.00	\$ 8,990.00	\$	\$	10,000.00	
10-32-03	BUILDING PERMITS	\$ 42,659.89	\$ 28,670.28	\$ 26,000.00	\$ 29,369.34	\$	\$	45,000.00	
10-32-04	SPECIAL REVIEWS	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,550.00	\$	\$	4,500.00	
10-32-05	ZONING VERIFICATION & ADMINISTRATIVE REVIEWS	\$ -	\$ -	\$ 1,000.00	\$ 300.00	\$	\$	500.00	
10-32-06	VIN INSPECTIONS	\$ 810.00	\$ 1,000.00	\$ 2,200.00	\$ 1,070.00	\$	\$	1,500.00	
10-32-07	PRE-APPLICATION MEETINGS	\$ -	\$ -	\$ 1,000.00	\$ -	\$	\$	1,000.00	
10-32-08	SHORT-TERM RENTAL LICENSES	\$ -	\$ -	\$ -	\$ -	\$	\$	9,000.00	
10-32-09	SIDEWALK FEE	\$ 30,175.54	\$ 30,125.84	\$ 30,000.00	\$ 22,222.32	\$	\$	30,000.00	
(26-30-01)									
10-32-10	MARIJUANA LICENSING FEE	\$ -	\$ -	\$ 9,000.00	\$ 4,675.00	\$	\$	4,500.00	
	Subgroup : LICENSES, PERMITS & FEES	\$ 80,510.43	\$ 78,411.12	\$ 75,450.00	\$ 73,271.66	\$	\$	110,500.00	
General Fund									
10-33-01	HIGHWAY USER TAX	\$ 51,559.88	\$ 48,242.90	\$ 56,000.00	\$ 61,622.24	\$	\$	46,950.00	
10-33-02	MOTOR VEHICLE - \$1.50	\$ 2,597.57	\$ 1,725.27	\$ 1,500.00	\$ 1,073.14	\$	\$	1,500.00	
10-33-03	MOTOR VEHICLE - \$2.50	\$ 3,787.50	\$ 3,968.05	\$ 3,500.00	\$ 2,472.07	\$	\$	3,500.00	
10-33-07	SEVERANCE TAX	\$ 4,021.41	\$ 5,794.43	\$ 5,500.00	\$ 4,895.47	\$	\$	5,000.00	
10-33-08	MINERAL LEASING	\$ 10,330.31	\$ 18,654.37	\$ 16,000.00	\$ 8,012.82	\$	\$	10,000.00	
10-33-09	CONSERVATION TRUST FUND	\$ 9,259.68	\$ 3,038.75	\$ 9,250.00	\$ 14,084.63	\$	\$	3,500.00	
(40-38-01)									
10-33-10	ROAD & BRIDGE	\$ 8,126.60	\$ 7,934.77	\$ 10,000.00	\$ 6,585.62	\$	\$	7,500.00	
	Subgroup : INTERGOVERNMENTAL REVENUES	\$ 89,682.95	\$ 89,358.54	\$ 101,750.00	\$ 98,745.99	\$	\$	77,950.00	
General Fund									
10-34-01	COURT FINES	\$ 351.00	\$ 160.00	\$ 100.00	\$ 1,095.00	\$	\$	1,000.00	
10-34-02	POLICE FINES	\$ 4,528.00	\$ 2,471.00	\$ 2,500.00	\$ 7,773.50	\$	\$	7,500.00	
10-34-03	MISCELLANEOUS FINES - BONDS	\$ 45.00	\$ 115.00	\$ 100.00	\$ 135.00	\$	\$	100.00	
10-34-04	OTHER AGENCY CONTRIBUTIONS - PD (BTB COUNTY)	\$ 264,470.43	\$ 244,193.18	\$ -	\$ 164,754.68	\$	\$	200,000.00	
10-34-05	DOG TAGS	\$ 185.00	\$ 250.00	\$ 100.00	\$ 170.00	\$	\$	400.00	
10-34-06	CODE ENFORCEMENT VIOLATIONS	\$ -	\$ -	\$ 2,500.00	\$ -	\$	\$	2,500.00	
10-34-10	LAW ENFORCEMENT COST ALLOCATION	\$ -	\$ -	\$ -	\$ -	\$	\$	-	
10-34-50	PD GRANT	\$ 1,509.25	\$ 3,105.18	\$ 4,000.00	\$ -	\$	\$	-	
	Subgroup : FINES AND FORFEITURES	\$ 271,088.68	\$ 250,294.36	\$ 9,300.00	\$ 173,928.18	\$	\$	211,500.00	

General Fund									
10-35-01	RENTS & ROYALTIES	\$	10,385.50	\$	5,555.26	\$	3,600.00	\$	24,141.02
10-35-02	MOTOR FUEL TAX REFUNDS	\$	883.00	\$	-	\$	-	\$	-
10-35-04	INTEREST INCOME	\$	25,590.96	\$	165,337.18	\$	115,000.00	\$	170,013.44
10-35-05	LATE CHARGES	\$	5,349.92	\$	7,880.00	\$	-	\$	5,970.84
10-35-06	OTHER INCOME	\$	783.13	\$	518.32	\$	100.00	\$	16,488.79
10-35-07	INSURANCE PROCEEDS	\$	-	\$	-	\$	-	\$	-
10-35-09	PARK DONATIONS	\$	25,200.00	\$	-	\$	-	\$	-
10-35-10	OTHER AGENCY CONTRIBUTIONS	\$	-	\$	-	\$	-	\$	-
10-35-13	BRIDGE RESERVE	\$	40,000.00	\$	-	\$	-	\$	-
10-35-15	REFUND OF EXPENDITURES	\$	20,349.53	\$	62,237.95	\$	1,000.00	\$	17,206.10
10-35-16	RESTITUTION	\$	4,711.78	\$	4,775.14	\$	5,200.00	\$	4,276.81
10-35-18	SALES OF ASSETS	\$	19,851.32	\$	-	\$	-	\$	-
10-35-20	GRANT REVENUE	\$	46,087.81	\$	52,612.50	\$	1,035,592.00	\$	64,199.11
	Subgroup : MISCELLANEOUS REVENUES	\$	199,192.95	\$	298,916.35	\$	1,160,492.00	\$	302,296.11
General Fund									
10-39-99	TRANSFER REVENUE	\$	-	\$	-	\$	386,826.00	\$	-
	Subgroup : TRANSFERS	\$	-	\$	-	\$	386,826.00	\$	-
General Fund									
	TOTAL GENERAL FUND REVENUES	\$	1,847,467.84	\$	1,839,510.54	\$	2,963,851.00	\$	1,562,547.64
General Fund									
	NET SURPLUS (DEFICIT) - General Fund	\$	652,588.83	\$	(122,303.83)	\$	(183,075.00)	\$	99,146.57
									-

SUMMARY OF STAFFING BY DEPARTMENT

STAFFING BY DEPARTMENT

DEPARTMENT	2023	2024	2025
ADMINISTRATION	4.00	4.00	4.50
POLICE	6.00	7.00	7.00
BUILDING	0.00	0.00	0.00
STREETS	2.50	3.50	4.50
PARKS & RECREATION	1.50	2.00	2.00
WATER	1.50	1.75	1.50
WASTEWATER	1.50	1.75	1.50
SANITATION	2.00	2.50	2.50
TOTAL	19.00	22.50	23.50

The figures above represent full-time equivalent. All positions, with the exception of the Police Department, are assigned to different departments by fixed allocation. To determine that fixed allocation, the amount of time an employee typically spends in each department is used as an indicator about the percentage to be assigned to the appropriate department and fund. Police Department personnel are wholly assigned to the General Fund.

Staffing in Paonia has varied over the last decade, and only recently has an effort been taken by the Board of Trustees to hire qualified and competent staff to provide services and do what is necessary to retain them. In 2025, a part-time position in the Administration office is being made into a full-time position, and a part-time staff member is being retained. The Streets Department will also be the home department for a new Public Works Supervisor position.

The Town’s water engineers have conducted staffing studies on the current levels for the Water Department. As a condition of lifting the water moratorium, staffing levels will need to increase to provide adequate oversight for the water utility. It is expected that the water utility will continue to grow its staffing levels over the next few years.



TOWN OF PAONIA
GENERAL FUND
ADMINISTRATION
SUMMARY



TOWN OF PAONIA

2025

ADMINISTRATION DEPARTMENT

MISSION The Town of Paonia, Administration Department, ensures that the effective and efficient management of Town Departments including the proper management of Town finances, accounts, and funds. The Administration Department also safeguards the peace, health, and welfare of Residents through the enforcement of the Town’s Code of Ordinances. The Mayor and the Board of Trustees are also found within the Administration Department, and they are responsible for the Legislative Duties of the Town. The Administration Department for purposes of the Budget are made up of the Town Administrator’s Office, the Finance Office, the Clerk’s Office, the Town Attorney’s Office, and the Mayor and Board of Trustees.

STAFFING TABLE

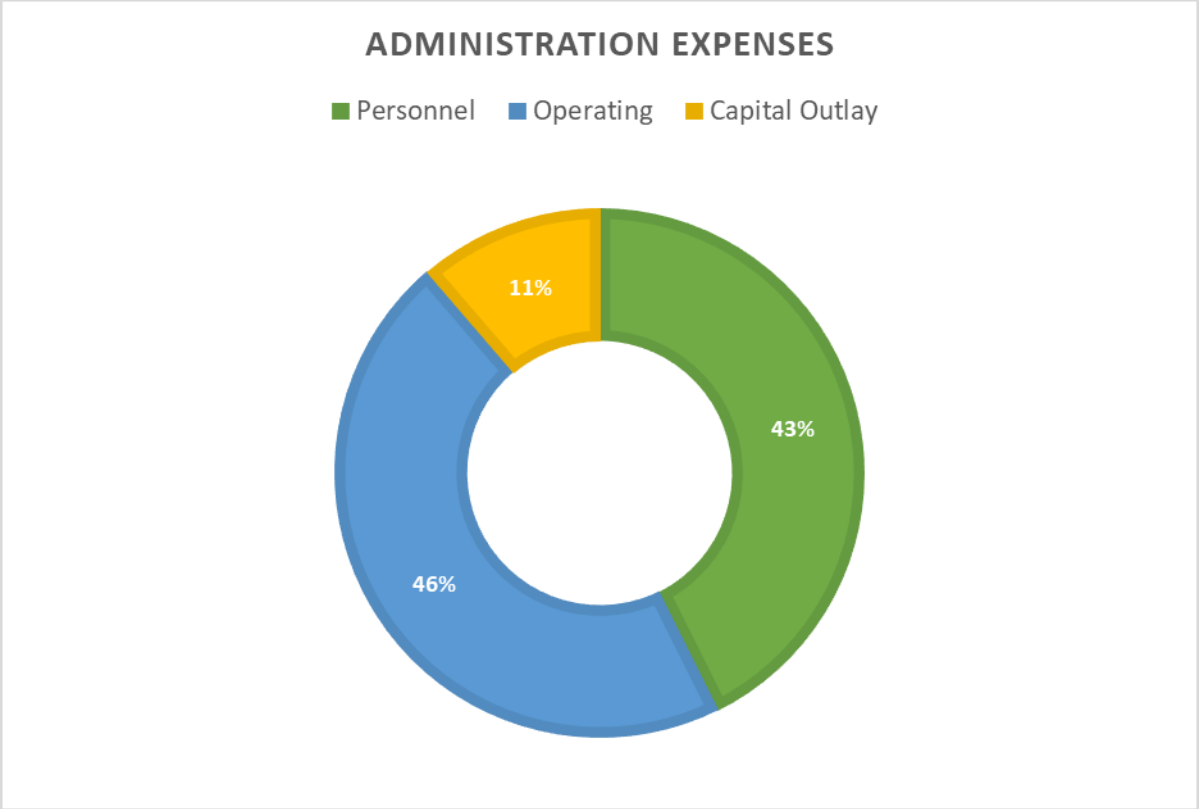
<u>Type of Employee</u>	<u>2024</u>	<u>2025</u>	<u>Change</u>
Full Time Non-Exempt	1	2	1
Full Time Exempt	3	3	0
Part Time Non-Exempt	1	1	0
Elected Officials	7	7	0
<u>Total</u>	<u>12</u>	<u>13</u>	<u>1</u>

MAJOR GOALS AND CHANGES

1. Promotion of Staff Accountant to Deputy Treasurer. The position has become a trusted position to improve processes, internal controls, and budgetary management.
2. Focus in 2025 on improving service delivery with updating and modernizing permit applications, review processes, and records management.

CAPITAL REQUESTS

1. Repair Roof at Town hall
2. Purchase New Computers for Town Hall Staff
3. Purchase New Server Equipment to Continue to Backup ERP Database
4. Invest in ERP Modules to Assist in Records Management and Keeping Accurate Records of Purchases



Administration Expenses		
Personnel	\$	162,500.00
Operating	\$	175,600.00
Capital Outlay	\$	43,000.00
Total:	\$	381,100.00

ACCOUNT	DESCRIPTION	ACTUAL FY-2022 BUDGET	ACTUAL FY-2023 BUDGET	ADOPTED FY-2024 BUDGET	BUDGET/ACTUAL FY-2024 BUDGET	PROPOSED FY-2025 BUDGET
ADMINISTRATION PERSONNEL SERVICES						
10-41-01	MAYOR & TRUSTEES	\$ 9,450.00	\$ 3,821.94	\$ 9,600.00	\$ 8,344.00	\$ 2,400.00
10-41-02	TOWN ADMINIS TRATOR/CONTRACT LABOR	\$ 18,720.00	\$ 153,114.33	\$ 44,500.00	\$ 37,083.42	\$ 39,000.00
10-41-03	SALARIES & WAGES	\$ 54,972.01	\$ 84,175.47	\$ 65,500.00	\$ 54,955.62	\$ 75,000.00
10-41-04	EMPLOYER FICA	\$ 3,896.23	\$ 5,273.88	\$ 7,400.00	\$ 6,196.74	\$ 7,500.00
10-41-05	EMPLOYER MEDICARE	\$ 911.30	\$ 1,233.33	\$ 1,750.00	\$ 1,426.94	\$ 1,800.00
10-41-06	UNEMPLOYMENT TAX	\$ 109.16	\$ 152.18	\$ 900.00	\$ 196.83	\$ 400.00
10-41-07	INSURANCE BENEFITS	\$ 9,351.13	\$ 15,106.27	\$ 15,750.00	\$ 20,682.53	\$ 26,000.00
10-41-08	RETIREMENT BENEFITS	\$ 2,438.49	\$ 1,995.95	\$ 5,200.00	\$ 3,762.83	\$ 5,500.00
10-41-09	LIFE/DISABILITY INSURANCE	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
10-41-10	WORKMEN'S COMPENSATION	\$ 137.00	\$ -	\$ 1,200.00	\$ 697.62	\$ 1,500.00
10-41-13	OVERTIME	\$ -	\$ -	\$ 982.00	\$ 1,201.39	\$ 2,900.00
	Subgroup : Personnel Services	\$ 99,985.32	\$ 264,873.35	\$ 153,282.00	\$ 134,547.92	\$ 162,500.00
ADMINISTRATION OPERATING						
10-41-15	OFFICE SUPPLIES	\$ 5,805.66	\$ 10,542.87	\$ 2,000.00	\$ 2,342.75	\$ 2,000.00
10-41-16	OPERATING SUPPLIES	\$ 1,638.51	\$ 6,322.12	\$ 6,000.00	\$ 2,888.32	\$ 3,500.00
10-41-17	POSTAGE	\$ 516.78	\$ 5,785.68	\$ 500.00	\$ 5,274.06	\$ 500.00
10-41-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 65,898.01	\$ 77,378.25	\$ 105,000.00	\$ 56,133.40	\$ 70,100.00
10-41-21	AUDIT & BUDGET EXPENSE	\$ 4,000.00	\$ -	\$ 5,000.00	\$ 6,708.34	\$ 5,500.00
10-41-22	REPAIRS & MAINTENANCE	\$ -	\$ 1,834.54	\$ 5,000.00	\$ 305.84	\$ 1,500.00
10-41-23	VEHICLE EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
10-41-25	TOWN HALL EXPENSE	\$ 16,473.69	\$ 17,839.90	\$ 12,000.00	\$ 4,639.51	\$ 6,000.00
10-41-26	TRAVEL, MEETINGS, & TRAININGS	\$ 432.20	\$ 11,828.59	\$ 10,200.00	\$ 7,141.50	\$ 10,000.00
10-41-27	INSURANCE & BONDS	\$ 3,073.67	\$ 4,427.09	\$ 10,000.00	\$ 7,525.70	\$ 10,000.00
10-41-28	UTILITIES	\$ 5,532.95	\$ 6,324.17	\$ 5,200.00	\$ 2,181.49	\$ 5,000.00
10-41-29	TELEPHONE & INTERNET	\$ 2,667.26	\$ 1,243.12	\$ 1,800.00	\$ 598.64	\$ 2,500.00
10-41-30	PUBLISHING ADS	\$ 7,989.75	\$ 8,917.57	\$ 6,500.00	\$ 2,030.95	\$ 2,000.00
10-41-31	DUES & SUBSCRIPTIONS	\$ 10,923.75	\$ 25,888.85	\$ 24,000.00	\$ 33,673.87	\$ 35,000.00
10-41-33	DATA PROCESSING	\$ 15,080.27	\$ 6,981.44	\$ 8,000.00	\$ 432.11	\$ 8,000.00
10-41-40	MISCELLANEOUS	\$ 2,305.23	\$ 6,133.09	\$ 5,500.00	\$ 23,415.50	\$ 4,500.00
10-41-43	CULTURAL EVENTS	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00
10-41-44	HUMAN SERVICES	\$ 3,336.99	\$ 3,441.93	\$ 4,500.00	\$ 3,018.05	\$ 5,000.00
10-41-45	BUILDING INSPECTOR	\$ -	\$ -	\$ -	\$ -	\$ -
	Subgroup : Operating Expenditures	\$ 145,674.72	\$ 194,889.21	\$ 211,200.00	\$ 158,310.03	\$ 175,600.00
ADMINISTRATION CAPITAL OUTLAY & TRANSFERS						
10-41-73	BUILDING IMPROVEMENTS	\$ -	\$ -	\$ 10,000.00	\$ 1,142.19	\$ 18,000.00
10-41-74	MACHINERY & EQUIPMENT	\$ -	\$ -	\$ 1,500.00	\$ 3,158.25	\$ 18,000.00
10-41-75	GRANT PROJECTS	\$ 3,600.00	\$ 85,692.60	\$ 50,000.00	\$ 44,654.61	\$ -
10-41-90	TREASURER'S FEE	\$ 3,161.45	\$ 3,082.96	\$ -	\$ 6,833.45	\$ 7,000.00
10-41-99	TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -
	Subgroup : CAPITAL OUTLAY	\$ 6,761.45	\$ 88,775.56	\$ 61,500.00	\$ 55,788.50	\$ 43,000.00
	TOTAL	\$ 252,421.49	\$ 548,538.12	\$ 425,982.00	\$ 348,646.45	\$ 381,100.00

TOWN OF PAONIA
2025

LAW ENFORCEMENT DEPARTMENT

MISSION The Town of Paonia Police Department exists to serve all people within our jurisdiction with respect, objectivity, and compassion. Prevention of crime and the protection of life and property through the enforcement of laws and ordinances is the department’s top priority. The Paonia Police Department is dedicated to providing a quality work environment and development of its officers and staff through effective training and leadership.

STAFFING TABLE

Type of Employee	2024	2025	Change
Full Time Non-Exempt	6	6	0
Full Time Exempt	1	1	0
Part Time Non-Exempt	0	0	0
Appointed Official (Judge)	1	1	0
Total	8	8	0

MAJOR GOALS AND CHANGES

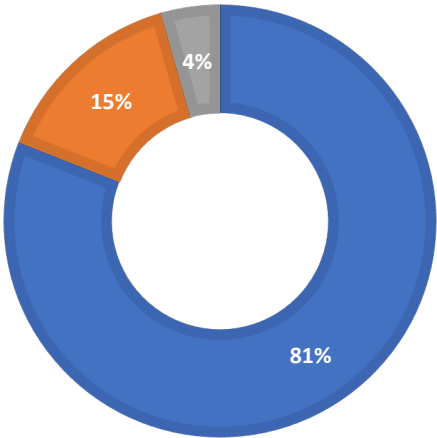
1. Continue to develop and train the Town’s Officers through training and policy implementation from Lexipol.

CAPITAL REQUESTS

1. Vests for Officers
2. Optics for Firearms
3. Security Cameras Installed at Town Hall

LAW ENFORCEMENT EXPENSES

■ Personnel ■ Operating ■ Capital Outlay



Law Enforcement Expenses

<i>Personnel</i>	\$	687,600.00
<i>Operating</i>	\$	124,000.00
<i>Capital Outlay</i>	\$	37,475.00
Total:	\$	849,075.00

ACCOUNT	DESCRIPTION	ACTUAL FY-2022 BUDGET	ACTUAL FY-2023 BUDGET	ADOPTED FY-2024 BUDGET	BUDGET/ACTUAL FY-2024	PROPOSED FY-2025 BUDGET
LAW ENFORCEMENT	PERSONNEL SERVICES					
10-42-02	CONTRACT LABOR (JUDGE)	\$ 6,300.00	\$ 8,160.00	\$ 6,600.00	\$ 5,270.00	\$ 6,600.00
10-42-03	SALARIES & WAGES	\$ 273,282.50	\$ 425,548.60	\$ 422,500.00	\$ 365,184.39	\$ 465,000.00
10-42-04	EMPLOYER FICA	\$ 3,891.68	\$ 5,314.63	\$ 29,100.00	\$ 2,981.47	\$ 32,000.00
10-42-05	EMPLOYER MEDICARE	\$ 3,873.15	\$ 6,047.55	\$ 6,800.00	\$ 5,422.08	\$ 7,500.00
10-42-06	UNEMPLOYMENT TAX	\$ 559.64	\$ 880.01	\$ 4,000.00	\$ 747.85	\$ 1,100.00
10-42-07	INSURANCE BENEFITS	\$ 41,924.04	\$ 53,715.89	\$ 65,500.00	\$ 52,388.63	\$ 75,000.00
10-42-08	RETIREMENT BENEFITS	\$ 4,481.49	\$ 8,963.07	\$ 11,000.00	\$ 7,785.93	\$ 12,000.00
10-42-09	LIFE/DISABILITY INSURANCE	\$ -	\$ -	\$ 1,180.00	\$ -	\$ 1,500.00
10-42-10	WORKMEN'S COMPENSATION	\$ 8,551.00	\$ 10,010.00	\$ 13,000.00	\$ 7,596.01	\$ 14,400.00
10-42-11	FPPA PENSION	\$ 17,479.49	\$ 32,996.18	\$ 40,000.00	\$ 31,964.96	\$ 44,000.00
10-42-12	FPPA D&D	\$ 6,203.83	\$ 9,406.78	\$ 10,000.00	\$ 9,290.55	\$ 8,500.00
10-42-13	OVERTIME	\$ -	\$ (164.31)	\$ 40,800.00	\$ 10,266.72	\$ 20,000.00
	Subgroup : Personnel Services	\$ 366,546.82	\$ 560,878.40	\$ 650,480.00	\$ 498,898.59	\$ 687,600.00
LAW ENFORCEMENT	OPERATING					
10-42-15	OFFICE SUPPLIES	\$ 1,768.99	\$ 1,480.51	\$ 750.00	\$ 372.12	\$ 500.00
10-42-16	OPERATING SUPPLIES	\$ 10,941.22	\$ 23,436.61	\$ 20,000.00	\$ 3,755.28	\$ 7,500.00
10-42-17	POSTAGE	\$ 188.69	\$ -	\$ 500.00	\$ 55.53	\$ 500.00
	LEGAL, ENGINEERING &					
10-42-20	PROFESSIONAL SERVICES	\$ 2,017.70	\$ 2,648.35	\$ 5,000.00	\$ 7,139.75	\$ 5,500.00
10-42-22	REPAIRS & MAINTENANCE	\$ 834.01	\$ 630.29	\$ 1,500.00	\$ 103.51	\$ 1,500.00
10-42-23	VEHICLE EXPENSE	\$ 56,630.70	\$ 18,481.34	\$ 23,500.00	\$ 19,153.58	\$ 23,500.00
10-42-26	TRAVEL, MEETINGS, & TRAININGS	\$ 11,218.23	\$ 8,583.75	\$ 7,500.00	\$ 1,941.50	\$ 5,000.00
10-42-27	INSURANCE & BONDS	\$ 25,108.19	\$ 27,701.61	\$ 55,500.00	\$ 41,382.33	\$ 56,000.00
10-42-28	UTILITIES	\$ 2,177.60	\$ 1,819.06	\$ 2,500.00	\$ 1,493.57	\$ 2,500.00
10-42-29	TELEPHONE & INTERNET	\$ 5,427.22	\$ 2,663.87	\$ 1,200.00	\$ 1,386.31	\$ 3,500.00
10-42-30	PUBLISHING ADS	\$ 677.35	\$ -	\$ -	\$ -	\$ -
10-42-31	DUES & SUBSCRIPTIONS	\$ 17,898.44	\$ 1,071.86	\$ 1,200.00	\$ 1,516.73	\$ 7,000.00
10-42-33	DATA PROCESSING	\$ 28,396.30	\$ 15,624.24	\$ 1,500.00	\$ 549.80	\$ 1,000.00
10-42-42	CONTRACT SERVICES	\$ 7,040.80	\$ 10,217.41	\$ 13,500.00	\$ 6,918.32	\$ 8,000.00
10-42-44	HUMAN SERVICES	\$ 1,621.67	\$ 1,339.45	\$ 1,500.00	\$ 590.70	\$ 2,000.00
	Subgroup : Operating Expenditures	\$ 171,947.11	\$ 115,698.35	\$ 135,650.00	\$ 86,359.03	\$ 124,000.00
LAW ENFORCEMENT	CAPITAL OUTLAY & TRANSFERS					
10-42-73	BUILDING IMPROVEMENTS	\$ -	\$ -	\$ -	\$ 2,032.35	\$ 7,000.00
10-42-74	MACHINERY & EQUIPMENT	\$ -	\$ -	\$ 39,000.00	\$ 46,163.40	\$ 30,475.00
	Subgroup : CAPITAL OUTLAY	\$ -	\$ -	\$ 39,000.00	\$ 48,195.75	\$ 37,475.00
	TOTAL	\$ 538,493.93	\$ 676,576.75	\$ 825,130.00	\$ 633,453.37	\$ 849,075.00

TOWN OF PAONIA

2025

BUILDING DEPARTMENT

MISSION The Town of Paonia Building Department ensures that any remodeling, construction, repairs, additions, siding, fencing, roofing, concrete work, wood stove installations, and other improvement related items adhere to best practices in building codes and the codes adopted by the Town of Paonia. The Building Department provides information and processes all applications for building permits, and planning requests such as subdivisions, annexations, zone changes, conditional uses, variances, site development and mobile home park licenses.

STAFFING TABLE

<u>Type of Employee</u>	<u>2024</u>	<u>2025</u>	<u>Change</u>
Full Time Non-Exempt	0	0	0
Full Time Exempt	0	0	0
Part Time Non-Exempt	0	0	0
Contracted Official (Inspector)	1	0	0
<u>Total</u>	<u>1</u>	<u>0</u>	<u>-1</u>

MAJOR GOALS AND CHANGES

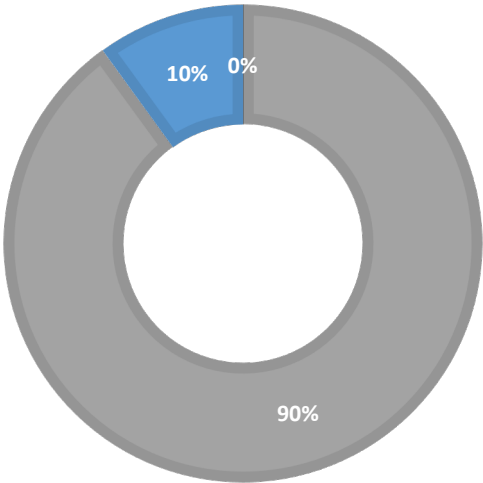
1. Intergovernmental Agreement with the City of Delta for Building Inspection and Plan Review services.
2. Contract for Plan Review Services with Shums Coda.

CAPITAL REQUESTS

1. N/A

BUILDING EXPENSES

■ Personnel ■ Operating ■ Capital Outlay



Building Expenses

<i>Personnel</i>	\$	-
<i>Operating</i>	\$	45,000.00
<i>Capital Outlay</i>	\$	5,000.00
Total:	\$	50,000.00

ACCOUNT	DESCRIPTION	ACTUAL FY-2022 BUDGET	ACTUAL FY-2023 BUDGET	ADOPTED FY-2024 BUDGET	BUDGET/ACTUAL FY-2024	PROPOSED BUDGET FY-2025
BUILDING	PERSONNEL SERVICES					
10-43-01	MAYOR & TRUSTEES	\$ -	\$ -	\$ -	\$ -	\$ -
10-43-02	CONTRACT LABOR	\$ 52,940.00	\$ 34,030.00	\$ 52,000.00	\$ 5,437.50	\$ -
10-43-03	SALARIES & WAGES	\$ 2,506.47	\$ 3,091.67	\$ -	\$ -	\$ -
10-43-04	EMPLOYER FICA	\$ 139.14	\$ 170.03	\$ -	\$ -	\$ -
10-43-05	EMPLOYER MEDICARE	\$ 32.62	\$ 39.79	\$ -	\$ -	\$ -
10-43-06	UNEMPLOYMENT TAX	\$ 4.79	\$ 5.05	\$ -	\$ -	\$ -
10-43-07	INSURANCE BENEFITS	\$ 457.73	\$ 1,181.58	\$ -	\$ -	\$ -
10-43-08	RETIREMENT BENEFITS	\$ 104.68	\$ 100.17	\$ -	\$ -	\$ -
10-43-09	LIFE/DISABILITY INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -
10-43-10	WORKMEN'S COMPENSATION	\$ 23.00	\$ 25.00	\$ -	\$ -	\$ -
10-43-13	OVERTIME	\$ -	\$ -	\$ -	\$ -	\$ -
	Subgroup : Personnel Services	\$ 56,208.43	\$ 38,643.29	\$ 52,000.00	\$ 5,437.50	\$ -
BUILDING	OPERATING					
10-43-15	OFFICE SUPPLIES	\$ 90.00	\$ -	\$ -	\$ -	\$ -
10-43-16	OPERATING SUPPLIES	\$ -	\$ 762.50	\$ 1,000.00	\$ -	\$ -
10-43-17	POSTAGE	\$ 18.29	\$ 1.20	\$ 500.00	\$ -	\$ -
	LEGAL, ENGINEERING &					
10-43-20	PROFESSIONAL SERVICES	\$ 6,155.17	\$ 63.90	\$ 5,500.00	\$ 28,871.00	\$ 45,000.00
10-43-22	REPAIRS & MAINTENANCE	\$ -	\$ -	\$ 500.00	\$ -	\$ -
10-43-23	VEHICLE EXPENSE	\$ -	\$ 1,375.51	\$ -	\$ -	\$ -
10-43-26	TRAVEL & MEETINGS	\$ -	\$ -	\$ -	\$ -	\$ -
10-43-27	INSURANCE & BONDS	\$ 872.61	\$ 1,010.12	\$ 1,000.00	\$ 745.62	\$ -
10-43-28	UTILITIES	\$ -	\$ 966.19	\$ 1,500.00	\$ 239.85	\$ -
10-43-29	TELEPHONE & INTERNET	\$ -	\$ -	\$ 1,100.00	\$ -	\$ -
10-43-30	PUBLISHING ADS	\$ 229.34	\$ -	\$ -	\$ -	\$ -
10-43-31	DUES & SUBSCRIPTIONS	\$ 742.85	\$ 145.00	\$ 500.00	\$ 290.00	\$ -
10-43-33	DATA PROCESSING	\$ -	\$ 136.10	\$ -	\$ 827.40	\$ -
10-43-40	MISCELLANEOUS	\$ -	\$ -	\$ -	\$ -	\$ -
10-43-43	CULTURAL EVENTS	\$ -	\$ -	\$ -	\$ -	\$ -
10-43-44	HUMAN SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -
	Subgroup : Operating Expenditures	\$ 8,108.26	\$ 4,460.52	\$ 11,600.00	\$ 30,973.87	\$ 45,000.00
BUILDING	CAPITAL OUTLAY & TRANSFERS					
10-43-73	BUILDING IMPROVEMENTS	\$ -	\$ -	\$ -	\$ 54.20	\$ 5,000.00
10-43-74	MACHINERY & EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -
	Subgroup : CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ 54.20	\$ 5,000.00
	TOTAL	\$ 64,316.69	\$ 43,103.81	\$ 63,600.00	\$ 36,465.57	\$ 50,000.00

TOWN OF PAONIA

2025

PUBLIC WORKS DEPARTMENT

STREETS DIVISION

MISSION The Town of Paonia Public Works Department, Streets Division, exists to serve all people within our jurisdiction with respect, objectivity, and compassion. The care and maintenance of roadways, bridges, sidewalks and the storm sewer system are all charges of the Streets Division. The Paonia Public Works Department Streets Division is dedicated to providing a quality work environment and ensuring that the Town’s roadway systems are in good repair.

STAFFING TABLE

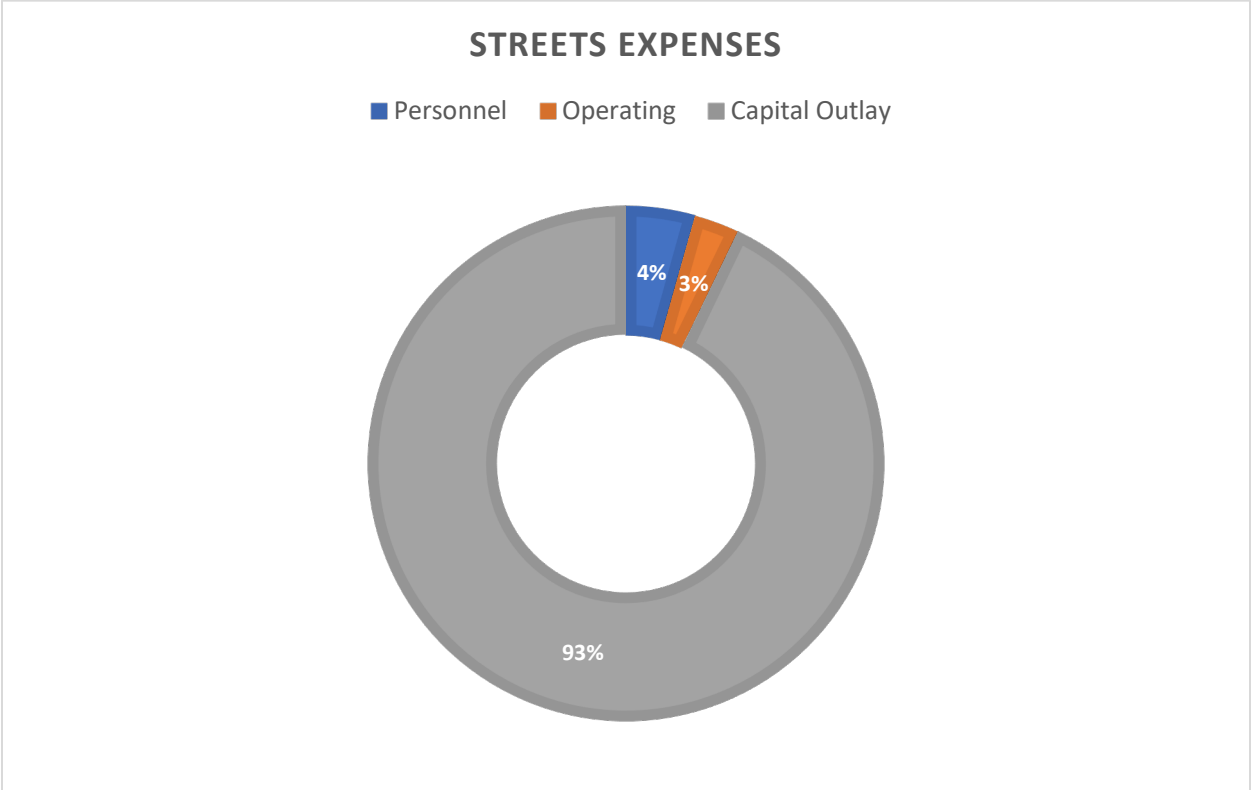
<u>Type of Employee</u>	<u>2024</u>	<u>2025</u>	<u>Change</u>
Full Time Non-Exempt	3	4	1
Full Time Exempt	1	1	0
Part Time Non-Exempt	0	0	0
<u>Total</u>	<u>4</u>	<u>5</u>	<u>1</u>

MAJOR GOALS AND CHANGES

1. Hiring a new Public Works Supervisor, Full Time, Non-Exempt employee with the Streets Division as their home division.
2. The budget is largely a carryover from FY-2024 due to additional design work required by CDOT for the 5th and Grand Realignment (Safe Pathways for Paonia) Project.

CAPITAL REQUESTS

1. 5th & Grand Realignment/Safe Pathways for Paonia
2. Roller for Street Repairs



Streets Expenses		
Personnel	\$	147,800.00
Operating	\$	95,750.00
Capital Outlay	\$	3,172,675.00
Total:		\$ 3,416,225.00

ACCOUNT	DESCRIPTION	ACTUAL		ACTUAL	ADOPTED	BUDGET/ACTUAL	PROPOSED
		FY-2022 BUDGET	FY-2023 BUDGET	FY-2024 BUDGET	FY-2025 BUDGET		
STREETS	PERSONNEL SERVICES						
10-45-02	CONTRACT LABOR	\$ -	\$ -	\$ -	\$ -	\$ 700.00	\$ -
10-45-03	SALARIES & WAGES	\$ 110,909.32	\$ 105,389.89	\$ 133,000.00	\$ 105,000.00	\$ 90,871.39	\$ 105,000.00
10-45-04	EMPLOYER FICA	\$ 6,761.89	\$ 6,402.00	\$ 8,500.00	\$ 6,500.00	\$ 5,688.36	\$ 6,500.00
10-45-05	EMPLOYER MEDICARE	\$ 1,581.28	\$ 1,497.11	\$ 2,000.00	\$ 1,500.00	\$ 1,330.35	\$ 1,500.00
10-45-06	UNEMPLOYMENT TAX	\$ 221.81	\$ 196.88	\$ 1,100.00	\$ 300.00	\$ 183.50	\$ 300.00
10-45-07	INSURANCE BENEFITS	\$ 9,495.48	\$ 13,229.99	\$ 22,000.00	\$ 19,500.00	\$ 16,837.71	\$ 19,500.00
10-45-08	RETIREMENT BENEFITS	\$ 3,273.01	\$ 3,601.02	\$ 7,000.00	\$ 5,500.00	\$ 4,165.55	\$ 5,500.00
10-45-09	LIFE/DISABILITY INSURANCE	\$ -	\$ -	\$ 450.00	\$ 500.00	\$ -	\$ 500.00
10-45-10	WORKMEN'S COMPENSATION	\$ 4,542.00	\$ 3,714.00	\$ 6,700.00	\$ 5,500.00	\$ 4,042.27	\$ 5,500.00
10-45-13	OVERTIME	\$ -	\$ -	\$ 4,500.00	\$ 3,500.00	\$ 2,365.32	\$ 3,500.00
	Subgroup : Personnel Services	\$ 136,784.79	\$ 134,030.89	\$ 185,250.00	\$ 147,800.00	\$ 126,184.45	\$ 147,800.00
STREETS	OPERATING						
10-45-15	OFFICE SUPPLIES	\$ 160.37	\$ 249.24	\$ -	\$ 200.00	\$ 8.79	\$ 200.00
10-45-16	OPERATING SUPPLIES	\$ 1,645.92	\$ 17,489.55	\$ 1,500.00	\$ 4,500.00	\$ 1,580.92	\$ 4,500.00
10-45-17	POSTAGE	\$ 110.10	\$ -	\$ -	\$ -	\$ -	\$ -
	LEGAL, ENGINEERING &						
10-45-20	PROFESSIONAL SERVICES	\$ 1,008.30	\$ 59,154.47	\$ 102,000.00	\$ 25,000.00	\$ 3,138.75	\$ 25,000.00
10-45-21	AUDIT & BUDGET EXPENSE	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 2,208.33	\$ 1,500.00
10-45-22	REPAIRS & MAINTENANCE	\$ 15,727.69	\$ 38,156.72	\$ 25,000.00	\$ 15,000.00	\$ 15,277.10	\$ 15,000.00
10-45-23	VEHICLE EXPENSE	\$ 11,172.07	\$ 10,305.61	\$ 12,500.00	\$ 5,500.00	\$ 3,652.91	\$ 5,500.00
10-45-24	RENTALS	\$ -	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -
10-45-25	SHOP EXPENSE	\$ 4,187.93	\$ 3,988.09	\$ 1,500.00	\$ 1,000.00	\$ 2,776.41	\$ 1,000.00
	TRAVEL, MEETINGS & TRAININGS						
10-45-26	INSURANCE & BONDS	\$ 956.67	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 855.77	\$ 1,500.00
10-45-27	UTILITIES	\$ 3,761.66	\$ 4,006.50	\$ 3,700.00	\$ 3,800.00	\$ 2,758.83	\$ 3,800.00
10-45-28	TELEPHONE & INTERNET	\$ 10,533.41	\$ 11,522.24	\$ 13,000.00	\$ 15,000.00	\$ 6,887.70	\$ 15,000.00
10-45-29	PUBLISHING ADS	\$ 554.08	\$ 283.84	\$ 1,100.00	\$ 1,500.00	\$ 511.64	\$ 1,500.00
10-45-30	DUES & SUBSCRIPTIONS	\$ 38.85	\$ -	\$ -	\$ 500.00	\$ 157.25	\$ 500.00
10-45-31	FEES & PERMITS	\$ -	\$ 784.42	\$ 1,000.00	\$ 3,500.00	\$ 2,592.75	\$ 3,500.00
10-45-32	DATA PROCESSING	\$ -	\$ 122.00	\$ -	\$ -	\$ -	\$ -
10-45-33	MISCELLANEOUS	\$ -	\$ -	\$ 1,250.00	\$ 1,250.00	\$ 136.10	\$ 1,250.00
10-45-40	SNOW REMOVAL	\$ 15,231.15	\$ 1,763.66	\$ 2,500.00	\$ 1,000.00	\$ 84.27	\$ 1,000.00
10-45-42	CULTURAL EVENTS	\$ -	\$ 12,734.57	\$ 15,000.00	\$ 15,000.00	\$ 3,538.58	\$ 15,000.00
10-45-43	HUMAN SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10-45-44	BUILDING INSPECTOR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10-45-45	Subgroup : Operating Expenditures	\$ 65,088.20	\$ 160,560.91	\$ 184,550.00	\$ 95,750.00	\$ 46,166.10	\$ 95,750.00
STREETS	CAPITAL OUTLAY & TRANSFERS						
10-45-70	CAPITAL OUTLAY	\$ -	\$ -	\$ 1,117,680.00	\$ -	\$ 5,188.51	\$ -
10-45-72	5TH STREET REALIGNMENT	\$ -	\$ -	\$ -	\$ 2,827,675.00	\$ 82,818.06	\$ 2,827,675.00
10-45-73	BUILDING IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10-45-74	MACHINERY & EQUIPMENT	\$ -	\$ -	\$ 82,500.00	\$ 20,000.00	\$ 19,326.43	\$ 20,000.00
10-45-75	GRANT PROJECTS	\$ -	\$ -	\$ -	\$ 325,000.00	\$ -	\$ 325,000.00
10-45-90	TREASURER'S FEE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10-45-99	TRANSFERS	\$ -	\$ 192,000.00	\$ -	\$ -	\$ -	\$ -
	Subgroup : CAPITAL OUTLAY	\$ -	\$ 192,000.00	\$ 1,200,180.00	\$ 3,172,675.00	\$ 107,333.00	\$ 3,172,675.00
	TOTAL \$	\$ 201,872.99	\$ 486,591.80	\$ 1,569,980.00	\$ 3,416,225.00	\$ 279,683.55	\$ 3,416,225.00

TOWN OF PAONIA

2025

PUBLIC WORKS DEPARTMENT

PARKS & RECREATION DIVISION

MISSION The Town of Paonia Public Works Department, Parks & Recreation Division, exists to serve all people within our jurisdiction with respect, objectivity, and compassion. The care and maintenance of all parks and recreational opportunities within the Town are the charges of the Parks and Recreation Division. The Paonia Public Works Department Parks & Recreation Division is dedicated to providing a quality work environment and ensuring that the Town offers quality & beautiful Park and Recreational opportunities.

STAFFING TABLE

<u>Type of Employee</u>	<u>2024</u>	<u>2025</u>	<u>Change</u>
Full Time Non-Exempt	1	1	0
Full Time Exempt	0	0	0
Part Time Non-Exempt	0	0	0
<u>Total</u>	<u>1</u>	<u>1</u>	<u>0</u>

MAJOR GOALS AND CHANGES

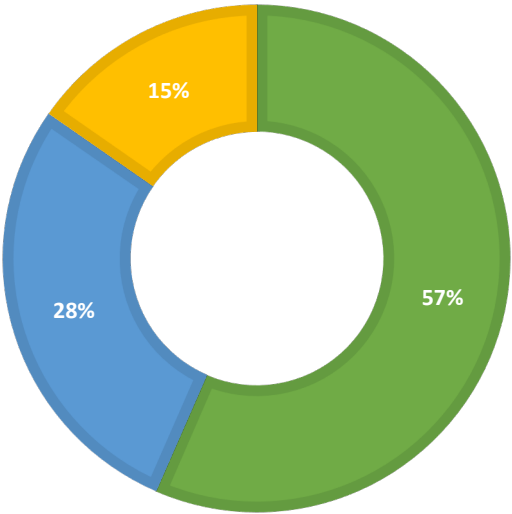
1. Completing another course of treatment for Ash trees within Town Rights of Way and Town parks to protect against the emerald ash borer.

CAPITAL REQUESTS

1. Funding a grant match for the Nature Connection and the Wilder Bunch for trail enhancement and maintenance.

PARKS & RECREATION EXPENSES

■ Personnel ■ Operating ■ Capital Outlay



Parks & Recreation Expenses

<i>Personnel</i>	\$	119,900.00
<i>Operating</i>	\$	59,700.00
<i>Capital Outlay</i>	\$	32,500.00
Total:	\$	212,100.00

ACCOUNT	DESCRIPTION	ACTUAL FY-2022 BUDGET	ACTUAL FY-2023 BUDGET	ADOPTED FY-2024 BUDGET	BUDGET/ACTUAL FY-2024 BUDGET	PROPOSED FY-2025 BUDGET
PARKS PERSONNEL SERVICES						
10-46-02	CONTRACT LABOR	\$ 100.00	\$ 10,748.91	\$ 3,600.00	\$ 1,000.00	\$ -
10-46-03	SALARIES & WAGES	\$ 61,727.39	\$ 65,259.03	\$ 108,500.00	\$ 73,142.58	\$ 85,000.00
10-46-04	EMPLOYER FICA	\$ 3,755.29	\$ 3,959.44	\$ 7,000.00	\$ 4,568.92	\$ 5,500.00
10-46-05	EMPLOYER MEDICARE	\$ 878.26	\$ 925.95	\$ 1,650.00	\$ 1,068.53	\$ 1,500.00
10-46-06	UNEMPLOYMENT TAX	\$ 123.61	\$ 120.78	\$ 950.00	\$ 147.39	\$ 200.00
10-46-07	INSURANCE BENEFITS	\$ 6,438.32	\$ 7,930.12	\$ 18,500.00	\$ 15,556.25	\$ 16,500.00
10-46-08	RETIREMENT BENEFITS	\$ 2,029.19	\$ 2,386.21	\$ 5,750.00	\$ 3,357.50	\$ 4,800.00
10-46-09	LIFE/DISABILITY INSURANCE	\$ -	\$ -	\$ 350.00	\$ -	\$ 400.00
10-46-10	WORKMEN'S COMPENSATION	\$ 2,376.00	\$ 1,594.00	\$ 3,750.00	\$ 2,151.17	\$ 3,000.00
10-46-13	OVERTIME	\$ -	\$ -	\$ 4,500.00	\$ 2,404.75	\$ 3,000.00
	Subgroup : Personnel Services	\$ 77,428.06	\$ 92,924.44	\$ 154,550.00	\$ 103,397.09	\$ 119,900.00
PARKS OPERATING						
10-46-15	OFFICE SUPPLIES	\$ 105.17	\$ 153.55	\$ 100.00	\$ 7.98	\$ 200.00
10-46-16	OPERATING SUPPLIES	\$ 6,231.18	\$ 5,284.81	\$ 4,500.00	\$ 3,277.39	\$ 4,500.00
10-46-17	POSTAGE	\$ 86.70	\$ -	\$ -	\$ 61.53	\$ 100.00
10-46-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 85.20	\$ -	\$ 1,000.00	\$ 867.00	\$ 1,000.00
10-46-21	AUDIT & BUDGET EXPENSE	\$ -	\$ -	\$ 1,000.00	\$ 2,208.33	\$ 2,500.00
10-46-22	REPAIRS & MAINTENANCE	\$ 4,859.83	\$ 42,676.66	\$ 28,000.00	\$ 10,381.07	\$ 15,000.00
10-46-23	VEHICLE EXPENSE	\$ 3,989.68	\$ 5,499.77	\$ 4,500.00	\$ 3,542.54	\$ 4,500.00
10-46-24	RENTALS	\$ 1,089.34	\$ 3,181.00	\$ 1,750.00	\$ 3,147.00	\$ 3,000.00
10-46-25	SHOP EXPENSE	\$ 953.03	\$ 1,204.76	\$ 750.00	\$ 1,215.82	\$ 1,400.00
10-46-26	TRAVEL, MEETINGS & TRAININGS	\$ -	\$ -	\$ 500.00	\$ 112.59	\$ 500.00
10-46-27	INSURANCE & BONDS	\$ 6,108.17	\$ 5,812.39	\$ 6,250.00	\$ 4,868.49	\$ 6,500.00
10-46-28	UTILITIES	\$ 8,794.66	\$ 7,926.66	\$ 6,500.00	\$ 6,094.76	\$ 7,500.00
10-46-29	TELEPHONE & INTERNET	\$ 501.63	\$ 283.83	\$ 750.00	\$ 289.96	\$ 500.00
10-46-30	PUBLISHING ADS	\$ 38.85	\$ -	\$ -	\$ -	\$ -
10-46-31	DUES & SUBSCRIPTIONS	\$ -	\$ -	\$ -	\$ 2,152.60	\$ 3,000.00
10-46-32	FEES & PERMITS	\$ 748.45	\$ 773.45	\$ 750.00	\$ -	\$ 500.00
10-46-33	DATA PROCESSING	\$ -	\$ -	\$ -	\$ -	\$ -
10-46-40	MISCELLANEOUS	\$ 1,017.50	\$ 249.87	\$ 3,000.00	\$ 1,300.00	\$ 1,500.00
10-46-42	CONTRACT SERVICES	\$ 2,505.49	\$ 3,282.70	\$ 3,500.00	\$ 6,775.48	\$ 7,500.00
10-46-43	CULTURAL EVENTS	\$ -	\$ -	\$ -	\$ -	\$ -
10-46-44	HUMAN SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -
10-46-45	BUILDING INSPECTOR	\$ -	\$ -	\$ -	\$ -	\$ -
	Subgroup : Operating Expenditures	\$ 37,114.88	\$ 76,329.45	\$ 62,850.00	\$ 46,302.54	\$ 59,700.00
PARKS CAPITAL OUTLAY & TRANSFERS						
10-46-70	CAPITAL OUTLAY BUILDING	\$ -	\$ 37,750.00	\$ -	\$ 11,166.00	\$ 15,000.00
10-46-73	IMPROVEMENTS	\$ -	\$ -	\$ 42,334.00	\$ 227.23	\$ -
10-46-74	MACHINERY & EQUIPMENT	\$ -	\$ -	\$ -	\$ 4,059.27	\$ 15,000.00
10-46-75	GRANT PROJECTS	\$ 23,230.97	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00
10-46-90	TREASURER'S FEE	\$ -	\$ -	\$ -	\$ -	\$ -
10-46-99	TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -
	Subgroup : CAPITAL OUTLAY	\$ 23,230.97	\$ 37,750.00	\$ 44,834.00	\$ 15,452.50	\$ 32,500.00
	TOTAL	\$ 137,773.91	\$ 207,003.89	\$ 262,234.00	\$ 165,152.13	\$ 212,100.00

TOWN OF PAONIA

2025

PUBLIC WORKS DEPARTMENT

WATER UTILITY DIVISION

MISSION The Town of Paonia Public Works Department, Water Utility Division, exists to serve all people within our jurisdiction with clean and safe drinking water. The care and maintenance of the collections, treatment and conveyance of the drinking water system are all charges of the Water Utility Division. The Paonia Public Works Department Water Utility Division is dedicated to providing a quality work environment and ensuring that the Town is supplied with enough clean drinking water to meet its demand.

STAFFING TABLE

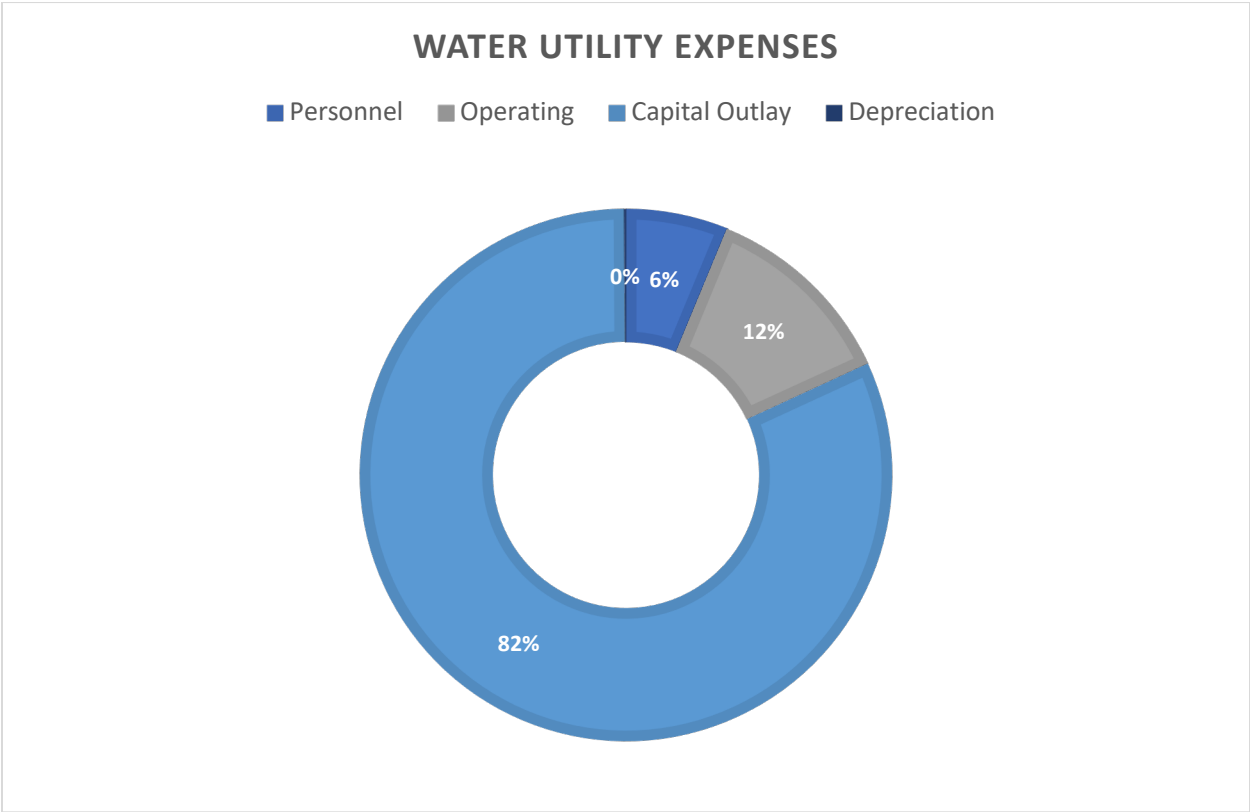
<u>Type of Employee</u>	<u>2024</u>	<u>2025</u>	<u>Change</u>
Full Time Non-Exempt	2	1.5	-0.5
Full Time Exempt	0	0	0
Part Time Non-Exempt	0	0	0
<u>Total</u>	<u>2</u>	<u>1.5</u>	<u>-0.5</u>

MAJOR GOALS AND CHANGES

1. The budget and requisite financing to complete Phase 1 of the Water Capital Improvement Plan relies on rate increases, and subsequent increases in revenues.
2. Complete Hydrogeological Study in FY-2025 and use it to inform the next phases of the Water Capital Improvement Plan.

CAPITAL REQUESTS

- 1. 2MG Lamborn Finished Water Tank Re-Lining
- 2. Approximately 9,000 linear feet of steel pipe replacement & realignment
- 3. Raw Water Metering and Diversion Box Improvements
- 4. Hydrogeological Study Completion
- 5. Continuing to build an inventory of Replacement part stock for water treatment plant



Water Utility Expenses		
Personnel	\$	425,200.00
Operating	\$	816,000.00
Capital Outlay	\$	5,599,000.00
Depreciation	\$	7,000.00
Total:		\$ 6,847,200.00

ACCOUNT	DESCRIPTION	ACTUAL FY-2022 BUDGET	ACTUAL FY-2023 BUDGET	ADOPTED FY-2024 BUDGET	BUDGET/ACTUAL FY-2024 BUDGET	PROPOSED FY-2025 BUDGET
WATER						
	WATER UTILITY REVENUE					
60-36-01	WATER CHARGES	\$ 803,049.94	\$ 838,424.71	\$ 895,000.00	\$ 741,723.95	\$ 905,000.00
60-36-02	WATER CHARGES - USAGE	\$ 212,266.21	\$ 346,235.08	\$ 700,000.00	\$ 267,079.81	\$ 368,000.00
60-36-03	SALES & SERVICES	\$ 2,386.52	\$ 725.00	\$ 500.00	\$ (3,772.51)	\$ 500.00
60-36-04	STANDBY TAP FEES	\$ 58,942.80	\$ 61,305.42	\$ 62,000.00	\$ 47,226.48	\$ 55,000.00
60-36-05	BULK WATER	\$ 7,208.00	\$ 15,710.15	\$ 2,500.00	\$ 13,062.00	\$ 15,000.00
60-36-06	RECONNECT FEES & PENALTIES	\$ -	\$ -	\$ 1,500.00	\$ -	\$ -
60-36-07	WATER TAPS	\$ -	\$ 100.00	\$ -	\$ 12,975.00	\$ -
60-36-08	TAPS FEES ASSIGNED FOR STORAGE	\$ -	\$ -	\$ -	\$ -	\$ -
60-36-09	START/STOP SERVICE FEES	\$ 4,500.00	\$ 7,125.00	\$ 6,500.00	\$ 5,265.14	\$ 5,500.00
60-36-10	INTEREST	\$ -	\$ -	\$ -	\$ -	\$ 12,500.00
60-36-12	RENTS	\$ 1,000.00	\$ -	\$ -	\$ 500.00	\$ 1,000.00
60-36-13	MISCELLANEOUS REVENUE	\$ -	\$ 41.98	\$ -	\$ 370.38	\$ 500.00
60-36-15	SALE/DISPOSAL OF ASSETS	\$ 11,215.12	\$ -	\$ -	\$ -	\$ 2,500.00
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	\$ -	\$ 5,000,000.00
60-36-28	WATERSMART GRANT REVENUE	\$ -	\$ -	\$ -	\$ -	\$ 250,000.00
60-36-30	GRANT FUNDS	\$ 184,616.39	\$ -	\$ 1,137,973.00	\$ 12,500.00	\$ 1,002,500.00
60-36-31	CAPITAL CONTRIBUTIONS	\$ -	\$ -	\$ 352,500.00	\$ -	\$ -
	Subgroup : Total Revenue	\$ 1,285,184.98	\$ 1,269,667.34	\$ 10,358,473.00	\$ 1,096,930.25	\$ 7,618,000.00

ACCOUNT	DESCRIPTION	ACTUAL FY-2022 BUDGET	ACTUAL FY-2023 BUDGET	ADOPTED FY-2024 BUDGET	BUDGET/ACTUAL FY-2024 BUDGET	PROPOSED FY-2025 BUDGET
WATER						
	WATER UTILITY PERSONNEL SERVICES					
60-50-02	TRUSTEE/ADMIN SALARIES	\$ -	\$ -	\$ 40,750.00	\$ 30,067.40	\$ 40,500.00
60-50-03	SALARIES & WAGES	\$ 149,789.99	\$ 284,117.89	\$ 236,500.00	\$ 167,153.93	\$ 262,000.00
60-50-04	EMPLOYER FICA	\$ 8,528.16	\$ 17,581.11	\$ 20,000.00	\$ 12,402.10	\$ 20,000.00
60-50-05	EMPLOYER MEDICARE	\$ 1,994.46	\$ 4,111.73	\$ 5,000.00	\$ 2,878.18	\$ 4,750.00
60-50-06	UNEMPLOYMENT TAX	\$ 285.34	\$ 520.62	\$ 2,500.00	\$ 396.98	\$ 700.00
60-50-07	INSURANCE BENEFITS	\$ 26,333.53	\$ 38,221.23	\$ 52,500.00	\$ 35,290.92	\$ 60,000.00
60-50-08	RETIREMENT BENEFITS	\$ 5,497.00	\$ 10,033.64	\$ 15,000.00	\$ 8,542.64	\$ 15,500.00
60-50-09	LIFE/DISABILITY INSURANCE	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
60-50-10	WORKMEN'S COMPENSATION	\$ 3,776.00	\$ 6,061.00	\$ 5,500.00	\$ 3,216.67	\$ 5,750.00
60-50-13	OVERTIME	\$ -	\$ -	\$ 17,500.00	\$ 6,164.04	\$ 15,000.00
	Subgroup : Personnel					
	Services	\$ 196,204.48	\$ 360,647.22	\$ 396,250.00	\$ 266,112.86	\$ 425,200.00
WATER						
	WATER UTILITY OPERATING EXPENSES					
60-50-14	CHEMICALS	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00
60-50-15	OFFICE SUPPLIES	\$ 917.19	\$ 798.01	\$ 2,000.00	\$ 1,688.11	\$ 2,500.00
60-50-16	OPERATING SUPPLIES	\$ 39,213.34	\$ 35,580.62	\$ 28,000.00	\$ 14,318.65	\$ 20,000.00
60-50-17	POSTAGE	\$ 5,469.35	\$ 3,091.14	\$ 4,000.00	\$ 2,229.30	\$ 4,000.00
	LEGAL, ENGINEERING &					
60-50-20	PROFESSIONAL SERVICES	\$ 27,235.56	\$ 93,389.29	\$ 525,000.00	\$ 342,874.26	\$ 375,000.00
60-50-21	AUDIT & BUDGET EXPENSE	\$ 12,500.00	\$ -	\$ 7,700.00	\$ 13,375.00	\$ 15,000.00
60-50-22	REPAIRS & MAINTENANCE	\$ 166,853.99	\$ 104,860.30	\$ 75,000.00	\$ 32,779.46	\$ 50,000.00
60-50-23	VEHICLE EXPENSE	\$ 5,988.53	\$ 6,932.39	\$ 6,000.00	\$ 3,946.47	\$ 5,500.00
60-50-24	RENTALS	\$ 360.00	\$ 1,113.75	\$ 2,500.00	\$ 1,095.75	\$ 1,500.00
60-50-25	SHOP EXPENSE	\$ 5,863.40	\$ 8,432.43	\$ 7,300.00	\$ 4,683.62	\$ 6,500.00

ACCOUNT	DESCRIPTION	ACTUAL FY-2022 BUDGET	ACTUAL FY-2023 BUDGET	ADOPTED FY-2024 BUDGET	BUDGET/ACTUAL FY-2024 BUDGET	PROPOSED FY-2025 BUDGET
WATER						
	WATER UTILITY OPERATING EXPENSES					
60-50-26	TRAVEL, MEETINGS & TRAININGS	\$ 1,034.66	\$ 1,216.37	\$ 3,500.00	\$ 1,819.87	\$ 3,000.00
60-50-27	INSURANCE & BONDS	\$ 26,405.31	\$ 29,789.15	\$ 17,000.00	\$ 12,675.66	\$ 17,000.00
60-50-28	UTILITIES	\$ 29,322.64	\$ 27,240.31	\$ 27,500.00	\$ 17,954.11	\$ 27,000.00
60-50-29	TELEPHONE & INTERNET	\$ 5,039.06	\$ 2,170.15	\$ 1,850.00	\$ 3,367.21	\$ 8,000.00
60-50-30	PUBLISHING ADS	\$ 241.31	\$ 170.33	\$ 2,000.00	\$ 157.25	\$ 1,000.00
60-50-31	DUES & SUBSCRIPTIONS	\$ 20,670.00	\$ 18,591.79	\$ 27,700.00	\$ 42,221.14	\$ 21,500.00
60-50-32	FEES & PERMITS	\$ 9,016.33	\$ 8,312.47	\$ 9,750.00	\$ 1,561.00	\$ 2,500.00
60-50-33	DATA PROCESSING	\$ 36,092.07	\$ 10,430.76	\$ 10,500.00	\$ 3,052.62	\$ 10,500.00
60-50-40	MISCELLANEOUS	\$ -	\$ 322.61	\$ 500.00	\$ 266.93	\$ 5,000.00
60-50-41	WRITEOFF - UNCOLLECTABLE	\$ -	\$ 1,942.18	\$ -	\$ 374.83	\$ 500.00
60-50-42	CONTRACT SERVICES	\$ 71,178.87	\$ 31,171.65	\$ 32,000.00	\$ 9,345.00	\$ 15,000.00
60-50-44	NORRIS RETIREMENT	\$ 17,360.00	\$ 14,560.00	\$ 13,500.00	\$ 6,048.00	\$ 7,500.00
60-50-50	WATER POWER AUTHORITY LOAN	\$ -	\$ -	\$ 180,000.00	\$ 154,059.69	\$ 155,000.00
60-50-51	DRINKING WATER REVOLVING FUND	\$ -	\$ -	\$ 24,000.00	\$ -	\$ -
60-50-52	FCNB INTERIM FINANCING	\$ 495.00	\$ -	\$ 500.00	\$ -	\$ -
60-50-54	DEBT SERVICE	\$ (1,211.00)	\$ 10,039.00	\$ 15,000.00	\$ -	\$ -
60-50-55	LOAN PRINCIPAL	\$ -	\$ -	\$ -	\$ 21,210.22	\$ 12,500.00
60-50-56	LOAN INTEREST	\$ 45,176.13	\$ 43,793.40	\$ -	\$ 22,542.40	\$ 25,000.00
60-50-57	INTEREST ON LEASE	\$ -	\$ 10,221.81	\$ -	\$ -	\$ -
60-50-60	WATER STORAGE EXPENDITURE	\$ -	\$ -	\$ -	\$ 215.00	\$ -
	Subgroup : Water Operating Expenditures	525,221.74	464,169.91	1,022,800.00	713,861.55	816,000.00

ACCOUNT	DESCRIPTION	ACTUAL FY-2022 BUDGET	ACTUAL FY-2023 BUDGET	ADOPTED FY-2024 BUDGET	BUDGET/ACTUAL FY-2024 BUDGET	PROPOSED FY-2025 BUDGET
WATER						
	WATER UTILITY CAPITAL OUTLAY & TRANSFERS					
60-50-69	RAW WATER METERING	\$ -	\$ -	\$ -	\$ 3,240.36	\$ 150,000.00
60-50-70	CAPITAL OUTLAY	\$ -	\$ -	\$ 7,775,000.00	\$ 24,502.55	\$ 111,000.00
60-50-71	PASS THROUGH ACCOUNT	\$ -	\$ -	\$ -	\$ -	\$ -
60-50-72	WATER TANK RELINING	\$ -	\$ -	\$ -	\$ -	\$ 1,883,000.00
	WEST LOOP IMPROVEMENT PROJECT					
60-50-73	WATERSMART GRANT	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000.00
60-50-74	GRANT PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ 335,000.00
60-50-75	BUILDING IMPROVEMENTS	\$ -	\$ -	\$ -	\$ 47,953.28	\$ 100,000.00
60-50-76	MACHINERY & EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -
60-50-77	TRANSFERS	\$ (7,856.75)	\$ -	\$ 24,500.00	\$ 23,042.10	\$ 20,000.00
60-50-99	Subgroup : Water Capital Outlay & Transfers	\$ (7,856.75)	\$ -	\$ 7,799,500.00	\$ 98,738.29	\$ 5,599,000.00
WATER						
	WATER UTILITY DEPRECIATION					
60-59-99	DEPRECIATION	\$ 356,057.32	\$ 298,676.91	\$ 223,550.00	\$ -	\$ 7,000.00
	Subgroup : Water Depreciation	\$ 356,057.32	\$ 298,676.91	\$ 223,550.00	\$ -	\$ 7,000.00
WATER FUND						
TOTAL REVENUES		\$ 1,285,184.98	\$ 1,269,667.34	\$ 10,358,473.00	\$ 1,096,930.25	\$ 7,618,000.00
TOTAL EXPENDITURES		\$ 1,069,626.79	\$ 1,123,494.04	\$ 9,442,100.00	\$ 1,078,712.70	\$ 6,847,200.00
	NET INCOME (LOSS) - Water Utility	\$ 215,558.19	\$ 146,173.30	\$ 916,373.00	\$ 18,217.55	\$ 770,800.00

TOWN OF PAONIA

2025

PUBLIC WORKS DEPARTMENT

WASTEWATER UTILITY DIVISION

MISSION The Town of Paonia Public Works Department, Wastewater Utility Division, strives to provide the best services possible to Residents. The care and maintenance of the collections, treatment and discharge of sewer wastewater are all charges of the Wastewater Utility Division. The Paonia Public Works Department Wastewater Utility Division is dedicated to providing a quality work environment and ensuring that the Town’s effluent meets all required limits for discharge.

STAFFING TABLE

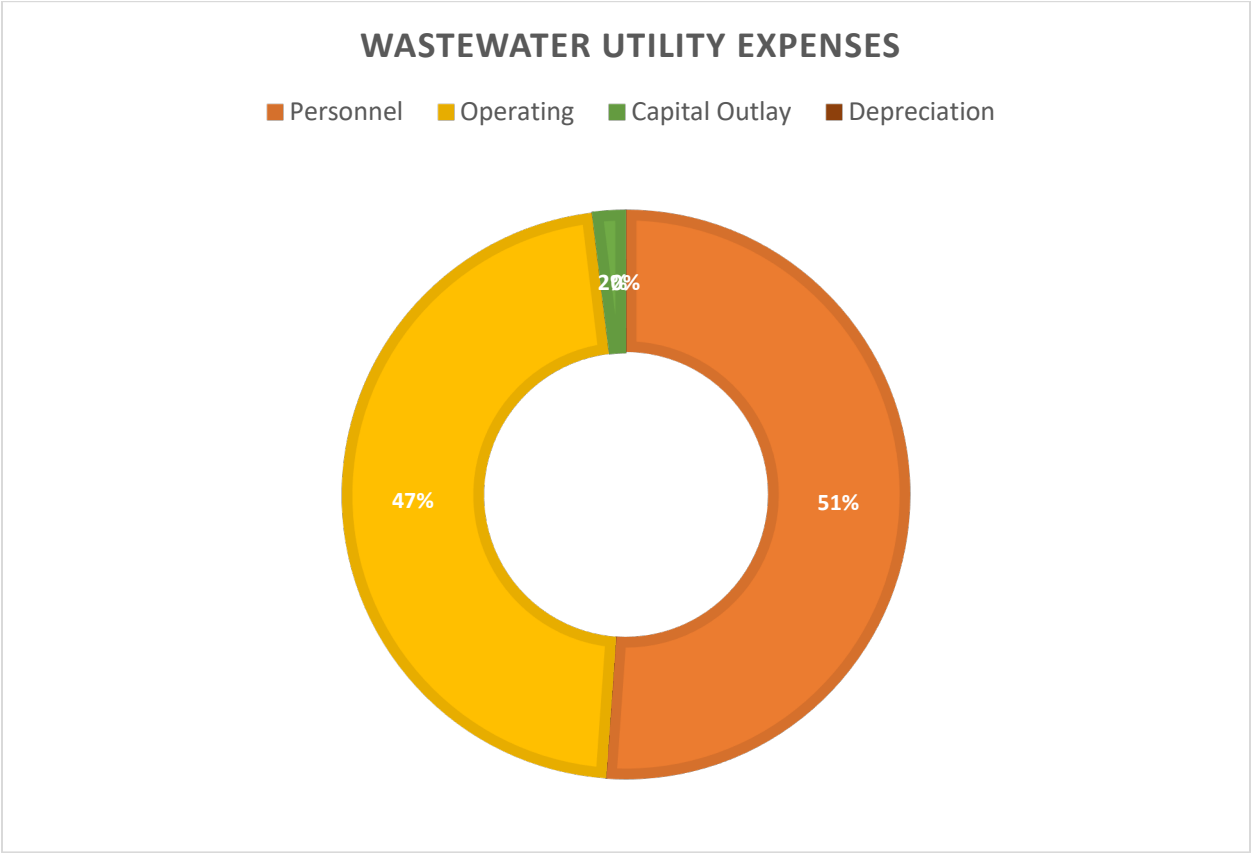
<u>Type of Employee</u>	<u>2024</u>	<u>2025</u>	<u>Change</u>
Full Time Non-Exempt	2	1.5	-0.5
Full Time Exempt	0	0	0
Part Time Non-Exempt	0	0	0
<u>Total</u>	<u>2</u>	<u>1.5</u>	<u>-0.5</u>

MAJOR GOALS AND CHANGES

1. The budget and requisite financing for future improvements that may be mandated by CDPHE in the near future relies on rate increases, and subsequent increases in revenues.
2. Project Needs Assessment and submission to CDPHE expected in 2025 for consideration of future debt-funding to begin replacing aging collections system pipes.

CAPITAL REQUESTS

1. Cameras at Wastewater Plant



Waste Water Utility Expenses		
Personnel	\$	416,750.00
Operating	\$	382,750.00
Capital Outlay	\$	15,500.00
Depreciation	\$	150.00
Total:		\$ 815,150.00

ACCOUNT	DESCRIPTION	ACTUAL FY-22 BUDGET	ACTUAL FY-23 BUDGET	ADOPTED FY-24 BUDGET	BUDGET/ACTUAL FY-24 BUDGET	PROPOSED FY-25 BUDGET
WASTEWATER						
	WASTEWATER UTILITY REVENUE					
70-37-01	SEWER BASE CHARGE	\$ 533,217.77	\$ 756,038.06	\$ 884,000.00	\$ 654,032.61	\$ 785,000.00
70-37-04	SEWER TAPS	\$ 5,000.00	\$ -	\$ -	\$ 10,000.00	\$ 5,000.00
	SEWER RENTAL					
70-37-05	PROPERTY	\$ -	\$ -	\$ -	\$ -	\$ -
70-37-07	SALES & SERVICE	\$ -	\$ -	\$ -	\$ -	\$ -
70-37-08	PASS THROUGH FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -
70-37-09	INTEREST INCOME	\$ 11,264.16	\$ 34,745.61	\$ 23,000.00	\$ 31,437.53	\$ 25,000.00
70-37-10	WWTP PAYBACK FUND	\$ -	\$ -	\$ -	\$ -	\$ -
	WWTP PAYBACK					
70-37-11	INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -
70-37-12	RENTS	\$ -	\$ -	\$ -	\$ -	\$ -
70-37-13	GRANT REVENUE	\$ -	\$ 137,745.00	\$ -	\$ 137,756.00	\$ 10,000.00
	MISCELLANEOUS					
70-37-14	REVENUE	\$ 9,860.56	\$ 40.00	\$ -	\$ -	\$ 5,500.00
	Subgroup : Total Revenue	\$ 559,342.49	\$ 928,568.67	\$ 907,000.00	\$ 833,226.14	\$ 830,500.00
WASTEWATER						
	WASTEWATER UTILITY PERSONNEL SERVICES					
	TRUSTEE/ADMIN					
70-51-02	SALARIES	\$ -	\$ -	\$ 40,750.00	\$ 30,067.62	\$ 40,500.00
70-51-03	SALARIES & WAGES	\$ 79,981.79	\$ 161,548.70	\$ 237,000.00	\$ 167,211.61	\$ 256,000.00
70-51-04	EMPLOYER FICA	\$ 4,628.74	\$ 9,768.21	\$ 18,250.00	\$ 12,409.38	\$ 20,000.00
70-51-05	EMPLOYER MEDICARE	\$ 1,082.64	\$ 2,284.50	\$ 4,500.00	\$ 2,879.90	\$ 4,500.00
70-51-06	UNEMPLOYMENT TAX	\$ 155.11	\$ 288.34	\$ 2,500.00	\$ 397.21	\$ 750.00
70-51-07	INSURANCE BENEFITS	\$ 14,792.87	\$ 19,690.59	\$ 52,000.00	\$ 34,586.59	\$ 58,000.00
70-51-08	RETIREMENT BENEFITS	\$ 3,067.86	\$ 5,199.91	\$ 14,500.00	\$ 8,547.79	\$ 15,500.00
	LIFE/DISABILITY					
70-51-09	INSURANCE	\$ -	\$ -	\$ 750.00	\$ -	\$ 1,000.00
	WORKMEN'S					
70-51-10	COMPENSATION	\$ 1,027.00	\$ 1,820.00	\$ 5,200.00	\$ 3,023.01	\$ 5,500.00
70-51-11	OVERTIME	\$ -	\$ -	\$ 16,000.00	\$ 6,166.58	\$ 15,000.00
	Subgroup : Personnel Services	\$ 104,736.01	\$ 200,600.25	\$ 391,450.00	\$ 265,289.69	\$ 416,750.00

ACCOUNT	DESCRIPTION	ACTUAL FY-22 BUDGET	ACTUAL FY-23 BUDGET	ADOPTED FY-24 BUDGET	BUDGET/ACTUAL FY-24 BUDGET	PROPOSED FY-25 BUDGET
WASTEWATER						
	WASTEWATER UTILITY					
	OPERATING EXPENSES					
70-51-15	OFFICE SUPPLIES	\$ 810.09	\$ 690.31	\$ 2,000.00	\$ 205.88	\$ 1,000.00
70-51-16	OPERATING SUPPLIES	\$ 13,769.92	\$ 12,157.75	\$ 7,500.00	\$ 8,426.11	\$ 12,000.00
70-51-17	POSTAGE	\$ 2,667.71	\$ 1,669.96	\$ 4,000.00	\$ 1,913.95	\$ 4,000.00
	LEGAL, ENGINEERING & PROFESSIONAL					
70-51-20	SERVICES	\$ 276.90	\$ 35,485.22	\$ 15,250.00	\$ 39,425.57	\$ 57,500.00
	AUDIT & BUDGET					
70-51-21	EXPENSE	\$ 4,500.00	\$ 12.99	\$ 7,700.00	\$ 13,625.00	\$ 15,000.00
	REPAIRS &					
70-51-22	MAINTENANCE	\$ 30,000.45	\$ 71,164.23	\$ 75,000.00	\$ 49,497.10	\$ 44,500.00
70-51-23	VEHICLE EXPENSE	\$ 6,217.69	\$ 6,180.60	\$ 6,500.00	\$ 3,824.55	\$ 6,500.00
70-51-24	RENTALS	\$ 3,520.00	\$ -	\$ 2,500.00	\$ 375.75	\$ 1,500.00
70-51-25	SHOP EXPENSE	\$ 3,443.33	\$ 7,029.30	\$ 11,500.00	\$ 1,611.18	\$ 5,500.00
	TRAVEL, MEETINGS &					
70-51-26	TRAININGS	\$ 963.18	\$ 965.24	\$ 1,000.00	\$ 1,055.90	\$ 2,000.00
70-51-27	INSURANCE & BONDS	\$ 9,856.76	\$ 9,974.24	\$ 6,750.00	\$ 5,032.98	\$ 7,500.00
70-51-28	UTILITIES	\$ 41,917.30	\$ 42,672.37	\$ 40,000.00	\$ 29,368.74	\$ 40,000.00
	TELEPHONE & INTERNET					
70-51-29		\$ 1,991.13	\$ 1,774.98	\$ 1,350.00	\$ 3,396.74	\$ 10,000.00
70-51-30	PUBLISHING ADS	\$ 23.52	\$ -	\$ 500.00	\$ 157.25	\$ 500.00
	DUES & SUBSCRIPTIONS					
70-51-31		\$ 571.40	\$ 5,913.05	\$ 4,450.00	\$ 21,043.22	\$ 15,750.00
70-51-32	FEES & PERMITS	\$ 6,260.25	\$ 5,281.13	\$ 7,700.00	\$ 1,826.30	\$ 3,500.00
70-51-33	DATA PROCESSING	\$ 14,295.57	\$ 9,854.89	\$ 8,500.00	\$ 3,002.62	\$ 5,500.00
70-51-40	MISCELLANEOUS	\$ -	\$ 121.60	\$ 1,500.00	\$ 5,000.00	\$ 5,000.00
	WRITEOFF -					
70-51-41	UNCOLLECTABLE	\$ -	\$ 1,085.05	\$ -	\$ 255.00	\$ -
70-51-42	CONTRACT SERVICES	\$ 376.25	\$ 8,791.16	\$ 7,500.00	\$ 6,859.07	\$ 8,000.00
70-51-43	GAGING STATION	\$ 4,213.00	\$ 4,517.00	\$ 5,000.00	\$ 4,853.00	\$ 7,000.00
70-51-44	NORRIS RETIREMENT	\$ -	\$ -	\$ -	\$ 5,152.00	\$ 6,500.00
	DOLA PRINCIPAL &					
70-51-50	INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -
	RURAL DEVELOPMENT					
70-51-51	PRINCIPAL & INTEREST	\$ 21,700.00	\$ 20,950.00	\$ 73,250.00	\$ 99,560.00	\$ 100,000.00
	WWTP PAYBACK FUND					
70-51-52	EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -
70-51-53	ISSUANCE COSTS	\$ -	\$ -	\$ -	\$ -	\$ -
70-51-54	DEBT RESERVE	\$ 23,250.00	\$ 11,250.00	\$ 24,000.00	\$ -	\$ 24,000.00
	Subgroup : Operating Expenses	\$ 190,624.45	\$ 257,541.07	\$ 313,450.00	\$ 305,467.91	\$ 382,750.00

ACCOUNT	DESCRIPTION	ACTUAL FY-22 BUDGET	ACTUAL FY-23 BUDGET	ADOPTED FY-24 BUDGET	BUDGET/ACTUAL FY-24 BUDGET	PROPOSED FY-25 BUDGET
WASTEWATER						
	WASTEWATER UTILITY CAPITAL OUTLAY & TRANSFERS					
70-51-70	CAPITAL OUTLAY	\$ 141,744.48	\$ -	\$ 70,000.00	\$ -	\$ 5,500.00
70-51-71	PASS THROUGH FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -
	ASSET REPLACEMENT					
70-51-72	RESERVE	\$ -	\$ -	\$ -	\$ -	\$ -
	PASS THROUGH					
70-51-73	OPERATING	\$ -	\$ -	\$ -	\$ -	\$ -
	SEWER LINE					
70-51-74	IMPROVEMENTS	\$ -	\$ 380,174.99	\$ -	\$ -	\$ -
70-51-75	GRANT PROJECTS	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00
	BUILDING					
70-51-76	IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -
	MACHINERY &					
70-51-77	EQUIPMENT	\$ -	\$ -	\$ 132,000.00	\$ 6,939.55	\$ -
70-51-99	TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -
	Subgroup : Wastewater					
	Capital Outlay &					
	Transfers	\$ 141,744.48	\$ 380,174.99	\$ 202,000.00	\$ 6,939.55	\$ 15,500.00
WASTEWATER						
	WASTEWATER UTILITY DEPRECIATION					
70-59-99	DEPRECIATION	\$ -	\$ -	\$ 100.00	\$ -	\$ 150.00
	Subgroup : Wastewater					
	Depreciation	\$ -	\$ -	\$ 100.00	\$ -	\$ 150.00
WASTEWATER FUND						
TOTAL REVENUES		\$ 559,342.49	\$ 928,568.67	\$ 907,000.00	\$ 833,226.14	\$ 830,500.00
TOTAL EXPENDITURES		\$ 437,104.94	\$ 838,316.31	\$ 907,000.00	\$ 577,697.15	\$ 815,150.00
NET INCOME (LOSS) - Wastewater Utility		\$ 122,237.55	\$ 90,252.36	\$ -	\$ 255,528.99	\$ 15,350.00

TOWN OF PAONIA

2025

PUBLIC WORKS DEPARTMENT

SANITATION DIVISION

MISSION The Town of Paonia Public Works Department, Sanitation Division, strives to provide the best services possible to Residents. The Paonia Public Works Department Sanitation Division is dedicated to providing a quality work environment and ensuring that the Town’s solid waste is collected and removed from the Town.

STAFFING TABLE

<u>Type of Employee</u>	<u>2024</u>	<u>2025</u>	<u>Change</u>
Full Time Non-Exempt	2	2	0
Full Time Exempt	0	0	0
Part Time Non-Exempt	0	0	0
<u>Total</u>	<u>2</u>	<u>2</u>	<u>0</u>

MAJOR GOALS AND CHANGES

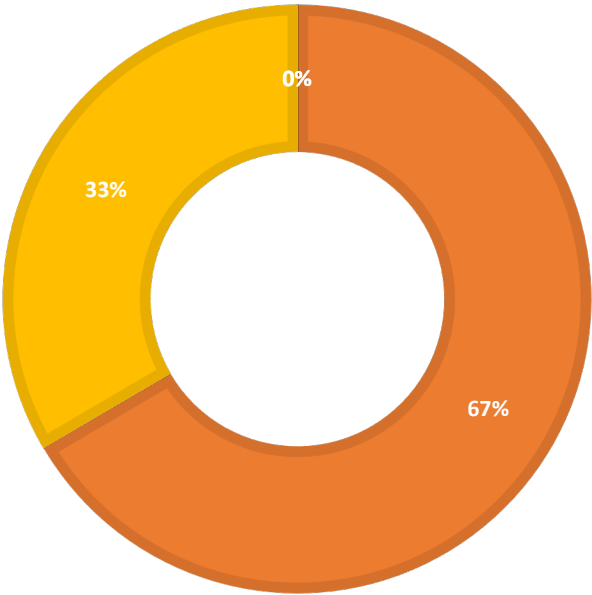
1. Modernizing the billing and collections procedures for trash service.
2. Ensure that garbage charges in Utility Billing reflect the level of service customers are actually receiving.

CAPITAL REQUESTS

5. N/A

SANITATION EXPENSES

■ Personnel ■ Operating ■ Capital Outlay ■ Depreciation



Sanitation Expenses		
Personnel	\$	212,900.00
Operating	\$	107,000.00
Capital Outlay	\$	-
Depreciation	\$	-
Total:	\$	319,900.00

ACCOUNT	DESCRIPTION	ACTUAL FY-22 BUDGET	ACTUAL FY-23 BUDGET	ADOPTED FY-24 BUDGET	BUDGET/ACTUAL FY-24 BUDGET	PROPOSED FY-25 BUDGET
SANITATION						
SANITATION REVENUE						
80-30-02	TRASH CHARGES	\$ 247,147.04	\$ 324,057.79	\$ 320,000.00	\$ 265,943.93	\$ 320,000.00
80-30-03	BULK TRASH CHARGE	\$ 2,390.00	\$ 1,345.00	\$ 1,500.00	\$ 1,155.00	\$ 2,500.00
80-30-04	TIRE PICK UP	\$ -	\$ -	\$ -	\$ -	\$ -
80-30-05	TRANSFER REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -
	Subgroup : Total Revenue	\$ 249,537.04	\$ 325,402.79	\$ 321,500.00	\$ 267,098.93	\$ 322,500.00
SANITATION						
SANITATION PERSONNEL SERVICES						
80-52-02	CONTRACT/ADMIN SALARIES	\$ 50.00	\$ 330.00	\$ 12,000.00	\$ 3,446.74	\$ 15,000.00
80-52-03	SALARIES & WAGES	\$ 127,400.82	\$ 159,949.20	\$ 93,000.00	\$ 52,749.28	\$ 135,000.00
80-52-04	EMPLOYER FICA	\$ 7,554.60	\$ 9,715.06	\$ 6,800.00	\$ 3,528.37	\$ 9,500.00
80-52-05	EMPLOYER MEDICARE	\$ 1,766.67	\$ 2,272.26	\$ 1,600.00	\$ 802.87	\$ 2,500.00
80-52-06	UNEMPLOYMENT TAX	\$ 251.17	\$ 293.84	\$ 900.00	\$ 110.75	\$ 400.00
80-52-07	INSURANCE BENEFITS	\$ 24,939.53	\$ 21,964.01	\$ 23,000.00	\$ 11,987.09	\$ 32,000.00
80-52-08	RETIREMENT BENEFITS	\$ 5,121.56	\$ 5,042.60	\$ 5,700.00	\$ 2,452.85	\$ 7,500.00
80-52-09	LIFE/DISABILITY INSURANCE	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
80-52-10	WORKMEN'S COMPENSATION	\$ 5,196.00	\$ 7,277.00	\$ 4,250.00	\$ 2,499.60	\$ 5,500.00
80-52-11	OVERTIME	\$ -	\$ -	\$ 4,750.00	\$ 1,713.55	\$ 5,000.00
	Subgroup : Personnel Services	\$ 172,280.35	\$ 206,843.97	\$ 152,500.00	\$ 79,291.10	\$ 212,900.00

ACCOUNT	DESCRIPTION	ACTUAL FY-22 BUDGET	ACTUAL FY-23 BUDGET	ADOPTED FY-24 BUDGET	BUDGET/ACTUAL FY-24 BUDGET	PROPOSED FY-25 BUDGET
SANITATION						
SANITATION OPERATING EXPENSES						
80-52-15	OFFICE SUPPLIES	\$ 401.41	\$ 833.69	\$ 2,000.00	\$ 213.88	\$ 500.00
80-52-16	OPERATING SUPPLIES	\$ 2,090.67	\$ 1,473.49	\$ 1,500.00	\$ 678.79	\$ 1,000.00
80-52-17	POSTAGE	\$ 1,624.12	\$ 1,015.28	\$ 2,500.00	\$ 1,810.33	\$ 2,000.00
80-52-20	LEGAL, ENGINEERING &					
80-52-21	PROFESSIONAL SERVICES	\$ -	\$ 2,095.20	\$ 5,500.00	\$ 16,361.24	\$ 12,000.00
80-52-22	AUDIT & BUDGET EXPENSE	\$ 4,000.00	\$ -	\$ 7,700.00	\$ 13,375.00	\$ 8,000.00
80-52-22	REPAIRS & MAINTENANCE	\$ 369.61	\$ 730.57	\$ 2,500.00	\$ 120.57	\$ 2,500.00
80-52-23	VEHICLE EXPENSE	\$ 22,882.88	\$ 14,512.46	\$ 15,000.00	\$ 10,220.80	\$ 13,500.00
80-52-24	RENTALS	\$ -	\$ -	\$ 5,000.00	\$ 110.00	\$ 500.00
80-52-25	SHOP EXPENSE	\$ 2,073.60	\$ 2,249.19	\$ 2,500.00	\$ 2,520.47	\$ 2,500.00
80-52-26	TRAVEL, MEETINGS &					
80-52-27	TRAININGS	\$ -	\$ 457.33	\$ 1,000.00	\$ 1,600.82	\$ 2,000.00
80-52-28	INSURANCE & BONDS	\$ 6,741.14	\$ 6,755.45	\$ 6,800.00	\$ 5,070.27	\$ 7,500.00
80-52-28	UTILITIES	\$ 2,674.64	\$ 2,631.28	\$ 3,000.00	\$ 1,473.45	\$ 2,000.00
80-52-29	TELEPHONE & INTERNET	\$ 510.97	\$ 283.93	\$ 1,400.00	\$ 1,072.44	\$ 2,200.00
80-52-30	PUBLISHING ADS	\$ 38.86	\$ -	\$ -	\$ 157.25	\$ 500.00
80-52-31	DUES & SUBSCRIPTIONS	\$ -	\$ 175.69	\$ 2,700.00	\$ 18,337.57	\$ 7,800.00
80-52-32	FEES & PERMITS	\$ -	\$ -	\$ 1,000.00	\$ 63.00	\$ 500.00
80-52-33	DATA PROCESSING	\$ 2,891.09	\$ 2,857.16	\$ 5,000.00	\$ 1,430.56	\$ 2,500.00
80-52-40	MISCELLANEOUS	\$ -	\$ -	\$ 1,000.00	\$ 275.12	\$ 500.00
80-52-41	WRITEOFF - UNCOLLECTABLE	\$ -	\$ -	\$ -	\$ -	\$ -
80-52-42	LANDFILL FEES	\$ 37,911.00	\$ 41,142.80	\$ 38,100.00	\$ 29,282.55	\$ 39,000.00
80-52-43	CLEAN UP DAYS	\$ 4,173.60	\$ -	\$ 7,000.00	\$ -	\$ -
	Subgroup : Operating Expenses	\$ 88,383.59	\$ 77,213.52	\$ 111,200.00	\$ 104,174.11	\$ 107,000.00

ACCOUNT	DESCRIPTION	ACTUAL FY-22 BUDGET	ACTUAL FY-23 BUDGET	ADOPTED FY-24 BUDGET	BUDGET/ACTUAL FY-24 BUDGET	PROPOSED FY-25 BUDGET
SANITATION						
	SANITATION CAPITAL OUTLAY & TRANSFERS					
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	\$ -	\$ -	\$ -	6,939.55	\$ -
80-52-99	TRANSFERS	\$ (7,856.75)	\$ -	\$ -	\$ -	\$ -
	Subgroup : Sanitation Capital Outlay & Transfers	\$ (7,856.75)	\$ -	\$ -	6,939.55	\$ -
SANITATION						
	SANITATION DEPRECIATION					
80-59-99	DEPRECIATION	\$ 18,207.20	\$ 18,207.20	\$ 57,800.00	\$ -	\$ -
	Subgroup : Sanitation Depreciation	\$ 18,207.20	\$ 18,207.20	\$ 57,800.00	\$ -	\$ -
	SANITATION FUND					
TOTAL REVENUES		\$ 249,537.04	\$ 325,402.79	\$ 321,500.00	\$ 267,098.93	\$ 322,500.00
TOTAL EXPENDITURES		\$ 271,014.39	\$ 302,264.69	\$ 321,500.00	\$ 190,404.76	\$ 319,900.00
	NET INCOME (LOSS) - Wastewater Utility	\$ (21,477.35)	\$ 23,138.10	\$ -	\$ 76,694.17	\$ 2,600.00

TOWN OF PAONIA
2024

NORTH FORK VALLEY AIRPORT

ACCOUNT	DESCRIPTION	ACTUAL FY-22 BUDGET	ACTUAL FY-23 BUDGET	ADOPTED FY-24 BUDGET	BUDGET/ACTUAL FY-24 BUDGET	PROPOSED FY-25 BUDGET
NFV AIRPORT						
	NFV AIRPORT REVENUE					
50-31-06	AIRPORT REVENUE	\$ -	\$ -	\$ 3,100.00	\$ 6,375.00	\$ 7,650.00
50-31-15	TRANSFER FROM GENERAL FUND RESERVE	\$ -	\$ -	\$ 75,492.00	\$ -	\$ 72,350.00
50-31-16	CAPITAL IMPROVEMENT FUND - AIRPORT GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -
	Subgroup : Total Revenue	\$ -	\$ -	\$ 78,592.00	\$ 6,375.00	\$ 80,000.00
NFV AIRPORT						
	NFV AIRPORT CAPITAL OUTLAY & TRANSFERS					
50-32-70	CAPITAL OUTLAY	\$ -	\$ -	\$ 78,592.00	\$ -	\$ 80,000.00
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	\$ -	\$ -	\$ -	\$ -	\$ -
	Subgroup : NFV Capital Outlay & Transfers	\$ -	\$ -	\$ 78,592.00	\$ -	\$ 80,000.00
NFV AIRPORT						
	NFV AIRPORT DEPRECIATION					
80-59-99	DEPRECIATION	\$ -	\$ -	\$ -	\$ -	\$ -
	Subgroup : NFV Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -
	NFV AIRPORT					
TOTAL REVENUES		\$ -	\$ -	\$ 78,592.00	\$ 6,375.00	\$ 80,000.00
TOTAL EXPENDITURES		\$ -	\$ -	\$ 78,592.00	\$ -	\$ 80,000.00
	NET INCOME (LOSS) - NFV CAPITAL IMPROVEMENT FUND	\$ -	\$ -	\$ -	\$ 6,375.00	\$ -

TOWN AMENITIES

In 2021, the Town completed an Asset Inventory and Capital Improvement Plan and has used that document to prioritize and plan projects. The Town has significantly invested in water system improvements and plans to continue investing in infrastructure beginning in FY-2024 and continuing for twenty years. Investments have been made across all Town amenities, including water, wastewater, roads, sidewalks, parks, public facilities, buildings, and sanitation. The Town has also invested in software to assist in improving service delivery to Residents. Continuing to invest in significant capital improvements will ensure that Paonia is affixed upon a firm foundation for resiliency and future development and growth.

WATER

Paonia operates a raw water collections, treatment and distribution system that serves Residents of the Town and distributes treated drinking water to private water companies. The Paonia Water System (PWS) serves Residents in Town and twenty-three private water companies outside of Town. The PWS infrastructure includes two water treatment facilities, Lamborn Water Treatment Plant (LWTP) and Clock Water Treatment Plant (CWTP). The CWTP has been offline and out of service since 2015 but has a one-million-gallon water storage tank that is also out of service. The LWTP is the only operating water treatment plant and has a two-million-gallon treated water storage tank.

The Town currently contracts with an Operator in Responsible Charge, Benjamin R. Archuleta, and will continue to utilize third party services until current Town Staff achieve an appropriate licensure. The Town is in compliance with records retention requirements as outlined in §11.36 of Regulation No. 11 – Colorado Primary Drinking Water Regulations. All records pertaining to the operation and water quality of the Town are located at 214 Grand Avenue, Paonia, Colorado, 81428, and are available to the public during normal working hours.

In FY-2024, it is expected that the Town of Paonia will continue to operate under a self-imposed moratorium on new water taps. The moratorium was implemented in 2020 in response to a critical 2019 water-supply issue. The language of the moratorium requires confidence in the water system's ability to serve additional users in order to lift the moratorium. Beginning in 2019, the Town has worked on phased capital improvement plans to ensure the water system, including the raw water, treatment, storage, and distribution are sufficiently robust to confidently support growth.

The following detail existing system facilities' limitations that necessitate the proposed projects for FY-2025:

Important Note: Most projects listed were originally scheduled to be completed in FY-2024, but due to requirements from state agencies, these projects required more design than originally anticipated and weren't ready for construction in 2024. The projects listed are now fully-designed and have generally received approval from regulating state agencies.

Raw Water Sources – Paonia currently collects water from spring systems flowing from Mt. Lamborn and Landsend Peak. This has been a consistent source of water for the Town since the establishment of the drinking water system. Problems that are seen in the spring system are many. Several of the springs do not have a successful containment of the spring and much of the water bypasses their respective collection boxes. Many of the pipes from the collection boxes do not have metering which prevents the Town from understanding the potential of source water available. Much of the piping from collections to the Upper Lamborn water treatment plant and the lower Clock water treatment plant was laid without a vision for the future of those lines. Those lines were constructed to carry water to treatment but not designed for long-term success. It is especially important to improve the collection of the spring water and piping to the water treatment plants to provide the Town as much spring water as possible in drought years. Missing the collection of any of the spring water available to the Town through their designated water rights during a drought puts the Town in a situation where they may not have ample water to serve the residents and the paying water companies.

Treatment – Paonia's raw water sources are classified as surface water or groundwater under the direct influence of surface water (GWUDI). Because of the GWUDI classification, both the Upper Lamborn and Clock water treatment plants employ filtration membranes to remove particulates from the raw water before the water is disinfected and sent to distribution. The Upper Lamborn water treatment plant (WTP) is the only plant currently in operation. The Clock WTP has sat idle since 2014 except for the water emergency that occurred in February 2019. This plant remains idle due to the repairs that are needed for the 1-MG tank that receives Clock WTP treated water before distribution. At the sanitary survey performed in April 2023, it was recommended that the Clock water treatment plant be fully inspected and operated to note any repairs required before putting into service for actual water treatment to be sent to distribution.

Finished Water Storage

- The Clock 1-MG finished water storage tank is not adequately sealed from outside animals and insects and is not in service.
- The Lamborn 2-MG finished water storage tank must be relined and repaired.
- Additional storage has been recommended in previous engineering reports.

Distribution

- From the Lamborn 2-MG finished-water storage tank, water is distributed into town via two 8-inch pipelines. The routing of these pipelines is referred to as the east and west loops. Along the west loop, an 8-inch steel line section and is proposed to be replaced with a 12" pipe size in this PNA. This line is critical to the overall distribution system. However, sections of this pipe are not adequately buried and has been a consistent source of leaks.
- Other distribution pipelines in the system range from 0.75-12" with materials consisting of steel, cast iron, ductile iron, PVC, or HDPE. Many of the pipelines in the town are insufficiently sized, aging, and may not be buried at a sufficient depth to prevent freezing.

Significant improvements to the raw water collection, treatment and distribution systems are planned for FY-2025.

- 2-MG Tank Relining: Relining 2-MG finished water storage tank which will require first installing a temporary finished water tank to hold treated water while the 2-MG finished water tank is relined. Once the water can be sent to the temporary tank, relining will occur on the 2-MG tank. Engineering work will be led by SGM Engineering (SGM), with support by RESPEC.
- Distribution System Improvements: Replace 9,400 LF of 8" finished water steel pipe from the intersection of Lamborn Mesa Rd. and Steward Mesa Rd. to the northern end of Cresthaven Rd. where the pipe will connect to PRV 9. Work may also include relocating existing pressure reducing valves (PRV) in the impacted pressure zones. Engineering work to be completed by RESPEC.
- Raw Water Monitoring Improvements: Rehabilitate springs structures to increase/improve raw water intake as well as install meters on four raw water discharge locations. Engineering work to be completed by RESPEC.

WASTEWATER

The existing wastewater collection system receives wastewater from residential and commercial customers and conveys it to the Wastewater Treatment Plant (WWTP, Colorado Discharge Permit System Number C00047431). The collection system is entirely a gravity system, consisting of service laterals, manholes, and gravity sewer mains.

Collections

As restrictions from the State of Colorado and the National Environmental Protection Agency become tighter, the Town of Paonia will continue to meet compliance standards. According to the 2020 Asset Inventory and Capital Improvement Plan, the Wastewater collections system has an estimated future replacement cost of **\$45,338,563**. The FY-2025 Wastewater Utility Fund Budget and future budgets will need to begin collecting enough revenue to help offset the cost of implementing these improvements. The highest priority replacement cost in the wastewater collections system is replacing the Vitreous (Vitrified) Clay Pipe (VCP) at an estimated cost of **\$3,199,132**.

Treatment

Paonia's current Wastewater Treatment Facility (WWTF) was constructed in 2005, and consists of a manual bar screen, two aerated lagoons, a settling/polishing pond, a serpentine chlorine contact chamber and a de-chlorination feature. Treated wastewater is discharged (effluent) to the North Fork of the Gunnison River. Generally, the WWTF is in good shape. All the onsite buildings are in excellent shape. The only issue the Town will face is with the pending nutrient limitations. The Colorado Department of Public Health and Environment (CDPHE) has publicly stated that in-stream limits for total nitrogen (TN) and phosphorus will be implemented by 2027. The draft criteria and limits are not anticipated until 2026, but it is expected that the limits will be at least as stringent as the current limits for new domestic wastewater treatment plants in the current Regulation 85.

These limits are an annual median of 7 mg/L total inorganic nitrogen (TIN) and 0.7 mg/L phosphorous. Currently, the WWTF only has a nutrient discharge limit for ammonia. The WWTF has struggled to meet the ammonia limit during colder periods when the biological activity within the lagoons is reduced. Additional kinetic modeling will be necessary, but our experience suggests that the current lagoons have the capacity to effectively remove biological oxygen demand (BOD), total suspended solids (TSS), and to treat ammonia to the current limits depending on the reaction rate coefficient. The lagoons, however, are not suitable for additional nutrient

removal. To effectively reduce the TN, the plant must nitrify the remaining ammonia in an aerobic environment and then denitrify the nitrite and nitrate to nitrogen gas in an anoxic environment. For phosphorous removal enhanced biological processes are necessary; these are not possible in a lagoon system. As legislation progresses Paonia will likely need to abandon the existing lagoons and replace the system with a mechanical plant that is capable of nutrient removal.

Planning for the possibility of replacing the existing lagoon facility with a fully mechanical plant that can achieve nutrient removal is a critical capital improvement that must be planned as soon as possible. As state and federal regulations become stricter, the Town may be faced with upgrading its existing facilities in order to become compliant. The cost for a fully mechanical plant is estimated to start at **\$13,891,933**. The FY-2025 Wastewater Utility Fund Budget and future budgets will need to begin collecting enough revenue to help offset the cost of implementing these improvements.

STREETS, ROADWAYS & SIDEWALKS

The Town's Street and road system consists of mainly asphalt roadways with some gravel roads which are largely alleyways or short dead-end branches. The Town implemented a Sidewalk Replacement Fund with Ordinance 2014-09 (PMC §4-2-80) and began charging property owners \$3/month for sidewalk repairs.

Registered Voters in Paonia overwhelmingly approved a ballot initiative to continue the sidewalk fee for another ten years. This time however, the language does not restrict the Town to only replacing existing sidewalks, but also to installing new sidewalks. Despite the growing costs associated with pouring concrete sidewalks, the Town only asked to continue the fee at \$3 per month. In FY-2025, the Town expects to also

The Town maintains roads within its boundaries which are:

- Intersection of 4th and Grand to the north.
- Intersection of Samuel Wade and Highway 133 to the west. Note: side streets between Highway 133 and the North Fork of the Gunnison River are the responsibilities of the County.
- Intersection of Mathews Lane and Niagara Ave, intersection of 1st St and Lamborn Mesa Rd, and the intersection of Colorado Ave and Meadowbrook Blvd to the South.

- Intersection of 7th St and Black Bridge Rd to the east.

The total street and road system consists of approximately 2.35 miles of asphalt roadways and 0.24 miles (1,275 feet) of concrete paved roadways. The Town has PASER Rated all town streets and sidewalks and has prepared a capital improvement plan for prioritizing improvements to the Towns roadways and sidewalks.

Construction on the 5th Street and Grand Avenue realignment (Safe Pathways for Paonia) project is scheduled to begin in FY-2024. The Town has received a Revitalizing Main Streets (RMS) Grant from the Colorado Department of Transportation to begin construction on the project. The Town will continue to work on the project with CDOT, Delta County and the Delta County School District to complete improvements. The total cost for this project is **\$1,040,774**.

In FY-2024, the Town plans to replace and repair deteriorating sidewalks with the Sidewalk Replacement Fund. Sidewalks on both sides of Grand Avenue from 3rd Street to 4th Street are scheduled to be replaced in FY-2024. This area is prioritized due to the significant roadwork being completed on the intersection of 5th Street and Grand Avenue. Should funds be available after Grand Avenue from 3rd to 4th Streets is completed, the next two prioritized sidewalk projects are both sides of Orchard Avenue from 3rd to 4th Streets; and both sides of Main from 1st and 2nd Streets.

PARKS, RECREATION & OPEN SPACES

Paonia operates a robust public park, recreation, and open spaces network. The public parks in Paonia are designed to support outdoor recreation activities (both active and passive) and community gatherings in Paonia. Some, like Town Park, are multiple acres and can accommodate a wide variety of activities. Others, like Poulos Park, are much smaller and provide space for people to gather and spend time outside.

Parks At a Glance	
Count:	6 public parks in Paonia
Total Acreage:	34.7 acres
Parkland per 1,000 Residents:	10.2 acres (excludes area of Paonia River Park owned by WSCC)
(Town of Paonia)	
Parkland per 1,000 Residents:	5.2 (lower quartile) - 17.6 acres (upper quartile); 9.9 acres
(Typical Park & Recreation Agency)	(median)
Data Source(s): Delta County Assessor; and, 2021 NRPA Agency Performance Review	

Summary of Parks

Park Name	Ownership	Size	Brief Description
Town Park (700 4 th Street)	Town of Paonia	3 acres	Paonia's Town Park is one of the community's highlights. Towering trees, pink peonies, and grassy areas invite users to relax and enjoy the park. The park serves as a venue for many of Paonia's community events including Cherry Days, Pickin' in the Park, and the annual BMW Rally. A large park located along Minnesota Creek that offers a number of amenities including playground equipment, seasonal restrooms, tennis/pickleball courts with lights, a looped walking path with exercise stations, disc/frisbee golf features, and a picnic shelter. Given its proximity to Minnesota Creek, Apple Valley Park has been designed to mitigate flooding of the creek.
Apple Valley Park (45 Pan American Ave)	Town of Paonia	6.62 acres	The parking lot for Apple Valley Park serves park users, as well as users of the Jumbo Mountain trail system.
Poulos Park (221 Grand Ave)	Town of Paonia	0.1 acres	A small park that serves as a great spot to stop for a rest while enjoying the shops, restaurants, and galleries of downtown Paonia. Recently, Poulos Park has served as a venue for local concerts hosted by Pickin' in the Park.
Paonia Library Park (No Street Address)	Town of Paonia	0.41 acres	A small park space located on the north side of the Paonia Library. The park is owned by the Town of Paonia and leased to the Delta County Library District. The park offers a looped walking path, shade structures, and outdoor seating areas.
Lee's Park (No Street Address)	Floyd Lee	0.08 acres	A small, privately-owned park that is maintained by the town. Lees Park is intended to be a town-owned park but the property has yet to be conveyed to the Town of Paonia.
Paonia River Park (700/759 Shady Lane)	Western Slope Conservation Center & Town of Paonia	19.76 acres (WSCC owned) 4.73 acres (town-owned)	The park offers a limited number of amenities, including a swing set, merry-go-round, picnic tables, and shade trees. A large park along the North Fork of the Gunnison River that comprises properties owned by the Western Slope Conservation Center (WSCC) and the Town of Paonia. The park is located outside of the town's boundaries. The town and WSCC have a Memorandum of Understanding (MOU) for the management and maintenance of the River Park. The park offers public access to, and along, the North Fork of the Gunnison River, as well as a walking path, river overlooks, a shaded seating area, and informational signage.

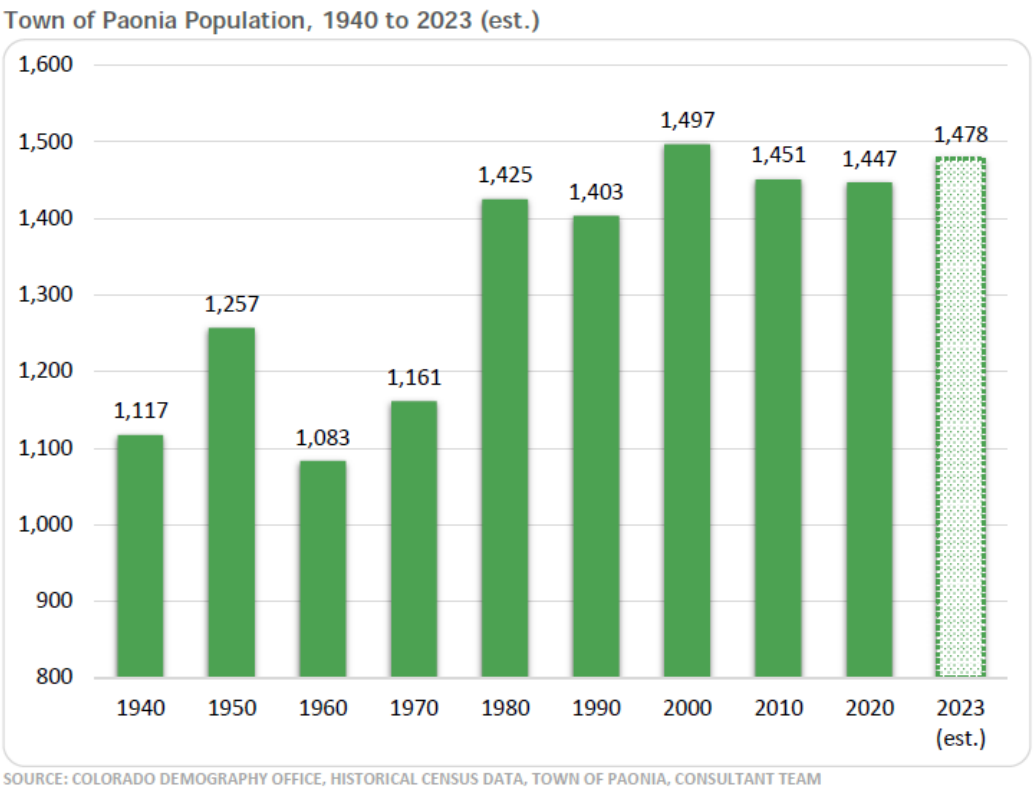
Data Source(s): Town of Paonia and Delta County Assessor

LOCAL DEMOGRAPHICS

Information in this section is from a 2023 Housing Needs Assessment conducted by UrbanRuralContinuum and funded in part from the Colorado Department of Local Affairs.

Population

An estimated 1,478 residents live in the Town of Paonia in 2023, an increase of about 30 residents since 2010. Despite the recent uptick, the population has changed very little since 1980, although there have been population fluctuations between decades with ebbs and flows of the local economy, especially natural resource extraction activity (e.g., the increase and decrease from 1980 to 1987). Today's population is almost identical to the Town's population in 1987 (1,471), 1998 (1,475) and 2005 (1,472).



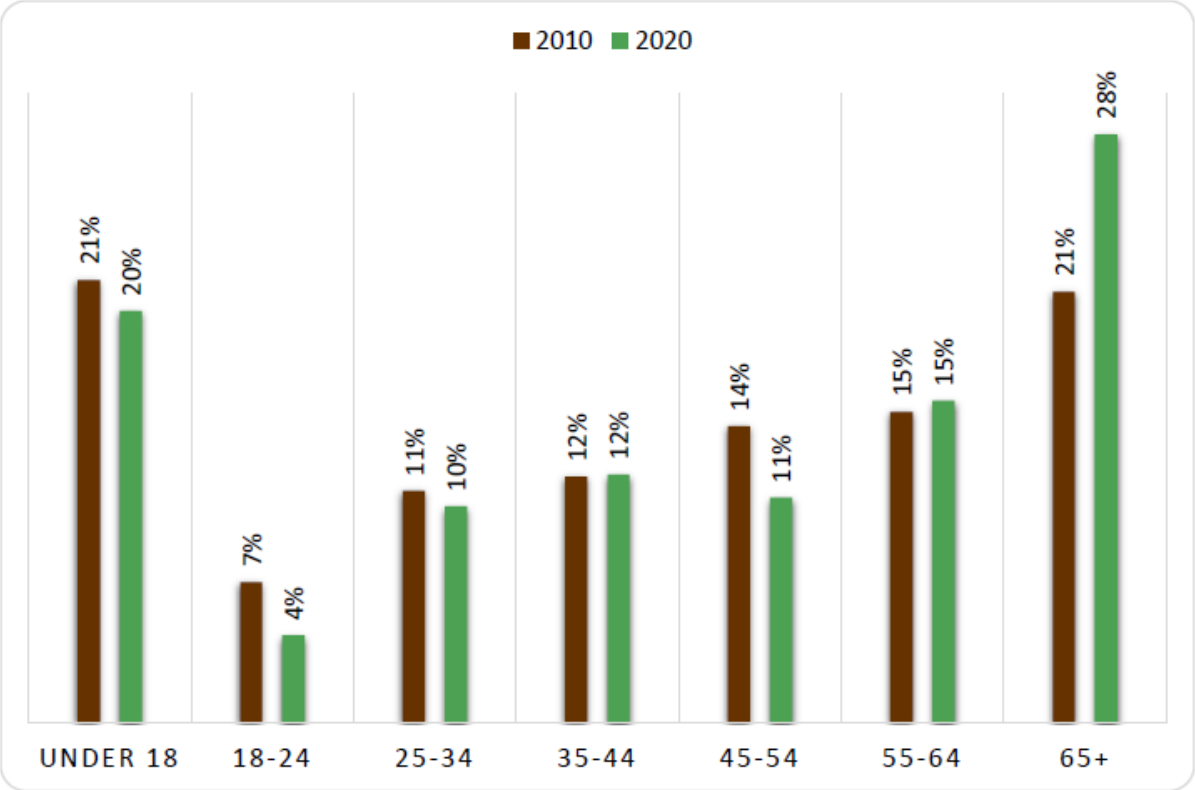
While the Town's population was basically the same in 2020 as 2010, the population of the Paonia CCD excluding the Town of Paonia declined by about 2% over the decade to roughly 2,500 residents. In contrast, Delta County grew by 0.6% per year on average from 2010 to 2020 due to positive net migration rather than natural increase (deaths outpaced births in the county).

Age

The Town's population is aging, with two of five (43%) residents aged 55 or older; this is significantly higher than that of Colorado where only 27% of residents are that age. The

share of residents aged 65 and over increased by about 7 percentage points from 2010 to 2020, but otherwise the distribution of Paonia residents by age has changed little since 2010 and is similar to that of Delta County. It is important to ensure seniors, many of whom are long-time valley residents, can safely age in place.

Town of Paonia Age Distribution, 2010 to 2020



SOURCE: U.S. CENSUS BUREAU, CENSUS 2010 AND 2020

The aging of the population is pronounced. The median age of residents was 41 in 2000, 44 in 2010, and 49 in 2020. This same trend is occurring in Delta County at large, which is in sharp contrast to the much younger median age of 37 in the State of Colorado.

The age of residents is important to the local economy. The share of residents who are part of the prime age workforce, those aged 25 to 54, has declined from 37% in 2010 to 33% in 2020. A decline in this age cohort coupled with an increase in seniors creates a challenging economic environment. Retired seniors consume local goods and services, which requires a large enough workforce to support their needs. Local employers report difficulty recruiting and retaining workers, which aligns with fewer people in the community of prime working age and a very low unemployment rate (see Section B – Employment for more details).

The Paonia CCD excluding the Town of Paonia is also aging. Just under half (48%) of residents in this part of the valley are aged 55+, a much higher share of residents than in 2000 (29%) and 2010 (40%).

Household Income

Household income in the Town of Paonia is similar to that of Delta County, lower than the broader Paonia area (Paonia CCD), and significantly lower than Colorado as a whole. The median income of the Paonia CCD is 24% higher than in the Town of Paonia. An understanding of how much local households earn through wages or other income sources is important to determine the availability and need for housing at various price points.

Household Income, 2021 [1]

	Town of Paonia	Paonia CCD	Delta County	State of Colorado
Median	\$53,646	\$66,646	\$51,803	\$80,184
Average	\$72,552	\$79,600	\$72,549	\$107,446

[1] 2021 inflation-adjusted dollars

SOURCE: U.S. CENSUS BUREAU, AMERICAN COMMUNITY SURVEY 2017-2021 5-YEAR ESTIMATES

Types of Jobs and Wages

Employment in the Town of Paonia is concentrated in sectors like education; arts, entertainment, and recreation; social assistance; and food and other services. Many local businesses and employers benefit directly or indirectly from seasonal visitation and there is a seasonal increase in employment in the summer and fall.

Local employers completing the 2023 employer questionnaire confirmed this seasonal employment uptick, noting that a large share of their seasonal employees live in the area year-round.

- Respondents indicated that 86% of their seasonal or part-year employees work during the summer or harvest season.
- Respondents indicated that at least 60% of seasonal or part-year employees live in the area year-round.

Spending by visitors to the area provides a revenue boost that helps sustain many local businesses over the slower winter months. The closure of Highway 133 in the spring/early summer of 2023 precluded typical visitation patterns for months, which adversely impacted local businesses prior to it reopening in June 2023. This is indicative of the local area’s reliance on spending by tourists and those traveling through the area. The local economy is also tied to the hundreds of well-paying mining and wholesale trade jobs at the West Elk Mine in Gunnison County.

The average annual wages in Delta County in 2016 and 2022 shows that jobs in retail, arts and entertainment, and the food services sectors are the lowest paying on average, which makes housing affordability a serious struggle for many local employees working such jobs.

Delta County Average Annual Wage and Change, 2016 to 2022 (sorted 2022 high to low)

	2016	2022	Average Annual % Change [2]
Management of Companies and Enterprises	\$57,824	\$76,856	4.9%
Utilities	\$56,784	\$71,864	4.0%
Finance and Insurance	\$44,408	\$62,764	5.9%
Mining [1]	\$73,684	\$60,476	-3.2%
Professional and Technical Services	\$37,596	\$55,952	6.9%
Real Estate and Rental and Leasing	\$35,308	\$52,312	6.8%
Construction	\$42,640	\$51,064	3.1%
Health Care and Social Assistance	\$34,372	\$49,920	6.4%
Public Administration	\$42,536	\$49,192	2.5%
Wholesale Trade [1]	\$40,768	\$47,840	2.7%
Information	\$32,760	\$47,112	6.2%
Transportation and Warehousing	\$38,792	\$46,384	3.0%
Manufacturing	\$35,360	\$44,564	3.9%
Administrative and Waste Services	\$28,288	\$41,236	6.5%
Agriculture, Forestry, Fishing & Hunting	\$28,704	\$41,184	6.2%
Other Services, Ex. Public Admin	\$30,420	\$37,804	3.7%
Retail Trade	\$26,156	\$34,424	4.7%
Accommodation and Food Services	\$13,884	\$21,060	7.2%
Arts, Entertainment, and Recreation	\$20,124	\$19,500	-0.5%

[1] Many mining and wholesale trade jobs associated with the Paonia economy are located in Gunnison County, which had an average annual wage in Q4 2022 of \$106,714 and \$65,867, respectively.

[2] Represents the compound annual growth rate.

Note: data for "Educational Services" is suppressed in 2016 and 2022, along with "Unclassified" in 2016 and therefore not reported. Annual wage is calculated as average weekly wage multiplied by 52 weeks per year.

SOURCE: COLORADO DEPARTMENT OF LABOR AND EMPLOYMENT, LMI GATEWAY (QCEW DATA), CONSULTANT TEAM

Wages in all but two sectors above increased from 2016 to 2022. Annual wages in the mining sector and arts, entertainment, and recreation decreased by 3.2% and 0.5% per year on average.

The average annual pay for all industries increased by 4.6% per year on average from 2016 to 2022 to just under \$44,000 per year in 2022.

Although wages have increased over time, projections indicate that most household growth through 2028 will be among households earning \$125,000 or more per year. This is a very high income for local households, even those with two earners, and points to the continued inflow of retirees and those earning money from outside the local area.

Top 11 Goals

- Hire a competent administrator
- Municipal code rewrite
- Make repairs to the clock treatment plant and bring it online
- Install new and repair old pressure relief valves, install bypasses, replace pilot valves and diaphragms
- Create a capital improvement plan as part of the town budget
- Clean up the springs, and make basic source water improvements
- Improve financial reporting
- Update the website, improve citizen communication
- Improve staff and board relationships
- Repave Samuel wade bridge
- Support staff training
- Make park improvements, including rebuilding the stage, improving bathrooms, installing wi-fi
- Rewrite employee personnel manual, and create a separate police department employee manual

Additional Board of Trustee Goals

- Develop a schedule for chip sealing for capital improvement plan
- Develop a new trustee training program
- Develop a candidate for elected office briefing program during the election process
- Introduce new employees at board meetings
- Recognize staff for anniversaries, awards and other milestones
- Conduct a computer security audit
- Communicate with the public on how marijuana money is spent
- Communicate with the public on how sidewalk money is spent
- Improve grant tracking and reporting
- Improve the budget process

Additional Department Goals

Town Clerk/Administration

- Establish a Records Management System
- Cross-Train Administrative Staff
- Catch up on minutes
- Keep up with utility billing enforcement for non-payers
- Continue marijuana and liquor license training
- Attend municipal clerks institute
- Update website to include events, water information, fillable forms
- Integrate meter radio reads into the billing system

Police Department

- Create Lexipol policy manual
- Conduct an evidence room audit
- Meet state required training goals
- Purchase spillman mobile software for better records management and reporting
- Create department personnel manual
- Implement a fleet maintenance plan and schedule
- Improve the prescription drug turn in program

Public Works Department

- Replace Dorris Sewer Line
- CIRSA training for all employees
- Implement a safety training program
- Install Security cameras at all town facilities
- Integrate wastewater controls
- Upgrade chlorine dosing equipment
- Implement an asset management system and inventory existing assets
- Improve the sidewalk at 3rd and grand avenues with planters and benches
- Improve other highly trafficked sidewalks and budget for improvements
- Continue to replace old water meters with radio read technology
- Reroute and repair a waterline that is leaking under the railroad track
- Complete the lead and copper rule evaluation
- Camera and scope the clay sewer line to determine where critical repairs are needed

Finance Department

- Setup a parts inventory system
- Inventory computer equipment
- Data entry into asset management systems
- Create a purchase order (PO) system
- Develop improved checklists
- Develop funding request form
- Develop fleet maintenance logs
- Develop a process for divesting surplus items
- Improve training
- Continuing education in finance
- Improve communication with staff

ADMINISTRATION

SWOT



STRENGTH

- **Well-Trained, Knowledgeable, diligent and caring staff**
- **Improved Communication with Elected Officials, Residents, and the extended Paonia Community**
- **Continuous Improvement and High Performance Mindset**
- **Building Confidence in Utility Systems and Processes**
- **High Performing and Impactful Team**

WEAKNESS

- **Need More Office Space**
- **Volume of Work is at times, Overwhelming**
- **Historic Data Collection, Retention and Records Management lacked established processes and procedures, resulting in difficult to recall information.**

OPPORTUNITY

- **Utilize Consulting Resources More Frequently Such as CML, Other Municipalities, Professional Associations**
- **Grant Funding and Opportunities, especially for Technical Assistance**
- **Continuing Education for Clerks, Accountants, Administrator, Etc.**

THREATS

- **Cloud of Judgement Stemming from Past Issues with Previous Administrations**
- **Volume of Catch-up Work and new Issues Can Quickly Overwhelm Staff and May Lead to Dissatisfaction**
- **Funding Infrastructure Takes Priority Over All Other Departments**

SWOT ANALYSIS

S

- Full-Staffed / Employees
- Community Policing - Out in the Community
- Social Media Presence and Engagement
- Collaborative with Other Departments

W

- Reliance on Local Officers (Live in Paonia)
- Funding (Competitive Wages, Equipment, etc.)
- Officer Retention due to Location of Town

O

- Strengthen the Partnership with Delta County Public Schools
- Establish Reserve Officer Program for Special Events & Departmental Support.

T

- Location & Distance from other Agencies, Paonia Mutual Aid Agreements are one-sided
- Unfunded Mandates from the State

Interagency
Cooperation

Wastewater

SWOT ANALYSIS

213

S

- Ambitious, Dedicated, and Knowledgeable Employees
- Additional Capacity Available in Wastewater Plant
- Excellent Engineering Firm(s)

Strengths

W

- Understaffed, Need to Hire additional employees at Competitive Wages
- Lack of Funding
- Lack of Discharge Ability (Constrained by Permit)
 - Sludge Removal Necessary in 3-5 Years
- Land Constraints

Weaknesses

O

- Skilled Contractors
- Supplemental Funding from Grants
- Rural Water Association/Auxiliary Organizations and NGO's
- Ditch Company Offsets
- Floodplain Near the Plant
 - (Dilution Ability)

Opportunities

T

- Additional Rules and Regulations from CDPHE, EPA and changes to the NPDES Permit
- River Level Fluctuates and Effects Effluent
- Inconsistent Sampling Reports from Labs

Threats

Water

SWOT

ANALYSIS

214

S

- Ambitious, Dedicated, Knowledgeable, and Skilled Employees
- Good Water (Tasting, Clean)
- An Understanding of Necessary Improvements to the System
- Three Excellent Engineering Firms

Strengths

W

- Understaffed, Need to Hire additional employees at Competitive Wages
- Tight Budget and Limited Resources
- State and Federal Government Processes & Procedures
- Scale and Magnitude of Needs
- Lack of System Redundancies

Weaknesses

O

- Skilled Contractors
- Supplemental Funding from Grants
- Improve Relationship and Collaborate with Consecutive Water Systems

Opportunities

T

- Additional Rules and Regulations from CDPHE
- Stigma Associated with Issues from Town's Historical Performance
- Spreading of Misinformation through Social Media
- Threat of Wildfires in Watershed
- Scale and Magnitude of Needs

Threats

STREETS, PARKS AND REC.

SWOT

STRENGTHS

- Caring and Professional Employees
- Excellent and Accessible Parks
- Free Public WiFi Internet
- Community's Love of Parks!
- Robust Volunteer Network
 - Flower Pot Crew
- Legacy Events

↑
Tree Board

Underutilized, and We Have One

WEAKNESSES

- ADA Accessibility at EVERY Park
- Need a Clearly Defined Maintenance Schedule Based on Seasons
- Internal Scheduled for Rentals, Maintenance and Coordination
- Parks Need Attention (Funding)
- Under-Utilization of Park Potential
- Potholes, Lack of Stormwater Consideration, Sidewalk Issues
- Lack of Funding for all Street-Related Issues

OPPORTUNITIES | THREATS

- Strengthen Public/Private Partnerships
 - Western Slope Conservation Center
 - The Nature Connection
 - Delta County Public Schools
- Strengthen Relationship with North Fork Valley Pool Parks and Rec. District
- Grants
 - CDOT
 - FHWA
 - GOCO
- Continue to Build Relationship with Delta County

- Skyrocketing cost of materials
 - Additional Cost Associated with Federal Construction and Design Standards Compliance
- Undermaintenance of Tree Canopy & DMEA Topping
- Emerald Ash Borer



STRENGTHS

- Dedicated Employees
 - Multiple Staff with CDL
- Proposed Changes to the Paonia Municipal Code will Strengthen the Enterprise

WEAKNESSES

- Customer Education about Rules
- Lack of Ability to Track Service Level and Appropriate Charges in the Field
- Employee Safety
- Lack of Ability to Enforce Rules
 - No Spare Truck or Redundancy
 - Route Scheduling

TRASH SWOT ANALYSIS

- Establishing a Recycling Program with CDPHE Assistance
- Locate and Establish a Dedicated Place for Town-Wide Composting
- New Technology to Help Mitigate Weaknesses

OPPORTUNITIES

- Landfill Approaching Maximum Capacity
 - Tipping Fees Increase
- Additional Enforcement from State Agencies on What Can be Collected and Disposed of at the Landfill
- Distance to Landfill - Causes Wear on Truck

THREATS

**TOWN OF PAONIA, COLORADO
ORDINANCE NO. 2024-03**

**AN ORDINANCE OF THE TOWN OF PAONIA, COLORADO
ENACTING ARTICLE 6 (PURCHASING AND PROCUREMENT)
OF CHAPTER 4 (REVENUE AND FINANCE) OF THE PAONIA
MUNICIPAL CODE**

WHEREAS, the Town of Paonia, Colorado is a statutory municipality organized pursuant to Colorado Revised Statutes (C.R.S.) §31-1-203; and

WHEREAS, C.R.S. §31-15-201 establishes Administrative Powers for statutory municipalities, and C.R.S. §31-15-302 establishes Financial Powers for statutory municipalities; and

WHEREAS, Chapter 4 of the Town of Paonia's Municipal Code (the "Code") sets forth the Town's policies for Revenue and Finance; and

WHEREAS, the Board of Trustees for the Town of Paonia, Colorado finds and determines that the Town's Purchasing Policy needs to be memorialized and codified and is in the best interest of the public health, safety and welfare of the Residents of Paonia to enact Article 6 of Chapter 4, Purchasing and Procurement Policy, of the Code as set forth herein.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO:

1. The foregoing recitals are incorporated by reference as findings and determinations of the Board of Trustees.
2. Article 6 of Chapter 4 of the Code is hereby enacted to read as follows:

Article 6. PURCHASING AND PROCUREMENT

Sec. 4-6-10. Purposes, Interpretation of Rules.

- (a) Interpretation. This Article shall be construed and applied to promote its underlying purposes and policies.
- (b) Purposes and Policies. The purpose of this Article is to provide for a purchasing procedure that the Town will follow in contracting for or constructing public works, purchasing tangible property and insurance policies, and obtaining consulting services.
- (c) The underlying purposes and policies of this Article are:

1. To clarify and standardize the procurement practices and procedures by the Town;
2. To permit procurement policies and practices;
3. To provide for increased public confidence in the procedures followed in public procurement;
4. To ensure fair and equitable treatment of all persons who deal with the procurement system of the Town;
5. To provide increased economy in the Town procurement activities and to maximize to the fullest extent practicable the purchasing value of public funds of the Town;
6. To foster effective broad-based competition within the free enterprise system; and
7. To provide safeguards for the maintenance of a procurement system of quality and integrity.

Sec. 4-6-20. Procurement Contrary to this Article.

Except as otherwise may be provided by law, it shall be unlawful for any Town Officer or employee to order a procurement contrary to the provisions of this Article. Any procurement or contract so made shall be void and wholly without effect and shall not be binding upon the Town in any manner.

Sec. 4-6-30. Requirement of Good Faith.

This Article requires all parties involved in the negotiation, performance, or administration of Town contracts to act in good faith.

Sec. 4-6-40. Application of this Article.

This Article shall apply to every expenditure of public funds irrespective of their source, by this Town, acting through a governmental body as defined herein, under any contract; provided, however this Article shall not apply to either grants or contracts between the Town and other governments and federal assistance monies, for which, if necessary, the Town shall adopt specific purchasing policies related to such assistance monies. Nothing in this Article or in regulations promulgated hereunder shall prevent any governmental body from complying with the terms and conditions of any grant, gift, bequest or cooperative agreement.

Sec. 4-6-50. Expenditure Approval Authority.

The following amounts reflect expenditure approval authority limits. Expenditure limits must follow the provisions of §4-6-60 for purchasing and procurement of this Article.

- (a) Department Director, or their designee
 - 1. Less than \$3,000
- (b) Town Administrator/Treasurer
 - 1. Less than \$10,000
- (c) Board of Trustees
 - 1. Any amount \$10,000 or greater

Sec. 4-6-60. Purchasing and Procurement Manual.

This Article adopts a formal purchasing and procurement process as outlined in a Purchasing and Procurement Manual, passed by Resolution of a majority vote of the Board of Trustees, as may be amended from time to time.

Sec. 4-6-70 Emergency Purchases.

- (a) Emergency purchase orders may be issued when unforeseen circumstances require an immediate purchase to avoid a substantial hazard to life, health, and welfare of the Residents of Paonia; or there is an imminent threat to property or threat of serious interruption to the operation of a Town Department, or the necessary repair of Town equipment or heavy equipment required for the operation of a Town Department.
- (b) If an emergency arises, departments must work directly with the Town Administrator/Treasurer to obtain purchase authorizations through as normal purchasing processes as possible. If an emergency situation arises after normal Town business hours, a Department Head, or their designee, may authorize an immediate purchase of commodities or services, if necessary, after notifying the Town Administrator/Treasurer.
- (c) Authorization for emergency purchases shall be documented and properly included in the purchasing record as required. The department shall advise the Town Administrator/Treasurer of any emergency purchases as soon as reasonable after the commitment is made. An immediate report shall be made to the Board of Trustees by the Town Administrator/Treasurer detailing the purchase and the cause of the emergency.
- (d) The Town Clerk shall schedule a Special Meeting of the Board of Trustees as soon as practicable to address the reasons and circumstances for the Emergency Purchases.

Sec. 4-6-80. Waiver of Procedures.

Upon a majority vote, the Board of Trustees may approve a waiver of any of the provisions of this Article, after consideration of the particular facts and circumstances necessitating the request for waiver. All of the procedures herein may be modified to prevent the loss of any gift or grant to the Town.

Sec. 4-6-90. Cooperative Purchasing.

The Town Administrator/Treasurer is authorized to participate in joint bidding with other public agencies or entities when deemed to be in the Town’s best interests. The Town Administrator/Treasurer, in his or her sole discretion, may approve cooperative purchases that have been through similar processes as described in §4-6-60 of this Article with other public agencies or entities and is within his/her expenditure approval authority as listed in §4-6-50.

PASSED AND ADOPTED this 17th Day of September 2024.

Paige Smith, Mayor

ATTEST:

Samira M. Vetter, Town Clerk

Approved as to form and contents:

Clay Buchner, Town Attorney

**TOWN OF PAONIA, COLORADO
RESOLUTION NO. 2024-14**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN
OF PAONIA, COLORADO, ADOPTING A PURCHASING POLICY
AND MANUAL**

WHEREAS, the Town of Paonia (the “Town”) is a statutory town in Delta County, Colorado;

WHEREAS, the Board of Trustees for the Town of Paonia determined that it is necessary to create a comprehensive purchasing policy and procurement manual.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO, COUNTY OF DELTA, STATE OF COLORADO:

The following Purchasing Manual attached as *Exhibit A* is declared the appropriate Purchasing and Procurement Policy for the Town. This resolution repeals and replaces Resolution 2024-11 Adopting a Credit Card Policy.

APPROVED AND ADOPTED this 17th day of September 2024, by the Board of Trustees, Town of Paonia.

TOWN OF PAONIA, COLORADO

Paige Smith, Mayor

ATTEST:

Samira M. Vetter, Town Clerk

Approved as to form and contents:

Clayton Buchner, Town Attorney



Town of Paonia

Purchasing Policy Manual

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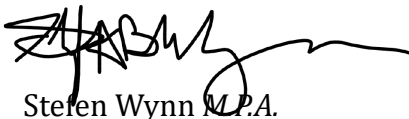
INTRODUCTION

The purpose of this Purchasing Policy Manual (Manual), approved by the Town Administrator and the Board of Trustees, is to describe the acceptable conduct of purchasing activity for the Town of Paonia, Colorado following the guidelines outlined in the Colorado Revised Statutes (CRS). If there is a conflict with this Manual, the CRS are the superseding rules. The failure of a Town employee to comply with this Manual may result in disciplinary action, and may lead to a criminal investigation.

The Administration Department, which includes Finance and the Town Administrator's Office, is generally responsible for providing direction and guidance in all phases of material utilization, e.g. acquisition, storage, distribution, re-utilization, and disposal. Administration, with the assistance of individual Department Heads, also provides direction and guidance to departments on all matters relating to pre-requisition investigation of possible supply sources and alternative product examinations. The Manual instructs the Town of Paonia with how Administration, with the assistance of individual Department Heads, facilitates specification preparation, inspection and receiving practices, quality control, order follow-up, materials expediting, and the enforcement of the terms and conditions of purchase orders issued by the Town.

Further, this Manual is meant to ensure that a standard of integrity is met when purchasing goods and services on behalf of the Town. The Manual also provides for fair and equitable treatment by the Town of all persons involved in public procurement and maximizes the purchasing value of public funds. Finally, this Manual is meant to provide safeguards for maintaining a procurement system of quality and integrity, and foster effective, broad-based competition within the free enterprise system.

In Public Service,



Stefen Wynn M.P.A.

ICMA-CM

Paonia Town Administrator/Treasurer

1.0 ETHICAL STANDARDS FOR PURCHASING ACTIVITIES

1.1 Policy Statement

It is the policy of the Town of Paonia to promote government integrity and guard against the appearance of impropriety by prescribing the following essential standards of ethical conduct.

- (a) Town Employees shall discharge their duties impartially to assure fair, competitive access to governmental procurement by responsible contractors and to foster public confidence in the integrity of the Town's procurement system and processes.
- (b) Town Employees shall not solicit, demand, accept, or agree to accept a gratuity, an offer of employment, or any other benefit in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement, specification, standard, solicitation, or contract.
- (c) Town Employees shall not participate directly or indirectly in procurement when an employee knows that:
 - (1) The Employee or any member of the employee's immediate family has a personal financial interest pertaining to the procurement.
 - (2) A business or organization in which the employee, or any member of the employee's immediate family has a personal financial interest pertaining to the procurement.
 - (3) Any other person, business, or organization with which the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning employment is involved in procurement.
- (d) Town employees who fail to comply with this policy may be subject to disciplinary action and criminal prosecution.

1.2 Discovery of an Actual or Potential Conflict of Interest

Upon discovery of an actual or potential conflict of interest, an employee shall promptly withdraw from further participation in the transaction involved and notify their Department Head, and/or Town Administrator. The Town Administrator will consult with the Town Attorney for an opinion whenever there is a question of an appearance of conflict.

1.3 Supplier Ethics

- (a) It shall be a breach of ethical standards for any person to offer, give, or agree to give any Town employee a gratuity, an offer of employment, or any other benefit in connection with any decision, approval, disapproval, recommendation, specification, standard, solicitation, or contract.

- (b) It shall be a breach of ethical standards for any person, or firm to present false documents, or falsely represent its firm.
- (c) Suppliers shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the Town's best interests. This obligation shall apply to suppliers' employees, agents, subcontractors, and third parties associated with accomplishing the work for the Town.
- (d) A breach of Manual Section 1.3 (a) or (b) may result in debarment for consideration of awards.
- (e) Personal purchases shall not be made by or for Town employees through the Town's procurement system or Purchasing Card program unless such purchases have been authorized as a special program available to all Town employees, or programs such as a duty firearm buy-back program, specifically for the employees of the Police Department.

1.4 Unlawful Purchases

If any office, department, or employee, other than employees specifically authorized to make purchases for their Department, contracts for any supplies, materials, equipment, or contractual services contrary to the purchasing policies as described in this Manual and provided in CRS, such purchase or contract shall be void and of no effect, and the cost shall not constitute a legal charge against the Town.

2.0 PURCHASING AUTHORITY

It is the Town's intent to reduce the total costs associated with the acquisition and management of commodities and services by purchasing competitively and wisely.

The Town Administrator/Treasurer and each Department Head are designated as the Town's Purchasing Agents (collectively known as Town Management), with respect to the limits and thresholds as may be established, set, and modified by the Board of Trustees.

2.1 Scope

Administration, the Town Clerk, and Department Heads shall:

- (a) Review all purchasing activity for compliance with the Purchasing Manual and associated Purchasing Policies.
- (b) Assist departments in the development of solicitation documents, manage the formal, public solicitation process, receive, and distribute responses to solicitation received to appropriate Department Heads.
- (c) Assist departments with external requests for information in accordance with the Colorado Open Records Act (CORA).
- (d) With the Town Attorney's office, manage contract development, negotiations, execution, approval, and archive processes as assigned.

- (e) Assist with the sale, auction, or disposal of all property determined to be surplus to the Town's needs in accordance with CRS.
- (f) Review and approve Sole Source Justification (SSJ) and Request to Proceed (RTP) requests within parameters of assigned authority.
- (g) Initiate and manage centralized procurement activity for goods and services consistent with the strategic procurement goals of the Town.

2.2 Objectives

- (a) To provide increased economy in the Town's procurement activities and to maximize, to the fullest extent practicable, the value of public funds expended for purchased materials, or services.
- (b) To provide safeguards that ensure the maintenance of a procurement system of high quality and integrity.
- (c) To ensure the fair and equitable treatment of all persons and businesses that deal with the Town for purchasing, or procurement.
- (d) To buy the right material of an appropriate quality and in the correct quantity at the right time from the proper source.
- (e) To reduce the overhead cost of purchasing by using an efficient workflow that reduces the volume of individual orders and minimizes paperwork.
- (f) To seek values that provide the best combination of price, quality, and service.
- (g) To reduce costs by consolidating departmental requests and making volume purchases.
- (h) To promote a system of procurement standardization throughout the Town whenever appropriate and practical.

2.3 Competitive Purchasing – Generally

- (a) The Town is committed to a program of purchasing competitively and wisely. Departments are forbidden to artificially divide purchase requisitions to circumvent any competitive bidding requirement. In addition, no department or employee shall draft or cause to be drafted any specifications in such a manner as to limit the bidding directly or indirectly to any one specific concern, or any specific brand, product, thing, or service. Certain items are approved as exempt from competitive bidding requirements or are approved as sole source purchases as provided for under Manual Section 2.4 – Exceptions, and Section 3.5 – Sole Source Requests. Administration's objective is to obtain competition from responsible

suppliers, and to ensure that the materials purchased through competition are properly suited to the job that they are intended, both as to price and quality.

- (b) Administration is authorized to make purchases from other public agencies without seeking competitive bids and may use Cooperative Purchasing Programs and other recognized types of agreements used by governments to combine agency requirements for purchases. However, the prices paid must be competitive with comparable products offered in the marketplace.
- (c) Except as otherwise provided by law, the Town may reject all bids received during a response to a solicitation if it is determined that the price, terms, or surrounding circumstances of the bids received are such that award of a contract based on that solicitation would not be in the Town's best interests.

2.4 Exceptions to the Competitive Process

The Administration Department maintains a list of goods and services where competitive bids are not required, and issuance of a purchase order is not mandated.

Except as otherwise directed by law, or by the Board of Trustees, competitive bidding is not required for the following purchases:

- Any good/service or combination of goods and services under \$1,000.
- Any good/service purchased with a Purchase Card under \$1,500.
- Any good/service made during the normal course of a contract or agreement that has already been through a competitive bidding process (Cooperative Purchasing, State Bid, etc.).
- Advertising (employment, bid advertisements, public notices, etc.)
- Benefit Payments – Human resources (medical/dental/life/LTD Insurance, etc.)
- Books, periodicals, and similar items.
- Town & County shared services (operating expenses only)
- Classes, Training, and Similar events.
- Conference/Seminar Registration Fees.
- Copying/Duplication Services.
- Debt Payments.
- Emergency Purchases.
- Emergency Medical Expenses.
- Employee Reimbursements.
- Fees – Bank, Filing, Tax, Title, License, Vehicle Registrations, etc.
- Grant pass-through payments (one-time only and contract not required).
- Insurance Premium Payments.
- Intra-agency payments.
- Lodging.
- Meals and Refreshments.
- Membership Dues/Fees.
- Postage.

- Rebates/Refunds.
- Shipping.
- Sponsorships (approved as part of the fiscal budgeting process).
- Subscriptions (newspaper, magazine, electronic, online).
- Temporary Agency Services and Contracted Employees.
- Travel (airfare, train tickets, rideshare, etc.).
- Utility Payments (telephone, internet, gas, water, electric).

2.5 Procurement Thresholds

Supplier selection shall be based on a competitive process whenever feasible and when in the Town's best interests.

A verbal or written solicitation shall be made as follows:

(1) Commodity Purchases/Contracts to \$1,000

Departments are authorized to make purchases up to \$1,000 without a requirement for a purchase requisition or purchase order. Use of a Purchasing Card or Credit Card is encouraged for purchases at this level. Departments are encouraged to obtain competitive pricing and "shop around", but competitive bidding is not required.

Issuance of a purchase order for purchases \$1,000 and below is not mandatory. Payment via a Purchasing Card or Credit Card, or direct invoice entry is acceptable.

(2) Commodity Purchases/Contracts \$1,001 to \$5,000

Departments are authorized to solicit suppliers at this level. Comparison shopping is strongly encouraged. Formal purchase orders must be issued for purchases of goods and services between \$1,001 and \$5,000. Departments must attach to the electronic requisition at least three (3) documented quotes attached to the requisition that contains the scope of work or item(s) to be purchased. One (1) "no bid" from a qualified vendor can be used to satisfy (1) of the three (3) required bids. Documentation of quotes must be attached to the electronic requisition to verify compliance.

(3) Commodity Purchases/Contracts \$5,001 to \$10,000

(a) Departments are authorized to solicit suppliers at this level with prior approval from the Town Administrator/Treasurer. A minimum of three (3) written quotations are required for the commodity or service. One (1) "no bid" from a qualified vendor can be used to satisfy (1) of the three (3) required bids. Documentation of quotes must be attached to the electronic requisition to verify compliance.

(b) Informal Bidding Process Required.

- a. Written quotes are required as referenced above.
- b. The Town Administrator/Treasurer may waive written quotation requirements if it is determined that it is not practical or advantageous to the interest of the Town. Such a determination shall be made in writing with justification from the Town Administrator/Treasurer. Proposals in this range

must be submitted to the Town Board for approval before the purchase can be made.

c. Steps to Complete an Informal Bid:

- i. Develop Specifications. Upon finalization of the specifications, prepare any documents required by the informal bid.
- ii. Disseminate specifications to relevant vendors, including dissemination by email, mail or other method as appropriate.
- iii. Evaluate the bid results and determine which bid serves the Town's best interests.
- iv. Prepare a Purchase Order and obtain required approval for the level of purchasing.

(4) Commodity, Service, & Construction Purchases/Contracts \$10,001 and Greater

Purchases of goods and services \$10,001 and greater require a formal, public bid process. The project manager or designated staff member must work with the Finance Department to develop the appropriate formal solicitation document. Once the solicitation document is finalized, the solicitation will be posted on a website used by the Town for procurement purposes for an agreed upon timeframe, which is typically no less than thirty (30) days. The use of electronic vendor submissions is strongly encouraged.

(5) Consulting Services

Any purchase of consulting services may require a formal contract to be completed and signed by the Mayor, the Town Administrator, the Town Attorney, and the Town Clerk.

2.6 Emergency Purchasing

Emergency purchase orders may be issued when unforeseen circumstances require an immediate purchase to avoid a substantial hazard to life, health, and welfare of the Residents of Paonia; or there is an imminent threat to property or threat of serious interruption to the operation of a Town Department, or the necessary repair of Town equipment or heavy equipment required for the operation of a Town Department.

If an emergency arises, departments must work directly with the Town Administrator/Treasurer to obtain purchase authorizations through as normal purchasing processes as possible. If an emergency situation arises after normal Town business hours, a Department Head, or their designee, may authorize an immediate purchase of commodities or services, if necessary, after notifying the Town Administrator/Treasurer.

Authorization for emergency purchases shall be documented and properly included in the purchasing record as required. The department shall advise the Town Administrator/Treasurer of any emergency purchases as soon as reasonable after the commitment is made. An immediate report shall be made to the Board of Trustees by the Town Administrator/Treasurer detailing the purchase and the cause of the emergency.

2.7 Change Order Management

Change orders to projects that have previously been approved is commonplace. If a change order results in a total project value surpassing the formal bid threshold, Town management approval must be secured. In addition, a project previously issued with a value of \$50,000 or greater, that has a change order value increase of 10% or greater, also requires approval of the Town Administrator/Treasurer.

The Town Administrator/Treasurer and the Department Head shall work with the Town Attorney's Office to update, as appropriate, any accompanying contract changes resulting from the change order for the project.

2.8 Standards

The Finance Department is primarily responsible for standardization. Standardization is the organized process of obtaining solutions to common problems by establishing agreement on specific quality, design, size, color, etc. and the established agreement as a standard.

The Town purchases many products that are standardized (carpet, furniture, copy paper, office supplies, etc.). When standards are adopted, only items meeting those standards may be purchased. However, no standard is meant to be unchangeable, and each standard is subject to review on a case-by-case basis and referred to the department with related expertise. The Finance Department shall be the chair of any such committees, which may include department heads or their representatives, and/or other staff.

2.9 Local Preference – Purchases of Goods and Services

It is the Town's goal to promote the purchase of services and goods provided by United States companies and employees, with a strong preference for local vendors. Off-shore services are defined as services provided from an off-shore location (foreign country). Examples of such services may include, but are not limited to, customer support services, telemarketing services, and financial auditing services.

Preferential considerations for local vendors or contractors will be given for non-capital purchases in the event that solicited bids from local vendors are within 10% of non-local vendor bids and all factors, including quality, terms, and delivery are determined by the soliciting employee or Finance Department to be equal to non-local vendors.

For the purposes of this policy, a vendor is considered local if it has maintained a place of business in Delta County, Colorado, for at least twelve (12) months prior to date of bid solicitation, at least 50% of the employees are Delta County, Colorado residents, and at least 50% of the fleet used for the project are registered within Delta County, Colorado.

Preferential consideration for local vendors or contractors will be given for Capital purchases in the event that solicited bids from local vendors are within 2% of non-local vendors' bids and all factors, including quality, terms, and delivery are determined by the soliciting employee or the Finance Department to be equal to non-local vendors.

For the purposes of this part of the policy as it applies to Capital purchases, the following terms are applicable:

- The vendor has maintained a place of business in Delta County for at least twelve (12) months prior to the date of the bid solicitation.
- Fifty-one percent (51%) of the work is self-performed (49% or less is performed by a subcontractor).
- Whether or not this policy will apply will be determined on a case-by-case basis at the discretion of the Board of Trustees at the time the project is authorized for bid. Local preference will be stated in each and all bid documents.
- If a vendor has received a 2% credit in the preceding year and the contract is still in place at the time the bid is solicited, the vendor does not qualify for the 2% local preference.

2.10 Environmental Purchasing

The Town's goal is to reduce the effects of climate change generated by government operations. Purchasing activity is encouraged to use and buy recycled and environmentally preferable products. The purchasing of products that are recycled or environmentally preferable strengthens the markets for such products, diverts more materials from the solid waste stream, and promotes both human and environmental health.

Purchasing agents have the following options:

1. Accept a bid which is not the lowest if:
 - A. The lowest bid is for a non-recycled product; and
 - B. A recycled content product meets the performance criteria specified; or
 - C. A bid other than the lowest bid meets the criteria for environmentally preferable products or services; or
 - D. A cost analysis is conducted over the life and disposal of the product that reveals lower total costs than are reflected in short-term analysis.
2. Award a portion of the contract to bidders offering recycled content or environmentally preferable products.

2.11 Results – Driven Contracting

The Town supports initiatives to integrate Results – Driven Contracting (RDC) strategies and data-driven decision processes into its solicitation, evaluation, award, contracting, and project management processes. RDC and data-based decision making serve as a foundational element to meeting organizational objectives and promoting a high performance, transparent government. Where practical, RDC practices and data-based decisions should be incorporated

into procurement activities. RDC and data-based decision methodologies are available through the Town Administrator/Treasurer's Office, one such resource is the Harvard Kennedy School's article: What is Procurement Excellence?

2.12 Underserved Business Program

The Town commits itself to applying a racial equity lens in its decision-making with the goal of continuing to build an equitable community to ensure a healthy community for all Paonia Residents and visitors.

There is an inherent need within the commercial makeup of the Town to expand small businesses within the Town's marketplace to increase the tax base, to provide new employment opportunities, to stimulate economic development, and to assist in the implementation of the comprehensive plan for the Town.

The Town encourages all underserved businesses to submit responses to all solicitations. The Town will promote the use of underserved businesses by encouraging staff to consider these businesses for award in all solicitations by including it as an appropriately weighted and scored criteria in the evaluation of all vendor submissions. The Town will participate in outreach programs to aid underserved businesses in understanding the Town's procurement process, improve their access to solicitations, and increase the visibility of underserved businesses within the organization.

The Town will permit vendors to self-identify any underserved business status which will be maintained in the vendor files of the ERP system (Caselle). The Town may perform periodic audits to determine if the vendor certifications are current and valid.

The Town will measure awards made to underserved businesses on a regular basis and review award amounts against stated organizational goals.

3.0 Types of Solicitations

Solicitations are purchasing processes designed to seek and obtain goods and/or services. Four types of solicitations utilized by the Town for purchasing are discussed in this section.

- Request for Information (RFI) – RFIs are used to obtain general information from the vendor community on a specific topic related to a project. RFIs are a market research tool used to obtain price, delivery, capabilities, interest, etc. for planning purposes. RFIs must clearly indicate that an award of contract will not automatically follow.
- Request for Qualifications (RFQ) – RFQs are used when requirements are uncertain, and the project manager is seeking potential vendors to provide proposals once requirements have been finalized. RFQs are solicitations documents that request submittal of qualifications or specialized expertise in response to the scope of services required. Pricing is not solicited with RFQ documents issued prior to RFPs, but typically describe the project in enough detail to let potential bidders determine if they wish to compete, and forms the basis for requesting qualifications submissions in a two-phase or prequalification process. Used most often with construction projects.

- Invitation For Bid/Request for Quote (IFB/RFQ) – IFBs/RFQs are formal requests to prospective bidders soliciting price quotations or bids. IFBs/RFQs contain, or incorporate by reference, the specifications of the scope of work and all contractual terms and conditions. An IFB/RFQ is only a solicitation, and it does not qualify as an offer since the Town will review bids and select a vendor prior to entering into a binding contract. Awards are generally made to the lowest priced quote.
- Request for Proposals (RFP) – RFPs are generally used when there are a variety of ways to meet a need, specifications are not available or not fully determined, and/or when professional services or certain personal services are required. RFPs are typically documents used in sealed-bid procurement procedures through which a buyer advises potential bidders of the statement and scope of work, specifications, schedules or timelines, contract type, data requirements, terms and conditions, description of goods and/or services to be procured, general criteria used in evaluation procedure, special contractual requirements, technical goals, instructions for preparation of technical, management, and/or cost proposals. RFPs are publicly advertised, and bidders respond with a detailed proposal, not just a price quote. They provide for negotiations after sealed proposals are opened, and contracts may not necessarily be awarded to the lowest bidder.

3.1 Request for Information (RFI)

a) When to Use:

1. An RFI may be used to obtain general information from vendors regarding products and services. Responses to RFIs are often largely assembled from vendor standard literature for a good or service. RFIs generally contain no project specific financial or cost information and do not result in an award.

- b) Acceptance of Late Submissions: Late submissions may be accepted with the discretionary approval of the Finance Department and when in the Town's best interests.

3.2 Request for Qualifications (RFQ)

a) When to Use:

1. An RFQ may be used to obtain specific information regarding a vendor's qualifications and ability to provide supplies, equipment, and certain services. RFQs contain more specific vendor information and responses may be tailored to highlight a vendor's capability to meet a specific scope of work for a Town project. RFQs generally contain no specific financial or cost information and do not result in an award.

- b) Acceptance of Late Submissions: Late submissions to an RFQ may only be accepted with the discretionary approval of the Town Administrator/Treasurer and when in the Town's best interests.

3.3 Invitation for Bid/Request for Quotes (IFB/RFQ)

- a) When to Use: An IFB/RFQ may be used to obtain supplies, equipment, and certain services that can be clearly specified and awarded to the lowest responsible, responsive bidder. The IFB/RFQ is also used for public construction projects valued at \$50,000 and above.

1. Pre-Qualification of Bidders: A two-step process may be used to pre-qualify bidders when deemed appropriate by the Finance Department. Bidders are pre-qualified by responding to an RFI/RFQ to establish competency. The information requested from vendors may include financial background, capacity to perform, lines of credit, manufacturers' authorizations and relevant experience.

Qualified bidders may then be asked to participate in a price solicitation via a targeted IFB process.

2. Prequalification of Commodities: Commodities may be prequalified through study and recommendation by an evaluation team for the specific project.

3. The Following Factors, Among Others, May be Used for Prequalification:

- Quality of commodities or services
- Experience with the commodities involved
- Maintenance cost
- Economic life cycle cost
- Length of time the commodity has been on the market
- Compatibility of existing equipment
- Available warranties
- General reputation and experience of the bidder
- Evaluation of the bidder's ability to serve the Town
- Prior knowledge of experience with the bidder in terms of past performance
- Other legal protection provided in the purchase

- b) Format for IFB/RFQ Document: IFB/RFQ are prepared by the Department seeking the to purchase with guidance from the Town Administrator/Treasurer. IFB/RFQ documents are to use specifications and Scope of Work information provided by the Project Manager. IFBs contain the following elements:

1. Specifications: Clear, concise specifications must be provided. Frequently, specifications state, *Brand Name or Equal*. *Brand Name* includes identification of products by manufacturer, make, and model. Such identification is intended to be descriptive, but not restrictive. Bidders offering an *equal* must submit complete specifications and/or samples with their bids. Determination of equality shall be at the sole discretion of the Town. If it has been justified and accepted by the requesting department and the Finance Department or an evaluation team has determined that only one brand can meet the Town's expectations, *no exceptions* shall be noted in the specifications.
 2. Responsibility Criteria: Include items such as business references, plant capacity, credit data, financial statements, recent tax returns, licenses, bonding and insurances.
 3. Bid Submission Information: Includes the time and date for bidder's conference (if applicable); where, when, and how bids are to be returned; contacts for information during the solicitation period; required signatures on bids; cost/price submission instructions, etc.
 4. Terms and Conditions: Include standard terms and conditions that will be incorporated in the purchase order/contract and any special conditions in the bid document.
- c) Acceptance of Bids: Bids must be received prior to or at the time specified in the bid. Late bids shall not be considered under any circumstances.
- d) Bid Opening: The Purchasing Agent (may be a department director, deputy director, Town Administrator, etc.) or designee shall administer all bid openings and all hard copy bids shall be opened in the presence of one or more witnesses at the time and place designated in the IFB. The opening of the bids shall be recorded by video, voice or both.
- e) Rejection of Bids: The Town may reject any or all bids when deemed to be in the Town's best interests; reject any bid not accompanied by any required bid security or by other data required by bid documents; reject any bid which is in any way incomplete, irregular, or otherwise not in compliance with bid documents in all material respects or reasonable interpretation; and/or waive any informality, irregularity, immaterial defect, or technicality when deemed to be in the Town's best interests.
- f) Bid Award Consideration
1. Cost Factors: in addition to the total bid price (including any discounts), unit or extended price, and administrative costs (if applicable), hourly rates for specified personnel, the Town's administrative costs, maintenance costs and warranty provisions may be considered. Life cycle costs, repurchase value, residual value of equipment after a specified number of years, and or cost and

rate of use of consumables may be considered in cases where these costs are relevant and measurable.

2. The following responsibility factors may be considered:

- Bidder's general reputation and experience.
- Bidder's ability to service the Town.
- Bidder's financial ability to successfully meet the requirements of the contract.
- Town's prior knowledge of and experience with the bidder in terms of past performance.
- Nature and extent of company data furnished by bidder upon request of the Town.
- Size and location of the bidder's warehouse.
- Bidder's ability to meet delivery and stocking requirements.
- Bidder's experience with the commodities or systems.
- Length of time the commodities or systems have been on the market.

Awards shall be made to the lowest, responsible, responsive bidder(s). A responsible bid is one that has demonstrably met the following criteria in the solicitation:

1. Capacity to perform – fiscal, physical, experience on schedule, etc.
2. Ability to comply with applicable laws and regulations – licenses, insurance, bonding, etc.

3. The following responsiveness factors may be considered:

- Adherence to all conditions and requirements of the bid specifications.
- Quantity and quality of merchandise or service offered.
- Compatibility and/or continuity with existing commodities or systems.
- Overall completeness of the commodity line or service offered.
- Delivery or completion date.

A responsive bid is one that adequately meets all solicitation requirements. To be responsive, the bid or proposal must not constitute a different offer or make substitutions for requirements stated in the solicitation.

4. Local Preference: When all other factors are determined to be equal, preference shall be given to firms meeting the conditions of Policy 2.9 – Local Preference.

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3.4 Request for Proposals (RFP)

- a) When to Use: An RFP may be used when the Town's requirements are not precisely defined or quantified. RFPs are required to be used when it is necessary to obtain the services of professional consultants, contractors, architects, engineers, and design firms when the contract for services is expected to exceed \$50,000. Awards made as a result of RFP solicitations are not based solely on cost factors but upon the technical and programmatic superiority of the offeror's proposal. However, the selected proposal should include a price that is within reasonable proximity of other qualified offerors.
- b) Pre-Qualifications: It is sometimes advantageous to conduct a two-phased RFP process in which the first phase is a pre-qualification of firms. This initial phase screens potential offerors for qualifications prior to requesting proposals.
- c) Advertising/Notice: If appropriate, an advertisement announcing the RFP should be placed in at least one local newspaper of general circulation. Notice should be made through the Town's online bidding announcement platforms, including but not limited to the Town's website. Notice may also be sent to firms identified by Town management and the requesting department, other interested firms and/or those firms who have been screened through a prequalification process.
- d) Basic RFP Format: To develop consistency in the preparation of RFPs, a standardized RFP format must be used. Using this format helps to ensure that the RFP contains adequate information about the needed service, facility or program and the RFP requirements. More technical proposals may require additional information. The Town Administrator/Treasurer, or their designee, will assist in the development of RFPs. The basic format for the preparation of an RFP, including a description of what should be included in each section follows:
 - 1. General Project Description: Provide a summary of the needed facility or program and a general description of the services required.
 - 2. Project Background: Provide relevant background information on the project. A description of the site or program, significant historical data and information on existing facilities and/or programs may be provided. A clear concept of the needed facilities or program should be outlined. A vicinity map and scale site map may be provided. Any available resources such as completed studies, surveys and preliminary feasibility work that are relevant to the project and available to consultants on the overall project budget, including funding sources, may be listed if available.
 - 3. Scope of Work: Provide the scope of work and services needed in detail. Provide a clear understanding of what will be required, including items such as the degree of community input expected and any required time schedules. Clearly define whether the consultant or the Town will be responsible for related services such as obtaining feasibility studies and permits, coordinating construction, conducting public meetings, and developing

budgets. If construction coordination is required, the consultant's role and level of responsibility should be clearly defined to ensure contractor compliance related to construction documents and responsibilities for contract administration.

4. Services and Materials to be Provided by Town: List all services to be provided by the Town, and available documents relative to the project. Typical services that may be handled by either Town Staff, or the Contractor include, but are not limited to, obtaining surveys, processing permits, coordinating construction, preparing bid documents, obtaining geological data, and conducting public hearings and/or meetings (including open houses).
5. Town Liaison (Point of Contact): Provide the name and contact information of the person acting as the Town's liaison on the project, if applicable, and advise the consultants to direct all questions regarding the project to the liaison.
6. Terms and Conditions: Include the Town's standard contract terms and conditions and insurance requirements. If an increase in insurance policy limits is necessary, based on project value or type, include that information in a separate section of the RFP package. Contact the Town Administrator/Treasurer to obtain the appropriate language for insurance requirements if necessary.
7. Selection Criteria: List the criteria that will be used to evaluate proposals and the relative importance of each criterion. Outline the process that will be used to select a contractor. A rating sheet may be prepared which lists the selection criteria and their relative weighting in the scoring process. A copy of the rating sheet may be provided to the offerors so that they understand the scoring factors and their relative importance to each other.
 - Typical selection criteria may include the following:
 - Technical approach.
 - Qualifications of firm.
 - Qualifications of the specific personnel who will work on the project.
 - Project management and adherence to required time schedules. *Consideration may be given to the location of the firm's office and the resulting availability of the firm for meetings with staff and the public, if necessary.*
 - Cost.
 - References.
8. Proposal Requirements: List the specific proposal requirements including the date, time and place for submittal, and any specific insurance, licensing or legal requirements.

- Typical proposal requirements may include, but are not limited to, the following:
 - Name, address, contact email address, and telephone number of the business submitting the proposal.
 - Identification of the project manager, and/or principal contact.
 - A complete description of the approach to the analysis and how the major work elements are to be accomplished.
 - Detailed estimate of work hours per task.
 - A listing of personnel who would perform the work, including any subcontractors, and the amount of time that each would commit to the project by task.
 - Reference information including contact information.
- e) Acceptance of Proposals: Proposals are to be received at the time and place specified in the RFP. All proposals will be date-stamped upon arrival. Late proposals will only be considered when it has been determined to be in the Town's best interests to do so and may only be accepted within twenty-four (24) hours after the scheduled closing. Approval of the Department Head, or their designee, and, if the proposal is administered by the Finance Department, the approval of the Town Administrator/Treasurer shall be required for acceptance of late proposals.
1. A Responsible proposal is one that has demonstrably met the following criteria in the solicitation:
 - Capacity to perform – fiscal, physical, experience and schedule.
 - Ability to comply with applicable laws and regulations – licenses, insurance and bonding.

3.5 Sole Source / Request to Proceed

The Sole Source/Request to Proceed policy should be followed for purchases \$10,001 and greater where a competitive solicitation process will not be used. A sole source justification is to be used in a situation where only one vendor can provide a solution for the Town. A request to proceed is to be used in a situation where the normal procurement process cannot be followed. Sole Source justifications or Requests to Proceed are strongly discouraged and must be signed by the Town Administrator/Treasurer at any dollar amount.

Circumstances sometimes require that certain goods and services can only be feasibly obtained from a single or sole source. Sole Source acquisitions must be justified in sufficient detail to explain the basis for suspending the usual competitive procurement process.

Sole source justification is not needed in cases where a contract renewal provision, or continuation of services, is expressly stated in the solicitation.

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a) The following factors, if verified, may justify sole source purchases:

1. What capability does the proposed contractor have that is critical to the specific effort and makes the contractor clearly unique compared to other contractors in the same general field?
2. What prior experience of a highly specialized nature does the proposed contractor have that is vital to the proposed effort?
3. Does the proposed contractor have a substantial investment that would need to be duplicated at the Town's expense by another contractor entering the field?
4. If timelines are involved, why are they critical and why can the proposed contractor best meet them?
5. Is competition precluded because of the existence of patent rights, or copyrights?
6. Does this acquisition require compatibility with any existing Town equipment?
7. What unique characteristics does the equipment or material offered by the proposed contractor possess that are required to meet the Town's needs?
8. Is competition precluded because of existing equipment maintenance program/contracts/warranties?

b) Documentation/Approval

Sole source requests should be documented through a memorandum outlining the justification and submitted to the Town Administrator/Treasurer for consideration. The requesting employee must notify their respective department director and provide the Town Administrator/Treasurer with evidence of concurrence from the director.

The Town Administrator/Treasurer is authorized to approve sole source requests valued up to \$5,000. Any Sole Source requests over that amount must be approved by the Board of Trustees and must have received a favorable recommendation from the Town Administrator/Treasurer prior to being placed on an agenda for consideration.

c) Negotiation

Sole source acquisitions require non-competitive negotiation and may require price/cost analysis by the Finance Department to determine price reasonableness.

4.0 Contract Procurement Policies

This section describes procurement policies for the various types of purchases and agreements utilized by the Town of Paonia.

a) Length of Contract Term

Generally, the Town does not enter into contracts for longer than one (1) fiscal year. While contracts for the purchase of commodities/equipment may be renewed annually, all contracts for commodities and equipment must be reviewed for certification or renegotiation not less than every five (5) years to ensure the Town is still receiving good value for the public.

b) Consolidation

Contracts shall be consolidated whenever feasible. Contracts shall not be intentionally split to avoid approval or procurement requirements.

4.1 Commodities/Equipment

Commodities/Equipment contracts include all contracts and purchase orders for supplies, materials, and equipment. Equipment (fixed assets) is defined as a capital asset costing \$5,000 or more, and its useful life expectancy is one year or more.

4.2 Services

a) Continuing Services Agreements/Contracts (CSA)

For services, it is advisable to establish and implement Continuing Services Agreements (CSAs). CSAs can be beneficial in circumstances where the same type of service, such as consulting, landscape services, laundry services, janitorial services, security services, etc., are repetitive in nature and potentially needed by multiple Town departments.

The Finance Department may establish a CSA after reviewing Town departmental needs for a specific type of service and analyzing vendor responses to an RFP conducted by the Finance Department based on biddable specifications, qualification, and/or an informal review of competitiveness of rates for other similar services. A CSA enables the Finance Department to take advantage of any economy of scale resulting in significant savings to the Town by standardizing and fixing cost rates for a service over an extended period of time. It also allows departments to utilize the service without having the burden of developing their own separate independent contractor agreements for the same type of service. CSAs are generally issued for

individual projects that do not exceed \$50,000 in value. CSAs can be renewed for an additional four (4) years at the option of the Town as determined by the Town Administrator/Treasurer in consultation with the Finance Department and the department that uses the contract. After issuance of the CSA, the Finance Department has primary responsibility for renewal and places the agreement on the Town's continuing list of agreements.

b) Qualification Based Selection (QBS)

Certain professional consulting services (engineering, architect, etc.) may be awarded under a QBS process using Town approved guidelines for award of those services.

QBS contractors are typically selected via a public, competitive process (typically via RFQ) where vendors are selected primarily based on their qualifications. Award to a QBS vendor must be supported by a receipt of competitive proposals from other QBS contractors for the scope of work to be awarded. This helps to ensure that a QBS award is based on rates that are commensurate with rates from peer group companies.

A purchase order is necessary to facilitate payment against a QBS contract.

4.3 Software

Software is defined as any computer program installed on a Town of Paonia computer ("Licensed Software") or accessed by a Town employee in the course of their work ("Hosted Software" or "Software as a Service" also known as "SaaS"). Software of any type may only be purchased through the use of an IT Agreement for Software and Services, which is first reviewed by the Town's IT provider, and approved by the Town Administrator/Treasurer and the Town Attorney's Office before placing on an agenda for approval by the Town's Board of Trustees.

5.0 Formal Solicitation Policy

A formal solicitation is required for the purchase of goods and services that have a value of \$10,000 or greater.

Formal bidding is a procurement method involving competitive sealed offers that require:

- Adoption of plans, specifications, working details, scope of work, etc.
- Formal advertising in a general circulation newspaper during a solicitation process typically not less than (10) days.
- Submissions at a pre-designated time and place depending on the project needs.
- Referral of submissions to the department for evaluation.
- Award of a contract to the responsive and responsible vendor who has submitted the lowest bid that meets the requirements and criteria set forth in the invitation for solicitation.

- Notice of award to the selected bidder.
- Completion of all required contract documentation.
- Notice to proceed is issued to the contractor.
 - If grant funded, a notice to proceed from the granting agency is required before any work is to proceed by the contractor and must be received by the Town before a notice to proceed is sent to the contractor by the Town.
- The notice inviting responses shall state the time and place for submissions and distinctly state the project to be completed and the place where plans, scope of work, and specifications are on file.
- In addition to the notice published in a newspaper of general circulation, the Finance Department may also publish notice in a trade publication and/or through other means designed to encourage competition, such as bidnet.

5.1 Bid Documents

a) Copies of Bid Documents

- 1) Bidders shall use complete sets of bidding documents in preparing bids; the Town will not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of bidding documents, or documents not received directly from the location where the Town has posted the documents.
- 2) The Town makes copies of the bidding documents available on the above terms only for the purpose of obtaining bids for the specified commodities or services and does not confer a license or grant for any other use.

b) Interpretation or Correction of Bidding Documents

- 1) Bidders shall promptly notify the Finance Department of any inconsistency or error discovered upon examination of the bidding documents, or of the site and local conditions.
- 2) Any interpretation, correction or change of the bidding documents will be made by written addendum. Interpretations, corrections or changes of the bidding documents made in any other manner will not be binding, and bidders shall not rely upon such interpretations, corrections and changes.

c) Alternate Bids

- 1) The materials, products and equipment described in the bid documents establish a standard of required function, dimension, appearance and quality to be met. An equal product must meet minimum specifications and the burden of proof of merit of proposed alternate or substitute is on the bidder.

- 2) Non-solicited alternates may be considered for award if submitted by the bidder who would otherwise be the low bid.
- 3) Solicited alternates may be awarded based on the sole judgement of the Town.

d) Addenda

- 1) Addenda will be posted at the same location as the original solicitation.
- 2) No addenda will be issued later than two (2) calendar days prior to the date for submissions except an addendum withdrawing the request for submission or one that includes the extension of the due date.
- 3) Each bidder shall be responsible for ascertaining prior to submitting a bid that it has received all addenda issued.
- 4) Bidders shall acknowledge receipt of addenda to receive award consideration unless otherwise indicated in the bid documents.

5.2 Form of Submission

To receive consideration, submissions shall be made on the forms and in the manner described and/or provided within the solicitation.

- Late submissions to a solicitation may only be accepted with the discretionary approval of the Town Administrator/Treasurer and when determined to be in the Town's best interests.
- Each bid must be signed by an authorized vendor representative, include the legal name of the company, and a statement of non-collusion signed by the company.

5.3 Bid and Project Security

A bid bond or bid deposit (certified or cashier's check) made payable to the Town of Paonia is required to protect the Town in the event the bidder awarded the contract does not execute the contract, furnish any required performance bond, and/or proceed with performance. A required bid bond or bid deposit must be submitted with the bid and be the amount as specified in the solicitation. In the event a low bidder is allowed to withdraw its bid due to claim of error, the Town may retain the bid guarantee.

For construction projects valued at \$50,000 or greater, the Town may choose to withhold retainage to be used to satisfy unresolved project claims.

5.4 Receipt of Bids

All bids must be received in accordance with the instructions in the solicitation document.

5.5 Opening of Bids

The purchasing agent or designee shall administer all bid openings and coordinate them with the Town Clerk's office. The Town assumes no responsibility over the confidentiality of bid information unless specifically stated otherwise in the solicitation document.

5.6 Correction or Withdrawal of Bids

Mistakes in submissions detected prior to opening may be corrected or withdrawn by the submitting vendor. Any request made to correct or withdraw a submission prior to opening must be made by a bona fide representative of the bidder. Mistakes in bids detected during or after a bid opening may not be corrected by the bidder.

Exceptions allowed to be corrected include:

- A vendor may be permitted to correct a material mistake that would cause such vendor to have the low-cost submission if the mistake is clearly evident from examining the document; for example, mathematical errors. However, a vendor shall not be permitted to correct a bid for errors of judgement. The vendor of the lowest cost submission shall not be permitted to increase its price and still be considered the low bidder.
- An otherwise low bidder may be permitted the opportunity to furnish other information called for by the solicitation and not supplied due to oversight, so long as it does not affect responsiveness.

The Purchasing Agent shall maintain complete and sufficient records of evaluations to ensure there is no abuse of the competitive process. All reasons for making the award recommendation shall be made in writing by the Project Manager and retained in the archives.

5.7 Bid Evaluation

The Purchasing Agent shall maintain complete and sufficient records of evaluation to ensure there is no abuse of the competitive process. All reasons for making the award recommendation shall be made in writing by the Project Manager and retained in the archives.

5.8 Rejection of Bids

The Town may, in its discretion, reject any submissions presented. The Town may also:

- Reject a submission not accompanied by any required bid security or by other data required by the bidding documents.
- Reject a submission that is in any way incomplete, irregular, amplified, unqualified, or otherwise not in compliance with the solicitation documents in all material respects.

- Reject a submission that includes a blanket rejection of the Town's contract terms and conditions.
- Waive any informality, irregularity, immaterial defects or technicalities, in any submissions received.
- Cancel any solicitation or reject all submissions because any of the following reasons:
 - Specifications are inadequate or ambiguous.
 - Specifications have been revised.
 - Supplies or services are no longer needed.
 - Town Requirements have changed.
 - All submissions have been deemed unreasonable.
 - Submissions were not independently arrived at and/or were submitted in bad faith.
 - Necessary requirements of the solicitations process have not been met.
 - Competition is insufficient.
 - Cancellation or rejection of all submissions is clearly in the Town's best interest.
 - The company's name appears on either the Federal Excluded Parties list and/or the appearance of the company's name on any debarment list.

5.9 Written Quotations

Any written quotes, including email, received shall be retained as an attachment to the requisition in the ERP system. Written quotes shall include the name of the supplier representative and the date of the quote.

5.10 Fixed Assets

Fixed assets (equipment that has a unit cost of \$5,000 or more and a useful life greater than one year) should be budgeted and the asset tracked by the Finance Department.

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6.0 Departmental Policies

Town departments have important responsibilities in the procurement of goods and services. Departments are encouraged to utilize the resources of the Finance Department for assistance.

6.1 Requisitioning Process

Departmental Responsibilities

Departments shall contact the Finance Department early in the purchasing process to benefit from advice and assistance on specifications, sources of supplies, price advantages, substitutions, and a determination of each department's precise needs. Further, departments are responsible for:

- a) Determining that sufficient funds are available to pay for requested goods and services.
- b) Ensuring that requested items/services are necessary to operations and are used for their stated purpose.
- c) Ensuring that requisitions and purchase orders are completed and processed for payment satisfactorily.
- d) Ensuring that the Finance Department is informed of annual requirements in a form and manner as requested by the Finance Department.

6.2 Signature Authority

All requisitions sent to the Finance Department must be approved by an authorized departmental approver(s) in accordance with the Enterprise Resource Planning (ERP) system workflow. These approvers are typically the department head or their designee.

6.3 Specifications

Departments must develop specifications that are nonrestrictive and provide samples (as needed) that clearly describe the item(s) needed in terms of performance. Finance and the requesting department will jointly determine "equal" items. If a purchase requisition specifies a brand name or model, Finance will assume that "equal" items are acceptable.

If a department determines that only a specific make and model will meet its needs, the department shall complete the Sole Source Justification form (See Section 3.5) that details the unique features of the sole source item and states why these features are required. If other brands and models have been tested or used previously, the department shall specify the brands and models used, and why they are unacceptable. Similarly, prior unsatisfactory performance may be used for future source evaluations.

The Finance Department may return the requisition for additional justification if a specific item appears to be unreasonably restrictive or inappropriate.

6.4 Record Retention

All requisitions and related procurement documents shall be retained in accordance with the record retention policy for the Town. Additional information may be found in the Clerk's office.

6.5 Receiving

Departments shall provide for the receiving, inspection and acceptance or rejection of merchandise delivered, and services performed. Departments should assign the responsibility for receiving and inspecting shipments to the specific individuals, preferably someone other than the person who approved the requisition. Departments are responsible for ensuring that commodities delivered, and services performed conform to the order specifications as applicable. Assigned staff must inspect merchandise received in a timely manner so that problems, if any, may be identified and more easily resolved. Generally, merchandise should be inspected within three business days of receipt.

Departments should ensure that the invoice is promptly processed for accepted merchandise or services to take advantage of any discounts to which the Town is entitled. Department personnel are also required to submit the invoice to the Finance Department for inclusion in the ERP system to initiate the payment process.

6.6 Materials Expediting

If a supplier is late meeting specified delivery dates, the department should contact the purchasing agent responsible for the purchase order or contact to aid in expediting the order. The purchasing agent may contact the supplier on the department's behalf and will continue to monitor the supplier's progress until the order is complete.

6.7 Manufacturers' Warranties

Many items of equipment purchased by departments carry a manufacturer's warranty of acceptable materials and workmanship. All departments shall register and maintain proper records of such warranties to ensure that the manufacturer repairs defects covered by the warranty.

6.8 Energy Conservation

Prior to the purchase of all new equipment, except in the case of an emergency, the purchasing agent or any other Town officer, or employee authorized to purchase such equipment shall evaluate and consider the energy consumption level and the anticipated operating costs over the useful life of the new equipment in addition to the initial cost of the equipment.

6.9 Special Receiving Assistance

Because of their technical nature, or support requirements, receipt of the following items should be made by, or shall be coordinated with, the indicated departments.

<u>Items/Services</u>	<u>Coordinating Department</u>
Vehicles	Clerk's Office (Registration and Insurance)
Telecommunications Equipment	Town Administrator and IT provider
Computer Equipment	Town Administrator and IT Provider

6.10 Material Safety Data Sheets (MSDS)

A Material Safety Data Sheet (MSDS) must accompany all hazardous materials ordered and received by a department. If the department does not receive an MSDS, the department must contact the supplier and request two copies (one for the Town's Risk Management master folder and one for the receiving department) before approving the invoice for payment. Every department is responsible for maintaining a complete file of all hazardous materials that must be filed by the name of the chemical and be made available in a central location to anyone needing the information.

6.11 Vehicles

The Town Clerk's Office is responsible for the administrative aspects of all registration and licensing of Town owned and leased vehicles in the general Town fleet. The Town Clerk's office is also responsible for updating the insurance company for all new vehicles to the fleet and for removing vehicles from insurance that are liquidated.

7.0 Disposal of Surplus Property

Surplus Town Property is to be disposed of through a competitive bidding process. Formal competitive bids or conducting a public auction is required for the sale of any item of obsolete, surplus, or unusable Town property with an estimated value of at least \$1,000.00 or for the sale of more than one item of such property with an estimated accumulative value in excess of \$2,500.00.

The property shall be sold to the highest bidder, unless the Town Administrator/Treasurer determines that it is not practical and advantageous to do so. The Town Administrator/Treasurer may require such bonds or other surety as deemed prudent to assure prompt payment. The Board of Trustees shall be promptly notified by the Town Administrator/Treasurer on any determination to donate or otherwise dispose of any item of Town property with an estimated value at least \$1,000.00, other than through a formal competitive bid or a public auction. Prior to the beginning of any competitive bid or public auction the Board of Trustees shall review items to be disposed of and give their approval.

Continued on next page.

The Town will routinely use auction services for the disposal of surplus equipment. However, other methods for disposal of surplus may be used as appropriate.

The Finance Department should be contacted when capital assets are disposed of to ensure that they are properly accounted for in the Town's asset tracking system.

7.1 Prohibition Against Purchase by Employees

Any officer, agent or employee of the Town assigned to the purchasing function, or responsible for surplus declarations, or having privileged information regarding the personal property or the value thereof that is not available to all prospective bidders, or assigned to the organization having custody of the surplus property shall not directly or indirectly submit a bid or purchase surplus personal property, unless the disposal method is competitive bidding through a third party auction house. This policy shall be liberally construed to prohibit any appearance of impropriety and the Town Administrator's office should be consulted for an opinion from the Town Attorney's office whenever there is a question of probable conflict.

The direct sale of surplus property (materials, supplies, machinery, furnishing, equipment and any other tangible article) to Town employees, other than through an auction conducted by a third-party auction house, is prohibited.

7.2 Donations

Departments may donate surplus property with a total estimated value of \$1,500 or less, if, in his/her judgement, donating the property is in the Town's best interests.

The Town Administrator/Treasurer must notify the Board of Trustees and may also direct the Department(s) or the Finance Department to coordinate the donation of an item of surplus property with an estimated value of between \$1,501 and \$5,000 or donate more than one item with an estimated cumulative value up to \$5,000.

Any donation of property should be documented by the Town and expressly state the donation "as is," and carries no warranties, express or implied.

7.3 Surplus Personal Computer (PC) Systems

The Town Administrator/Treasurer's office will have the responsibility to direct and manage disposal of copiers, imaging systems, personal computer systems, and related equipment. Department personnel should contact the Town Administrator/Treasurer when they have surplus computer related items for disposal.

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8.0 Grant Funded Purchases

Projects either fully or partially funded by grants may have their own, specific procurement requirements to maintain funding. Project managers must be aware of and follow any specific procurement requirements to ensure funding. If specific procurement requirements conflict with policies outlined in this document, the requirements attached to the grant prevail, if not in violation of any applicable law. If no specific procurement requirements are outlined in the grant, the policies of this document will prevail.

9.0 Credit Card/Purchasing Card Program

The use of purchasing and credit cards are intended to save time and money and to avoid the need for payment requests for purchases. This policy applies to Town employees whose jobs require them to use a credit card issued to them by the Town of Paonia.

a) Conditions of Use

Only the named cardholder may use the issued Credit Card. Any default department credit cards shall be managed by the Town Administrator's designee.

Purchasing cards and credit cards are generally issued to all supervisors, although this may vary by department. All purchases will be reviewed by the Town Administrator and are subject to review from the Department Director, Finance Department, and Finance Committee.

A receipt copy on 8 ½ x 11 is required and must be coded to the proper expense account according to the adopted town budget. These coded receipts must be submitted to the Town Administrator within three days of the purchase date. The Department Head or related credit card holder must also code the expense on the credit card issuers website and attach a photocopy of the receipt. The requirement of a hard copy may change should the card issuer's website prove to meet the requirements of this policy. Until then both the hardcopy and digital processes shall be followed.

The default credit limit on Town purchasing cards is \$1,500. Higher limits may be granted with the Department Director's, or the Town Administrator's approval. Generally, the highest limit is \$5,000. Temporary increases can be requested for a planned purchase, with Board of Trustees approval.

Purchasing cards and Credit Cards are for purchasing appropriate foods and services while conducting business for the Town of Paonia only. These purchases should be necessary for completing your work and within the bounds of your normal purchasing needs or authority per your supervisor and established procurement policies.

b) Food Purchases

The purchase of food and services by an employee of the Town is allowable only when conducting business for the Town of Paonia while attending conferences, trainings, or town business outside of the Town's incorporated limits. When purchasing for food services, you are allowed to tip 10% for carry-out orders and anywhere between 15-20% for waiter/waitress type service, depending on the quality of service, but not to exceed 20%.

Meal receipts must be itemized, and a record must be kept stating the business purposes along with the names and titles of those served. Within these limits, meals can be excluded from employees' taxable pay under IRS regulations.

Alcohol purchases are expressly prohibited.

c) Per Diem

Allowances for meals and incidental costs incurred on official Town travel must follow U.S. General Services Administration per diem rates for the location. Any charges incurred on a Town Credit Card or Purchasing Card that is over the limit as identified in the US GSA for that location may be required to be reimbursed by the employee.

d) Restricted Purchases

Certain purchases have specific requirements or restrictions:

- **Employee Gifts** – The Town Administrator shall approve purchasing of any gift for a current or former employee, such gifts are related to service awards or merit awards and shall not have a greater market value than the current State of Colorado gift ban amount of \$75.00 which may be adjusted from time to time by the Colorado Independent Ethics Commission.
- **Capital – Related Purchases** – Any purchase related to a capital expenditure must be limited and clearly identified by the underlying capital item that the purchase relates to, such as project name and activity number.

e) Minimum Consequences of Violation

It is expressly prohibited to use Town credit cards or purchasing cards for personal use. The misuse or personal use of credit cards and purchasing cards may result in disciplinary action up to and including termination. A memo signed by the Department Head to the Town Administrator is required immediately following any personal use, along with a check, cash or money order, to reimburse the Town for the erroneous purchase.

In the event of a non-routine purchase, prior approval from a Supervisor, Department Head, or the Town Administrator must be obtained. Misuse of any purchasing

authority is cause for deactivation and may result in disciplinary action, up to and including termination.

f) Sales Tax

The Town of Paonia is a tax-exempt entity. Town employees are expected to complete any paperwork a vendor may require to secure tax-exempt status for purchases. The Town tax exempt number or certificate is available upon request from the Finance Department. If sales tax is charged in error, the employee should request a refund from the vendor to be issued back to the Town equal to the sales tax amount. In the event that a merchant does not accept the State of Colorado exemption certificate, it is acceptable to pay applicable sales tax and note the reason tax could not be removed.

g) Security

Employees are responsible for the secure keeping of their credit cards. If the card is lost or if there is any reason to believe that the card has been tampered with, the Town Administrator should be notified immediately, and the card forfeited until it can be replaced. Employees shall also verify the last authorized transaction to ensure that it is a legitimate purchase.

h) Card Deactivation

Cards can be deactivated at any time with or without cause by the Town Administrator. Purchasing cards are deactivated by Finance on the departing employee's last day, per email communication from Human Resources. If an employee is terminated, that employee's supervisor should immediately contact Finance.

i) Personal Use

Town credit cards are to be used for town purchases only. If a personal purchase is made by mistake, the Purchasing Cardholder must reimburse the Town upon identification of the error. Generally, a second occurrence will result in a verbal warning, and a third occurrence will result in termination of the Purchasing Card along with documentation to the employee's personnel file for performance review purposes. However, instances of personal use are reviewed on a case-by-case basis and may result in disciplinary action up to and including termination.

j) Compliance and Signature Required

All employees that are either issued or have an occasion to use a purchasing card or credit card must sign a copy of this policy prior to use and it must be kept within their personnel file.

10.0 Debarment of Suppliers/Contractors

The Town Administrator/Treasurer may debar or suspend a vendor or contractor for just cause, but not until the Town Attorney has provided an opinion on the debarment or suspension and the procedures recommended by the Town Attorney have been followed.

10.1 Causes for Debarment

The causes for debarment include the following:

- a) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public contract or subcontract.
- b) Conviction or indictment under a state or federal statute of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- c) Conviction, pled guilty to, declared nolo contendere, or indictment under a state or federal antitrust statute, a charge of engaging in conspiracy, collusion, price fixing, or combination thereof, or other unlawful act in restraint of trade, or business discrimination, or of similar charges in any Federal court or a court of this or any other state.
- d) Failure or default without good cause to perform in accordance with any contract or unsatisfactory performance with any contract.
 - 1) Continually failed or refused to correct deficient work or replace substandard or unauthorized materials found by the Public Works Department, or its agent, or fails to make prompt progress payments to subcontractors for materials or labor.
 - 2) Continually found to not be in reasonably close conformity with the project document or failed to correct work so as to be reasonably acceptable.
 - 3) Continually failed to carry on the work in an acceptable manner or refused to comply with a written order or directive of the Public Works Director, designee, or their agent, within a reasonable time, or has responded to the Public Works Director, designee, agent, Town official, employee, or the Town in any manner which is either threatening, disparaging, or insulting.
 - 4) Persistently failed to timely complete a contract, or sought unreasonable extensions of time on current projects, or refused to comply with directives of the Public Works Director, designee, agent, Town Administrator/Treasurer, or the Board of Trustees.
 - 5) Failed to perform the contract with skilled workers as required in the project documents, or otherwise assigned or disposed of work to an unauthorized contractor, or to subcontract any portion thereof without approval of the Public Works Director, designee, agent, Town Administrator/Treasurer, or the Board of Trustees.

- 6) Forfeited a bid bond or failed to enter into a contract upon an offer of award by the Town in response to a prior advertisement for bids for the same project, or any combination of projects involving the same work for which the award is currently being considered.
 - 7) Failed to comply with the nondiscrimination requirements of the standard specifications or special provisions as outlined in bid documents.
 - 8) Failed to comply with the requirements of the Federal Davis-Bacon Act requirements to pay prevailing wages during the course of a federally – funded project, as required by Federal law.
- e) Debarment, disqualification, or suspension by another government entity for any reason.
- 1) This includes a supplier/contractor that has subcontracted, employed, or otherwise used the services of anyone who has been disqualified by the Town from working on Town projects.
 - 2) Town employees are automatically disqualified by the nature of their employment with the Town, and any supplier/contractor that hires and pays a Town employee for a project is grounds for debarment.
 - i. No Town officer or employee shall have an interest, direct or indirect, in any contract or job of work or material of the profits thereof of services to be furnished or performed for the officer's or employee's Town.
 - ii. This provision does not apply to a Town employee that has an employment contract with the Town.
- f) An actual or perceived conflict of interest between the supplier/contractor and other clients serviced by the supplier/contractor.
- 1) For the purposes of this section, a conflict of interest is defined as acts benefitting other clients of the supplier/contractor that have an expressed or implied agreement/contract with the Town that is in direct conflict with the goods or services being supplied by the supplier/contractor.
 - 2) The perception of a conflict of interest between the supplier/contractor and other clients serviced by the supplier/contractor is generally not enough for disbarment, but when combined with a service to another client that has an active contract with the Town it becomes a conflict of interest.
- g) Offered, promised or given a gratuity to any person elected, selected, appointed, employed or otherwise engaged in public service to secure or fulfill a Town contract, or has employed as its own employees during the course of the project any of the foregoing.

10.2 Other Actions

This section shall not be construed as to limit or prejudice any administrative or legal action available to the Town.

10.3 Federally Funded Vendors' Exclusion Records

In accordance with Federal requirements concerning debarment and suspension of vendors participating in and/or receiving funding related to Federal programs, Purchasing shall conduct searches for federally funded vendors' active exclusion records.

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GLOSSARY

Addendum. An addendum is a change or modification to achieve correctness. An addendum is also an alteration, modification, deletion or addition to a solicitation document such as a Request for Bids. An addendum must be in writing.

Award. An award is the presentation of a purchase agreement or contract to a bidder or the acceptance of a bid or proposal.

Best Interests (of the Town). A term used in granting a purchasing official authority to use discretion to take action that is felt most advantageous to the Town. This authority is used when it is difficult or impossible to anticipate adequately the circumstances that may arise so that more specific directions could be delineated by the law or regulation.

Bid Bond. An insurance agreement in which a third party agrees to be liable to pay a certain amount of money in the event that a specific successful bidder fails to sign the contract for the solicitation.

Blanket (Open) Purchase Order/Agreement. An arrangement under which a purchaser contracts with a supplier to provide an item(s) or a service(s) on an as-needed basis. Properly prepared, such an arrangement sets a limit on the period of time it is valid and the maximum amount of money that may be spent within a specified period.

Change Order. A written modification, addition or deletion to a purchase order or contract.

Competitive Bidding. The submissions of offers by individuals or firms competing for a contract, privilege or right to supply merchandise or services.

Commodity. An article of trade, product, or goods.

Competitive Sealed Bidding. A method of procurement that requires the following elements: Issuance of an Request for Bid with a purchase description/specifications, acceptance criteria and all contractual terms and conditions applicable to the procurement; a contemporaneous opening of bids at a pre-designated time and place; an unconditional acceptance of a bid without alteration or correction except as authorized in this Manual; and an award to the most responsive and responsible bidder who has submitted the lowest bid that meets the requirements and criteria set forth in the solicitation and by the project team.

Confirming Purchase Order. A purchase order issued to a supplier, listing goods or services and terms of an order placed verbally by a purchasing agent, or otherwise, in advance of the issuance of the usual purchase document.

Consultant Services. A type of service where an independent contractor provides expert advice or services that involve extended analyses and the exercise of discretion and independent judgment, such as financial audit firms, grant writers, program specialists and others. See also **Professional Services**.

Contract. An agreement, enforceable by law, between two or more competent parties, to perform a particular act within the law, for a consideration. Also, any type of agreement or order for the procurement of supplies, services or construction.

Debarment. A process in which a supplier or contractor is prevented from being considered for the award of contracts. If Contractor's name appears on either the Federal or the State Debarment Lists results in rejection of contractor's bid.

Discount. Generally, a supplier's deduction from the list price, or some cost-reducing condition or negotiation, such as prompt payment (i.e., 2% if payment received within 30 days).

Emergency Purchase. An immediate acquisition by a department to obtain goods or services to avoid a substantial hazard to life or property, or serious interruption of the operation of a Town department. Such action may be taken by a department when purchasing agents are not available.

Fixed Asset. A fixed asset is an item of equipment that costs \$5,000 or more and has a useful life expectancy of greater than one year.

Formal Bidding. A procurement method involving competitive sealed offers that requires: adoption of plans, specifications and working details for a specific project; formal advertising in a general circulation newspaper during a bidding process; public opening of bids at a predesignated time and place; referral of bids to the operating department ; unconditional acceptance of a bid without alteration or correction except as authorized in Town Code; award of a contract to the responsive and responsible bidder who has submitted the lowest bid that meets the requirements and criteria set forth in the invitation for bids; completion of all required contract documentation; and a Notice to Proceed is issued to the contractor.

Informal Bidding. A procurement method managed by the individual department to seek bids but does not require the same level of documentation as formal bidding.

Informal Quotation. A verbal or written solicitation for goods and services without the use of a formal competitive bid process.

Invoice. A seller's itemized document referencing order/contract number stating prices and quantities of goods and/or services delivered and sent to the Town for payment.

Living Wage. An initiative that requires private sector employers who contract with the Town to provide specified services must pay their employees a living wage as approved by the Board of Trustees and periodically modified.

Performance Bond. A contract of guarantee executed subsequent to award by a successful bidder to protect the Town from loss due to the inability to complete the contract as agreed.

Personal Property. Materials, supplies, machinery, furnishing, equipment and any other tangible article required for the conduct of business of the Town.

Personal Services. Services provided by skilled trades persons, technicians and others including facility and equipment maintenance, security services, installation of equipment and furnishings, tree trimming, janitorial, etc. Personal services agreements do not include those for public projects, consultants, engineers, architects, designers, and other professional services. Generally, specifications for personal services agreements may be specific enough so that the services can be secured through quotes and/or bids. RFPs may also be appropriate when the service requirements so justify.

Pre-Qualification. A process in which bidders/vendors/service providers are pre-qualified by responding to a solicitation to establish responsibility. This may include information regarding such factors as financial background, industry stability, capacity to perform, lines of credit, manufacturers' authorizations, relevant experience, etc. Qualified firms may then be asked to participate in a price solicitation.

Prevailing Wages. Wage rates adopted by government entities, the payment of which is required of contractors performing construction work for some designated projects.

Procurement. The process of seeking and obtaining goods and services.

Professional Services. Professional services and consultant services include services that are of an advisory nature, provide personal expertise and/or a recommended course of action, and have an end product that is basically a transmittal of information related to Town programs. Providers are selected on the basis of qualification, subject to the negotiation of fair and reasonable compensation. Classification as professional services may also require an advanced, specialized type of knowledge, expertise or training customarily acquired either by a prolonged course of study or equivalent experience such as accountants, physicians, labor consultants, investigators, attorneys, architects, surveyors, or engineers. See also **Consultant Services**.

Project. Planned work or activity that is finished over a certain period of time and intended to achieve a particular purpose.

Purchase. Any contractual arrangement or transaction involving payment; the acquisition of title to personal property; the use by rental, lease or otherwise of personal property; the provision of services by independent contract or otherwise; or any combination of the foregoing.

Purchase Order. A document prepared by the purchasing agent and provided to a supplier formally stating all terms and conditions of procurement.

Quotation. A statement of price, terms of sale, and description of goods or services offered by a supplier to a prospective purchaser, the stating of the current price of a commodity.

Request for Bids (RFB). All documents, whether attached or incorporated by reference, utilized for soliciting bids in accordance with the policies set forth in this Manual.

Request for Information (RFI). All documents, whether attached or incorporated by reference, utilized for soliciting information in accordance with the policies set forth in this Manual.

Request for Proposal (RFP). All documents, whether attached or incorporated by reference, utilized for soliciting proposals in accordance with the policies set forth in this Manual.

Request for Qualifications (RFQ). All documents, whether attached or incorporated by reference, utilized for soliciting qualifications in accordance with the policies set forth in this Manual.

Requisition. A requisition is an internal document by which a department requests Purchasing to initiate procurement.

Responsible Bidder or Offeror. A person or firm that has the capability in all respects to perform fully the contractual requirements, and the integrity and reliability to assure good faith performance.

Responsive Bidder. A person or firm that has submitted a bid that conforms in all material respects of the solicitation.

Specifications. A detailed statement of particulars prescribing dimensions, materials, performance, quality of work etc. for something to be purchased, built or installed.

Sole Source Purchase. An award for a commodity or service that can only be purchased from one supplier, usually because of its technological, specialized, or unique character.

Solicitations. Purchasing processes designed to seek and obtain goods and/or services including Request for Qualifications (RFQ), Request for Information (RFI), and Request for Proposals (RFP) and Request for Bid (RFB).

Standardization. The organized process of obtaining solutions to common problems by establishing agreement on specific quality, design, size, color, etc. The established agreement is called a standard.

Town Management. Collectively the Town Administrator, Town Clerk, Public Works Director, Police Chief, Staff Accountant and may include the Board of Trustees.

Underserved Business. A business that is at least 51 percent owned by one or more individuals who are both socially and economically underserved.

Warranty. A written guarantee of the integrity of a product and of the maker's responsibility for the repair or replacement of defective parts.

RESOLUTION NO. 17-2024

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE TOWN OF PAONIA, COLORADO, FOR THE CALENDAR YEAR BEGINNING THE FIRST DAY OF JANUARY 2025 AND ENDING THE LAST DAY OF DECEMBER 2024; APPROPRIATING MONIES TO PAY SUMS SET FORTH IN SUCH BUDGET; AND LEVYING GENERAL PROPERTY TAXES FOR THE TAXABLE YEAR 2025 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE 2024 BUDGET YEAR.

WHEREAS, the Board of Trustees for the Town of Paonia, Colorado, appointed Stefen Wynn, Town Administrator and Treasurer, to prepare and submit a proposed budget to the Board at the appropriate time; and

WHEREAS, Mr. Wynn has submitted a proposed budget to this Board for its consideration; and

WHEREAS, upon due and proper notice, published and posted in accordance with the law, the proposed budget was open for inspection by the public at a designated place, a public hearing was held on December 10, 2024, and interested taxpayers were given the opportunity to file or register objections; and

WHEREAS, the Board has made provision therein for the balance on hand and probable revenues equal to or greater than the total proposed expenditures as set forth in the draft budget, and

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, so as not to impair the operations of the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA:

Section 1. That estimated expenditures for each fund are as follows:

General Fund	\$ 2,073,825
Sales Tax Capital Improvement Fund	\$717,083
Special Revenue Funds	\$2,110,592
Water Utility Fund	\$ 6,840,200
Wastewater Utility Fund	\$ 815,000
Sanitation (Solid Waste) Fund	\$ 319,900

<u>For a total of:</u>	<u>\$ 12,876,600</u>
-------------------------------	-----------------------------

Section 2. That estimated revenues and prior year surplus for each fund are as follows:

General Fund	\$ 2,784,077
Sales Tax Capital Improvement Fund	\$733,031
Special Revenue Funds	\$2,145,598
Water Utility Fund	\$ 8,878,885
Wastewater Utility Fund	\$ 1,450,973
Sanitation (Solid Waste) Fund	\$ 576,465
For a total of	\$ 16,569,029

Section 3. That the budget as submitted and herein above summarized by fund, is hereby approved and adopted as the Budget of the Town of Paonia, Colorado, for the budget year 2025, and that the Budget as hereby approved and adopted, shall be signed by the Mayor and made part of the public records of the Town.

Section 4. That out of the estimated revenues to be derived from all sources, including prior year surpluses, as set forth in the 2025 budget as submitted and herein above summarized, to be received into the funds listed above, monies are hereby appropriated to each such fund to pay the expenditures estimated above for each such fund for the fiscal year beginning January 1, 2025.

Section 5. For the purpose of meeting all expenditures of the General Fund during the 2024 budget year, there is hereby levied a tax of 8.322 mills upon each dollar of the total valuation for assessment of all taxable property within the Town for the tax year 2025.

Section 6. The Town Administrator is hereby authorized and directed to immediately certify to the Board of County Commissioners of Delta County, Colorado, the gross mill levy, and the net mill levy for the Town of Paonia hereinabove determined and set.

PASSED AND ADOPTED this 10th day of December, 2024.

TOWN OF PAONIA, COLORADO

By: _____
Paige Smith, Mayor

ATTEST:

Samira Vetter, Town Clerk

APPROVED AS TO FORM:

By: _____
Clayton Buchner, Town Attorney



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Action Item #1- Consideration of Appointing Applicants to the Three Vacant Tree Board Seats
SUBMITTED BY:	Samira Vetter, Town Clerk
DATE:	December 10, 2024
BACKGROUND:	Greg Hottinger, Greg Thomas and Tom Wells have served their 2 year terms on the Tree Board and the Board of Trustees and the Town of Paonia thank them for their dedicated service to the Tree Board. There are three seats available and each has a term of three years. The Tree Board meets on the third Tuesday of every month at 5:15pm at Town Hall.
BUDGET:	n/a
RECOMMENDATION:	n/a
ATTACHMENT:	Application and Letter of Interest - Haynie Application and Letter of Interest - Hottinger Application and Letter of Interest - Wells

TOWN OF PAONIA

NOTIFICATION OF INTEREST IN SERVING ON VARIOUS COMMITTEES & BOARDS

EVERY FEW YEARS THE BOARD OF TRUSTEES FOR THE TOWN OF PAONIA ADVERTISE TO RECRUIT EXISTING BOARD MEMBERS WHO HAVE TERMS DUE TO EXPIRE AND INTERESTED VOLUNTEERS WILLING TO FILL VACANCIES ON VARIOUS BOARDS.

PLEASE LIST THE COMMITTEE THAT YOU ARE INTERESTED IN SERVING ON AND INDICATE IF YOU ARE A CURRENT MEMBER OR INTERESTED IN FILLING A VACANCY ON THIS BOARD OR COMMITTEE. THIS FORM IS TO MAKE IT EASIER FOR ALL PERSONS INTERESTED IN SERVING ON BOARDS.

DATE: 12/2/2024

NAME OF COMMITTEE/BOARD:

^{NO} ARE YOU A CURRENT COMMITTEE/BOARD MEMBER? LIST YOUR NAME AND WHICH BOARD YOU ARE CURRENTLY ON AND IF YOU ARE INTERESTED IN CONTINUING SERVICE FOR NEW TERM:

Kimberly Haynie
NAME (PLEASE PRINT)

PLANNING & ZONING COMMISSION ☐ TREE BOARD ☒ VOLUNTEER ☐
ZONING BOARD OF ADJUSTMENTS/APPEALS ☐ ADVISORY WATER COMMITTEE ☐

ARE YOU INTERESTED IN SERVING ON BOARD/COMMITTEE: NAME OF PERSON INTERESTED IN BEING CONSIDERED FOR APPOINTMENT ON BOARD:

Kimberly Haynie 458-215-5639
NAME (PLEASE PRINT)

115 North Fork Ave
ADDRESS:

Lightwaveworks@gmail.com
CONTACT PHONE:
E-MAIL:

NOTES: (INCLUDE LETTER OF INTEREST LISTING YOUR INTERESTS, KNOWLEDGE & SKILLS YOU FEEL WILL BENEFIT THE TOWN)

Kimberly Haynie
SIGNATURE

December 2, 2024

Town of Paonia

RE: Letter of interest for Paonia Tree Board

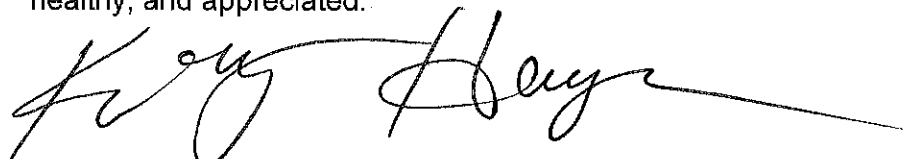
Dear Paonia Board of Trustees,

I'm writing today to ask you to consider me as an applicant for one of the openings on the Paonia Tree Board. Although I have no professional training or experience related to trees, I personally planted, established, and maintained nineteen trees on the last property I owned before moving to Paonia. This included designing and installing an irrigation system. As a result, do have some fundamental knowledge of what trees need to be healthy.

There are multiple reasons for my interest in serving on this board:

- 1) I feel that if a person is going to be a member of such a wonderful community, and benefit from all it has to offer, they should also find some way to participate in supporting what that community offers.
- 2) Trees make a significant contribution to the quality of life of a community in terms of enjoyment and aesthetics in addition to their importance in the ecosystem. They benefit us in so many ways. They are fundamental parts of a community's environment. Without our wonderful trees, Paonia would be quite a different experience. To maintain tree health in our community, we must be good stewards and I would like to participate in supporting that stewardship.
- 3) I truly love trees and have been enamored with them since I was a small child. When I was choosing a place to live one of the criteria was that it must have a variety of deciduous trees that were healthy and available to be enjoyed by everyone. Therefore, trees are very important to me personally.
- 4) Last, but not least, I also see trees as something to be valued in their own right as living entities, and feel that we should care for them, not only for what they provide, but simply because we have the capacity to make their continued existence, and health, a priority.

Thanks for your consideration. Whether or not you choose to welcome me to the Paonia Tree Board, thank you for your efforts to keep Paonia a place where trees are abundant, healthy, and appreciated.



Kimberly Haynie

TOWN OF PAONIA

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DATE: 12/3/24

NAME OF COMMITTEE/BOARD: TREE Board

ARE YOU A CURRENT COMMITTEE/BOARD MEMBER? LIST YOUR NAME AND WHICH BOARD YOU ARE CURRENTLY ON AND IF YOU ARE INTERESTED IN CONTINUING SERVICE FOR NEW TERM:

GREG HOTTINGER - Current Tree Board
NAME (PLEASE PRINT)

PLANNING & ZONING COMMISSION ☒ TREE BOARD ☐ VOLUNTEER ☐
ZONING BOARD OF ADJUSTMENTS/APPEALS ☐ ADVISORY WATER COMMITTEE ☐

ARE YOU INTERESTED IN SERVING ON BOARD/COMMITTEE: NAME OF PERSON INTERESTED IN BEING CONSIDERED FOR APPOINTMENT ON BOARD:

GREG HOTTINGER
NAME (PLEASE PRINT)

14340 CRESTHAVEN RD
ADDRESS: CONTACT PHONE:

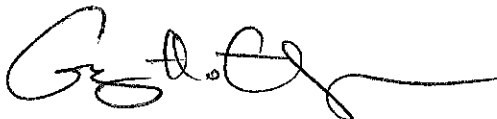
greghottinger@gmail.com
E-MAIL:

NOTES: (INCLUDE LETTER OF INTEREST LISTING YOUR INTERESTS, KNOWLEDGE & SKILLS YOU FEEL WILL BENEFIT THE TOWN)

Greg Hottinger
SIGNATURE

Town of Paonia
Board of Trustees
12.3.24

I am writing to express my interest in one more 2-year term on the Tree Board. My goals specifically are to organize a training for Public Works for sidewalk replacement/repair where tree roots are involved, update the ordinances pertaining to trees (in process), and plant 20+ trees in right-of-way areas and support owners in proper tree care.

A handwritten signature in black ink, appearing to read 'Greg Hottinger', with a long horizontal flourish extending to the right.

Greg Hottinger
14340 Cresthaven Road
Paonia, CO 81428
(303) 579-6419

TOWN OF PAONIA

NOTIFICATION OF INTEREST IN SERVING ON VARIOUS COMMITTEES & BOARDS

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DATE: 12/2/2024

NAME OF COMMITTEE/BOARD: Tree Board

ARE YOU A CURRENT COMMITTEE/BOARD MEMBER? LIST YOUR NAME AND WHICH BOARD YOU ARE CURRENTLY ON AND IF YOU ARE INTERESTED IN CONTINUING SERVICE FOR NEW TERM:

Tom Wells
NAME (PLEASE PRINT)

PLANNING & ZONING COMMISSION ☒ TREE BOARD ☒ VOLUNTEER ☐
ZONING BOARD OF ADJUSTMENTS/APPEALS ☐ ADVISORY WATER COMMITTEE ☐

ARE YOU INTERESTED IN SERVING ON BOARD/COMMITTEE: NAME OF PERSON INTERESTED IN BEING CONSIDERED FOR APPOINTMENT ON BOARD:

NAME (PLEASE PRINT)

ADDRESS:

CONTACT PHONE:

E-MAIL:

NOTES: (INCLUDE LETTER OF INTEREST LISTING YOUR INTERESTS, KNOWLEDGE & SKILLS YOU FEEL WILL BENEFIT THE TOWN)

Tom Wells
SIGNATURE

December 2, 2024

Letter of Intent
Town of Paonia, Colorado

It is my intention to serve a second two-year term as a member of the Paonia Tree Board. I currently am a Certified Arborist. I have over 30 year of work experience as a municipal arborist.

Tom Wells
532 Juniper St
Hotchkiss, CO 81419



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Ordinance 2024-06 Enacting an Electronic Communication & Device Policy
SUBMITTED BY:	Samira Vetter, Town Clerk
DATE:	December 10, 2024
BACKGROUND:	This policy was created with help from our IT providers Phonz + and personalized for the Town of Paonia and our specific needs. Electronic Security has been a hot topic at almost every training and conference I have attended and this has been overdue. With the Board of Trustees vote to have all Board, Committees and Commission to use Town issued email and the decision to not have the Town provide electronic devices for elected and appointed officials on September 10, 2024 and the Town moving closer to paperless, increasing the use of devices and electronic communication, and digital storage, this policy is the first step in increasing security and awareness of cyber risks. This policy still has spots to fill out more and will come back to you for any substantial changes but we feel it is important to get it into place so that we are all, staff and elected and appointed officials, following the same policies and procedures and being responsible with the PII and sensitive data we are entrusted with from multiple sources.
BUDGET:	N/A
RECOMMENDATION:	To approve Ordinance 2024-06 Enacting an Electronic Communication & Device Policy.
ATTACHMENT:	Ordinance 2024-06 Electronic Communications & Device Security Policy

**TOWN OF PAONIA, COLORADO
ORDINANCE NO. 2024-06**

**AN ORDINANCE OF THE TOWN OF PAONIA, COLORADO
ENACTING AN ELECTRONIC COMMUNICATIONS & DEVICE
SECURITY SECTION OF ARTICLE 2, CHAPTER 2 (MAYOR
AND BOARD OF TRUSTEES) OF THE PAONIA MUNICIPAL
CODE**

WHEREAS, the Town of Paonia, Colorado is a statutory municipality organized pursuant to Colorado Revised Statutes (C.R.S.) §31-1-203; and

WHEREAS, C.R.S. §31-15-201 establishes Administrative Powers for statutory municipalities,

WHEREAS, Chapter 2 of the Town of Paonia's Municipal Code (the "Code") sets forth the Town's policies for the Mayor and the Board of Trustees; and

WHEREAS, the Board of Trustees for the Town of Paonia, Colorado finds and determines that the Town's Electronic Communications & Device Security Policy needs to be memorialized and codified and is in the best interest of the public health, safety and welfare of the Residents of Paonia to enact an Electronic Communications and Device Security Policy of Chapter 2, Article 2 of the Code as set forth herein.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO:

1. The foregoing recitals are incorporated by reference as findings and determinations of the Board of Trustees.
2. Article 2 of Chapter 2 of the Code is hereby enacted to read as follows:

Sec. 2-2-85. Electronic Communication and Device Security Purposes, Interpretation of Rules.

- (a) Interpretation. This Section shall be construed and applied to promote its underlying purposes and policies.
- (b) Purposes and Policies. The purpose of this Article is to provide for a policy that promotes the safety and security of Personally Identifying Information (PII) and sensitive Town data, that the Town, including staff, elected and appointed officials of all Town Boards, Committees and Commissions will follow in all electronic communications with Town emails and use of Town Issued Devices.
- (c) The underlying purposes and policies of this Section are:

1. To clarify and standardize the safety and security practices and procedures of electronic communications by the Town;
2. To protect the PII and sensitive Town data that Town staff, elected and appointed officials may routinely have access to;
3. To provide for increased public confidence in the procedures followed in the safeguarding of PII and sensitive Town data and their confidence in the integrity and best practices of the Town on all levels;
4. To ensure fair and equitable treatment & protection of all persons who deal with the Town staff, boards, committees and commissions;

(d) Except as otherwise may be provided by law, it shall be unlawful for any Town officer, employee, elected or appointed member of any Board, Committee or Commission to engage in behavior or practices contrary to the provisions of this Electronic Communications and Device Security Policy.

PASSED AND ADOPTED this 26th Day of November 2024.

Paige Smith, Mayor

ATTEST:

Samira M. Vetter, Town Clerk

Approved as to form and contents:

Clay Buchner, Town Attorney



Electronic Device and Communications Security Policy

v.11.01.2024

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*The use of the term **employees** throughout this policy will include all The Town's managers, staff, independent contractors, temporary employees, elected and appointed officials of all Board's, Committees & Commissions.*

SECURITY POLICY 1- WRITTEN INFORMATION SECURITY POLICY

Statement of Policy

The objective of the Town of Paonia ("The Town") in the development and implementation of this comprehensive written information security policy ("WISP"), is to create effective administrative, technical and physical safeguards for the protection of personally identifiable information (PII) of customers, vendors and employees as well as sensitive Town information that could be harmful if unauthorized access were to occur. The WISP sets forth a procedure for evaluating and addressing electronic and physical methods of accessing, collecting, storing, using, transmitting, and protecting PII and sensitive Town information.

Purpose of Policy

The purpose of the WISP is to better:

- 1) Ensure the security and confidentiality of **personally identifiable information (PII)** of customers, employees or vendors as well as **sensitive Town data** which includes emails, confidential Town information (i.e. expansion plans, licensing and permitting processes, legal communications etc.), employee/personnel information and the like;
- 2) Protect against any reasonably anticipated threats or hazards to the security or integrity of such information; and
- 3) Protect against unauthorized access to or use of such information in a manner that creates a substantial risk of identity theft, fraud or harm to The Town.

Scope of Policy

In formulating and implementing the WISP, The Town has addressed and incorporated the following protocols:

- 1) Identified reasonably foreseeable internal and external risks to the security, confidentiality, and/or integrity of any electronic, paper or other records containing PII and sensitive Town data.
- 2) Assessed the likelihood and potential damage of these threats, taking into consideration the sensitivity of the PII and sensitive Town data.
- 3) Evaluated the sufficiency of existing policies, procedures, customer information systems, and other safeguards in place to control risk.
- 4) Designed and implemented a WISP that puts safeguards in place to minimize identified risks.
- 5) Implemented regular monitoring of the effectiveness of those safeguards.

Security Safeguards

The following safeguards are effective immediately. The goal of implementing these safeguards are to protect against risks to the security, confidentiality, and/or integrity of any electronic, paper or other records containing PII or sensitive town data.

Administrative Safeguards

- (1) Implementation of the WISP including all provisions outlined in **Security Safeguards**.

- (2) Training of all employees that may have access to PII and sensitive Town data. Employees should receive annual training and new employees should be trained as part of the new employee hire process.
 - (3) Regular monitoring of the WISP's safeguards and ensuring that employees are complying with the appropriate safeguards.
 - (4) Evaluating the ability of any Third-Party Service Providers to implement and maintain appropriate security measures for the PII and sensitive Town data to which The Town has permitted access, and requiring Third Party Service Providers, by contract, to implement and maintain appropriate security measures.
 - (5) Reviewing all security measures at least annually, or whenever there is a material change in The Town's business practices that may put PII and sensitive Town data at risk.
 - (6) Investigating, reviewing and responding to all security incidents or suspected security incidents.
- 1) **Security Management** - All security measures will be reviewed at least annually, or whenever there is a material change in The Town's business practices that may put PII or sensitive town data at risk. This should include performing a security risk assessment, documenting the results and implementing the recommendations of the security risk assessment to better protect PII and sensitive Town data. The Town Administrator, or their designee will be responsible for this review and will communicate to management the results of that review and any recommendations for improved security arising out of that review.
 - 2) **Minimal Data Collection** - The Town will only collect PII of vendors, customers or employees that is necessary to accomplish legitimate business transactions or to comply with any and all federal, state or local regulations.

- 3) **Information Access** - Access to records containing PII and/or sensitive Town data shall be limited to those persons whose job functions requires a legitimate need to access the records. Access to the records will only be for a legitimate job-related purpose. In addition, pre-employment screening will take place to protect PII and sensitive Town data.
- 4) **Employee Termination** - Terminated employees must return all records containing PII and sensitive Town data, in any form, that may be in the former employee's possession (including all information stored on laptops or other portable devices or media, and in files, records, work papers, etc.). A terminated employee's physical and electronic access to PII and sensitive Town data must be immediately blocked. A terminated employee shall be required to surrender all keys, IDs or access codes or badges, business cards, and the like, that permit access to The Town's premises or information. A terminated employee's remote electronic access to PII and sensitive Town data must be disabled; his/her voicemail access, e-mail access, internet access, and passwords must be invalidated. **See Security Policy #2 – Termination Policy.**
- 5) **Security Training** – All employees, which includes all managers, employees, all independent contractors, temporary employees, and all elected and appointed officials of any Board, Committee and Commissions that may have access to PII and sensitive Town data, will receive security training. Employees should receive at least annual training and new employees should be trained as part of the new employee hire process. Employees should be required to show their knowledge of the information and be required to pass an exam that demonstrates their knowledge. Documentation of employee training should be kept and reviewed.
- 6) **Contingency Planning** – All systems that store PII and/or sensitive Town data should have the data backed up on, at least, a nightly basis. Data should be encrypted and be stored offsite. Disaster Recovery mechanisms and documented procedures should be in place to restore access to PII and sensitive Town data as well as any operational systems that The Town relies on. A system criticality assessment should be performed that defines how critical each of The Town's systems are. Systems that are critical to operations should be restored before non-critical systems. On a periodic basis; data backups, data restoration and Disaster Recovery procedures should be tested and validated. **See Disaster Recovery Template.**

- 7) **Security Incident Procedures** - Employees are required to report suspicious or unauthorized use of PII and/or sensitive Town data to a Department Head or the Town Clerk. Whenever there is an incident that requires notification pursuant to any federal or state regulations, management will conduct a mandatory post-incident review of the events and actions taken in order to determine how to alter security practices to better safeguard PII and sensitive Town data. **See Security Policy #3- Security Incident Response.**
- 8) **Emergency Operations** – Procedures should be in place to define how The Town will respond to emergencies. Procedures should include employee contact information, critical vendor contact information, important vendor account information as well as any emergency operating procedures. **See Emergency Operations Template.**
- 9) **Data Sensitivity Classification** – All data that The Town stores or accesses should be categorized in terms of the sensitive nature of the information. For example, PII and sensitive Town data might have a very high sensitivity and should be highly protected. Whereas publicly accessible information might have a low sensitivity and requires minimal protection.
- 10) **Third Party Service Providers** - Any service provider or individual (“Third Party Service Provider”) that receives, stores, maintains, processes, or otherwise is permitted access to any file containing PII and/or sensitive Town data shall be required to protect PII and sensitive Town data. The Third-Party Service Providers must sign service agreements that contractually hold them responsible for protecting The Town’s data. Examples include third parties who provide off-site backup of electronic data; website hosting companies; credit card processing companies; paper record copying or storage providers; IT / Technology Support vendors; contractors or vendors working with customers and having authorized access to PII and/or sensitive Town data.
- 11) **Sanctions** - All employment contracts, where applicable, should be amended to require all employees to comply with the provisions of the WISP and to prohibit any nonconforming use of PII and/or sensitive Town data as defined by the WISP. Disciplinary actions will be taken for violations of security provisions of the WISP (The nature of the disciplinary measures may depend on a number of factors including the nature of the violation and the nature of the PII and/or sensitive Town data affected by the violation). **See Security Policy #4 – Sanction Policy.**

- 12) **Bring Your Own Device (BYOD) Policy** – The Town may allow employees to utilize personally owned devices such as laptops, smartphones and tablets. If allowed, proper safeguards must be implemented to protect PII and sensitive Town data that may be accessed or stored on these devices. Employees must understand the requirements for using personally owned devices and what safeguards are required. **See Security Policy #9 – BYOD Policy.**

Physical Safeguards

- 13) **Facility Access Controls** – The Town will implement physical safeguards to protect PII and sensitive Town data. There will be physical security on facilities / office buildings to prevent unauthorized access. All systems that access or store PII and/or sensitive Town data will be physically locked. Employees will be required to maintain a “clean desk” and ensure that PII and/or sensitive Town data is properly secured when they are not at their desk. The Town Clerk will maintain a list of lock combinations, passcodes, keys, etc. and which employees have access to the facilities and PII and/or sensitive Town data. Visitors will be restricted from areas that contain PII and/or sensitive Town data where allowable. **See Security Policy #10 - Facility Security Plan.**
- 14) **Network Security** – The Town will implement security safeguards to protect PII and sensitive Town data. Safeguards include; isolating systems that access or store PII and/or sensitive Town data, the use of encryption on all portable devices, physical protection on portable devices, ensuring that all systems run up-to-date anti-malware, implementing network firewalls, performing periodic vulnerability scans, capturing and retaining network log files as well as ensuring that servers and critical network equipment are stored in an environmentally safe location. **See Security Policy #5 – Network Security**

Technical Safeguards

- 15) **Access Control** - Access to PII and sensitive Town data shall be restricted to approved active users and active user accounts only. Employees will be assigned unique user accounts and passwords. Systems containing PII and sensitive Town data should have automatic logoff procedures to prevent unauthorized access. **See Security Policy #6 – Access Control**

- 16) **Computer Use/Cell Phone/Electronic Device Use** – All employees will be given a Computer Use/Cell Phone/Electronic Device Use Policy that defines acceptable and unacceptable use of The Towns’s computing resources. **See Security Policy #7 – Computer/Cell Phone/Electronic Device Use**
- 17) **Data Disposal** - Written and electronic records containing PII and sensitive Town data shall be securely destroyed or deleted at the earliest opportunity consistent with business needs or legal retention requirements. **See Security Policy #8 – Equipment Disposal**
- 18) **System Activity Review** - All systems that store or access PII and sensitive Town data should utilize a mechanism to log and store system activity. Periodic system activity reviews should occur and identify unauthorized access to PII and sensitive Town data. Any unauthorized access should be reported to your Department Head and/or the Town Administrator. **See Security Policy #3- Security Incident Response**
- 19) **Encryption** - To the extent technically feasible all portable devices that contain PII and sensitive Town data should be encrypted to protect the contents. In addition, encryption should be used when sending any PII and sensitive Town data across public networks and wireless networks. Public networks include email and Internet access.
- 20) **Acknowledgment**- Employees will be required to sign the Electronic Device & Communications Security Policy to acknowledge acceptance of the policy.

SECURITY POLICY 2- TERMINATION POLICY

Purpose of Policy

This policy defines the steps required to revoke both physical and system access to The Towns's facilities and network resources.

Termination of Access

It is essential that Department Heads and/or Information Technology (IT) terminate access to company facilities and systems in a timely manner to protect the information, systems and resources. Department Heads / IT are required to terminate access immediately upon termination (or even before, if possible) of the employee, workforce member, contractor and elected or appointed officials.

- 1) A terminated employee shall be required to surrender all keys, IDs, access cards/codes or badges, business cards, parking permits and the like, that permit access to The Towns's premises or information.
- 2) A terminated employee's physical and electronic access to PII and sensitive Town data must be immediately blocked.
- 3) Terminated employees must return all records containing PII and sensitive Town data, in any form, that may be in the former employee's possession (including all information stored on laptops or other portable devices or media, and in files, records, work papers, etc.).
- 4) Revoke all computer, network, and data access the terminated employee has for both internal and external systems:

1) Internal systems

1. Microsoft Windows / Network Domain
2. Systems that store or access PII and sensitive Town data
3. Email
4. Database applications
5. Any other systems that the terminated employee has access to

2) External systems

1. Cloud based systems such as credit card processing systems, billing systems, customer relationship management (CRM), etc.
- 5) Remote access should be removed
- 6) Wireless access should be removed

All termination steps that are taken should be documented and retained for legal purposes and/or federal or state regulations.

SECURITY POLICY 3- SECURITY INCIDENT PROCEDURES

Purpose of Policy

The purpose of the policy is to develop the response to and reporting of security incidents, including the identification of and response to suspected or known security incidents, the mitigation of the harmful effects of known security incidents, to the extent possible, and the documentation of security incidents and their outcomes.

It should be noted that breach definitions, remediation steps and breach notification steps vary between various federal regulations such as the Health Insurance Portability and Accountability Act (HIPAA), The Gramm-Leach-Bliley Act (GLB Act or GLBA) and other federal regulations. In addition, most state regulated breach laws vary between individual states. It is highly recommended to consult with breach experts or legal counsel to determine The Town's responsibilities.

Definitions

Breach

Breach means the acquisition, access, use, or disclosure of personally identifiable information (PII) or sensitive Town data such as email, employee/personnel information,

confidential information, etc. which compromises the security or privacy of the PII or sensitive company data.

Unsecured PII

Unsecured PII means PII that is not rendered unusable, unreadable, or indecipherable to unauthorized individuals through the use of a technology or methodology such as encryption. The definition of unsecured PII varies between different federal and state regulations.

Reporting and Response

1. The Town will ensure that all incidents, threats, or violations that affect or may affect the privacy, confidentiality, integrity, or availability of PII and sensitive Town data will be reported and responded to.
2. The Town shall have a Security Incident Response Team (SIRT) charged with the responsibility of identifying, evaluating and responding to security incidents. The Security Officer shall oversee the activities of the SIRT.
 - a. The SIRT will be responsible for investigating all known or suspected privacy and security incidents.
 - b. The SIRT will document a procedure for all employees to follow to report privacy and security incidents. See **Appendix A – Security Incident Response Log**
 - c. The Town will ensure that all employees receive training on how to identify and report security incidents.
 - d. All employees must follow the documented procedure to report security incidents. In addition, employees must report all known or suspected security incidents.
 - e. All employees must assist the SIRT with any security incident investigations.

Breach Determination

The Security Incident Response Team (SIRT) will investigate all reported and suspected security breaches. The SIRT will refer to federal or state regulations to help with breach determination. Breach determination varies between federal regulations such as HIPAA and GLBA. In addition, breach determination varies significantly between state regulations (for example, what may be considered a breach in one state may not be a breach in another state).

Breach Notification

If the SIRT determines that a breach of unsecured PII has occurred, breach notification of affected individuals may be required. The SIRT will refer to federal or state regulations to help with breach notification requirements. Breach notification requirements varies between federal regulations such as HIPAA and GLBA. In addition, breach notification requirements varies significantly between state regulations (for example, one state may have breach notification requirements that varies significantly from breach notification requirements in another state). Key elements of a breach notification include:

I. Date of discovery

Usually a breach will be treated as discovered as of the first day the breach is known or by exercising reasonable diligence would have been known.

II. Timeliness of notification

The Town will provide the required notifications without unreasonable delay after discovery of a breach. The amount of time The Town has to notify affected individuals varies between federal and state regulations.

III. Content of notification

If required, a notification will be provided to each individual affected by the discovered breach. The notification should include the following:

- A brief description of what happened, including the date of the breach and the date of the discovery of the breach, if known;
- A description of the types of unsecured PII that were involved in the breach (such as whether full name, social security number, date of birth, home address, account number or other types of information were involved);

- Any steps individuals should take to protect themselves from potential harm resulting from the breach;
- A brief description of what The Town is doing to investigate the breach, to mitigate harm to individuals, and to protect against any further breaches; and
- Contact procedures for individuals to ask questions or learn additional information, which should include a telephone number, an e-mail address, Web site, or postal address.
- The notification should be written in plain language.

IV. Methods of notification

The following methods are usually used to notify individuals affected by the discovered breach:

i. Written notice

Written notification by first-class mail to the individual at the last known address of the individual or, via e-mail if the individual agrees to e-mail notice. The notification may be provided in one or more mailings as information is available.

If the individual is deceased notifications are usually sent to next of kin or personal representative.

ii. Substitute notice

If contact information is out of date and written notification cannot be made, a substitute notification may be used.

- A substitute notification usually in the form of either a conspicuous posting on The Town's home page of its Web site, or conspicuous notice in major print or broadcast media in geographic areas where the individuals affected by the breach likely reside. The notice should include a contact phone number.

V. Notification to media

In addition to notifying individuals of a known breach, a notification to the media may be required as well.

VI. Notification to federal or state regulatory agencies

The Town may need to report breaches of unsecured information to federal or state regulatory agencies.

VII. Notification by Third Party Service Providers

Third Party Service Provider responsible for a breach of The Town's PII or sensitive company data should be required to notify The Town within a pre-determined reasonable timeframe. The timeframe should be defined in a Service Provider Agreement.

Third Party Service Provider breaches may result in The Town having to notify The Town's affected individuals (such as customers, employees, etc.).

Security Incident Response Log

Incident Identification Information	
Name:	
Phone:	
Email:	
Date/Time Detected:	
System / Application Affected:	
Incident Summary	
Type of Incident Detected: (Denial of Service, Malicious Code, Unauthorized Access, Unauthorized Use / Disclosure, Unplanned System Downtime, Other)	
Description of Incident:	
Names of Others Involved:	
Incident Notification	
How Was This Notified? (Security Office, IT Personnel, Human Resources, Other)	
Response Actions	
Include Start and Stop times	
Identification Measures (Incident Verified, Accessed, Options Evaluated):	
Containment Measures:	
Evidence Collected (Systems Logs, etc.):	

SECURITY POLICY 4 – SANCTION POLICY

Scope of Policy

This policy governs employee sanctions and disciplinary actions for The Town. All employees must comply with this policy. Demonstrated competence in the requirements of this policy is an important part of the responsibilities of every employee.

Policy Statement

- It is the Policy of The Town of Paonia to establish and implement appropriate, fair and consistent sanctions for employees who fail to follow established policies and procedures, or who commit various offenses.
- Sanctions applied shall be appropriate to the nature and severity of the error or offense, and shall consist of an escalating scale of sanctions, with less severe sanctions applied to less severe errors and offenses, and more severe sanctions applied to more severe errors and offenses.
- Offenses involving obvious illegal activity may result in notifications to appropriate law enforcement authorities.
- All employee Sanctions will be documented

Based on the severity of the violation, the Town of Paonia has developed varying levels of disciplinary action such as:

- Verbal warning
- Written warning
- Education – training/retraining
- Removal of system privileges
- Suspension without pay
- Termination of employment

Procedures

- Inadvertent release of PII and sensitive Town data will be investigated and the punishment will be determined by management and the extent of harm to the individual involved.
- Employees accessing PII and sensitive Town data files that they do not have a reason to access is a violation that may result in immediate termination.
- Blatant disregard for The Towns's Policies and Procedures may result in immediate termination.
- Intentional release of PII and sensitive Town data to someone who should not have access to the information WILL result in immediate termination and possible prosecution.

SECURITY POLICY 5- NETWORK SECURITY POLICY

Purpose of Policy

The purpose of the policy is to describe the physical safeguards applicable for each server, desktop computer system and wireless computer system used to access, transmit, receive and store PII and sensitive Town data to ensure that appropriate security is maintained and that access is restricted to authorized employees.

Network Security

The Town will take reasonable and appropriate steps to prevent unauthorized access to workstations, servers and portable devices including laptops, smartphones, CD-ROMs, DVDs, USB Drives, etc. that store or access PII and sensitive Town data.

- 1) Workstations and laptops that are in common areas that store or access PII and/or sensitive Town data should be physically placed with the monitor arranged so that it prohibits unauthorized people from viewing confidential information such as logins, passwords, PII and/or sensitive Town data.
- 2) Workstations and laptops that are in common areas that store or access PII and sensitive Town data should utilize privacy screens to prevent unauthorized access to the data.
- 3) Workstations and laptops that are in common areas that store or access PII and sensitive Town data should be secured by restraints such as locking cables.
- 4) To the extent technically feasible all portable devices that contain PII and/or sensitive Town data should be encrypted to protect the contents. In addition, encryption should be used when sending any PII and/or sensitive Town data across public networks and wireless networks. Public networks include email and Internet access.

- 5) Portable devices and media should be concealed from view when offsite to prevent theft.
- 6) All network servers, application servers, routers, database systems, device management system hardware, and other servers should be located in a room or an area that can be physically secured by lock and key or any other appropriate security mechanism to limit access to only authorized personnel.
- 7) All workstations, servers and portable devices will run anti-virus / anti-malware software that protect against malicious software. The software must be current and up to date with virus / malware definitions. Employees must use and keep active current versions of approved anti-virus / anti-malware software scanning tools to detect and remove malicious software from workstations and files. Employees must not disable these tools unless specifically directed by computer support personnel to do so in order to resolve a particular problem.
- 8) A network firewall should be in place to protect PII and/or sensitive Town data. The firewall protection should be up to date. Firewalls should be monitored and alerts should be triggered in the event of unauthorized intrusion or suspected intrusion.
- 9) Log files from network equipment should be stored and retained. Log files from network equipment include; firewalls, network servers, desktops, laptops and other devices. The required length of retention of log files may vary depending on federal, state or industry regulations.
- 10) All workstations, servers and portable devices, where feasible, must implement a security patch and update procedure to ensure that all relevant security patches and updates are promptly applied based on the severity of the vulnerability corrected.

11) Periodic network vulnerability scans should be performed on all internal as well as external (Internet facing servers, websites, etc.) systems. Results of the vulnerability scans should be analyzed and known vulnerabilities should be remediated and/or patched. After all vulnerabilities are remediated, an external network penetration test should be performed to ensure that unauthorized external access into the network is prevented.

12) Reasonable and appropriate steps will be taken to prevent unauthorized access to workstations, servers and portable devices from misuse and physical damage, vandalism, power surges, electrostatic discharge, magnetic fields, water, overheating and other physical threats.

- a. Workstations must not be located where they will be directly affected by extremes of temperature or electromagnetic interference. Precautions should also be taken to ensure that workstations cannot be affected by problems caused by utilities, such as water, sewer and/or steam lines that pass through the facility.
- b. All facilities that store systems that contain PII and/or sensitive Town data, should have appropriate smoke and/or fire detection devices, sprinklers or other approved fire suppression systems, and working fire extinguishers in easily accessible locations throughout the facility.
- c. All servers that contain PII and/or sensitive Town data, should be connected to an Uninterrupted Power Supply (UPS) to prevent server crashes during power outages or spikes. Servers should be configured to shut down in a controlled manner if the power outage is for an extended period of time.
- d. All systems should be connected to surge protectors, where feasible, to protect against power spikes and surges.

- 13) A user identification and password authentication mechanism shall be implemented to control user access to the system. (**See Security Policy #6 - Access Control**).
- 14) Employees who suspect any inappropriate or unauthorized use of workstations should immediately report such incident or misuse to their Department Head or the Town Administrator.

SECURITY POLICY 6- ACCESS CONTROL POLICY

Purpose of Policy

The purpose of the policy is to assure that systems containing PII and/or sensitive Town data are accessed only by those persons or software programs that have been granted appropriate access rights

Unique User Identification

- 1) Employees will be assigned a unique user identification (i.e. User ID) in order to access any system or application that transmits, receives or stores PII and/or sensitive Town data.
- 2) Each employee must ensure that their assigned user identification is appropriately protected and only used for legitimate access to systems or applications.
- 3) If an employee believes their user identification has been comprised, they must report the security incident to their Department Head.
- 4) Employees should be aware of the following password procedures to create and use strong passwords to protect PII and sensitive Town data:
 - a. Should be a minimum of eight characters in length.
 - b. Should incorporate both upper and lower case letters (e.g. a-z and A-Z)
 - c. Should incorporate digits and punctuation characters as well as letters e.g., 0-9, (! @ # \$ % ^ & * () _ - + = { } [] ; : " ' | \ / ? < > , . ~ `)

- d. Should not be words found in a Dictionary.
 - e. Should not include easily guessed information such as personal information, names, pets, birth dates, etc.
- 5) Employees should be aware of the following procedures to protect passwords:
- a. Passwords should not be written down.
 - b. Passwords should not be shared with other employees.
 - c. If an employee suspects that their password has been compromised they should report the incident immediately to their Department Head.
- 6) Passwords should be changed at least every 90 days
- 7) After a number of failed password attempts, the employee's account should be disabled (e.g. 3 or 5 failed attempts)

Automatic Logoff

- 1) Systems that access or store PII and/or sensitive Town data should implement an automatic logoff after a determined period of inactivity (i.e. 10 minutes of inactivity). Employees would need to login again to regain access and continue the session.
- 2) When leaving a server, workstation, or other computer system unattended, employees must lock or activate the system's automatic logoff mechanism (e.g. CTRL, ALT, DELETE and Lock Computer) or logout of all applications and database systems containing or accessing PII and/or sensitive Town data.

Encryption and Decryption

- 21) To the extent technically feasible all portable devices that contain PII and/or sensitive Town data should be encrypted to protect the contents. In addition, encryption should be used when sending any PII or sensitive Town data across public networks and wireless networks. Public networks include email and Internet access.
- 22) Employees should be trained on the use of encryption to protect PII and sensitive Town data.
- 23) All backup tapes and media that contain PII and/or sensitive Town data should utilize encryption to protect the data.
- 24) Secure encrypted remote access procedures should be implemented to protect systems that access or store PII and/or sensitive town data.
 - a. Authentication and encryption mechanisms should be required for all remote access sessions to networks containing PII and/or sensitive Town data. Examples of such mechanisms include VPN clients, authenticated SSL web sessions, and encrypted Citrix/RDP client access.
 - b. Two-factor authentication (i.e. SMS pin notification) should be implemented where technically feasible.
- 25) All wireless access to networks should utilize encryption mechanisms.
 - a. Employees should not utilize open public Wi-Fi networks

SECURITY POLICY 7 – COMPUTER/ CELL PHONE/EMAIL USE

Purpose of Policy

The purpose of this policy is to ensure that employees understand what functions should and should not be performed on The Town's computers/ cellular phones/ electronic devices and network to maximize the security of PII and sensitive Town data. The policy also provides guidance regarding proper safeguards of PII and sensitive Town data when accessing social media sites.

Computer/Cell Phone/ Electronic Device Use

- 1) To ensure that workstations and other computer systems that may be used to send, receive, store or access PII and sensitive Town data are only used in a secure and legitimate manner, all employees must comply with The Town's Computer Use Policy.
- 2) The Town may provide workstations, cell phones and other computer systems to employees for the purpose of performing their job functions. Employees shall be responsible for using workstations appropriately in conformance with this Policy.
- 3) Employees who are issued a workstation, cell phone or other computer system must conform to this policy and any other policies contained within the Town of Paonia's Personnel Manual.
- 4) The Town may remove or deactivate any employee's user privileges, including but not limited to, user access accounts and access to secured areas, when

necessary to preserve the integrity, confidentiality and availability of its facilities, user services, and data.

- 5) Employees must be assigned and use a unique User Identification and Password (**See Security Policy #6 - Access Control**)
- 6) Employees that use The Town's information systems and workstation assets should have no expectation of privacy. To appropriately manage its information system assets, enforce appropriate security measures, meet records retention requirements and CORA, The Town may log, review, or monitor any data stored or transmitted on its information system assets.

COMPUTER/ CELL PHONE/EMAIL/ ELECTRONIC DEVICE USE POLICY

Introduction

This document provides guidelines for appropriate use of computer facilities and services. It is not a comprehensive document covering all aspects of computer use. It offers principles to help guide employees, and specific policy statements serve as a reference point. It will be modified as new questions and situations arise.

Computers, cell phones, the Internet and electronic mail (e-mail) are powerful research, communication, commerce and time-saving tools that are made available to employees. The use of this efficient and effective communication tool is critical but, like any tools, computers, the Internet and e-mail have the potential to be used for inappropriate purposes.

Workstations and other computer systems may be provided to Town staff for the purpose of performing their job functions. Town staff shall be responsible for using workstations appropriately in conformance with this Policy. The Board of Trustees has determined by majority vote at the September 10, 2024 regular meeting that The Town will not provide electronic devices for the use of any elected or appointed Board, Commission or Committee members.

Policy

The following policies on computer, cell phone, electronic devices, the Internet and electronic mail (email) usage shall be observed by all employees.

- Users of the Internet and e-mail are to comply with all appropriate laws, regulations and generally accepted Internet etiquette.
- Primary purpose of the Internet and e-mail is to conduct official business.
- Users should identify themselves properly when using the Internet and e-mail, conduct themselves professionally, and be aware that their activities reflect on the reputation and integrity of all our employees.
- Each user is individually responsible for the content of any communication sent over or placed on the Internet and e-mail. Official Town business and information between staff and elected or appointed Board, Committee and Commission members will be sent through The Town's email system and not to personal email addresses.
- Employees are prohibited from auto-forwarding mail from their Town-issued email to their personal emails.
- All employees have a responsibility to ensure a workplace free of harassment and be sensitive to the diversity of its employees. Users of Town computers, devices and email systems are responsible for their appropriate use. All illegal and improper uses of the email system, including but not limited to pornography, obscenity, harassment, solicitation, gambling and violating copyright or intellectual property rights are prohibited. In addition, use of computers and email systems in ways that are disruptive, offensive to others, or harmful to morale is prohibited. For example, the display or transmission of sexually explicit images, messages and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes or anything that may be construed as harassment or showing disrespect for others
- Exceptions to this policy are only allowed when pre-approved by supervisors or company management and deemed necessary for official business, research or investigatory work.

The following actions are prohibited. It is unacceptable for employees to:

- Knowingly or intentionally publish, display, transmit, retrieve or store inappropriate or offensive material on any Town/Department computer system.
- Create or distribute defamatory, false, inaccurate, abusive, threatening, racially offensive or otherwise biased, discriminatory or illegal material.
- View or distribute obscene, pornographic, profane, or sexually oriented material.
- Violate laws, rules, and regulations prohibiting sexual harassment.
- Engage in any unauthorized activities for personal financial gain.
- Place advertisements for commercial enterprises, including but not limited to, goods, services or property.
- Download, disseminate, store or print materials including articles and software, in violation of copyright laws.
- Download any software, including but not limited to games, screen savers, toolbars or any other browsing tools without the permission of supervisors, company management or IT staff.
- Violate or infringe on the rights of others.
- Conduct business unauthorized by the company.
- Restrict or inhibit other users from using the system or the efficiency of the computer systems.
- Cause congestion or disruption of networks or systems, including distribution of chain letters.
- Transmit incendiary statements, which might incite violence or describe or promote the use of weapons.
- Use the system for any illegal purpose or contrary to Town policy or business interests.
- Connect a personal computer to the company network without having the computer checked by IT staff to ensure that no threatening viruses / programs infect the Town network.
- Monitor or intercept the files or electronic communications of other employees or third parties.
- Hack or obtain access to systems or accounts they are not authorized to use.

- To disclose a Login ID(s) or password to anyone nor allow anyone to access any information system with someone else's Login ID(s) or passwords
- Use other people's Login ID(s) or passwords to access any information system for any reason.
- To post any PII or sensitive Town data on social network sites, public forums, etc. This includes posting pictures of PII or sensitive Town data or pictures of customers without permission.
- Employees shall not remove electronic media that contains PII or confidential or proprietary information unless such removal is authorized by an employee's Department Head or Town management.

Any employee who abuses the privilege of access to e-mail or the Internet in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

Employees will immediately report any activity that violates this agreement to the employee's Department Head, Town Clerk or Town Administrator.

SECURITY POLICY 8 – DISPOSAL PROCEDURE

Purpose of Policy

All media containing PII and sensitive Town data, will be disposed of in a manner that destroys the data and does not allow unauthorized access to the data.

Procedures for computer/hardware disposal

- 1) The Town Clerk or delegate will notify the Information Technology (IT) department/company/individual of equipment that needs to be disposed of.
- 2) The Town Clerk or delegate will determine data sensitivity of data to be disposed of. (See Data Classification Table below)
- 3) IT will assess the condition of the equipment, and:
 - a. IT will track the disposal of the device (type of hardware, serial number, etc). See Appendix A: Media Disposal Log

- b. IT will run approved wiping software on all devices to make sure all PII and sensitive Town data is removed from the device.
 - i. This may include physical destruction (See Methods of Destruction below)
 - c. IT will verify the hardware's data has been removed.
 - d. IT will dispose of the hardware.
- 4) The Town Clerk or delegate and IT will document the destruction of the asset and keep a record. See Appendix A: Media Disposal Log.
- 5) If taken to outside facility - The media shall be taken to an approved, certified facility for erasure or destruction. A letter of certification regarding date and time of erasure/destruction shall be obtained.

Data Classification Table:

- 1) **Low (Unclassified)** - No requirement to erase data but in the interest of prudence normally erase the data using any means such as reformatting or degaussing.
 - Basic operating system, personal files, etc.
- 2) **Med (Sensitive but not Confidential)** - Erase the data using any means such as reformatting or degaussing.
 - This would be for business-related information which is not considered sensitive Town data.
- 3) **High (Confidential)** - The data must be erased using an approved technology to make sure it is not readable using special technology techniques. (See method of destruction below)
 - This would be for PII and sensitive Town data.

Examples of hardware devices include:

- Workstation
- Laptop
- Tablet (iPad/Android)
- Smartphones
- Server hard drives
- Memory stick (USB drives)
- CD ROM disk / DVD ROM
- Storage / Backup tape(s)
- Hard drives
- Copiers / Scanners / Fax machines
- Any equipment that contains PII or sensitive Town data

Methods of Destruction Table:

Clear	One method to sanitize media is to use software or hardware products to overwrite storage space on the media with non-sensitive data. This process may include overwriting not only the logical storage location of a file(s) (e.g., file allocation table) but also may include all addressable locations. The security goal of the overwriting process is to replace written data with random data. Overwriting cannot be used for media that are damaged or not rewriteable.)
Purge	Degaussing and executing the firmware Secure Erase command (for ATA drives only) are acceptable methods for purging. Degaussing is exposing the magnetic media to a strong magnetic field in order to disrupt the recorded magnetic domains. A degausser is a device that generates a magnetic field used to sanitize magnetic media. Degaussers are rated based on the type (i.e., low energy or high energy) of magnetic media they can purge. Degaussers operate using either a strong permanent magnet or an electromagnetic coil. Degaussing can be an effective method for purging damaged or inoperative media, for purging media with exceptionally large storage capacities, or for quickly purging diskettes.
Destroy	There are many different types, techniques, and procedures for media destruction. If destruction is decided on because of the high security

	categorization of the information, then after the destruction, the media should be able to withstand a laboratory attack. • Disintegration, Pulverization, Melting, and Incineration. These sanitization methods are designed to completely destroy the media. They are typically carried out at an outsourced metal destruction or licensed incineration facility with the specific capabilities to perform these activities effectively, securely, and safely. • Shredding. Paper shredders can be used to destroy flexible media such as diskettes once the media are physically removed from their outer containers. The shred size of the refuse should be small enough that there is reasonable assurance in proportion to the data confidentiality that the data cannot be reconstructed. Optical mass storage media, including compact disks (CD, CD-RW, CD-R, CD-ROM), optical disks (DVD), and MO disks, must be destroyed by pulverizing, crosscut shredding or burning. When material is disintegrated or shredded all residues must be reduced to nominal edge dimensions of five millimeters (5 mm) and surface area of twenty-five square millimeters (25 mm).
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MEDIA DISPOSAL LOG

The below data was disposed / destroyed as required in **Security Policy #8 –Disposal Procedure**

Date of Destruction: 1/15/2014

Authorized By: Click here to enter text.

Description of Information Disposed of or Destroyed (include Manufacturer/Model/Serial Number/etc):

Click here to enter text.

Backup of Personally Identifiable Information (PII) or sensitive company data?
Required if PII or data is the only copy.

☐ Yes

☐ No

If Yes, List Backup Location: Click here to enter text.

Method of Destruction:

☐ **Clear** (One method to sanitize media is to use software or hardware products to overwrite storage space on the media with non-sensitive data. This process may include overwriting not only the logical storage location of a file(s) (e.g., file allocation table) but also may include all addressable locations. The security goal of the overwriting process is to replace written data with random data. Overwriting cannot be used for media that are damaged or not rewriteable.)

☐ **Purge** (Degaussing and executing the firmware Secure Erase command (for ATA drives only) are acceptable methods for purging. Degaussing is exposing the magnetic media to a strong magnetic field in order to disrupt the recorded magnetic domains. A degausser is a device that generates a magnetic field used to sanitize magnetic media. Degaussers are rated based on the type (i.e., low energy or high energy) of magnetic media they can purge. Degaussers operate using either a strong permanent magnet or an electromagnetic coil. Degaussing can be an effective method for purging damaged or inoperative media, for purging media with exceptionally large storage capacities, or for quickly purging diskettes.

☐ **Destroy** (Degaussing and executing the firmware Secure Erase command (for ATA drives only) are acceptable methods for purging. Degaussing is exposing the magnetic media to a strong magnetic field in order to disrupt the recorded magnetic domains. A degausser is a device that generates a magnetic field used to sanitize magnetic media. Degaussers are rated

based on the type (i.e., low energy or high energy) of magnetic media they can purge. Degaussers operate using either a strong permanent magnet or an electromagnetic coil. Degaussing can be an effective method for purging damaged or inoperative media, for purging media with exceptionally large storage capacities, or for quickly purging diskettes.)

Destruction Method Used:

Final Disposition of Media:

- ☐ **Disposed**
- ☐ **Reused Internally**
- ☐ **Reused Externally (sold / donated / etc.)**
- ☐ **Returned to Manufacturer / Leasing Company / Vendor / etc.**
- ☐ **Other: Click here to enter text.**

Save this log and retain indefinitely. Upload to the Security Portal.

SECURITY POLICY 9- BRING YOUR OWN DEVICE (BYOD)

Purpose of Policy

The purpose of the policy is to develop the appropriate safeguards to protect PII and sensitive Town data on employee personally owned devices. Proper security controls are essential to protect any sensitive information that may be on these devices. Documented instructions and requirements should be provided to all employees that may be accessing or storing PII and sensitive Town data on their personally owned devices and acknowledgement of acceptance should be documented and retained.

Bring Your Own Device (BYOD) Policy

- 1) The Town may be responsible for any breaches of PII and may suffer consequences of breached sensitive Town data that resulted from unsecured employee personally owned devices.
- 2) Employees must be aware that breaches or inappropriate use of their devices that may put PII and/or sensitive Town data at risk may negatively affect customers, The Town and the employee themselves. The Town has the right to revoke an employee's access to PII and/or sensitive Town data or levy sanctions laid forth in The Town's sanction policy.
- 3) Encryption of devices usually offers a safe harbor under federal and state regulations and is the strongest protection against a data breach. Encryption should be used on all devices that access or store PII and/or sensitive Town data.
- 4) Employees are not permitted to access PII and/or sensitive Town data, on personally owned devices, unless authorized and approved. Only approved devices that are properly configured will be given access to PII and/or sensitive Town data.
- 5) The Town will limit who has access to PII and/or sensitive Town data on their personally owned devices. The Town will provide employees with only the limited amount of access to PII and/or sensitive Town data to perform their job function.

- 6) The organization and their Information Technology (IT) group/provider will work together to manage and enforce this Bring Your Own Device (BYOD) policy.

Procedure

- 1) The Town will communicate this policy to their employees. Employees must request permission to use personally owned devices and fill in the registration form provided.
- 2) The Town and IT will periodically review and update this policy when new requirements are implemented or when security requirements change. Employees must be notified of any changes and a document of their acceptance/acknowledgment should be collected.
- 3) The Town and IT reserve the right to monitor and inspect devices registered in its BYOD program to ensure that PII and sensitive Town data are being properly protected.
- 4) Upon an employee's termination of employment, The Town and IT will ensure that any devices the employee has with PII and/or sensitive Town data are returned to IT for a final analysis and removal of any PII and/or sensitive Town data or applications that access PII and/or sensitive Town data. This will be conducted as soon as possible to limit inappropriate access to PII and/or sensitive Town data.
- 5) Documentation, acknowledgement and registration forms will be retained for all employees and kept in their employee folder. Documentation must also be provided to employees initially and upon request.

SECURITY POLICY 10 – FACILITY SECURITY PLAN

Purpose of Policy

The purpose of the policy is to define the procedures that will limit physical access to PII and sensitive Town data and the facility or facilities in which such systems are housed, while still ensuring that proper authorized access is allowed.

Facility Security Plan

- 1) Physical security of office buildings must be implemented to protect PII and sensitive Town data as well as other Town assets. Physical measures might include: alarm systems, surveillance cameras, fences, locked gates / doors, etc.
- 2) All systems that store or access PII and/or sensitive Town data should be stored in locked rooms, closets or cabinets to prevent unauthorized access. Access to these facilities should be minimized and limited to only employees and/or vendors that need access to perform their job function.
- 3) Where practical, all visitors should be restricted from areas where files or systems containing PII and/or sensitive Town data are stored. Alternatively, visitors must be escorted or accompanied by an approved employee in any area where files or systems containing PII and/or sensitive Town data are stored.
- 4) A clean desk policy will be implemented and includes the following: All employees are prohibited from keeping unsecured paper files containing PII and sensitive Town data in their work area when they are not present (e.g. lunch breaks). At the end of the day, all files containing PII and/or sensitive Town data are to be stored in a locked filing cabinet, desk drawer or other locked location. Any systems that store or access PII and/or sensitive Town data should be closed or access should be terminated (i.e. system logoff).
- 5) Human Resources shall maintain a secured and confidential master list of all lock combinations, passcodes, and keys. The list will identify which employee possess keys, keycards, or other access devices and that only approved employees have been provided access credentials.

- 6) Where practical, all visitors who are expected to access areas other than common space or are granted access to office space containing PII and/or sensitive Town data should be required to sign-in with a Photo ID at a designated reception area where they will be assigned a visitor's ID or guest badge unless escorted at all times. Visitors must be escorted or accompanied by an approved employee in any area where files containing PII and/or sensitive Town data are stored.

TOWN OF PAONIA ELECTRONIC DEVICE & COMMUNICATIONS SECURITY POLICY EMPLOYEE ACKNOWLEDGMENT

A copy of the Town of Paonia's Electronic Device & Communications Security Policy is to be distributed to each current employee and to each new employee on the beginning date of their employment and or taking of elected or appointed office. It shall be the employee's responsibility for acknowledging in writing or electronically, that he/she has received a copy of the policy and will abide by its provisions.

I have read, understand, and agree to comply with the Electronic Device & Communications Security Policy, rules and conditions governing the security of PII and sensitive Town data. I am aware that violations of this policy may subject me to disciplinary action and may include termination of my employment.

By signing this Agreement, I agree to comply with its terms and conditions. Failure to read this Agreement is not an excuse for violating it.

Signature

Date

Department Head Signature

Date



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Action Item #5: Ordinance 2024-04 Amending Chapter 2, Articles 2, 6, 7, & 8 Boards, Committees and Commissions Meeting Operations and Conduct.
SUBMITTED BY:	Samira Vetter, Town Clerk
DATE:	December 10, 2024
BACKGROUND:	In an attempt to streamline meetings, agenda setting, packet release and to make all meetings of the Board of Trustees and its advisory boards, committees and commissions more productive, efficient and transparent; we have combined historical and new processes as well as Resolutions 2017-10 (Board Code of Conduct) and 2017-06 (Board Rules of Procedure) and applied them to not only the Board of Trustees but to the Planning Commission, Tree Board and the Zoning Board of Adjustments. The goal is to clear up questions of procedure and other technical situations that have come up and had to be solved as well as ensuring Open Meetings Laws are followed. This Ordinance also includes the requirement of using Town email addresses for Town business for all boards, committees and commissions as the motion and vote by the Board of Trustees on September 10, 2024 directed and contemplates a seven member Planning Commission. We have tried to make sure that each appropriately covers the business and expectations of each body and will allow staff to more effectively help the Board of Trustee's advisory boards, committees and commissions in their duties, while staff still maintains their everyday business activities. This is one step in an on-going process between staff and Trustee's to formalize processes and procedures that will serve the Town best interest by providing more effective and transparent service from its governing body down through all staff members.
BUDGET:	n/a
RECOMMENDATION:	
ATTACHMENT:	Ordinance 2024-04 Amending Chapter 2, Articles 2, 6, 7, & 8 Boards, Committees and Commissions Meeting Operations and Conduct.

Introduced by Trustee Hunter & Trustee Swartz

ORDINANCE NO. 2024-04

AN ORDINANCE AMENDING CHAPTER 2, ARTICLES 2, 6, 7 & 8 OF THE PAONIA MUNICIPAL CODE SETTING REQUIREMENTS FOR THE OPERATION AND CONDUCT OF MEETINGS FOR ALL TOWN BOARDS, COMMITTEES, AND COMMISSIONS

WHEREAS, the Town of Paonia (the “Town”) is a municipal corporation duly organized and existing under the laws of the State of Colorado; and

WHEREAS, pursuant to Article 2, Section 2-2-10(b) of the Town of Paonia Municipal Code and, the Town Board of Trustees is the legislative body for the Town and has the power and authority to adopt such laws, ordinances, and resolutions as it shall deem proper in the exercise thereof; and

WHEREAS, the Board of Trustees determines that it is in the best interest of the community and the public health, safety and welfare of the citizens of the Town to amend the Town Code regarding the operation and conduct of meetings for all Town Boards and Commissions; and

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO, AS FOLLOWS:

Section 1. Article 2 of the Paonia Municipal Code is hereby amended to read as follows (words added are underlined; words deleted are ~~stricken through~~):

Sec. 2-2-60.– Regular Meetings.

The Regular Board of Trustees meetings will be held on the second and fourth Tuesday of each month, starting at 6:30 pm and ending at 9:30 pm, unless the meeting is extended by a specific amount of time by a majority vote of the Board of Trustees, except when necessary business requires that the work session be duly posted and conducted as an official Board of Trustee meeting; and except on legal holidays, when no meeting shall be held.

Sec. 2-2-70. – Special ~~m~~Meetings

- (a) Any four (4) members of the Board of Trustees may call a special meeting by written phone or email notice to each member of the Board of Trustees, ~~personally served or left at the member's usual place of residence~~ posted by the Town Clerk or their designee, at least forty-eight (48) hours in advance of the meeting.

- (b) The Board of Trustees at any duly convened meeting may, by majority vote, call a special meeting for a future date. Notice of such meeting shall be given to any member of the Board of Trustees not in attendance.
- (c) Should the Board of Trustees convene for a special meeting pursuant to a request of an interested party for the purpose of accommodating time constraints of said interested party, the Board of Trustees may, in its discretion, assess fees for the special meeting against the interested party. The Board of Trustees may from time to time by resolution adopt a schedule of fees which may be assessed for special meetings. Said fees shall reasonably compensate the Town staff and the Town Attorney for time spent in preparation for attendance at special meetings

Sec 2-2-80.—Conduct of Meetings & Board Members, ~~voting~~Voting.

- (a) Meetings of the Board of Trustees shall be open to the public and conducted by the Mayor, according to the most recent version of *Robert's Rules of Order, Revised*.
- (b) At the hour appointed for the meeting, the members shall be called to order by the Mayor or, in his or her absence, by the Mayor Pro Tem. The Town Clerk shall proceed to call the roll, note the absentees and announce whether a quorum is present. If a quorum is present, the Board of Trustees shall then proceed with the business before it.
- (c) Questions relative to the priority of business and order shall be decided by the Mayor without debate, subject in all cases to an appeal to the Board of Trustees.
- (d) Any motion or resolution shall be reduced to writing if required by the Mayor or a member of the Board of Trustees.
- (e) A motion to adjourn shall always be in order and shall be decided without debate.
- (f) The Mayor shall work in conjunction with the Town Clerk to set the agenda, for the meeting, at least one week before the scheduled meeting, for which the agenda and packet will be posted no less than 48 hours before the meeting.
- ~~(f)~~(g) The Town Clerk shall ~~serve~~ post all notices of special meetings.
- ~~(g)~~(h) The Town Clerk shall have charge of the Board room and shall attend the meetings of the Board of Trustees.
- (i) The order for business of a Regular Board Meeting shall be as follows:
 - (1) Call to Order
 - (2) Pledge of Allegiance

(3) Roll Call

(4) Approval of Agenda

(5) Announcements

(6) Public Comment - 3 minutes for any topic not included under Actions & Presentations

(7) Consent Agenda -Minutes, Disbursements, License Renewals and other regular and non-controversial business.

(8) Staff Reports

(9) Actions & Presentations – Presentations, Action Items, Public Hearings and Executive Sessions

(10) Mayor and Trustee Reports

(11) Adjournment

(j) All members of the Board of Trustees, either elected or appointed, will be assigned a Town email address, and the use of this email address for Town business will be required for security and record-keeping purposes. Members of the Board of Trustees shall comply with the same safety and security policies as Town staff in the use of their town email. Further, it shall be each member's responsibility to check the assigned email regularly, to stay abreast of Town business as it is reported.

(k) The Mayor and each Trustee has only such authority as is conferred by applicable state statutes. No member of the Board of Trustees, including the Mayor, shall act in a manner that exceeds such authority, including but not limited to:

(1) No member shall speak on behalf of the Board on any matter on which the Board has not taken a position or represent a Board position inaccurately.

(2) No member shall make commitments or promises individually on any matter for which a vote or consensus of the Board is required.

(3) At Board meetings, no one member shall attempt to dominate the discussion. Each member shall strive to speak once on any topic, and then allow each other member to speak on that topic before speaking again. Members shall primarily direct remarks at Board meetings to the Board as a whole, rather than engaging in back-and-forth arguments with another member.

(4) No member shall act or attempt to act on any matter which is encompassed within the responsibilities of the Town Administrator or other staff member.

(5) No member shall give orders of direction to any staff member who reports directly or indirectly to the Town Administrator.

(6) No member shall individually direct the work of the Town Administrator or other direct report of the Board. Any such direction shall only be given by the Board as a whole, and such direct reports shall be held accountable only for directions given by the Board as a whole.

(7) Individual Members may make reasonable inquiries to the Town Administrator concerning matters pertaining to their decision-making responsibilities but shall be careful to avoid giving orders or directions

(8) Except where applicable laws or Town ordinances or resolutions specifically provide otherwise, no member shall allow or encourage any employee to disregard the chain of command within the Town or involve himself or herself in employment matters below the level of the Board's direct reports.

(9) No member shall direct or request the hiring or firing of any employee to or from any position that reports directly or indirectly to the Town Administrator.

(10) Each member shall respect the rights of others to be heard and given due consideration of their views.

(11) Each member shall recognize that the Mayor has the right, in consultation with the Town Administrator, to establish the agenda for all meetings.

(12) No member shall berate, intimidate, or belittle others for expressing their opinions or viewpoints, or engage in speech that is inflammatory, defamatory, demeaning, bullying or threatening.

(13) No member shall make disparaging remarks about any Town employee in a public setting. While criticism about job performance may be a valid topic of discussion, members shall choose a setting appropriate for such a discussion.

(14) No member shall fail to comply with any provision of the Town's personnel policies with respect to the treatment of employees, including but not limited to provisions concerning prohibited harassment, discrimination, and bullying.

(15) Each member shall direct all inquiries or requests for staff support to the Town Administrator and shall respect the time limits on staff support.

(16) Each member shall comply at all times with applicable state statutes, the Paonia Municipal Code and any standards of conduct or procedures adopted by the Board of Trustees through policy, resolution or ordinance.

(17) Any member of the Board who violates these standards of conduct is subject to disciplinary action. Such disciplinary action shall be taken upon approval by a vote of a majority of the Board members in office. No member shall vote on any matter pertaining to their own discipline. The Board reserves the right to take one or more of the following steps, after consideration of the seriousness, duration, and/or repeated nature of the violation:

(I) Remedial or educational training on the subject of the violation intended to avoid or prevent future violations;

(II) Public Warning;

(III) Removal from any appointed Board position or policy liaison role;

(IV) A resolution of public censure;

(V) A request that the member resign from his or her elected office; or

(VI) Removal from office in accordance with C.R.S. Section 31-4-307.

Sec. 2-2-90.- Boards, Committees & ~~and commissions~~ Commissions.

(a) The Board of Trustees shall create and appoint members to such boards, committees & commissions as may now or hereafter exist, including but not limited to the following:

(1) Planning Commission;

(2) Tree Board; and

(3) Zoning Board of Adjustment.

(b) The Board of Trustees may, by majority vote, call, set and schedule joint meetings and/or work sessions with any of its Boards, Committees & Commissions.

Section 2. Article 6 of the Paonia Municipal Code is hereby amended to read as follows (words added are underlined; words deleted are ~~stricken through~~):

Sec. 2-6-30. – Membership; ~~¶~~Terms.

The Planning Commission shall consist of ~~five (5)~~ seven (7) members, all of whom must be residents of the Town, including ~~two (2) elected~~ four (4) ex-officio members consisting of the Mayor ~~and~~, one (1) member of the Board of Trustees appointed by the Mayor, one (1) administrative member appointed by the Mayor, and one (1) member of the governing body chosen by the governing body as provided for in C.R.S. 31-23-203(1)(b). The remaining three (3) members shall be appointed by the Mayor. The terms of such three (3) members shall be fixed and designated by the Mayor to end at two (2) years from the last municipal election at the time of appointment, with the terms of office staggered. The terms for the Mayor and the member of the Board of Trustees shall continue until their successors are duly elected and qualified, at which time elected members of the Board shall be designated to serve on the Planning Commission for terms coincident with their terms of office as Mayor or as a member of the Board of Trustees. The term of the administrative member shall be fixed and designated by the Mayor to end at two (2) years past appointment. As terms expire, new or reappointed members shall be appointed for two-year terms of office at such time as the terms of those previously appointed expire.

Sec. 2-6-40. – Appointment of Officers.

The Commission shall elect its Chair from among its membership and create and fill such other of its offices as it may determine. The term of each such office, including that of the Chair, shall be for two (2) years. ~~The Commission may hold at least one regular meeting each month. It shall adopt rules for transaction of business and shall keep a record of its resolutions, transactions, findings and determinations, which record shall be public.~~

Sec. 2-6-50. – Duties.

The Planning Commission shall have all the powers and perform each and all of the duties specified by Article 23, Chapter 31, C.R.S., together with any other duties or authority which may hereafter be conferred upon them by the laws of the State. The performance of such duties and the exercise of such authority are to be subject to each and all the limitations expressed in such legislative enactment or enactments. It shall keep a record of its resolutions, transactions, findings and determinations, which record shall be public.

Sec. 2-6-60.– Conduct of Meetings & Commission Members; Voting.

- (a) All meetings of the Planning Commission shall be open to the public and conducted by the Chair, according to the most recent version of *Robert's Rules of Order, Revised*.
- (b) The Commission shall hold at least one regular meeting a month, on the first Monday of the month at 6:00 pm at the Town Hall. If the regular meeting falls on a holiday then it shall be held the same day of the week on the following week.
- (c) The Chair shall work in conjunction with the Town Clerk to set the agenda, within the Planning Commissions scope of authority, for the meeting, at least one week before the scheduled meeting, for which the agenda and packet will be posted no less than 48 hours before the meeting.
- (d) The Town Clerk may add items to the Planning Commission agenda as directed by the Town Administrator.
- (e) At the hour appointed for the meeting, the members shall be called to order by the Chair or, in their absence, by the Vice-Chair. The Town Clerk, or their designee, shall proceed to call the Roll, note the absentees and announce whether a quorum is present. If a quorum is present, the Planning Commission shall then proceed to the business before it.
- (f) Any motion shall be reduced to writing if required by the Chair or another member of the Planning Commission.
- (g) The Town Clerk, or their designee, shall have charge of the Board Room, attend all meetings and take minutes for the Planning Commission.
- (h) The order for business of a Planning Commission Meeting shall be as follows:
 - (1) Call to order
 - (2) Roll Call

- (3) Approval of Agenda
- (4) Approval of Minutes
- (5) Actions & Presentations – Presentations, Action Items & Public Hearings
- (6) Adjournment

- (i) All members of the Planning Commission will be assigned a Town email address and the use of this email address for Town business will be required for security and record-keeping purposes. Members of the Planning Commission shall comply with the same safety and security policies as Town staff in the use of their town email. Further, it shall be each member's responsibility to check the assigned email regularly, to stay abreast of Town business and scheduling.
- (j) All members of the Planning Commission have only such authority as is conferred by applicable state statutes and the Board of Trustees. No member of the Commission, including the Chair, shall act in a manner that exceeds such authority, including but not limited to:
 - (1) No member shall purport to speak on behalf of the Board of Trustees or the Planning Commission on any matter on which the Board or Planning Commission has not taken a position, or represent a Board of Trustees or Planning Commission position inaccurately.
 - (2) No member shall make commitments or promises individually on any matter for which a vote or consensus of the Planning Commission is required.
 - (3) At Planning Commission meetings, no one member shall attempt to dominate the discussion. Each member shall strive to speak once on any topic and then allow each other member to speak on that topic before speaking again. Members shall primarily direct remarks at meetings to the Planning Commission as a whole, rather than engaging in back-and-forth arguments with another member.
 - (4) No member shall act or attempt to act on any matter which is encompassed within the responsibilities of the Board of Trustees, the Town Administrator or other staff member.
 - (5) No member shall give orders or direction to any staff member who reports directly or indirectly to the Town Administrator.
 - (6) No member shall direct the work of the Town Administrator or other direct report or consultant of the Town.
 - (7) No member shall allow or encourage any employee to disregard the chain of command within the Town or involve themselves in employment matters.
 - (8) No member shall attempt to direct or request the hiring or firing of any employee to or from any position of Town employment.

- (9) Each member shall respect the rights of others to be heard and given due consideration of their views.
- (10) No member shall berate, intimidate, or belittle others for expressing their opinions or viewpoints, or engage in speech that is inflammatory, defamatory, demeaning, bullying or threatening.
- (11) No member shall make disparaging remarks about any Town employee in a public setting.
- (12) No member shall fail to comply with any provision of the Town's personnel policies with respect to the treatment of employees, including but not limited to provisions concerning prohibited harassment, discrimination and bullying.
- (13) The Commission shall direct all inquiries or requests for staff support to the Board of Trustees and shall respect the time limits on staff support.
- (14) Each member shall comply at all times with applicable state statutes, The Paonia Municipal Code and any standards of conduct or procedures adopted by the Board of Trustees through policy, resolution or ordinance.
- (15) Any Member of the Planning Commission who violates these standards of conduct is subject to disciplinary action. Such disciplinary action shall be taken upon approval by a vote of the majority of the Board of Trustees. The Board of Trustees reserves the right to take one or more of the following steps, after consideration of the seriousness, duration, and/or repeated nature of the violation:
 - (1) Remedial or educational training on the subject of the violation intended to avoid or prevent future violations;
 - (2) Public Warning;
 - (3) A resolution of public censure;
 - (4) A request that the member resign from their appointed office;
 - (5) Removal from office in accordance with C.R.S. Section 31-23-

203(3)

Section 3. Article 7 of the Paonia Municipal Code is hereby amended to read as follows (words added are underlined; words deleted are ~~stricken through~~)

Sec. 2-7-20.–Membership; Terms

The Tree Board shall consist of a minimum of two (2) and a maximum of six (6) volunteer community members, who need not reside within the limits of the Town and one (1) member of the Board of Trustees. Members shall serve without compensation. There will be a Chair and ~~secretary~~ Vice-Chair of the Tree Board, as chosen by majority vote of its members. All Tree Board members shall be appointed by the Board of Trustees. The terms of office for the Tree Board shall be two (2) years, renewable by the Board of Trustees; and the member of the Board of Trustees consistent with his/her term of office.

Sec. 2-7-40. – Conduct of Meetings & Board Members, voting.

(a) All meetings of the Tree Board shall be open to the public and conducted by the Chair, according to the most recent version of Robert's Rules of Order, Revised.

(b) The Tree Board shall hold at least one regular meeting at Town Hall, on the third Tuesday of the month at 5:15 pm.

(c) The Chair shall work in conjunction with the Town Clerk, or their designee, to set the agenda for the meeting, within the Tree Boards scope of authority, at least one week before the scheduled meeting and the agenda and packet will be posted no less than 48 hours before the meeting.

(d) At the hour appointed for the meeting, the members shall be called to order by the Chair or, in their absence, by the Vice-Chair. The Town Clerk, or their designee, shall proceed to call the Roll, note the absentees and announce whether a quorum is present. If a quorum is present, the Tree Board shall then proceed to the business before it.

(e) The Town Clerk, or their designee, shall have charge of the Board Room, attend all meetings and take minutes for the Tree Board.

(f) The order for business of a Tree Board Meeting shall be as follows:

(1) Call to Order

(2) Roll Call

(3) Approval of Agenda

(4) Approval of Minutes

(5) Actions & Presentations -Presentations, Action Items, Updates, Reports

(6) Adjournment

(g) All members of the Tree Board will be assigned a Town email address, and the use of this email address will be required for security and record-keeping purposes. Members of the Tree Board shall comply with the same safety and security policies as Town staff in the use of their Town email. Further, it shall be each member's responsibility to check the assigned email regularly, to stay abreast of Town business and scheduling.

(h) Each member of the Tree Board has only such authority as is conferred by the Paonia Municipal Code. No member of the Tree Board, including the Chair, shall act in a manner that exceeds such authority, including but not limited to:

(1) No member may purport to speak on behalf of the Tree Board on any matter on which the Tree Board has not taken a position or represent a Tree Board position inaccurately.

(2) No member shall make commitments or promises individually on any matter for which a vote or consensus of the Board is required.

(3) At Tree Board meetings, no one member shall attempt to dominate the discussion. Each member shall strive to speak once on any topic, and then allow each other member to speak on that topic before speaking again. Members shall primarily direct

remarks at Tree Board meetings to the Board as a whole, rather than engaging in back-and-forth arguments with another member.

(4) No member shall act or attempt to act on any matter which is encompassed within the responsibilities of the Town Administrator or other staff member.

(5) No member shall give orders or direction to any staff member.

(6) Except where applicable laws, Town ordinances or resolutions specifically provide otherwise, no member shall allow or encourage any employee to disregard the chain of command within the Town or involve themselves in employment matters.

(7) No member shall attempt to direct or request the hiring or firing of any employee to or from a position of Town employment.

(8) Each member shall respect the right of others to be heard and given due consideration of their views.

(9) No member shall berate, intimidate or belittle others for expressing their opinions or viewpoints, or engage in speech that is inflammatory, defamatory, demeaning, bullying or threatening.

(10) No member shall make disparaging remarks about any Town employee in a public setting.

(11) No member shall fail to comply with any provision of the Town's personnel policies with respect to the treatment of employees, including but not limited to provisions concerning prohibited harassment, discrimination and bullying.

(12) Each member shall direct all inquiries or requests for staff support to the Town Administrator and shall respect the time limits on staff support.

(13) Each member shall comply at all times with applicable state statutes, the Paonia Municipal Code and any standards of conduct or procedures adopted by the Board of Trustees through policy, resolution or ordinance.

(14) Any member of the Tree Board who violates these standards of conduct is subject to disciplinary action. Such disciplinary action shall be taken upon approval by a vote of a majority of the Board of Trustees. The Board of Trustees reserves the right to take one or more of the following steps, after consideration of the seriousness, duration, and/or repeated nature of the violation:

- (I) Remedial or educational training on the subject of the violation intended to avoid or prevent future violations;
- (II) Public warning;
- (III) Resolution of Public Censure
- (IV) A request that the member resign from their appointed office;
- (V) Removal from the Tree Board.

Section 4. Article 8 of the Paonia Municipal Code is hereby amended to read as follows (words added are underlined; words deleted are ~~stricken through~~)

Sec. 2-8-20.– Organization.

The Zoning Board of Adjustments shall have five (5) members; one (1) membership shall be filled by a current member of the Planning Commission. Appointment to membership shall be by the Board of Trustees for a term of three (3) years. Vacancies on the

Board shall be filled for the remaining term in the same manner as the initial appointment. The Board shall elect from its membership a chair, ~~secretary~~ and other officers as it may deem necessary during its first meeting of each calendar year and shall adopt such rules as may be necessary for the conduct of its business.

Sec. 2-8-30. – ~~Meetings~~ Conduct of Meetings & Board Members; Voting.

~~Meetings of the Board shall be held at the call of the Chair. All meetings shall be open to the public. Members of the Board shall be notified at least twenty-four (24) hours prior to the time of the meetings. The Board shall keep minutes of its proceedings showing the vote of each member upon each question or, if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the office of the Board and shall be public record.~~

(a) Meetings of the Zoning Board of Adjustment shall be open to the public and conducted by the Chair, according to the most recent version of Robert's Rules of Order, Revised.

(b) The Board will hold meetings, as needed, according to notification requirements outlined in Sec. 16-16-10 of this Municipal Code.

(c) The Town Administrator and the Town Clerk, or their designee, will set the agenda for the meeting, which will be posted no less than 48 hours before the meeting and shall notify the Zoning Board of Adjustment members of a scheduled meeting.

(d) At the hour appointed for the meeting, the members shall be called to order by the Chair or, in their absence, by the Vice Chair. The Town Clerk, or their designee, shall proceed to call the Roll, note the absentees and announce whether a quorum is present. If a quorum is present, the Zoning Board of Adjustment shall then proceed to the business before it.

(e) The Town Clerk, or their designee, shall have charge of the Board Room, attend all meetings of the Zoning Board of Adjustments.

(f) The Town Clerk, or their designee, shall keep minutes of its proceedings showing the vote of each member upon each question or failing to vote, indicating such fact, and shall keep the records of its examinations and other official actions, all of which shall be immediately filed in the office of the Board and shall be a public record.

(g) The order for business of a Zoning Board of Adjustments meeting shall be as follows:

(1) Call to Order

(2) Roll Call

(3) Appointment of Officers – First meeting of the calendar year

- (3) Approval of Agenda
- (4) Approval of Minutes
- (5) Public Hearings
- (6) Adjournment

(h) All members of the Zoning Board of Adjustments will be assigned a Town email address, and the use of this email address will be required for security and record-keeping purposes. Members of the Zoning Board of Adjustments shall comply with the same safety and security policies as Town staff in the use of their Town email. Further, it shall be each member's responsibility to check the assigned email regularly, to stay abreast of Town business and scheduling.

(j) Each member of the Zoning Board of Adjustments has only such authority as is conferred by applicable state statutes and the Paonia Municipal Code. No member of the Zoning Board of Adjustments, including the Chair, shall act in a manner that exceeds such authority, including but not limited to:

- (1) No member may purport to speak on behalf of the Zoning Board of Adjustments on any matter on which the Board has not taken a position or represent a Board position inaccurately.
- (2) No member shall make commitments or promises individually on any matter for which a vote or consensus of the Zoning Board of Adjustments is required.
- (3) At Zoning Board of Adjustments meetings, no one member shall attempt to dominate the discussion. Each member shall strive to speak once on any topic, and then allow each other member to speak on that topic before speaking again. Members shall primarily direct remarks at Board meetings to the Board as a whole, rather than engaging in back-and-forth arguments with another member.
- (4) No member shall act or attempt to act on any matter which is encompassed within the responsibilities of the Town Administrator or other staff member.
- (5) No member shall give orders or directions to any staff member.
- (6) Except where applicable laws, Town ordinances or resolutions specifically provide otherwise, no member shall allow or encourage any employee to disregard the chain of command within the Town or involve themselves in employment matters.
- (7) No member shall attempt to direct or request the hiring or firing of any employee to or from a position of Town employment.
- (8) Each member shall respect the right of others to be heard and given and given due consideration of their views.
- (9) No member shall berate, intimidate or belittle others for expressing their opinions or viewpoints, or engage in speech that is inflammatory, defamatory, demeaning, bullying or threatening.
- (10) No member shall make disparaging remarks about any Town employee in a public setting.
- (11) No member shall fail to comply with any provision of the Town's personnel policies with respect to the treatment of employees, including but not limited to provisions concerning prohibited harassment, discrimination and bullying.

(12) Each member shall direct all inquiries or requests for staff support to the Town Administrator and shall respect the time limits on staff support.

(13) Each member shall comply at all times with applicable state statutes, the Paonia Municipal Code and any standards of conduct or procedures adopted by the Board of Trustees through policy, resolution or ordinance.

(14) Any member of the Board who violates these standards of conduct is subject to disciplinary action. Such disciplinary action shall be taken upon approval by a vote of a majority of the Board members in office. No member shall vote on any matter pertaining to their own discipline. The Board reserves the right to take one or more of the following steps, after consideration of the seriousness, duration, and/or repeated nature of the violation:

1) Remedial or educational training on the subject of the violation intended to avoid or prevent future violations;

(2) Public Warning;

(3) A resolution of public censure;

(4) A request that the member resign from his or her appointed office; or

(5) Removal from office.

Section 5. All other ordinances or portions thereof inconsistent or conflicting with this Ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

Section 6. If any article, section, paragraph, sentence, clause, or phrase of this Ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this Ordinance. The Board of Trustees hereby declares that it would have passed this Ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 7. This Ordinance shall take effect thirty (30) days after adoption and publication.

HEARD AND FINALLY ADOPTED by the Board of Trustees of the Town of Paonia, Colorado, this 10th day of December 2024.

**TOWN OF PAONIA, COLORADO,
a Colorado municipal corporation**

By: _____
Paige Smith, Mayor

ATTEST:

Samira M. Vetter, Town Clerk

Approved as to form and contents:

Clay Buchner, Town Attorney



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Action Item #5: Ordinance 2024-04 Amending Chapter 2, Articles 2, 6, 7, & 8 Boards, Committees and Commissions Meeting Operations and Conduct.
SUBMITTED BY:	Samira Vetter, Town Clerk
DATE:	December 10, 2024
BACKGROUND:	In an attempt to streamline meetings, agenda setting, packet release and to make all meetings of the Board of Trustees and its advisory boards, committees and commissions more productive, efficient and transparent; we have combined historical and new processes as well as Resolutions 2017-10 (Board Code of Conduct) and 2017-06 (Board Rules of Procedure) and applied them to not only the Board of Trustees but to the Planning Commission, Tree Board and the Zoning Board of Adjustments. The goal is to clear up questions of procedure and other technical situations that have come up and had to be solved as well as ensuring Open Meetings Laws are followed. This Ordinance also includes the requirement of using Town email addresses for Town business for all boards, committees and commissions as the motion and vote by the Board of Trustees on September 10, 2024 directed and contemplates a seven member Planning Commission. We have tried to make sure that each appropriately covers the business and expectations of each body and will allow staff to more effectively help the Board of Trustee's advisory boards, committees and commissions in their duties, while staff still maintains their everyday business activities. This is one step in an on-going process between staff and Trustee's to formalize processes and procedures that will serve the Town best interest by providing more effective and transparent service from its governing body down through all staff members.
BUDGET:	n/a
RECOMMENDATION:	
ATTACHMENT:	Ordinance 2024-04 Amending Chapter 2, Articles 2, 6, 7, & 8 Boards, Committees and Commissions Meeting Operations and Conduct.

**STATE OF COLORADO
TOWN OF PAONIA, COLORADO**

RESOLUTION NO. 18-2024

A RESOLUTION ESTABLISHING WATER RATES AND CHARGES

WHEREAS, pursuant to the Water Activity Law, Title 37, Article 45.1, C.R.S., and Section 13-4-10 of the Paonia Municipal Code (“PMC” or “Code”), the Town of Paonia (“Town”) has established the Town Water and Sewer Enterprise (“Enterprise”) consisting of the Town's water and sanitary sewer facilities and properties, now owned or hereafter acquired, whether situated within or without the Town boundaries, including all present or future improvements, extensions, enlargements, betterments, replacements or additions thereof or thereto, with all of the authority, powers, rights, obligations and duties as may be provided or permitted by the Colorado Constitution, Water Activity Law, and as may be further prescribed by ordinance or resolution of the Town; and

WHEREAS, to maintain its enterprise status, the Enterprise must at all times and in all ways, conduct its affairs so as to continue to qualify as a "water activity enterprise" within the meaning of Section 37-45.1-102, C.R.S., and as an "enterprise" within the meaning of Article X, Section 20, of the State Constitution, including the inability to levy taxes to pay bonds or any other expenses of the Enterprise or water and sewer systems; and

WHEREAS, as a condition of many loans, bonds, and grants available for water and sewer system upgrades, enterprises must, at minimum, ensure their rates and charges offset the cost of providing water services, including maintenance, capital reinvestment, and related debt service; and

WHEREAS, PMC § 13-1-20 authorizes the Board of Trustees (the “Board”) to establish by resolution all water rates and charges and the effective date of said rates and charges; and

WHEREAS, the Board has made a thorough review of such water rates and charges vis-à-vis the cost of providing water services, including maintenance, capital reinvestment, and related debt service; and

WHEREAS, in view of the above recitals, the Board finds the rates levied for water services must be calculated to meet the cost of providing water services, including maintenance, capital reinvestment, and related debt service to avoid deficit spending, and therefore desires to adjust water rates and charges to offset such costs, as set forth below in this resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO:

Section 1. That the following water rates shall be charged by the Town of Paonia:

A) Base Water Rates for In-Town and Out-of-Town Users

The Town has submitted a Project Needs Assessment to the Colorado Department of Public Health and Environment and updated a 20-year cash flow analysis as a requirement of obtaining debt-financing for critical water infrastructure improvements, As a result of those studies, users will be charged, on a monthly basis in arrears, the base In-Town and Out-of-Town water rates set forth in the following fee schedule:

	2025	2026	2027	2028	2029
BASE RATE IN TOWN: RESIDENTIAL	\$44.00	\$44.88	\$46.00	\$48.30	\$50.72
BASE RATE IN TOWN: COMMERCIAL	\$54.00	\$55.08	\$56.00	\$58.80	\$61.74
BASE RATE OUT OF TOWN: RESIDENTIAL	\$54.75	\$56.39	\$58.08	\$60.99	\$64.04
BASE RATE OUT OF TOWN: COMMERCIAL	\$71.50	\$74.36	\$78.08	\$81.98	\$86.08

B) (Additional) Water Usage Rate for In-Town and Out-of-Town Users

In addition to the Base Water Rate, users shall be charged, in arrears, for monthly water usage at the applicable rate set forth in the following table, (customer service account/meter) for each 1,000 gallons used by such user during the previous month. and proportionately for each fractional part thereof, as follows:

All Users

	2025	2026	2027	2028	2029
1 – 1,000 GALLONS	\$2.83	\$2.95	\$3.24	\$3.63	\$4.06
1,000 – 3,000 GALLONS	\$2.83	\$2.95	\$3.24	\$3.63	\$4.06
3,000 – 10,000 GALLONS	\$3.97	\$4.12	\$4.54	\$5.08	\$5.84

10,000 – 25,000 GALLONS	\$5.52	\$5.80	\$6.38	\$7.14	\$8.22
25,000 – 50,000 GALLONS	\$8.93	\$9.46	\$10.88	\$12.84	\$15.66
50,000 – 75,000 GALLONS	\$18.64	\$19.76	\$23.71	\$28.45	\$34.71
75,000 – 100,000 GALLONS	\$24.94	\$26.43	\$33.04	\$41.30	\$51.63
100,000+ GALLONS	\$26.40	\$29.57	\$39.92	\$53.89	\$72.75

C) Public Bulk Water Tap

All persons receiving municipal water from the public bulk water tap furnished by the Town shall continue to pay for such water at the rate of **three** dollars (**\$3.00**) per one hundred (100) gallons.

D) Service Fee

There shall continue to be a charge of **fifty** dollars (**\$50.00**) for a new account set up. There shall continue to be a charge of **twenty-five** dollars (**\$25.00**) for final meter readings. There may be a charge of **one-hundred** dollars (**\$100.00**) for same-day water shut-off/on for repairs or maintenance, when requested by property owner or agent.

E) Effective Date

The water rates set forth herein shall become effective on January 1, 2025, to reflect on the first bill in February 2025; and for each subsequent year the water rates set for the herein shall become effective on January 1st, to reflect on the first bill in February of each successive year.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the Board of Trustees of the Town of Paonia, Colorado, on this 10th day of December 2024.

Attest:

Samira M. Vetter, Town Clerk

Paige Smith, Mayor

APPROVED AS TO FORM:

By: _____
Clayton Buchner, Town Attorney