



TOWN OF PAONIA
214 GRAND AVENUE
REGULAR TOWN BOARD MEETING AGENDA
TUESDAY, NOVEMBER 26, 2024 6:30 PM
[HTTPS://US02WEB.ZOOM.US/J/83867175450](https://us02web.zoom.us/j/83867175450)
MEETING ID: 838 6717 5450

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

[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.

Appreciations - Trustee Swartz

Public Comment

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

Consent Agenda

[October](#) 22, 2024 Regular Meeting Minutes
 November 12, 2024 Regular Meeting Minutes

[Disbursements](#) 11/26/2024

Staff Reports

[Departmental](#) Scorecard

Police Chief Update

Actions & Presentations

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

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

[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

[Action](#) Item #3 Consideration of creating a Legacy Event Designation

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

[Action](#) Item #5 - RFP 2024-04 Brush Clearing for Hydrogeological Study Contractor Selection

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

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

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

[Action](#) Item #9 - Discussion on Capital Improvement Phase I Project Needs Assessment

Executive Session

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 & 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. 2-7-10. - Purpose.

It is the purpose of the Town to promote and protect the public health, safety, and general welfare by providing for the regulation of planting, maintenance, and removal of trees on Town-owned property and within town rights-of-way. There is hereby created a Tree Board which shall be advisory in character and will represent the Paonia community in providing guidance and input to the Town Administrator, Town Board of Trustees, and Town staff on trees as defined under Article 7, Section 2-7-30.

(Ord. No. 2014-04, § 1, 1-13-2015; Ord. No. 2014-09, § 5, 1-13-2015; Ord. No. 2020-05, § 2, 5-26-2020; Ord. No. 2021-04, § 2, 6-8-2021)

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 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.

(Ord. No. 98-05, § 3, 1998; Ord. No. 2005-02, 2005; Ord. No. 2014-04, § 1, 1-13-2015; Ord. No. 2014-09, § 5, 1-13-2015; Ord. No. 2020-05, § 2, 5-26-2020; Ord. No. 2021-04, § 2, 6-8-2021)

Sec. 2-7-30. - Duties.

- (a) It shall be the responsibility of the Tree Board to advise the Town Board and Town Administrator about the selection, planting, and care of trees in the town of Paonia referring when applicable to the most recent guidelines document or master plan.
- (b) The Tree Board shall support and promote healthy horticultural practices for our climate through public education by celebrating Arbor Day every year, by maintaining a website, and through other community events.
- (c) The Tree Board shall prepare, in a timely fashion, the Tree City USA application and information required to maintain the Town of Paonia's status as a Tree City USA community, as approved by the National Arbor Day Foundation.

(d) The Tree Board, when requested by the Town Administrator, shall consider, investigate, make findings, report, and recommend upon any special matter of question coming within the scope of its work and expertise.

(Ord. No. 98-05, § 4, 1998; Ord. No. 2014-04, § 1, 1-13-2015; Ord. No. 2014-09, § 5, 1-13-2015; Ord. No. 2020-05, § 2, 5-26-2020; Ord. No. 2021-04, § 2, 6-8-2021)

ARTICLE 8. - ZONING BOARD OF ADJUSTMENT

Sec. 2-8-10. - Creation.

A Zoning Board of Adjustment, referred to in this Article as the "Board," is hereby created.

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

Sec. 2-8-20. - Organization.

The Board 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 such 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.

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

Sec. 2-8-30. - Meetings.

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 a public record.

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

Upon appeal, the Board shall have the following powers:

- (1) To hear and decide appeals where it is alleged by the appellant that there is error in any order, requirement, decision or refusal by an administrative official or agency based on or made in the enforcement of Chapter 16 of this Code.
- (2) To hear and decide appeals wherein there is question on the interpretation of the Zone District Map or similar questions as they may arise in the administration of Chapter 16 of this Code.
- (3) To hear and decide appeals for special exceptions to the provisions of this Code, such exceptions to be known as variances.

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



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

AGENDA ITEM:	Announcements- Openings on the Tree Board and the Zoning Board of Adjustments
SUBMITTED BY:	Samira Vetter, Town Clerk
DATE:	November 26, 2024
BACKGROUND:	There are 3 seats coming available on the Tree Board- The Tree Board meets on the third Tuesday of the month at 5:15 pm at Town Hall. These are two (2) year terms and the Tree Board plans multiple events through the year (Arbor Day, Sick Tree Day etc), prepares the Tree City USA application and members are not required to live in town. There is one seat available on the Zoning Board of Adjustments. The Zoning Board of Adjustments only meets when they are called for a public hearing and has no regular meeting dates. They gather for appeals of administrative decisions and variances and primarily work within Chapter 16 of the Paonia Municipal Code. This is a three (3) year term. A Board and Committee application can be picked up at Town Hall and must be returned, along with a letter of interest no later than Noon on December 4th to the Town Clerk, at 214 Grand Avenue or emailed to paonia@townofpaonia.com.
BUDGET:	N/A
RECOMMENDATION:	None
ATTACHMENT:	None

Minutes
Regular Town Board Meeting
Town of Paonia, Colorado
October 22, 2024

Meeting Video Link: https://www.youtube.com/watch?v=UNXI4Mycq_o

RECORD OF PROCEEDINGS

Mayor Smith calls the meeting to order at 6:30 pm

PRESENT

Mayor Paige Smith
 Mayor Pro-Tem John Valentine
 Trustee Rick Stelter (Zoom)
 Trustee Kathy Swartz
 Trustee Walter Czech
 Trustee Lucy Hunter
 Trustee Mike Heck

Approval of Agenda

Trustee Hunter makes a motion, seconded by Trustee Heck to approve the agenda.
 The motion carries unanimously.

Announcements

Appreciations coming back soon!

There is now a telehealth kit at Paonia Public Library.

Public Comment

No public comment was made.

Consent Agenda

Trustee Hunter makes a motion, seconded by Trustee Stelter, to approve the consent agenda with the exception of the October 8, 2024 Regular Meeting Minutes.

The motion carries unanimously

Staff Reports

Town Administrator Wynn gives his administrators report.

Trustee Swartz makes a motion, seconded by Trustee Stelter, to schedule another budget work session for November 12 at 5 pm.

The motion carries unanimously.

Actions & Presentations

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

Action Item #1 Fence Removal & Replacement Between Town Hall Public Parking lot & Neighbors to the South

Town Administrator Wynn gives background on project and recommendation.

Trustee Czech makes a motion, seconded by Trustee Hunter to approve the fencing plan for the newly paved parking lot in an amount not to exceed \$7,000.00.

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

Voting Nay: Trustee Swartz

Action Item #2 Letter of Support for Administrator Wynn to be considered as the "Delta Municipalities" representative on the Gunnison Basin Roundtable

Mayor Smith gives background on the request.

Trustee Hunter makes a motion, seconded by Trustee Swartz, to approve the letter of support for Stefen to be considered for the Delta Municipalities seat on the Gunnison Basin Roundtable.

The motion carries unanimously.

Agenda Item #3 Scheduling a tour of the airport for Trustees Scheduling a tour of the airport for Trustees

Trustee Hunter makes a motion, seconded by Trustee Swartz, that staff send out a Doodle Poll to find the best available time for the Board of Trustees to tour the North Fork Airport.

The motion carries unanimously.

Agenda Item #4 Planning Commission Requests for Board to ask for Staff to Investigate expanded Parking Options and Possible Associated Code Revisions Planning Commission Requests for Board to ask for Staff to Investigate Expanded Parking Options and Possible Associated Code Revisions

Mayor Smith gives background information on the request.

Public Comment:

M. Bachran: volunteers to help with the research.

Trustee Hunter makes a motion, seconded by Trustee Swartz, to instruct staff to coordinate among themselves and Ms. Bachran to look at the feasibility of additional parking spaces that can be utilized.

The motion carries unanimously.

Trustee Swartz makes a motion, seconded by Trustee Hunter, to have Sustainable Futures report to the Board of Trustees with recommendation of changes to the parking code in conjunction with the comprehensive code rewrite.

The motion carries unanimously.

Action Item #5 Consideration of Mitigating Sidewalk Tripping Hazards Throughout Town
Consideration of Mitigating Sidewalk Tripping Hazards Throughout Town.

Trustee Hunter makes a motion, seconded by Mayor Pro-Tem Valentine, to approve safety improvements to mitigate tripping hazards in sidewalks with a not to exceed price of \$42,830.63.

The motion carries unanimously.

Action Item #6 Consideration of Designating the Town Administrator/Treasurer as Voting Designee for COLOTRUST

Trustee Swartz makes a motion, seconded by Trustee Hunter, to designate Town Administrator/Treasurer Wynn as Voting Designee for COLOTRUST.

The motion carries unanimously

Mayor & Trustee Reports

None given

Adjournment

The meeting adjourns at 8:11 pm.

Samira M Vetter, Town Clerk

Paige Smith, Mayor

Minutes
Regular Town Board Meeting
Town of Paonia, Colorado
November 12, 2024

Meeting Video Link: <https://www.youtube.com/watch?v=jdk8vI9AMtl>

RECORD OF PROCEEDINGS

Mayor Smith calls the meeting to order at 6:30 pm.

Roll Call

PRESENT

Mayor Paige Smith
 Mayor Pro-Tem John Valentine (Zoom)
 Trustee Rick Stelter
 Trustee Kathy Swartz
 Trustee Walter Czech
 Trustee Lucy Hunter
 Trustee Mike Heck

Approval of Agenda

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

The motion carries unanimously.

Announcements

Mayor Smith reads the proclamation supporting HopeWest Delta County during Hospice & Palliative Care Month.

The Town is accepting applications from interested persons for an open seat on the Zoning Board of Adjustments.

Public Works Director Cory Heiniger sends a big thank you to Paonia K-8 students and staff for once again doing the "Great Rake" at Paonia Town Park.

Public Comment

J. Holveit: comments on water meter.

L. Bear: comments on water meter

Consent Agenda

Trustee Stelter makes a motion, seconded by Trustee Hunter to approve the Consent Agenda.

The motion carries unanimously.

Staff Reports

Town Administrator Wynn goes through the October Budget to Actuals.

Actions & Presentations

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

Action Item #1 Special Event from North Fork Valley Creative Coalition for Holiday Art Fair & Liquor Sales Special Event Request

Trustee Swartz makes a motion, seconded by Trustee Czech, to approve the Special Event Permit except liquor license and approve the liquor license conditional on notification and fees

Voting Yea: Mayor Pro-Tem Valentine, Trustee Swartz, Trustee Czech

Voting Nay: Trustee Stelter, Trustee Hunter, Trustee Heck

Mayor Smith votes nay to break the tie.

The motion fails

Trustee Hunter makes a motion seconded by Trustee Stelter, to approve the Special Event Permit including the liquor license upon proper notification being completed, upon the payment of all fees and making sure a final vendor list is turned in after the event.

Voting Yea: Mayor Pro-Tem Valentine, Trustee Stelter, Trustee Czech, Trustee Hunter, Trustee Heck

Voting Nay: Trustee Swartz

The motion carries.

Trustee Stelter makes a motion, seconded by Trustee Hunter to remand to staff for the proper fees.

The motion carries unanimously.

Action Item #2 Consideration of Re-applying for RAISE Grant

Trustee Stelter makes a motion, Seconded by Trustee Hunter to approve re-applying for the RAISE Grant.

The motion carries unanimously.

Action Item #3 Consideration of Digital Payment Processing Vendor Change

Trustee Hunter makes a motion, seconded by Trustee Stelter to terminate our agreement with Point n Pay and contract with Express Bill Pay.

The motion carries unanimously.

Action Item #4 Consideration of Purchasing Vac-Trailer for Public Works

Trustee Stelter makes a motion, seconded by Trustee Hunter to purchase a Vac-Trailer from Vermeer in Grand Junction with a 3-year warranty and extra spray heads.

The motion carries unanimously

Lucy Hunter makes a motion, seconded by Trustee Stelter to take a 5-minute recess.

The motion carries unanimously.

Action Item #5 Consideration of Time Extension for Wright Water Engineering to Complete Hydrogeological Study

The meeting resumes.

Trustee Swartz makes a motion, seconded by Trustee Hunter, to make a motion to approve a time extensions for Wright Water Engineering to complete the Hydrogeological Study.

The motion carries unanimously.

Action Item #6 Ordinance No. 2024-05 Regulating Short Term Rentals

Trustee Stelter makes a motion, seconded by Trustee Hunter to extend the meeting for 15 minutes.(9:45pm)

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

Voting Nay: Trustee Swartz

The motion carries.

Trustee Hunter makes a motion, seconded by Trustee Swartz, to table agenda item #6 to the next regular meeting.

Voting Yea: Mayor Pro-Tem Valentine, Trustee Swartz, Trustee Hunter, Trustee Heck

Voting Nay: Trustee Stelter, Trustee Czech

The motion carries.

Trustee Hunter makes a motion, seconded by Trustee Stelter to jump to agenda item 8.

The motion carries unanimously.

Action Item #7 Resolution 2024-15 Adopting a Mission Statement and Values Statements for the Town of Paonia

Tabled

Action Item #8 Consideration and approval of Tier II \$1M application.

Trustee Stelter makes a motion, seconded by Trustee Hunter, to approve the Tier II \$1M application.

The motion carries unanimously.

Action Item #9 Consideration of Surplus Vehicles and Equipment Disposal List

Trustee Hunter makes a motion, seconded by Trustee Czech to approve the Surplus vehicles and Equipment Disposal List.

The motion carries unanimously.

Trustee Hunter makes a motion, seconded by Trustee Stelter to table Action Item #7 to the next regular meeting.

The motion carries unanimously.

Mayor & Trustee Reports

No reports

Adjournment

The meeting adjourns at 9:36 pm.

Samira M Vetter, Town Clerk

Paige Smith, Mayor

DRAFT

Town of Paonia

Payment Approval Report - Board of Trustees Disbursement Approval
Report dates: 11/12/2024-12/10/2024

Page: 1

Nov 22, 2024 11:23AM

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
ADP, INC								
1352	ADP, INC	674335998	ADMIN PAYROLL	11/01/2024	49.70		10-41-20 LEGAL, ENGINEERING & PR	11/30/2024
1352	ADP, INC	674335998	WATER PAYROLL	11/01/2024	49.70		60-50-20 LEGAL, ENGINEERING & PR	11/30/2024
1352	ADP, INC	674335998	WW PAYROLL	11/01/2024	49.70		70-51-20 LEGAL, ENGINEERING & PR	11/30/2024
1352	ADP, INC	674335998	SANITATION PAYROLL	11/01/2024	49.70		80-52-20 LEGAL, ENGINEERING & PR	11/30/2024
1352	ADP, INC	675392120	ADMIN PAYROLL	11/15/2024	42.77		10-41-20 LEGAL, ENGINEERING & PR	11/30/2024
1352	ADP, INC	675392120	WATER PAYROLL	11/15/2024	42.77		60-50-20 LEGAL, ENGINEERING & PR	11/30/2024
1352	ADP, INC	675392120	WW PAYROLL	11/15/2024	42.77		70-51-20 LEGAL, ENGINEERING & PR	11/30/2024
1352	ADP, INC	675392120	SANITATION PAYROLL	11/15/2024	42.77		80-52-20 LEGAL, ENGINEERING & PR	11/30/2024
Total ADP, INC:					369.88			
AFLAC								
749	AFLAC	721281	AFLAC ACH 791281	11/18/2024	97.08		10-0225 AFLAC COVERAGE	11/30/2024
Total AFLAC:					97.08			
All Copy Products Inc								
1268	All Copy Products Inc	5032089685	COPIER - ADMIN	11/11/2024	99.43		10-41-25 TOWN HALL EXPENSE	11/30/2024
1268	All Copy Products Inc	5032089685	COPIER - WATER	11/11/2024	99.43		60-50-25 SHOP EXPENSE	11/30/2024
1268	All Copy Products Inc	5032089685	COPIER - WASTEWATER	11/11/2024	99.44		70-51-25 SHOP EXPENSE	11/30/2024
1268	All Copy Products Inc	5032089685	COPIER - SANITATION	11/11/2024	99.44		80-52-25 SHOP EXPENSE	11/30/2024
Total All Copy Products Inc:					397.74			
AMAZON BUSINESS								
1341	AMAZON BUSINESS	141P-11KQ-PG	JUMBO TOILET PAPER ROLLS F	11/01/2024	131.52		10-41-25 TOWN HALL EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	BULK ROLLS OF PAPER TOWEL	11/01/2024	147.90		10-41-25 TOWN HALL EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	HALLOWEEN PUMKIN TRICK O	11/01/2024	47.96		10-42-44 HUMAN SERVICES	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	AJC BATTERIES (2X)	11/01/2024	32.66		60-50-16 OPERATING SUPPLIES	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	POWER SONIC RECHARGEABL	11/01/2024	22.76		60-50-16 OPERATING SUPPLIES	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	MIGHTY MAX BATTERIES	11/01/2024	73.24		60-50-16 OPERATING SUPPLIES	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	GLOVEWORKS GREEN NITRILE	11/01/2024	199.94		70-51-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	DOG WASTE STATIONS (4X)	11/01/2024	751.96		10-46-16 OPERATING SUPPLIES	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	PRINTER PAPER FOR COPIER	11/01/2024	87.98		10-41-15 OFFICE SUPPLIES	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	ROUND POINT SHOVELS (3X)	11/01/2024	123.87		60-50-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	SQUARE POINT SHOVELS (3X)	11/01/2024	110.67		10-45-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	DIGITAL PRESSURE GUAGE	11/01/2024	143.54		80-52-23 VEHICLE EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	3' OUTDOOR EXTENSION COR	11/01/2024	9.59		10-41-74 MACHINERY & EQUIPMENT	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	1 MEDIUM SAFETY VEST	11/01/2024	5.75		80-52-25 SHOP EXPENSE	11/30/2024

PS KS

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
1341	AMAZON BUSINESS	141P-11KQ-PG	1 MEDIUM SAFETY VEST	11/01/2024	5.75		70-51-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	1 MEDIUM SAFETY VEST	11/01/2024	2.87		10-45-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	1 MEDIUM SAFETY VEST	11/01/2024	2.87		10-46-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	1 MEDIUM SAFETY VEST	11/01/2024	5.75		60-50-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	2 LEAF RAKES	11/01/2024	37.76		10-46-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	1 3XL SAFETY VEST	11/01/2024	5.75		80-52-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	1 3XL SAFETY VEST	11/01/2024	5.75		70-51-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	1 3XL SAFETY VEST	11/01/2024	2.87		10-45-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	1 3XL SAFETY VEST	11/01/2024	2.87		10-46-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	1 3XL SAFETY VEST	11/01/2024	5.75		60-50-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	DISPOSABLE NITRILE GLOVES	11/01/2024	13.99		70-51-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	3 XL SAFETY VESTS	11/01/2024	17.24		80-52-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	3 XL SAFETY VESTS	11/01/2024	17.24		70-51-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	3 XL SAFETY VESTS	11/01/2024	8.62		10-45-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	3 XL SAFETY VESTS	11/01/2024	8.63		10-46-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	3 XL SAFETY VESTS	11/01/2024	17.24		60-50-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	1 XXL SAFETY VEST	11/01/2024	4.75		80-52-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	1 XXL SAFETY VEST	11/01/2024	4.75		70-51-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	1 XXL SAFETY VEST	11/01/2024	2.37		10-45-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	1 XXL SAFETY VEST	11/01/2024	2.37		10-46-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	1 XXL SAFETY VEST	11/01/2024	4.75		60-50-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	HEAVY DUTY LEAF RAKES (2X)	11/01/2024	51.94		10-46-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	2 L SAFETY VESTS	11/01/2024	11.50		80-52-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	2 L SAFETY VESTS	11/01/2024	11.50		70-51-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	2 L SAFETY VESTS	11/01/2024	5.74		10-45-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	2 L SAFETY VESTS	11/01/2024	5.74		10-46-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	2 L SAFETY VESTS	11/01/2024	11.50		60-50-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	2 XXL SAFETY VESTS	11/01/2024	11.50		80-52-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	2 XXL SAFETY VESTS	11/01/2024	11.50		70-51-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	2 XXL SAFETY VESTS	11/01/2024	5.74		10-45-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	2 XXL SAFETY VESTS	11/01/2024	5.74		10-46-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	2 XXL SAFETY VESTS	11/01/2024	11.50		60-50-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	XL DISPOSABLE GLOVES (5X)	11/01/2024	92.90		70-51-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	XXL DISPOSABLE GLOVES (3X)	11/01/2024	56.94		70-51-25 SHOP EXPENSE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	ADMIN POSTAGE	11/01/2024	19.03		10-41-17 POSTAGE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	ADMIN POSTAGE CREDITS	11/01/2024	12.04-		10-41-17 POSTAGE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	PD POSTAGE	11/01/2024	6.99		10-42-17 POSTAGE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	PD POSTAGE CREDITS	11/01/2024	6.99-		10-42-17 POSTAGE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	PARKS POSTAGE	11/01/2024	6.19		10-46-17 POSTAGE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	PARKS POSTAGE CREDITS	11/01/2024	1.94-		10-46-17 POSTAGE	11/30/2024

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1341	AMAZON BUSINESS	141P-11KQ-PG	WASTEWATER POSTAGE	11/01/2024	13.57		70-51-17 POSTAGE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	WASTEWATER POSTAGE CRED	11/01/2024	6.99-		70-51-17 POSTAGE	11/30/2024
1341	AMAZON BUSINESS	141P-11KQ-PG	SANITATION POSTAGE	11/01/2024	.50		80-52-17 POSTAGE	11/30/2024
Total AMAZON BUSINESS:					2,381.34			
Bachran, Mary								
1045	Bachran, Mary	09302024-103	GRANT WRITING ACTIVITIES 09	11/01/2024	1,250.00		10-41-20 LEGAL, ENGINEERING & PR	11/30/2024
1045	Bachran, Mary	09302024-103	GRANT WRITING ACTIVITIES 09	11/01/2024	112.50		60-50-20 LEGAL, ENGINEERING & PR	11/30/2024
Total Bachran, Mary:					1,362.50			
BOWMAN, KAJA								
1389	BOWMAN, KAJA	BOWMANKAJ	VAULT KEY & CHAIN - PAID FRO	11/14/2024	6.94		10-41-25 TOWN HALL EXPENSE	11/30/2024
Total BOWMAN, KAJA:					6.94			
Bruin Waste								
1307	Bruin Waste	2080263	PORT-A-POTTY RENTAL - PHILL	11/13/2024	183.00		10-46-24 RENTALS	11/30/2024
1307	Bruin Waste	2080264	PORT-A-POTTY AT LAMBORN M	11/13/2024	114.75		80-52-24 RENTAL	11/30/2024
1307	Bruin Waste	2080267	PORT-A-POTTIES FOR TOWN P	11/13/2024	261.00		10-46-24 RENTALS	11/30/2024
Total Bruin Waste:					558.75			
Caselle, Inc								
21	Caselle, Inc	136653	ADMIN ALLOCATION	11/01/2024	353.75		10-41-31 DUES & SUBSCRIPTIONS	11/30/2024
21	Caselle, Inc	136653	WATER ALLOCATION	11/01/2024	353.75		60-50-31 DUES & SUBSCRIPTIONS	11/30/2024
21	Caselle, Inc	136653	WW ALLOCATION	11/01/2024	353.75		70-51-31 DUES & SUBSCRIPTIONS	11/30/2024
21	Caselle, Inc	136653	SANITATION ALLOCATION	11/01/2024	353.75		80-52-31 DUES & SUBSCRIPTIONS	11/30/2024
Total Caselle, Inc:					1,415.00			
CEBT								
1320	CEBT	INV0070774	BENEFITS PERIOD 2024-11	10/30/2024	20,105.00		10-0223 HEALTH/LIFE INSURANCE	11/30/2024
Total CEBT:					20,105.00			
Cedar Creek Supply LLC								
1284	Cedar Creek Supply LLC	INV-0460	LAGOON TREATMENT & FUEL	11/12/2024	580.00		70-51-22 REPAIRS & MAINTENANCE	11/30/2024

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Total Cedar Creek Supply LLC:					580.00			
CIRSA								
23	CIRSA	242242	INSURANCE FOR CAN-AM - VIN	11/15/2024	19.26		60-50-27 INSURANCE & BONDS	11/30/2024
23	CIRSA	242242	INSURANCE FOR PD CARS, VIN	11/15/2024	628.68		10-42-27 INSURANCE & BONDS	11/30/2024
23	CIRSA	PC 241926 +	PC COVERAGE 01/01/2024-01/0	10/01/2024	3,799.14		10-41-27 INSURANCE & BONDS	11/30/2024
23	CIRSA	PC 241926 +	PC COVERAGE 01/01/2024-01/0	10/01/2024	3,799.15		10-43-27 INSURANCE & BONDS	11/30/2024
23	CIRSA	PC 241926 +	PC COVERAGE 01/01/2024-01/0	10/01/2024	3,799.15		10-45-27 INSURANCE & BONDS	11/30/2024
23	CIRSA	PC 241926 +	PC COVERAGE 01/01/2024-01/0	10/01/2024	3,799.15		10-46-27 INSURANCE & BONDS	11/30/2024
23	CIRSA	PC 241926 +	PC COVERAGE 01/01/2024-01/0	10/01/2024	3,799.15		60-50-27 INSURANCE & BONDS	11/30/2024
23	CIRSA	PC 241926 +	PC COVERAGE 01/01/2024-01/0	10/01/2024	3,799.15		70-51-27 INSURANCE & BONDS	11/30/2024
23	CIRSA	PC 241926 +	PC COVERAGE 01/01/2024-01/0	10/01/2024	3,799.15		80-52-27 INSURANCE & BONDS	11/30/2024
23	CIRSA	PC 241926 +	WORKERS' COMPENSATION C	10/01/2024	1,099.92		10-41-10 WORKMENS COMPENSATIO	11/30/2024
23	CIRSA	PC 241926 +	WORKERS' COMPENSATION C	10/01/2024	1,099.92		10-42-10 WORKMENS COMPENSATIO	11/30/2024
23	CIRSA	PC 241926 +	WORKERS' COMPENSATION C	10/01/2024	1,099.92		10-45-10 WORKMENS COMPENSATIO	11/30/2024
23	CIRSA	PC 241926 +	WORKERS' COMPENSATION C	10/01/2024	1,099.92		10-46-10 WORKMENS COMPENSATIO	11/30/2024
23	CIRSA	PC 241926 +	WORKERS' COMPENSATION C	10/01/2024	1,099.92		60-50-10 WORKMENS COMPENSATIO	11/30/2024
23	CIRSA	PC 241926 +	WORKERS' COMPENSATION C	10/01/2024	1,099.92		70-51-10 WORKMENS COMPENSATIO	11/30/2024
23	CIRSA	PC 241926 +	WORKERS' COMPENSATION C	10/01/2024	1,099.93		80-52-10 WORKMEN'S COMP	11/30/2024
Total CIRSA:					34,941.43			
City Of Grand Junction								
673	City Of Grand Junction	2024-0007354	Lab Tests OCT. 2024	10/31/2024	131.00		70-51-20 LEGAL, ENGINEERING & PR	11/30/2024
Total City Of Grand Junction:					131.00			
CivicPlus								
995	CivicPlus	321824	LITE ANNUAL FEEDS 10/1/2024-	10/31/2024	577.50		10-41-31 DUES & SUBSCRIPTIONS	11/30/2024
995	CivicPlus	321824	LITE ANNUAL FEEDS 10/1/2024-	10/31/2024	577.50		60-50-31 DUES & SUBSCRIPTIONS	11/30/2024
995	CivicPlus	321824	LITE ANNUAL FEEDS 10/1/2024-	10/31/2024	577.50		70-51-31 DUES & SUBSCRIPTIONS	11/30/2024
995	CivicPlus	321824	LITE ANNUAL FEEDS 10/1/2024-	10/31/2024	577.50		80-52-31 DUES & SUBSCRIPTIONS	11/30/2024
Total CivicPlus:					2,310.00			
Colorado Municipal League Inc								
30	Colorado Municipal League Inc	VETTER-(2930	Membership Dues 01/01/2025-12/	11/01/2024	268.25		10-41-31 DUES & SUBSCRIPTIONS	11/30/2024
30	Colorado Municipal League Inc	VETTER-(2930	Membership Dues 01/01/2025-12/	11/01/2024	268.25		60-50-31 DUES & SUBSCRIPTIONS	11/30/2024
30	Colorado Municipal League Inc	VETTER-(2930	Membership Dues 01/01/2025-12/	11/01/2024	268.25		70-51-31 DUES & SUBSCRIPTIONS	11/30/2024

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30	Colorado Municipal League Inc	VETTER-(2930	Membership Dues 01/01/2025-12/	11/01/2024	268.25		80-52-31 DUES & SUBSCRIPTIONS	11/30/2024
Total Colorado Municipal League Inc:					1,073.00			
Colorado Rural Water Assoc								
209	Colorado Rural Water Assoc	3444	Membership Dues	11/01/2024	160.00		60-50-31 DUES & SUBSCRIPTIONS	11/30/2024
209	Colorado Rural Water Assoc	3444	Membership Dues	11/01/2024	160.00		70-51-31 DUES & SUBSCRIPTIONS	11/30/2024
Total Colorado Rural Water Assoc:					320.00			
Column Software PBC								
1183	Column Software PBC	8DFD59D8-008	CUSTOM NOTICE DCI000640 S	11/01/2024	33.91		10-41-30 PUBLISHING & ADS	11/30/2024
1183	Column Software PBC	8DFD59D8-008	CUSTOM NOTICE DCI000640 S	11/01/2024	33.91		60-50-30 PUBLISHING & ADS	11/30/2024
1183	Column Software PBC	8DFD59D8-008	CUSTOM NOTICE DCI000640 S	11/01/2024	33.92		70-51-30 PUBLISHING & ADS	11/30/2024
1183	Column Software PBC	8DFD59D8-008	CUSTOM NOTICE DCI000640 S	11/01/2024	33.92		80-52-30 PUBLISHING & ADS	11/30/2024
1183	Column Software PBC	8DFD59D8-008	CUSTOM NOTICE DCI000644 P	11/07/2024	13.11		10-41-30 PUBLISHING & ADS	11/30/2024
1183	Column Software PBC	8DFD59D8-008	CUSTOM NOTICE DCI000644 P	11/07/2024	13.11		60-50-20 LEGAL, ENGINEERING & PR	11/30/2024
1183	Column Software PBC	8DFD59D8-008	CUSTOM NOTICE DCI000644 P	11/07/2024	13.11		70-51-20 LEGAL, ENGINEERING & PR	11/30/2024
1183	Column Software PBC	8DFD59D8-008	CUSTOM NOTICE DCI000644 P	11/07/2024	13.11		80-52-20 LEGAL, ENGINEERING & PR	11/30/2024
Total Column Software PBC:					188.10			
Cooleys Heating & Cooling Inc								
1282	Cooleys Heating & Cooling Inc	3885	ANALYSIS, MINOR REPAIR, TRA	11/15/2024	63.90		10-41-22 REPAIRS & MAINTENANCE	11/30/2024
1282	Cooleys Heating & Cooling Inc	3885	ANALYSIS, MINOR REPAIR, TRA	11/15/2024	63.90		10-42-22 REPAIRS & MAINTENANCE	11/30/2024
Total Cooleys Heating & Cooling Inc:					127.80			
Delta County Landfill								
56	Delta County Landfill	430270	Landfill Fee	10/04/2024	490.00		80-52-42 LANDFILL FEES	11/30/2024
56	Delta County Landfill	432204	Landfill Fee	11/04/2024	223.75		80-52-42 LANDFILL FEES	11/30/2024
56	Delta County Landfill	432305	Landfill Fee	11/06/2024	291.50		80-52-42 LANDFILL FEES	11/30/2024
56	Delta County Landfill	432542	Landfill Fee	11/13/2024	507.25		80-52-42 LANDFILL FEES	11/30/2024
56	Delta County Landfill	432751	Landfill Fee	11/15/2024	471.50		80-52-42 LANDFILL FEES	11/30/2024
Total Delta County Landfill:					1,984.00			
DELTA COUNTY ROAD & BRIDGE DISTRICT #3								
1358	DELTA COUNTY ROAD & BRIDG	2024PA	ASPHALT WORK ON 10/1/2024,	10/24/2024	29,625.26		10-45-70 CAPITAL OUTLAY	11/30/2024

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Total DELTA COUNTY ROAD & BRIDGE DISTRICT #3:					29,625.26			
Dependable Lumber, Inc.								
46	Dependable Lumber, Inc.	2411-062871	RESPIRATOR FILTER, GLOVES,	11/05/2024	67.97		10-46-25 SHOP EXPENSE	11/30/2024
46	Dependable Lumber, Inc.	2411-063063	BOLTS, WASHERS, NUTS FOR	11/06/2024	1.08		60-50-23 VEHICLE EXPENSE	11/30/2024
46	Dependable Lumber, Inc.	2411-064621	METAL CUTTINGS	11/15/2024	11.97		10-45-25 SHOP EXPENSE	11/30/2024
46	Dependable Lumber, Inc.	2411-064635	SCREWS/NUTS FOR MOUNTIN	11/15/2024	.18		10-45-22 REPAIRS & MAINTENANCE	11/30/2024
Total Dependable Lumber, Inc.:					81.20			
Empower Trust Company LLC								
1190	Empower Trust Company LLC	PD11012024	Retirement Plan PPE 11012024	11/01/2024	3,553.01		10-0220 RETIREMENT PLAN	11/30/2024
1190	Empower Trust Company LLC	PD11152024	Retirement Plan PPE 11152024	11/15/2024	3,573.68		10-0220 RETIREMENT PLAN	11/30/2024
Total Empower Trust Company LLC:					7,126.69			
ENVIRO-CHEM ANALYTICAL INC								
1221	ENVIRO-CHEM ANALYTICAL IN	14170995	NO2, NO3, Se, PD TREATMENT	11/15/2024	65.30		70-51-20 LEGAL, ENGINEERING & PR	11/30/2024
Total ENVIRO-CHEM ANALYTICAL INC:					65.30			
Fire & Police Pension Assn.								
63	Fire & Police Pension Assn.	PPE10252024	Payroll Ending 10/25/2024	11/02/2024	3,282.92		10-0219 FPPA	11/30/2024
63	Fire & Police Pension Assn.	PPE10252024	Payroll Ending 10/25/2024	11/02/2024	537.21		10-42-12 FPPA D&D	11/30/2024
63	Fire & Police Pension Assn.	PPE11082024	Payroll Ending 11/08/2024	11/18/2024	3,191.58		10-0219 FPPA	11/30/2024
63	Fire & Police Pension Assn.	PPE11082024	Payroll Ending 11/08/2024	11/18/2024	522.26		10-42-12 FPPA D&D	11/30/2024
Total Fire & Police Pension Assn.:					7,533.97			
HIGH COUNTRY PRINTING & GRAPHICS, INC.								
81	HIGH COUNTRY PRINTING & G	19901	Service Order Books W/ ENDPOI	10/31/2024	56.15		60-50-15 OFFICE SUPPLIES	11/30/2024
81	HIGH COUNTRY PRINTING & G	19901	Service Order Books W/ ENDPOI	10/31/2024	56.16		70-51-15 OFFICE SUPPLIES	11/30/2024
Total HIGH COUNTRY PRINTING & GRAPHICS, INC.:					112.31			
IWORQ								
1369	IWORQ	502804	ADMIN ALLOCATION	11/01/2024	750.00		10-41-31 DUES & SUBSCRIPTIONS	11/30/2024
1369	IWORQ	502804	WATER ALLOCATION	11/01/2024	750.00		60-50-31 DUES & SUBSCRIPTIONS	11/30/2024
1369	IWORQ	502804	WW ALLOCATION	11/01/2024	750.00		70-51-31 DUES & SUBSCRIPTIONS	11/30/2024

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1369	IWORQ	502804	SANITATION ALLOCATION	11/01/2024	750.00		80-52-31 DUES & SUBSCRIPTIONS	11/30/2024
Total IWORQ:					3,000.00			
Mail Services, LLC.								
645	Mail Services, LLC.	1962094	Postage	11/11/2024	197.97		60-50-17 POSTAGE	11/30/2024
645	Mail Services, LLC.	1962094	Postage	11/11/2024	192.15		70-51-17 POSTAGE	11/30/2024
645	Mail Services, LLC.	1962094	Postage	11/11/2024	192.15		80-52-17 POSTAGE	11/30/2024
Total Mail Services, LLC.:					582.27			
NAPA - Paonia Auto Parts								
122	NAPA - Paonia Auto Parts	416736	BLACK SILICON FOR SHOP	11/06/2024	11.62		80-52-23 VEHICLE EXPENSE	11/30/2024
122	NAPA - Paonia Auto Parts	416997	PRIMARY WIRE FOR PD WIG W	11/15/2024	10.84		10-45-22 REPAIRS & MAINTENANCE	11/30/2024
Total NAPA - Paonia Auto Parts:					22.46			
North Fork Service (Reedy's)								
141	North Fork Service (Reedy's)	776651	Fuel - DMG697	10/28/2024	64.60		10-42-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	776652	Fuel - DMG694	10/29/2024	47.45		10-42-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	776653	WATER FUEL	10/30/2024	25.02		60-50-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	776653	STREETS FUEL	10/30/2024	25.02		10-45-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	776653	PARKS FUEL	10/30/2024	25.02		10-46-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	776653	SANITATION FUEL	10/30/2024	25.02		80-52-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	776653	WASTEWATER FUEL	10/30/2024	25.02		70-51-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	776654	Fuel - DMG546	10/31/2024	110.55		10-42-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	776655	Fuel - DMG696	10/31/2024	39.00		10-42-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930023	Fuel - DMG696	10/02/2024	44.25		10-42-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930024	Fuel - AJO445	10/02/2024	28.40		10-42-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930025	Fuel - DMG697	10/02/2024	51.00		10-42-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930026	WATER FUEL	10/03/2024	26.00		60-50-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930026	STREETS FUEL	10/03/2024	26.00		10-45-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930026	PARKS FUEL	10/03/2024	26.00		10-46-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930026	SANITATION FUEL	10/03/2024	26.00		80-52-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930026	WASTEWATER FUEL	10/03/2024	26.00		70-51-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930027	Fuel - DMG694	10/03/2024	41.00		10-42-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930028	WATER FUEL	10/03/2024	8.87		60-50-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930028	STREETS FUEL	10/03/2024	8.87		10-45-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930028	PARKS FUEL	10/03/2024	8.87		10-46-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930028	SANITATION FUEL	10/03/2024	8.87		80-52-23 VEHICLE EXPENSE	11/30/2024

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
141	North Fork Service (Reedy's)	930028	WASTEWATER FUEL	10/03/2024	8.87		70-51-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930029	WATER FUEL	10/04/2024	22.07		60-50-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930029	STREETS FUEL	10/04/2024	22.07		10-45-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930029	PARKS FUEL	10/04/2024	22.07		10-46-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930029	SANITATION FUEL	10/04/2024	22.07		80-52-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930029	WASTEWATER FUEL	10/04/2024	22.07		70-51-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930030	Fuel - DMG696	10/04/2024	40.20		10-42-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930031	WATER FUEL	10/08/2024	16.86		60-50-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930031	STREETS FUEL	10/08/2024	16.86		10-45-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930031	PARKS FUEL	10/08/2024	16.86		10-46-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930031	SANITATION FUEL	10/08/2024	16.86		80-52-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930031	WASTEWATER FUEL	10/08/2024	16.86		70-51-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930032	Fuel - DMG697	10/08/2024	51.75		10-42-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930033	Fuel - DMG696	10/09/2024	29.00		10-42-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930034	WATER FUEL	10/10/2024	22.93		60-50-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930034	STREETS FUEL	10/10/2024	22.93		10-45-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930034	PARKS FUEL	10/10/2024	22.93		10-46-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930034	SANITATION FUEL	10/10/2024	22.93		80-52-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930034	WASTEWATER FUEL	10/10/2024	22.93		70-51-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930035	Fuel - AJO445	10/10/2024	28.50		10-42-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930036	Fuel - DMG696	10/11/2024	42.00		10-42-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930037	Fuel - 546	10/14/2024	127.00		10-42-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930038	WATER FUEL	10/15/2024	31.24		60-50-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930038	STREETS FUEL	10/15/2024	31.24		10-45-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930038	PARKS FUEL	10/15/2024	31.24		10-46-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930038	SANITATION FUEL	10/15/2024	31.24		80-52-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930038	WASTEWATER FUEL	10/15/2024	31.24		70-51-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930039	Fuel - DMG697	10/15/2024	63.05		10-42-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930040	Fuel - DMG694	10/16/2024	35.75		10-42-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930041	WATER FUEL	10/15/2024	17.55		60-50-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930041	STREETS FUEL	10/15/2024	17.55		10-45-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930041	PARKS FUEL	10/15/2024	17.55		10-46-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930041	SANITATION FUEL	10/15/2024	17.55		80-52-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930041	WASTEWATER FUEL	10/15/2024	17.55		70-51-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930042	Fuel - DMG696	10/16/2024	39.50		10-42-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930043	Fuel - DMG695	10/17/2024	53.75		10-42-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930044	Fuel - AJO445	10/18/2024	31.40		10-42-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930045	Fuel - DMG695	10/18/2024	35.00		10-42-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930046	Fuel - DMG695	10/21/2024	53.85		10-42-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930047	WATER FUEL	10/21/2024	5.77		60-50-23 VEHICLE EXPENSE	11/30/2024

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
141	North Fork Service (Reedy's)	930047	STREETS FUEL	10/21/2024	5.77		10-45-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930047	PARKS FUEL	10/21/2024	5.77		10-46-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930047	SANITATION FUEL	10/21/2024	5.77		80-52-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930047	WASTEWATER FUEL	10/21/2024	5.77		70-51-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930048	Fuel - DMG696	10/24/2024	29.98		10-42-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930049	WATER FUEL	10/25/2024	18.11		60-50-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930049	STREETS FUEL	10/25/2024	18.11		10-45-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930049	PARKS FUEL	10/25/2024	18.11		10-46-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930049	SANITATION FUEL	10/25/2024	18.11		80-52-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930049	WASTEWATER FUEL	10/25/2024	18.12		70-51-23 VEHICLE EXPENSE	11/30/2024
141	North Fork Service (Reedy's)	930050	Fuel - DMG696	10/25/2024	30.43		10-42-23 VEHICLE EXPENSE	11/30/2024
Total North Fork Service (Reedy's):					2,089.52			
OPTEK UTILITY SERVICES LLC								
1401	OPTEK UTILITY SERVICES LLC	209	EMERGENCY CALL & HYDRO E	11/07/2024	2,125.00		10-45-40 MISCELLANEOUS	11/30/2024
Total OPTEK UTILITY SERVICES LLC:					2,125.00			
Paonia Farm & Home Supply Inc								
125	Paonia Farm & Home Supply Inc	205933	EARPLUGS - LEAF VAC USAGE	11/05/2024	3.99		10-45-16 OPERATING SUPPLIES	11/30/2024
125	Paonia Farm & Home Supply Inc	206087	CLAMP FOR LIGHT BAR ON SID	11/06/2024	2.39		60-50-23 VEHICLE EXPENSE	11/30/2024
125	Paonia Farm & Home Supply Inc	206245	GLOVES FOR TRASH	11/08/2024	6.99		80-52-16 OPERATING SUPPLIES	11/30/2024
Total Paonia Farm & Home Supply Inc:					13.37			
Phonz +								
499	Phonz +	17578	Water	11/01/2024	714.35		60-50-31 DUES & SUBSCRIPTIONS	11/30/2024
499	Phonz +	17578	Sewer	11/01/2024	714.35		70-51-31 DUES & SUBSCRIPTIONS	11/30/2024
499	Phonz +	17578	General	11/01/2024	714.35		10-41-31 DUES & SUBSCRIPTIONS	11/30/2024
499	Phonz +	17578	Sanitation	11/01/2024	714.35		80-52-31 DUES & SUBSCRIPTIONS	11/30/2024
Total Phonz +:					2,857.40			
PROFESSIONAL MANAGEMENT SOLUTIONS								
1325	PROFESSIONAL MANAGEMENT	84991	Admin	10/31/2024	480.00		10-41-20 LEGAL, ENGINEERING & PR	11/30/2024
1325	PROFESSIONAL MANAGEMENT	84991	Water	10/31/2024	480.00		60-50-20 LEGAL, ENGINEERING & PR	11/30/2024
1325	PROFESSIONAL MANAGEMENT	84991	WasteWater	10/31/2024	480.00		70-51-20 LEGAL, ENGINEERING & PR	11/30/2024
1325	PROFESSIONAL MANAGEMENT	84991	Santiation	10/31/2024	480.00		80-52-20 LEGAL, ENGINEERING & PR	11/30/2024
1325	PROFESSIONAL MANAGEMENT	84991	PD	10/31/2024	480.00		10-42-20 LEGAL, ENGINEERING & PR	11/30/2024

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Total PROFESSIONAL MANAGEMENT SOLUTIONS:					2,400.00			
Rhinehart Oil Co.								
1224	Rhinehart Oil Co.	101340CT	FUEL FOR TRASH TRUCK	10/31/2024	541.54		80-52-23 VEHICLE EXPENSE	11/30/2024
Total Rhinehart Oil Co.:					541.54			
Robert's Enterprises Inc								
145	Robert's Enterprises Inc	106160004535	14432 & 14436 CRESTHAVEN T	11/10/2024	110.00		80-52-02 CONTRACT LABOR	11/30/2024
Total Robert's Enterprises Inc:					110.00			
SGM, INC.								
1335	SGM, INC.	2013-471.013-	2MG TANK RE-COATING SERVI	11/14/2024	716.50		60-50-20 LEGAL, ENGINEERING & PR	11/30/2024
1335	SGM, INC.	2013-471.014-	5TH/GRAND RE-ALIGNMENT SE	11/14/2024	4,589.25		10-45-20 LEGAL, ENGINEERING & PR	11/30/2024
1335	SGM, INC.	2013-471.016-	GIS MAPPING SIDEWALK ASSE	11/14/2024	480.00		70-51-20 LEGAL, ENGINEERING & PR	11/30/2024
1335	SGM, INC.	2013-471.016-	GIS MAPPING SIDEWALK ASSE	11/14/2024	480.00		60-50-20 LEGAL, ENGINEERING & PR	11/30/2024
1335	SGM, INC.	2013-471.016-	GIS MAPPING SIDEWALK ASSE	11/14/2024	480.00		10-45-20 LEGAL, ENGINEERING & PR	11/30/2024
Total SGM, INC.:					6,745.75			
Shums Coda Associates								
1170	Shums Coda Associates	18539	CONSULTING SERVICES 10/01/	11/06/2024	1,620.00		10-43-20 LEGAL, ENGINEERING & PR	11/30/2024
Total Shums Coda Associates:					1,620.00			
Simmons Lock & Key Delta								
566	Simmons Lock & Key Delta	5588	TOWN HALL RE-KEY ALL DOOR	11/05/2024	430.50		10-41-73 BUILDING IMPROVEMENTS	11/30/2024
566	Simmons Lock & Key Delta	5588	TOWN HALL RE-KEY ALL DOOR	11/05/2024	430.50		10-42-73 BUILDING IMPROVEMENTS	11/30/2024
Total Simmons Lock & Key Delta:					861.00			
Southwestern Systems, Inc								
152	Southwestern Systems, Inc	203408	Jet Clean & TV Inspection 11/05/2	11/06/2024	2,994.72		70-51-22 REPAIRS & MAINTENANCE	11/30/2024
Total Southwestern Systems, Inc:					2,994.72			
Western Implement								
1301	Western Implement	45760	CHAIN SAW SERVICE; CARB KI	11/13/2024	79.04		10-45-22 REPAIRS & MAINTENANCE	11/30/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
1301	Western Implement	IN43924	CHAIN SAW BAR OIL & 20 3/8 R	11/07/2024	103.08		10-46-70 CAPITAL OUTLAY	11/30/2024
	Total Western Implement:				182.12			
	Grand Totals:				139,039.44			

Board Meeting Date: _____

Town Administrator: _____

Finance Committee/Mayor: _____

Finance Committee/Trustee: _____

Trustees: _____

Date Reviewed: _____

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

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ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
TOWN ADMINISTRATOR'S OFFICE					
CDOT Revitalizing Main Streets Grant, "Safe Pathways for Paonia," 3-Points InX Grand, 4th & 5th	SGM CO #1 Forthcoming adding scope of work for GeoTech Eng. Svcs., and MOT plan to design set & Striping Plan, and Adding Add'l. meetings to Project Admin. as req. by CDOT. (Odisea didn't include in original design). CO #1 approved at the 8.22.23 Board Meeting, CO #1 was executed and submitted to SGM on 8.28.23. CDOT approved RMS Grant, R/W acquired from School Board and design is being finalized for construction. CDOT & SGM informed the Town that construction is likely in Spring 2025 and the estimated probable cost of construction is \$2.5MM. Meeting held with affected property owners in July 2024. FOR Meeting with CDOT held on 8/7/2024, cost now \$2.9MM		7.14.23	8.23.2024	
Policy Reviews: Purchasing, Internal Controls, and Personnel, Credit Card Policy	These processes and policies will be a product to be worked on during 2024. Purchasing, Internal Controls estimated completion 5/30/2024; Personnel estimated completion 12/30/2024. Credit Card policy is ready for 7.23.2024 agenda. Purchasing Policy with Internal Controls complete in Purchasing Manual ready for Board Consideration on 9/10/2024. Personnel Policy review to take place in December. Purchasing, credit card and related financial policies have been adopted and completed. Next month personnel policy updates will have its own line item		7.17.23	8.23.2024	9.17.2024
Ordinance for Consecutive Systems (Water Companies)/Agreements with Water Companies	At a minimum an agreement with water companies that describes expectations from the town, expectations from the water companies/subdivisions, indemnification, and insurance requirements should be considered to reduce liability to the town. Further discussion with the Water Attorney is necessary. Standardized IGA with Water Companies with clauses for mainetnace and increasing bulk water rates for non-compliance/if Water Company chooses to have the town complete maintenance. Town Attorney working on Draft Agreement for Hidden Valley water company. Multiple Water Companies have requested formalized agreements with the Town. Hidden Valley has replied that they do not want to enter into a new agreement with the Town but would rather add a supplement to the agreement with the Town taking on additional responsibilities for meter reading and billing without fixing or repairing their system. Being Considered with Code Revision from Sustainable Futures. Collaborative Approach to Consecutive Systems TBD September - December		7.11.23	8.23.2024	
Code Re-Write	If funded by DOLA grant, then an RFP will need to be issued to meet the competitive bid requirement. Scheduled a phone call with a separate consulting firm to get a budget figure on price for DOLA grant for 8.28.23, once budget price received, will submit to DOLA for their consideration. Received Council Approval for \$25,000 Match from DOLA Admin Grant on 9.14.23. Submission of Grant on 9.15.23. Resubmitted Grant information to DOLA on 11.22.23. RFQ will be live in 2024 after grant funding is awarded and approved. RFP will be made live on 2.5.24 RFP Consultant selection/decision being made on 4.23.2024. Work has begun on code rewrite, sustainable futures selected as consultant. Special Meeting held on 8/20/2024 for feedback from Trustees on Code Rewrite. Need to ask for extension on the project from DOLA.		7.11.23	8.23.2024	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

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ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
Chase ink Credit Account	Submitted a letter to Chase Card Services to get control of the online banking account for the Chase ink Credit Card. Would like to see if any cashback rewards have been earned, and if so, where are they. Continue to get control of Chase Bank Credit Cards - will need to travel to Telluride and visit Chase Banker in person. Form has been signed by former finance director and signed by myself and sent to Chase Bank for final approval. Awaiting Chase Banks response. Chase Bank denied the change of ownership and awaiting for further action.		7.28.23	7.19.2024	
Special Event Process and Applications	Improve the process and include the recent ordinance for street closures in the application process. This also includes the process for park reservations. Expected completion date: 12/31/2024		8.1.23	4.23.2024	
FINANCE DEPARTMENT					
Add Community Development Module to Caselle	Board of Trustees approved a new module with Caselle for Community Development to track all permits issued by the town. Final step is building forms such as certificate of occupancy, event permits, etc. On the last step for setting this up, permit templates.		7.1.24	9.20.2024	
Consider Adding Purchase Order module with Caselle	With the adoption of a Purchasing Manual in September, the new process will include a three-way match requirement for purchase orders. Current purchase orders are tracked on a spreadsheet, but with the module they'll be tracked in Caselle. Requisitions/Purchase Order package has been purchased and is in initial setup.		8.1.2024	9.20.2024	
Meter Updates in Caselle	Working with Public Works department to check meter ids, endpoints in Caselle and change as many as possible to radio read.		5.27.24	7.17.24	
Documenting Accounting and Utility Processes	Recording processes for water meter read input, utility billing, red tags, disbursement approval, printing checks for approved disbursements and other departmental tasks.		7.1.24	7.17.24	
Caselle Budget Tools for Department Heads	Working on setting up budget review and creation tools for department heads within Caselle Connect Online. Once set up Department Heads will be able to access and view their current budget, funds and line items specific to their department from their town devices. As of 8/1/2024, this is live and Department Heads are able to see their budget/actuals as items are booked to the GL.		7.16.24	8.23.2024	
ClearGov Intergration with Caselle	Both platforms have been in use for some time but have not been intergrated.		7.17.24	7.17.24	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

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ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
CLERK'S DEPARTMENT					
Records and vault reorganization, retention compliance	Actively going through, starting new organization process and logging- goes slow due to time constraints	Staff Time	8.15.23	9.27.24	
Point & Pay/ Caselle Integration	Found additional reconciliation issues between Caselle and Point & Pay. Payments made in Point & Pay via the integrated method appear on different dates in Caselle (some posted to the day prior, others to same day, while others to next day). This has caused considerable problems in reconciling the daily deposit. Both Caselle and Point & Pay point at each other as the issue and has not been resolved. At this point, the customer 'integration' portion is no longer made available and are being redirected to the non-integrated payment gateway to make payments. Non-integrated gateway requires manual entry into Caselle, which balances properly. After discussion with Michelle & Kaja, we agreed that it was time to look for a replacement payment vendor. Point & Pay refuses to go back to the way the system used to work and support for resolving current issues has made no progress. A new line item named "Selection of New Payment Vendor" has been added.	Point and Pay Absorbed Costs + Staff Time	2.15.23	10.10.2024	10.10.2024
Selection of New Payment Vendor	Review & demo of the following: 1. BillFlash, 2. PSN (by Invoice Cloud), and 3. XpressBillPay - Currently creating scoring matrix to go over each vendor.	Monthly fees + Staff Time	09.1.2024	10.10.2024	
New SQL & Access Databases	Databases: Dog Tags (Completed and Live), Tickets (Building Stage - tables build in SQL db), Payment Arrangements (planning stage - new paper template created).	Staff Time	01.01.2024	10.10.2024	
Create checklists for Clerk Duties	Create checklists, for all permits, licensing, agenda, board meeting, record retention, new hires etc for consistency and thoroughness. Updating as we go concurrent with the training for new Deputy Clerk - Ongoing	Staff Time	7.19.23	1.29.24	
MuniDocs clean- up & catch up	Still in process as time permits, This has also become the landing place for Board Committee Agenda's and minutes		9.14.23	9.30.24	
Minor Subdivision- Hops Farm	Public Hearings scheduled with Planning Commission and Board for Final Plat Approval PC- 10.15.24 BoT- 12.10.24		11.22.23	9.30.24	
CIRSA Audit	Coordinating with Dept Heads to fix deficiencies	Staff time	5.9.24	6.4.24	
Safety Plan	Coordinate with department heads to make sure required trainings are complete and fine tune an incident reporting process			9.30.24	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

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ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
Update Public Records Policy	Researching other municipalities and recent Title 24 updates	Staff Time	10.10.24	10.10.24	
Create Social Media Policy	Researching other municipalities	Staff Time	10.10.24		
New/Transfer Liquor License Packet		Staff Time	10.10.24		
Disaster Recovery Plan for Records		Staff Time	10.10.24		
Create Records Sandbox and records naming conventions in advance of getting digital vault.	Preparation for the implementation of a digital vault with a preliminary plan of the Town going paperless with regard to records by April 22, 2025 (current chosen date, Earth Day)	\$11,257.50 first year with \$7757.50 annual from 2026 on	10.11.24		
Munimeetings Migration to CivicsPlus Select	with the new digital accessibility laws, Civicsplus has decided to focus on the 'Select' version of our Agenda Management software and not continue to update on the version we were using. I sat through the demo and was impressed with some of the new features we will be getting. We are paying an implementation fee but our contract with them will not charge other than the	\$2310.00 Implementation, integration and migration fee.	10.24.24	10.24.24	
Codification, Supplement Number 05	Authorized Codification for Ord. 2023- 06, 2023-07, 2024-01, 2024-02, 2024-03, fine tuning	1500.00 est	10.30.2024	10.30.24	
Boards and Committee's Policies and Processes	Research and work with other Clerks and municipalities to create policies and processes to streamline Committee and Board meetings, appointment processes, handbook and training material for Board of Trustees review and approval. Hope to make meetings more efficient and productive. Partnering with Trustee Stalter and Swartz for this project. Each identified step	Staff Time	10.21.24	10.30.24	
Outline and Implement New Hire Onboarding process					
Liens	One lien filed this year		11/5/2024		11/12/2024
Electronic Communications & Device Security Policy	With Clay for Review for 11/26 agenda	Staff Time	11/7/2024	11/19/2024	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

32

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
ORD 2024-04 Amending Chapter 2 Articles 6, 7 & 8 of the Paonia Municipal Code	With Clay for Review for 12/10 agenda	Staff Time	11/7/2024	11/19.2024	
ADA Transition Plan	Discussed at Department Head Meeting, will need to begin to evaluate crossings throughout intersections in Town. Will add this to fulcrum and add notes in GIS about intersections in compliance and intersections that need to be brought into compliance with ADA standards. Working with Town Administrator to accomplish a true plan. Need to know if current sidewalk ramps are grandfathered in? So far one street crossing and one alleyway are not compliant		8.1.23	7.29.24	
Replacing brick on Archway at Town Hall	Job in progress		8.1.23	8.21.24	
Add cornering mirror at Pan American and Rio Grande	Initial mirror blew down in wind storm. Need to re-order a larger mirror		8.8.23	7.29.24	
Working on lead service line inventory	Collecting and analyzing historical records. 25% complete. Had a meetign with a vendor that specializes in the new L&C regulations. They can help with testing and software to report to the state		11/6/2023	7.29.24	
Mays water availability.	Conveyance agreement with Bone Mesa for raw water coming off of Gelwick through the Town's pipe to the splitter box at Mays			7.17.2024	
Construction standard update	Need to update construction standards for utility, road, street, and sidewalks. Respec is going to update construction standards. Regular scheduled meetings with Jordan, Derek, Cory and Nicki with Repec to go page by page through standards to correct and update. ~85% through the standards packet. Currently working on Wastewater standards		2/2/2024	8.21.24	
Finish NorthWest corner of skatepark.	Looking at options to finish the unfinished portion of the skatepark.			7.17.2024	
Equipment and contract bids	Public works is currently seeking quotes for pavement milling (Samuel Wade Bridge contracted), asphalt rollers, jet vac combos, and a generator/welder unit, and Paint Striper (may utilize safe routes to parks grant for purchase) and SxS			8.21.24	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

33

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
Roof repair - Town Hall	Randy with Quality Cool Roofing Solutions inspected the job on 7/29/24. Elite Commercial Roofing will inspect the job on 8/2/24. Innovative Roofing was contacted as well with no response. Elite is the only contractor that sent a quote. It will be discussed in the 8/27/24 public meeting		7.29.24	8.21.24	
F-150 Recall	Received official recall letter for the 2014 F-150 recalls for Output Speed Sensor. An unintended downshift into 1st gear.		7/1/2024	7.29.24	
Apple Valley Plumbing	Needs to be cameraed to see the extent of damage under the concrete flooring			7.29.24	
Purchase and install Signs (speed and stop).	Signs ordered and will be installed once we receive them. Signs received and in process of being installed. Half of the stop signs have been delivered.		1.4.2024	8.21.24	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

34

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
WATER DEPARTMENT					
CDPHE Free Assistance Program for Lead Service Lince Replacement	Applied today for the program with Cory and Stefen as PoC. Will evaluate this program in FY-2024. Sunrise Engineering has been helping us through this process.		8.1.23	11.24.23	
Replace meters at Burges & Lamborn Mesa Water Companies	Burges Vault in process of repair and Lamborn Mesa meter replacement will begin soon. Final cost for completing these projects need to be submitted to the Town Administrator and Finance for appropriate accounts receivable.		8.3.23	11.24.23	
Mays Meetering.	Raw Water at the Mays Springs is being metered. Data is being sent to Brian Mitchem. This is before the split to Bone Mesa.				
Mays Cleanup / Spring site Cleanup	Clearing trees and brush at Mays along the springs so that tree roots don't get into the pipes. Wrightwater will need specific areas on the springs cleared and cleaned up. Awaiting drawings for their needs.				
Lead and Copper samples / Survey	Bi-annual				
Finding and addressing water loss issues and low pressure events	We have had 5 waterline repairs in the month of May.				
Wrightwater Engineering / Hydrogeological	Wrightwater initial site visit to the springs. Spent 3 days on the mountain gathering data. Currently discussing if brush clearing can be done before the winter season.			8.21.24	
WASTEWATER DEPARTMENT					
Utility Fee Study	Water and Sewer Rates need to be reviewed. 20-year cash flow analysis for water and upcoming restrictions on NPDES permit for wastewater necessitate increases in the rates for utilities. Proposed Rate increases on the Board agenda for December 12, 2023.		7.14.23	11.24.23	
NPDES Contact Update	Stefen needs to be added as the Executive/Administrative contact for the NPDES Permit. All Correspondence regarding NPDES Permit needs to go to Town Hall Attention: Stefen Wynn, Town Administrator. Follow-up needed to make sure that this is properly completed.		8.1.23	11.24.23	
Aerator at the lagoon for pond 1 failed. Replacement ordered	Replacement ordered and installed. The anchor line was replaced. However, when the line broke the electrical cable pulled out of the box and needs to be inspected by a professional			8.21.24	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

35

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
POLICE DEPARTMENT					
Compiling possible municipal code additions, subtractions, and combinations to adress shortfalls in current muni code	Additions and updated ordinances have been submitted for code rewrite.		5/1/2023	11/19/2024	In Progress
Reactivation of Bicylce Patrol Unit	Equipment is being priced and sourced. Policies are being reviewed,	Donated/Repurposed Eqpt/ <\$500	8/1/2024	8/22/2024	In Progress
Reviewing possible municipal code fee/fine updates to adress shortfalls in current muni code	Reaching out to other like sized or surroundiung municiplities to compile fee and fine amounts.	UNK	4/1/2023	11/19/2024	In Progress
Police Service Tech office space	Office space is complete and a single solid core door is being sourced to replace the split exterior department door.	\$1,500	2/1/2024	11/19/2024	In Progress
Left hand turns into parking spaces on Grand Avenue	Hi-Viz signs have been installed. painting/stripping options are being evaluated (weather dependant).	UNK	4/1/2024	11/19/2024	In Progress
Patrol Car Lettering	All newer patrol cars have been lettered and updated. Only the one remaining Chevy patrol vehicle is in nned of decals.	<\$1000	7/30/2024	11/19/2024	In Progress
ESS Security Training	Department Staff are continuing to take the ESS trainings and work towards the 630 Point minimum point threshold	Patrol Function	5/1/2023	7/15/2024	Continuous
Implementation of Spillman FLEX	Working with DCSO on acquiring database access for ONE officers.	\$25,121.24	3/1/2023	11/19//2024	In Progress
Employee appraisal/review	Packets are completed and beeing reviewed by Admin staff.	Admin/patrol function	1/1/2024	11/19//2024	In Progress
Code Enforcement for parking/inoperable vehicles/RV's	Letters are being sent via mail and some are being in-person via uniformed officer.	Patrol Officer hourly rates	5/1/2024	11/19/2024	Continuous
CDOT Revitalizing Main Streets Grant, "Safe Pathways for Paonia," 3-Points InX Grand, 4th & 5th					
Water Department Water Line Verification	Water Line under InX may need replaced if it's steel or iron. Cost will be internal labor to replace it, and needs coordinated with final contractor - WD to verify pipe under roadway. Verified that the pipe was replaced with plastic, but the fire hydrant that it connects to is almost 40 years old and time to be replaced. It will		7.17.23	11.24.23	
Construction Timeline	Construction is estimated to begin in Late-Spring - Mid-Summer of FY-2024.	\$1,032,000.00	7.17.23	11.24.23	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

36

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
Hydrogeological Study					
Grant for \$25,000 Colorado River Water Conservation District Grant	Contract, COI and W-9 sent and received		7.20.23	11.24.23	
Grant from Roundtable	\$25,000 awarded to Paonia for completing the Hydrogeological Study		7.20.23	11.24.23	
CWCB Grant	Awarded \$147,973 towards the Hydrogeological Study		7.20.23	11.24.23	
RFP Available on Bidnet	RFP for completing the study is live on bidnet and consultants have been direct solicited.		11.1.23	11.24.23	
HOUSING NEEDS ASSESSMENT					
Housing Needs Assessment	Final HNA and Housing Action Plan has been accepted by the Plan Commission and Board of Trustees and will be included in the DRAFT of the Master (Comprehensive) Plan.		5.1.23	11.24.23	
DOLA IHOP Reimbursement	3rd Quarter FY-23 reimbursement request submitted and \$32,348.25 will be sent to the Town from DOLA. 4th Quarter FY-23 reimbursement will be submitted and the final reimbursement amount will be requested.		7.1.23	11.24.23	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

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ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
MASTER PLAN					
Met with Phoenix Rising Resources	On 1.5.2024, met with Phoenix Rising Resources Principal to go over expectations and a timeline to finish the project.		5.1.23	1.19.24	
Timeline	1/17 PC Meeting with Status Update; 1/22 Survey Questions from Consultant for Publication; 1/23 Status Update for BoT; 2/2 Staff Meeting with Consultant; 2/27 Status Update for BoT; 2/28 FLUM Meeting PH at PC; 3/1 Staff Meeting with Consultant; 3/13 Draft Element Presentation PH at PC Meeting for Infrastructure; 3/26 Status Update for BoT; 3/29 Staff Meeting with Consultant; 4/3 Draft Element Presentation PH at PC for Transportation, Governance & Community Participation; 4/23 Status Update for BoT; 4/26 Staff Meeting with Consultant; 5/1 Draft Element Presentation PH at PC for Growth Framework, Economic Development, Parks, Recreation & Trails; 5/28 Status Update for BoT; 6/5 Final Presentation PH for Adoption at PC; 6/18 PH Final Adoption by BoT	\$52,395.00	1.19.23	1.19.23	
DOLA Planning Grant	Reimbursement for work already completed will be submitted during week of 11.27.23		5.1.23	11.24.23	
PHASE I - WATER IMPROVEMENTS					
Proposed Alignment	Meeting held on 7.24.23 regarding Existing water line alignment & GIS Data Accuracy. Proposed alignment options to consider, avoid easements by placing the water line is road R/Ws. AC line feeding old water plant, Evaluate PRV needs. Main Line improvements are being realigned so that they follow existing rights of way along roadways in areas that they are possible to be relocated.		7.24.23	11.24.23	
Easement Acquisition	May need to plan for two lines, potable and raw water, Town representative to negotiate easements (Town Administrator) once they're located. Land acquisition amounts have changed and are being finalized, if necessary at all. Nicki called County Clerk. No records of official easements.		8.1.23	11.24.23	
Items Needed from Town Staff	As built for PVC Loop; Exhibit of consecutive systems; photos of PRV 7; 8 & 9 (Jordan provided on 7/25 to Respec); Inventory meters to be replaced along the alignment. All items needed from Town Staff have been provided, including the 20-year cash flow analysis for the Project Needs Assessment.		7.25.23	11.24.23	
File for EIAF Tier II Grant	On 7.27.23, a grant application was filed for EIAF Tier II with project number 09721. DOLA Staff accepted the application for consideration on 8.3.23. Town was awarded \$965,000 for Tank Relining.	\$ 965,000.00	7.27.23	11.24.23	
Project Needs Assessment	Has been completed and submitted to CDPHE for consideration. Staff, consultants and Mayor Bachran completed various pieces of the PNA, and this is a monumental step towards project funding for DWSRF.		3.1.23	11.24.23	
SRF Loan Application	SRF Loan Application is being considered for FY - 2024 and is budgeted for approximately \$7.3MM		3.1.23	11.24.23	

TOWN OF PAONIA
DEPARTMENTAL SCORE CARD

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ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
American leak detection survey,Jeremiah working on it	0 rd , dry gulch, and lone cabin east loop still need surveyed.		4.1.23	12.12.23	



Paonia Police Department

DEPARTMENT BRIEFING: SUMMARY OF PROGRESS

11/01/2024

- ☐ The department would like to thank Colorado Parks and Wildlife, US Forest Service, and the Delta County Sheriff's Department for joining us during "Trunk or Treat" at the Paonia Town Park on Halloween.
- ☐ Members of the department completed CPR/First Aid training and certification. This training was provided by Blake Kinser, who is also the Fire Chief. We would like to thank him for his support and time.
- ☐ The department has changed vendors for our PD stickers. The stickers are used as a means of community outreach and are frequently given out at the local schools, as well as events throughout the year. The new vendor is "Grit and Grace", a local company which is owned by a PD officers' wife. Quotes are attached for comparison purposes; the new purchasing policy was followed, and the Town Administrator was consulted during the purchasing process. The change in vendors resulted in approximately 39% savings on sticker purchases.
- ☐ The department is working with the staff at Paonia K8 to recognize students who exhibit S.O.A.R.I.N.G behavior. The department purchased youth bicycle helmets as a reward for those students. Helmets will be given out quarterly until the end of the 2023-2024 school year.


COPY

GRIT & GRACE



Invoice Date: 08/28/24

Invoice # 0001

BILL PAYMENT AUTHORIZED

Board Rep. _____

Town Manager _____

BILL TO:

 Dept./Code 10-42-16 (ml)

Paonia Police Department
214 Grand Ave.
Paonia, CO 81428

PAYABLE TO:

Megan Bardessona
DBA: Grit & Grace
mmbardessona@gmail.com

DESCRIPTION	QUANTITY	PRICE	TOTAL
Paonia Police Department Stickers- Blue	100	\$.50	\$50
Paonia Police Department Stickers- Pink	50	\$.50	\$25
Paonia Police Department Stickers- Badge	100	\$.50	\$50
TOTAL:			\$125

Thank you for your business! For any billing concerns, please reach out to us at mmbardessona@gmail.com

Grit & Grace

770 NW Birch Ave. Cedaredge, CO 81413 970-417-5768 | TT Shop Grit & Grace Co.

STICKER
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Estimated arrival by Dec 4th

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Matthew Laiminger
Town Of Paonia
214 Grand Avenue PO Box 460
Paonia, Colorado 81428-6302
United States of America
970-527-4822

Order summary

Subtotal	\$86.99
Savings	-\$17.40
Shipping: Economy	\$9.99
Retail delivery fee	\$0.29
Tax	\$2.31
Total due	\$82.18
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	Quantity: 100	

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Flat Height 3.5" ▾

Material ? White Paper Sticker - Matte ▾

Colors ? Full Color (4 Color Process) ▾

Shrink Wrapping ? No ▾

Quantity 100 ▾

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Specs



Templates

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

AGENDA ITEM:	Action Item #6 Ordinance No. 2024-05 Regulating Short Term Rentals
SUBMITTED BY:	Stefen Wynn, Town Administrator & Treasurer
DATE:	11.5.2024
BACKGROUND:	During the process for complying with provisions of Proposition 123, the Town received a grant to complete a Housing Needs Assessment and a Housing Action Plan as well as completing action steps to address affordable housing through the regulation of Short-Term Rentals and Accessory Dwelling Units. The Town selected Urban Rural Continuum to assist with completing both plans to help inform the Board of Trustees on policy recommendations and suggestions to implement. Regulations on Short-Term Rentals received the most votes as something that should be done in relatively short order, identified as something to implement by January 1, 2025. This is only the first piece of code revisions needed to meet the conditions of the grant for housing affordability, and the next piece will be to regulate and allow for Accessory Dwelling Units. Urban Rural Continuum gave policy suggestions and ordinance change recommendations that were used in the creation of the Ordinance to regulate short term rentals. This allows for Short-Term Rentals as a permitted use by right in certain zoning districts, but also requires a license in order to operate them. In some zoning districts a special use review is required, such as within R-1 and E-1, and STRs are prohibited in other districts like I-1, I-2, P, and MH.
BUDGET:	N/A
RECOMMENDATION:	RECOMMEND MOTION: I move to approve Ordinance 2024-05 Regulating Short Term Rentals. OR I move to approve Ordinance 2024-05 Regulating Short Term Rentals with the following Revisions:
ATTACHMENT:	Attachment A: 2024-05 Ordinance Regulating Short Term Rentals. Attachment B: 2024.05.13 Memo to Staff Attachment C: 2024.03.26 Combined Comments on First Draft Attachment D: 2024.04.15 Combined Comments on Second Draft Attachment E: 2024.05.09 Pre Meeting Written Comments

TOWN OF PAONIA, COLORADO ORDINANCE NO. 2024-05

AN ORDINANCE OF THE TOWN OF PAONIA, COLORADO ENACTING ARTICLE 5 (SHORT TERM RENTAL LICENSES) OF CHAPTER 6 (BUSINESS LICENSES AND REGULATIONS) OF THE PAONIA MUNICIPAL CODE AND REVISING ARTICLES 1 (GENERAL PROVISIONS), ARTICLE 3 (DISTRICT REGULATIONS) OF CHAPTER 16 (ZONING), AND ENACTING ARTICLE 9 (SHORT TERM RENTAL REGULATIONS) OF CHAPTER 16 (ZONING)

WHEREAS, the Town of Paonia, Colorado (the “Town”) 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

WHEREAS, Chapter 6 of the Town of Paonia’s Municipal Code (the “Code”) sets forth the Town’s policies for Business Licenses and Regulations; and

WHEREAS, Chapter 16 of the Code sets forth the Town’s policies for Zoning regulations; and

WHEREAS, in response to growth pressures and concerns related to the scarcity of affordable and workforce housing, the Town has determined that there is a need to protect the limited supply of affordable housing by regulating the conversion of long-term residential rental properties to short-term rentals and the purchase of homes for the purpose of short-term rentals; and

WHEREAS, short-term rentals contribute to the local economy and support tourist-oriented businesses and allow local homeowners to supplement their income and provide flexibility in renting second homes and portions of their primary residence; and

WHEREAS, the Board of Trustees of the Town held extensive public input meetings and workshops to determine appropriate methods of regulating short-term rentals and through those meetings it was determined that uncontrolled and unregulated short-term rentals may also have a direct effect on the quality and character of the community and individual neighborhoods and properties in Town; and

WHEREAS, the Board of Trustees finds that:

1. Protection of the health, safety, and welfare of the residents of Paonia is a basic and valid responsibility of local government.

2. The regulations set forth herein will not infringe on current operations of existing short-term rentals, but limit the creation of additional short-term rentals and provide permanent regulations for new licenses, and the annual renewal of licenses.
3. These amendments to the Paonia Municipal Code do not discriminate against any individual or group of people and such restrictions allow for reasonable accommodation for all individuals as may be required by Federal and State law.
4. The enactment of this Ordinance is necessary to accomplish the goals set forth herein.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO, THAT THE AMENDMENTS TO THE TOWN OF PAONIA MUNICIPAL CODE ARE HEREBY APPROVED AND ADOPTED.

Section 1. The foregoing recitals are incorporated by reference as findings and determinations of the Board of Trustees.

Section 2. A new Article of the Paonia Municipal Code, to be known as Chapter 6, Article 5, entitled "Short-Term Rental Licenses," is hereby adopted and enacted which shall read as follows:

Chapter 6, Article 5. SHORT TERM RENTAL LICENSES

Sec. 6-5-10. 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 establish license requirements for short-term residential property rentals within the Town of Paonia.

Sec. 6-5-20. Definitions.

The following words and phrases, as used in this Article, shall have the following meanings:

Applicant

A natural person with an ownership interest in a property to be utilized as a short-term rental, including a natural person matching the name of an owner or co-owner on the current vesting deed for the property, or a person with a demonstrated controlling ownership interest in any entity or trust that holds record title to the property.

*Local Contact
Person*

The owner, person designated by the owner, or the owner's authorized agent or representative who shall be available twenty-four (24) hours a day, seven days a week for the purposes of (1) responding within 60-minutes to property code violations and/or complaints regarding the condition, operation, or conduct of occupants of the short-term rental, and (2) taking remedial action to resolve such violations and/or complaints.

*Primary
Residence*

A privately-owned residential dwelling or property at which the owner resides for at least two hundred (200) days per year.

*Short – Term
Rental*

A privately-owned Residential dwelling that is wholly available and rented for the purposes of lodging for any period less than thirty (30) consecutive days, a Single Bedroom Short-Term Rental is also a Short-Term Rental but must follow the definition provided for it.

*Single – Bedroom
Short – Term
Rental*

A privately-owned bedroom within a Primary Residence, or within the Core Commercial District (C-1) that is rented for the purpose of lodging any period less than thirty (30) consecutive days, where all other facilities are shared with the owner of the dwelling.

Sec. 6-5-30. License Required.

- (a) It shall be unlawful for any person or entity to operate a Short-Term Rental, or Single – Bedroom Short-Term Rental without first applying for and procuring a license from the Town of Paonia. For all Short-Term Rentals one (1) license is required for the entire Residential dwelling, for Single-Bedroom Short-Term Rentals a license is required for each bedroom listed or intended to be rented out. New licenses shall be subject to ongoing compliance with all applicable Town regulations concerning the licensing and occupancy of Short-Term Rentals.
- (b) In order to operate on or after January 1, 2025, all current Paonia Short-Term Rentals must be licensed no later than December 31, 2024. To qualify for a license, to establish eligibility to hold a license, an applicant must:

- (1) Provide proof of ownership of said property, and, if the property is owned by an entity or trust, proof of the applicant's controlling ownership interest in the property must be provided;
- (2) Provide either:
 - i. Proof that the Short-Term Rental was operational on or before December 31, 2024; or
 - ii. Proof that the applicant's Primary Residence is the same property or on the same property as the Short-Term Rental; and
 - iii. Provide proof that all applicable Paonia sales and lodging tax was paid on the Short-Term Rental for which a license is sought for rentals prior to December 31, 2024.
- (c) There shall be forty (40) total combined Short-Term Rental and Single-Bedroom Short-Term Rental licenses initially available.
- (d) Licenses will be issued for those properties which are either the applicant's primary residence, or are located within the Core Commercial District (C-1), the Community Commercial District (C-2), the Higher Density Residential District (R-3), the Medium-Density Residential District (R-2), by Special Use Review in the Low-Density Residential District (R-1), and by Special Use Review in the Estate Residential District (E-1), as defined in Chapter 16 of the Paonia Municipal Code and the Town's Zoning Map.

Sec. 6-5-40. Conditions of Short-Term Rental Licenses.

- (a) *Occupancy.* All Short-Term Rentals and Single-Bedroom Short-Term Rentals shall have a maximum occupancy equal to two (2) persons per bedroom plus an additional two (2) persons per property. Children under the age of five (5) shall not count toward this occupancy limitation. The number of bedrooms that may be occupied within each Short-Term Rental or Single-Bedroom Short-Term Rental shall at all times be limited to the number of bedrooms for which fees have been paid pursuant to this Article.
- (b) *Private Covenants.* The Town is not a party to and does not enforce most private covenants and agreements. Applicants should therefore review all covenants and agreements that apply to the property they wish to license as a Short-Term Rental because such documents may restrict or prohibit Short-Term Rentals. The Town's issuance of a Short-Term Rental license shall have no legal effect upon any such restrictive covenants or agreements applicable to a property.

- (c) *Community Housing Units Not Eligible for Licenses.* No housing, or portion of housing, which is a part of a Community Housing Program or part of any affordable housing program through the State of Colorado or Delta County, Colorado is eligible for a Short-Term rental license.
- (d) *Ongoing Licensee Obligations.* Each Short-Term rental licensee shall have an ongoing obligation to ensure that all of the information provided to the Town in connection with a license application is kept up to date at all times.
- (e) *License Numbers.* Each license issued by the Town shall have a local license number for each Short-Term Rental. All advertisements for Short-Term Rentals shall expressly specify the license number for the property listed.
- (f) *No Transfer or Assignment.* Each license issued pursuant to this Article shall be personal to the licensee, and no license issued under this Article shall be transferable or valid as to any person or entity other than the named licensee.
- (1) If a use as a Short-Term Rentals will continue after the date of a change of ownership of a licensed property, the new owner shall be required to obtain a new license.
 - (2) There shall be no guarantee that a new license will be available for the new owner of the property.
 - (3) The issuance and renewal of a license pursuant to this Article is a privilege, not a right, and the Town may determine at any time that the allowance of the use of the property as a Short-Term Rental property is not, or is no longer, in the best interests of the health, safety or welfare of the residents of the Town, and may amend or repeal this Article accordingly.
- (g) *Waiting List Established.* Should the maximum number of licenses be filled and there is still a desire for Applicants to submit for a license, a waiting list is established.
- (1) A Waitlist application must be submitted and the required twenty-five dollar (\$25) non-refundable fee paid, and the entry will be time stamped and placed on the waitlist in the order it was received.
 - (2) Applicants will receive an email from the Clerk's office confirming receipt of application as well as a registration number, and their waitlist placement.
 - (3) Any Applicant that changes the property owner's name or property address after submitting the application will lose their placement on the waitlist and go to the end of the line.

- (4) When a license becomes available, the Town will contact the next Applicant on the waitlist via email to inform them that they have fourteen (14) days to submit a complete Short-Term Rental license application and have it received by the Town.
 - (5) If a complete application is not received within fourteen (14) days, the Short-Term Rental license will be denied, the Applicant will lose their placement on the waitlist, and no refund will be issued, and the next Applicant on the waitlist will be notified of an available license.
- (h) *Local Management Required.* Short-Term Rentals must at all times have a designated Local Contact Person whose contact information must be on file with the Town. It is the responsibility of the Applicant to ensure that the contact information is current.
- (1) The Local Contact Person shall be responsible for ensuring compliance with provisions of this Code associated with the Short-Term Rental, including but not limited to compliance with all applicable sales and lodging tax requirements, maintenance of parking areas, removal of snow and ice from sidewalks and pathways, garbage disposal, and other property maintenance requirements.
 - (2) The local contact person must be available twenty-four (24) hours a day, seven (7) days a week and able to respond within sixty (60) minutes, in person as necessary, to emergencies, any Municipal Code Violations, and/or complaints regarding the condition, operation, occupancy or conduct of the occupants of the Short-Term Rental, and to take remedial action to resolve such violations and/or complaints.
 - i. The Local Contact Person must comply with provisions of this code in §16-9-10 (d) (3).
 - (i) *Compliance.* Except as otherwise set for in this Article, all provisions of the Municipal Code, including but not limited to all provisions to health, sanitation, garbage and refuse, animals, motor vehicles, noise abatement, dark skies and light trespass, zoning, and other nuisances, shall remain fully applicable to all properties licensed for Short-Term Rentals, and compliance with all such provisions shall be deemed a condition of all Short-Term Rental licenses.

Sec. 6-5-50. Application Procedure.

- (a) All license applications shall be filed with the Town Administrator, or designee, on forms supplied by the Town.
- (b) The Town Administrator, or designee, may issue a new Short-Term Rental license upon all of the following conditions:

(1) The Applicant has submitted a complete application form and provided all required information regarding the Short-Term Rental unit, including, but not limited to, where applicable, proof of the Applicant's ownership interest in the property, proof of past payment of all applicable sales and lodging tax to the Town, proof that the property to be rented is the Applicant's Personal Residence, or is located within are located within the Core Commercial District (C-1), the Community Commercial District (C-2), the Higher Density Residential District (R-3), the Medium-Density Residential District (R-2), by Special Use Review in the Low-Density Residential District (R-1), and by Special Use Review in the Estate Residential District (E-1), proof of the total number of bedrooms being rented, and information concerning the required Local Contact Person.

i. An Application for a Short-Term Rental within the Low-Density Residential (R-1) zoning district, and/or the Estate Residential District (E-1) must also apply for a Special Use Review and pay all associated fees.

1. When an application for a Short-Term Rental is received and there is a license available, that application will encumber a license until the Special Use Review process is complete and upon approval of the review will be activated. If the Special Use Review is denied, then the license will be unencumbered and returned to the pool of available licenses.

ii. The Mobile Home district (MH), Light Industrial district (I-1), Industrial District (I-2), Developing Resource District (DR) and Public District (P) are ineligible for a Short-Term Rental license.

(2) The Applicant has paid an annual license fee of \$150.00 per bedroom, up to a maximum of five (5) licenses per Primary Residence for Single-Bedroom Short-Term Rentals, or an annual license fee of \$500.00, for a Short-Term Rental that is not a Primary Residence or Single-Bedroom Short-Term Rental, and has also paid all other applicable taxes and fees owed to the Town, including any outstanding taxes or fees related to any of the Applicant's or property owner's other properties and purposes within the Town.

(3) A satisfactory Short-Term Rental license inspection has been completed that verifies certain life-safety items are in place, and must comply with the provisions of this Code listed in §16-9-10 (d) (2).

i. Access to an exterior thirty-six inch (36") wide by six foot eight inches (6' 8") egress door.

ii. Smoke Detectors in every bedroom, Smoke/Carbon Monoxide Detectors outside each bedroom within fifteen feet (15'), and one on each level of the home.

iii. All sleeping rooms must have an egress window or door to the outside.

(4) All other applicable requirements of this Article have been met.

(c) The Town Administrator, or designee, may deny an application if:

(1) The information in the application is incomplete, inaccurate or false.

(2) The Applicant seeks authorization for a license at a prohibited location.

(3) The Applicant seeks authorization for a license and the Applicant's current license is suspended or revoked.

(4) The Applicant is not qualified to hold a license under the provisions of this Article.

(d) All licenses issued under this Article shall expire one year after issuance.

(e) Renewals of existing licenses shall follow all of the same procedures required for initial applications and submit the same required documentation as initial license applications.

(1) Renewal applications are given preference towards the maximum number of available licenses in subsequent years, provided that the application complies with all relevant provisions of the Town's Code.

(2) Renewal Applications for Short-Term Rentals in Low-Density Residential Districts (R-1), and/or Estate Residential Districts (E-1) are not required to seek a second Special Use Review provided that they comply with all provisions of Sec. 6-5-60 of this Code.

(3) A Short-Term Rental that does not submit a renewal application and has not been marked by the Town as received within fourteen (14) days of expiration, will forfeit their license and the Town will notify the next Applicant on the Waiting List, if there are no Applicants on the waiting list, the Applicant may reapply.

Sec. 6-5-60. Revocation and Suspension.

- (a) Any license issued pursuant to this Article may be suspended or revoked by written decision of the Town Administrator after ten (10) calendar days' prior written notice to a licensee of the contemplated action and, in general, the grounds therefore, and after a reasonable opportunity for the licensee to be heard by presentation of responsive information to the Town Administrator, for any one or more of the following reasons:
- (1) Failure to pay applicable Town lodging tax or any other required Town, County, and/or State tax or fee for the Short-Term Rental.
 - (2) Any false statement of material fact contained in the application.
 - (3) Failure to file any report or furnish any other information that may be required by the provisions of this Article.
 - (4) Any other fact or condition that, had it been known to exist at the time of the license application, would have warranted the refusal of the issuance of such license.
 - (5) Any violation of any provisions of this Article or of any other law or regulation pertaining to the requirements of the application, or at the property, or of any of the terms pertaining to the license.
 - (6) Any violation of any provisions of this Article or of any other law or regulation pertaining to the requirements of the application, or at the property, or of any of the terms pertaining to the license.
 - (7) Building code or safety violations related to the Short-Term Rental that come to the Town's attention and cannot be remedied within ten (10) business days.
 - (8) Three substantiated complaints regarding the occupancy, noise, safety, or other disturbance or nuisance within a period of one (1) year.
- (b) In the event of any suspension or revocation, the Town shall have no liability for any Short-Term Rental reservations or revenues that may be affected by any such suspension or revocation, and all licenses hereunder shall be at the risk of the licensee with regard to any such lost reservations or revenues.
- (1) The only remedy for anyone affected by the denial of any application or suspension or revocation shall be the right of the Applicant or licensee, as applicable, to appeal such decision and seek reversal pursuant to the following section 6-5-70.

Sec. 6-5-70. Appeals.

- (a) Any Applicant directly affected by the denial of any license application, or any licensee directly impacted by suspension or revocation of any license pursuant to this Article, shall have the right to appeal to the Board of Trustees and may, thereafter, seek judicial review.
- (b) The Town Attorney shall act on behalf of and advise the Board of Trustees. The Board of Trustees shall not review de novo and shall only reverse or modify a determination of the Town Administrator if it determines that there was insufficient evidence to support the decision or that the decision was otherwise not in compliance with this Article.

Sec. 6-5-80. Penalties.

- (a) In addition to any other remedies available to the Town at law or in equity, after January 1, 2025, the operation of a Short-Term Rental within the Town without a license shall subject the owner of record to a fine in the amount of \$1,000.00 plus an additional \$150.00 per day until a complete license application is submitted to the Town with all required license fees or the Short-Term Rental operation is terminated.
 - (1) Collection of any fines levied are subject to provisions of the Paonia Municipal Code and this does not preclude the Town from seeking additional recompense through Municipal Court actions.
 - (2) Should the property not qualify to be licensed as a Short-Term Rental, the operation shall cease immediately.

Section 3. Revisions to Chapter 16, Article 1 of the Paonia Municipal Code to add or ~~remove~~ the following:

Dwelling Unit means a single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation. ~~One (1) room, or rooms connected together constituting a separate, independent housekeeping establishment for owner occupancy, rental or lease on a monthly or longer basis. The dwelling unit shall be physically separated from any other rooms or dwelling units that may be in the same structure and served by no more than one (1) gas meter, one (1) electric meter and one (1) water meter and sewer tap.~~

Hotel, motel or lodging facility means an establishment containing six (6) or more guest rooms for lodging offered to the public for compensation for periods of time thirty (30) days or less and that customarily provides services such as maid service and the furnishing and laundering of linens.

Landscaped Area means the portion of a lot, parcel or tract that has been improved by the preservation, rearrangement, installation or planting of different trees, shrubs, grass and decorative materials. Decorative materials means materials which augment and enhance the botanical landscaping, including rocks, gravel, driftwood, bark, ponds, fountains, walls or other landscape design features approved by the Town.

~~Rooming Unit means a room providing minimum housing accommodations for a roomer, arranged primarily for sleeping, and/or study, and which may include a private bath but shall not include a separate kitchen.~~

Short Term Rental means a privately-owned Residential dwelling that is wholly available and rented for the purposes of lodging for any period less than thirty (30) consecutive days, a Single Bedroom Short-Term Rental is also a Short-Term Rental but must follow the definition provided for it.

Single-Bedroom Short-Term Rental means a privately-owned bedroom within a Primary Residence, or within the Core Commercial District (C-1) that is rented for the purpose of lodging any period less than thirty (30) consecutive days, where all other facilities are shared with the owner of the dwelling

Section 4. Revisions to Chapter 16, Article 3, Section 20 of the Paonia Municipal Code to add or ~~remove~~ the following:

Add to Table 16-1:

Use	R-1 District	R-2 District	R-3 District	E-1 District	MH District
<u>Short Term Rentals</u>	<u>S</u>	<u>P</u>	<u>P</u>	<u>S</u>	<u>X</u>

Add to Table 16-3:

Use	C-1 District	C-2 District	I-1 District	I-2 District
<u>Short Term Rentals</u>	<u>P</u>	<u>P</u>	<u>X</u>	<u>X</u>

Section 5. A new Article of the Paonia Municipal Code to be known as Chapter 16, Article 9, entitled “Short-Term Rental Regulations,” is hereby adopted and enacted which shall read as follows:

Sec. 16-9-10. Short-Term Rental Regulations.

(a) *Purpose.* The purpose of these standards are to:

- (1) Maintain the character of neighborhoods ensuring they are not turned into tourist areas;
- (2) Preserve long-term rental residential properties and housing choice for the residents of Paonia;
- (3) Protect the health, safety and welfare of the community and Short-Term Rental occupants;
- (4) Support Tourism and visitation to Town through varied accommodations;
- (5) Facilitate the permitting of Short-Term Rental units subject to appropriate restrictions and standards; and
- (6) Establishing a licensing system to ensure that all taxes and fees are paid.

(b) *License Required.* Short-Term Rentals shall be licensed per Chapter 6, Article 5 of the Paonia Municipal Code. The total number of Short-Term Rental licenses available shall be limited per the provisions specified in §6-5-30 (c) of the Code.

(c) *Permitted Locations.* Short-Term Rentals are only allowed within the Core Commercial District (C-1), the Community Commercial District (C-2), the Higher Density Residential District (R-3), the Medium-Density Residential District (R-2), by Special Use Review in the Low-Density Residential District (R-1), and by Special Use Review in the Estate Residential District (E-1), any zoning district not listed is ineligible for a Short-Term Rental license.

(d) *Performance Standards for Short-Term Rentals.*

- (1) *Off-Street Parking.* Off-street parking shall be provided as required by Chapter 16, Article 6, “Off-Street Parking and Loading.”

(2) *Health and Safety.* All Short-Term Rentals must include operable smoke and carbon monoxide detectors, fire extinguishers, adequate accommodations for trash, and pass a life-safety inspection as required in §6-5-50 (b) (3).

(3) *Proximity of Owner or Owner’s Agent.* All Short-Term Rental owners or owner’s agent must reside or conduct business within fifteen (15) miles of the Short-Term Rental. The owner or owner’s agent name and contact information shall be provided to the Town. All Short-Term Rentals must comply with §6-5-40 (h) of this Code.

- (e) The burden shall be upon the owner of the Short-Term Rental to verify to the Town that the criteria of this Section are met and if necessary, provide adequate proof.
- (f) Failure to comply with any provision in this Section may result in revocation or suspension of any license to operate a Short-Term Rental in accordance with the provisions of §6-5-60, and may be subject to fines and penalties found in §6-5-80 of this Code.

PASSED AND ADOPTED this 12th Day of November 2024.

Paige Smith, Mayor

ATTEST:

Samira M. Vetter, Town Clerk

Approved as to form and contents:

Clay Buchner, Town Attorney

Memo

To: Stefen Wynn, Town Administrator, Town of Paonia
From: Shay Coburn, Urban Rural Continuum
Date: May 13, 2024
Re: Summary of May 9, 2024, Joint Work Session on STRs and ADUs

Stefen,

I am sending you this memo to offer suggested edits to the proposed STR and ADU regulations based on the input received during the joint Board of Trustees and Planning Commission work session on May 9.

- ADUs
 - Consider revising parking requirements. Some feedback indicated that 0 parking spaces should be required, and some thought more should be required. Perhaps the proposed 1 off-street space per ADU is the middle ground.
 - Remove proposed 16-11-60(a)(1)(f) – most input received preferred to not regulate aesthetics.
 - Consider adding this back from the first draft: “The property owner, as reflected on record with the County Clerk and Recorder, must occupy either the principal dwelling unit or the ADU.”
 - Revisit tap fees – some participants preferred that an ADU pay a full tap fee or at least a partial tap fee. Consider addressing this within Chapter 13 rather than in 16.
 - Review the definition of “Developable lot” – maybe this can be done with the code reorganization/cleanup project.
 - Determine if the Town allows for manufactured housing including tiny homes/houses, as inspected by the State. This may also be part of the code reorganization/cleanup project.
- STRs
 - Treat the rental of just one room within a dwelling unit differently than the rental of a full dwelling unit. There are a variety of approaches to do this, most of which require a definition of a “hosted” STR or “one bedroom” STR. Be very clear in this definition that it only includes the rental of a bedroom within a dwelling unit where all other facilities (bathroom, kitchen, living, etc.) are shared with the host/primary occupant of the dwelling. It seemed like there was support to simply charge these types of STRs less but still count them in the cap and require that they generally meet the same standards.
 - There were two people that support requiring inspections of all STRs. There remains confusion around what is staff’s role in administering any new regulations vs. what needs to be included in the code.
 - There remains a desire to only allow locals to have STR licenses. I am not clear whether this is legal without creating a tiered system where non-locals are also allowed to have STRs which would not achieve what I am hearing is desired. Please check with your legal counsel before considering this.
 - Consider explaining the proposed \$500 fee with a breakdown of hours and cost to the Town.
 - The proposal to have all STRs licensed no later than January 1, 2025 did not receive any comments so I’d interpret that as if it was generally acceptable.

At the end of the work session, I shared that staff would prepare an ordinance for the Planning Commission to consider. There were mixed feelings about this next step as some wanted more time to discuss without an ordinance drafted and some were ready to see an ordinance. There were also a few Trustees or Commissioners who wanted to just focus on STRs then focus on ADUs.



Shay Coburn <shay@urbanruralcontinuum.com>

Fwd: Comments on Planning Commission Work Session 03/19/2024

M Pattison <mpattison@gmail.com>

Tue, Mar 19, 2024 at 7:00 PM

To: "shay@urbanruralcontinuum.com" <shay@urbanruralcontinuum.com>

Hi Shay, see below. Sorry if you're receiving this twice, I sent this to the town as indicated on the packet, but I saw your email at the end of your presentation.

Thank you for your work on this, and great meeting tonight!

----- Forwarded message -----

From: **M Pattison** <mpattison@gmail.com>

Date: Tue, Mar 19, 2024 at 6:34 PM

Subject: Comments on Planning Commission Work Session 03/19/2024

To: Paonia <paonia@townofpaonia.com>

Thank you for the work that has been put into this study and recommendations, it is so needed and appreciated!

My comments on the packet for the 3/19 Planning Commission meeting:

- ADUs
 - I agree with allowing one ADU for each detached single-family dwelling.
 - I disagree with the requirement for an additional off-street parking space. Parking minimums in general are being reconsidered in a lot of communities trying to revitalize, and either reduced or completely eliminated. A great resource to learn more about this is strongtowns.org. I think parking minimums would restrict the ability of many single-family home owners to turn existing garages, carriage houses, etc into ADUs, because those are existing structures that could be converted while still preserving landscaping. I think green landscaping and trees adds far more value to the town long-term than replacing yard space with asphalt for a somewhat arbitrary parking minimum.
 - I would support a prohibition of STRs in ADUs, because you would be allowing added density for a use that we're trying to limit.
 - I disagree with waiving tap fees for ADUs; I think this creates more complexity and inconsistency in our already complex water system. However, I do like the idea of finding incentives for ADUs that are also used as long-term housing!
 - I love the idea presented to set up a water fee schedule to focus on use, which would be the most fair overall.
 - Simplification of setbacks - I agree with the idea behind this, but I think using front yard/side yard/rear yard would create unintended consequences because there is so much variation in how our housing (particularly older housing stock) is oriented on the lots. I'd rather see setbacks based on proximity to a main thoroughfare, proximity to a residential street, proximity to an alley, etc.
 - I would also retain landscaped open space requirements, because I think preserving green space is so important for the livability of town as the climate continues to change.
- STRs
 - I agree with many commenters who suggested a lower cap on STRs. However, I would love to see this tied to percentage of total housing stock somehow so reasonable growth (or reductions, as appropriate) can continue over time without having to revisit the cap (and rehash the STR discussion overall) every few years.
 - Regarding taxes and fees for STRs, I agree that any actual tax may depend on state regulations and would take extra work and time. Some additional actions the town could take now would include charging commercial base rates for utilities in addition to the annual permit fee.
 - The proposed definition of STRs on page 9 of 32 includes motels, hotels, etc. Most of these are not adequately defined in our code now.
 - The footnote on page 16 of 32 indicates that dwelling units would be permitted as accessory to a business. The definition of "accessory to a business" has been very contentious in town in the last couple years and I think it should be clearly and carefully defined.
 - I think the current requirements for home-based businesses, such as notification of neighbors and a public hearing, should be extended to STRs.

Thanks again for the work, time, and community involvement that has been part of the process!

-Michelle



Shay Coburn <shay@urbanruralcontinuum.com>

Fwd: Cabin loft question ...

Molly Wheelock <wheelockmolly@gmail.com>

Thu, Mar 21, 2024 at 9:14 AM

To: Molly Wheelock <molly@studiomwarch.com>, Shay Coburn <shay@urbanruralcontinuum.com>

Hey Shay!

My cousin is updating a cabin near Estes Park and sent me this handout for "cabins".

I've never seen anything like this but it seems like a version of this could be useful throughout the state. Just thought it was interesting in relation to the question of ADUs.

Thanks again for facilitating such a democratic and informative work session.

Some comments I thought I'd share in writing:

- I'd rather see a cap on STRs but not put lots of other restrictions on them. For example, a two year license lottery is very disruptive to STR hosts. It takes a lot of startup and operating costs. Perhaps there are a certain percentage that are stable licenses (still non-transferable).
- I also want to reiterate that an ADU is a good space for an STR (better for long term of course). It's safe and private. Some current STRs are already in ADU type structures. If there's a cap, license, & affordable housing tax, I'd rather not limit what part of someone's property can be an STR. My libertarian side is showing on this one a bit.
- I really like the idea of an STR tax or fee that goes towards a housing program. (Not my libertarian side).
- This is economic development, but how could we incentivize the establishment of more licensed Bed and Breakfasts or the development of new lodging options?
- I have a personal question or pondering relating to ADU/STRs. I own a multi family property (2 adjoining units on an R3 lot), one 3br and one 1br. I live full time in the 1br. If I wanted to travel in the winter or let out my space on busy summer weekends and head for the hills... would this be a full STR or a room let? I'm not attached to using it to rent out, it would be helpful but it's a lot of work and a lot of hassle in my personal space. I figure it could be an interesting situation to ponder though, as others may be in the same boat.
- There are a lot of different ways that properties and buildings are non conforming. Do we regulate life safety and building code, but not lot coverage? Many accessory buildings were approved during the last admin's term due to a misreading of lot coverage (she read it as 70%). There are board members who would benefit from a lenient reading of lot coverage. I take issue with this. I could see a SLIGHT easing of the lot coverage requirements, but not much. Are we including paved structures and covered porches? Is this just about density or are we considering permeable surfaces and water infiltration? I want to encourage some new development and housing diversity, but fairly and recognizing why lot coverage regulations are essential.

Thank you again Shay. I'm really impressed by your work, by the current town government, and our new administrator. It's encouraging after a rough few years.

MOLLY WHEELOCK

"Let the beauty you love be what you do.

There are hundreds of ways to kneel and kiss the ground." - Rumi

----- Forwarded message -----

From: **David Lehmkuhl** <6lehmkuhls@comcast.net>

Date: Thu, Mar 21, 2024 at 7:38 AM

Subject: Re: Cabin loft question ...

To: Molly Wheelock <wheelockmolly@gmail.com>



DEFINITIONS

A **"cabin"** is defined in the Larimer County Land Use Code as:

A structure that contains at least one habitable room for living, sleeping, eating, cooking or sanitation that is designed, arranged and intended to be occupied by one occupant or living unit.

1. A cabin that includes a primary heat source and living facilities for sleeping, eating, cooking and sanitation will be classified as a single-family dwelling.
2. Cabins are permitted in the applicable zoning districts (see Larimer County Land Use Code Section 3.3.3) only in the west half of Range 70, in Ranges 71-78 and in Townships 11 and 12, Ranges 68-78.
3. A Cabin is a principal use that precludes a property owner from having more than one cabin or a cabin and a dwelling on the same parcel.

Note: Cabins may be lived in year-round.

Primary Heat Source

A heating system capable of maintaining room temperatures at 68 degrees Fahrenheit at a point three feet above the floor and two feet from exterior walls in all habitable rooms during cold inclement weather when the structure is not occupied.

CABINS

Minimum Floor Area and Room Dimensions

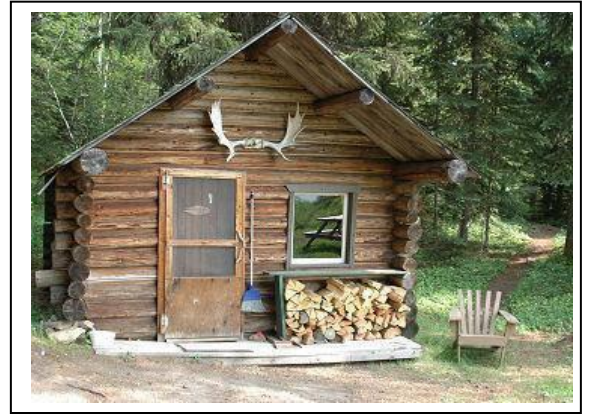
- Cabins must be built to follow International Residential Code (IRC) and National Electric Code (NEC) requirements as adopted/amended by Larimer County.
- Cabins must have one or more habitable rooms (space for living, sleeping or eating) at least 70 square feet in floor area and at least seven foot minimum in length and width. Kitchens are exempt from minimum sizes.
- At least seven-foot ceiling height is required for all habitable rooms, hallways, and basements, with 6' 8" minimum required for bathrooms and laundry rooms.

Additional Information & Requirements

1. Cabins must be designed and built to comply with Larimer County's snow, wind and foundation requirements. Cabins must be installed on a permanent foundation. Building plans, permits and inspection approvals are required for cabins. Most cabins require engineered plans, because they are built in the High Wind and/or heavy snow area of the county, where site design criteria exceed prescriptive building code standards.
2. If plumbing is installed in the cabin, all plumbing lines shall be equipped with drain down valves to remove water from the various systems to prevent freeze damage. Drain lines must also be protected with approved anti-freeze during winter months to prevent freeze damage. It is the owner's responsibility to provide the required maintenance to protect the plumbing system. All plumbing work must be inspected and approved.
3. Cabins with no heat or heated only by solid fuel are exempt from energy code requirements such as insulation and window efficiency. Cabins with primary heat sources (gas or electric) must comply with county energy efficiency requirements including minimum insulation levels in exterior walls, basements, crawlspaces, and attics. Wall insulation must be covered by an approved vapor retarder. Combustible insulation facings must be covered. Fireplaces and wood stoves must be inspected, approved, and pass federal, state and county clean air requirements. Heating and cooling equipment must meet energy and mechanical code rules.

Additional Information & Requirements

4. Smoke detectors are required on each story, in each sleeping room, and outside each sleeping room. Carbon monoxide detectors are required in each separate sleeping area within 15 feet of each sleeping room for cabins with an attached garage or containing fuel-fired appliances. Code-compliant egress windows are required from each basement, sleeping room and sleeping loft. Smoke detectors, egress windows, and carbon monoxide detectors must be inspected and approved at the final building inspection.



5. All guards, handrails and stairs must be inspected and approved as complying with adopted Larimer County Building Code requirements, including rise, run, width, opening size and height.

6. All electrical work must comply with the latest NEC adopted by Larimer County and pass inspection by county electrical inspectors. For cabins using battery or generator systems, consult the electrical inspectors for specific requirements. Cabins with a kitchen, living area, bedroom or bed area, and a bathroom are considered dwellings under the NEC and must follow all dwelling electrical requirements, with or without primary heat. **Consulting with an electrical inspector to see how these requirements might affect your project now and in the future is highly recommended. Call an electrical inspector at (970) 498-7660.**

7. A letter of completion confirming all required inspection approvals is issued for a cabin. No certificate of occupancy (CO) is issued for a cabin—COs are issued for single-family dwellings and commercial structures only. All required inspection approvals must be obtained prior to using or occupying the cabin, (i.e. setback, foundation, framing, wildfire, roof, final, as well as plumbing, electrical, gas, woodstove, heat/vent, insulation etc. when installed).

8. A permit and final inspection approval is required from the Larimer County Department of Health and Environment. Cabins may use holding tanks or other approved types of sewer systems. **Consulting with the Health Department on system requirements is highly recommended.** (Please address both your current and future use plans at the start of your project.) Contact the Health Department at (970) 498-6775.

9. Consult with the Larimer County Wildfire Safety Coordinator for specific requirements at your building site. Most cabins are located in the Wildfire Hazard Area and require minimum Class B fire-rated roof coverings, minimum Class C fire-rated siding materials or one-hour rated exterior shell, non-combustible siding or ground cover for three feet minimum from grade, spark arresters for chimneys serving solid- or liquid-fueled fireplaces, woodstoves, barbecues, or decorative heating appliances, and defensible space around the perimeter. Final inspection approval from the Wildfire Safety Coordinator is typically required under cabin permits. The contact phone number is 498-5301.

A separate permit is required to convert a cabin into a single-family dwelling or other use (see Page 3 for more information).

HOW DO I CLASSIFY MY CABIN AS A SINGLE FAMILY DWELLING?

A cabin does not receive a Certificate of Occupancy (CO). A cabin must be classified as a single-family dwelling in order to obtain a CO, and all of the following items must be present:

1. Approved electrical system for a single-family residence.
2. Approved sanitation system with permit/approvals by Larimer County Health Department or the sanitation district having jurisdiction. (Indoor bathroom and kitchen sink **are required**).
3. Approved potable water system meeting requirements of county-adopted Plumbing Code; approval of other agencies is required depending upon type of system—public water system, well or cistern.
4. Approved water heater installed.
5. Approved “primary” heat source. Such systems must be gas or electric unless another system has been approved by the Larimer County Building Official as an alternate method of heating. Cabins with primary heat sources must meet county energy and mechanical code rules, which could require adding insulation or changing out windows. If you are building a cabin, it is a good idea to build it to the standards of a single-family dwelling now so that later retrofits will not be required. Energy-efficient cabins are also more comfortable and save occupants money on heating and cooling.

If any one of the above listed items is NOT present, the structure will be classified as a **cabin and no CO will be issued**. (See the previous eight listed items concerning Cabins.)

Regardless of whether a CO is issued or not, all required inspection approvals for the cabin must be obtained prior to using or occupying the structure, including but not limited to:

- Setback, footings, foundation, framing, roof, wildfire, etc.
- Plumbing, heating, gas, fireplace/woodstove, electrical, insulation, when installed.
- Life-safety issues including egress windows, railings, clearances to combustible materials, smoke detectors, CO alarms when required, address numbers, etc.

Larimer County Department of Health & Environment must inspect and approve:

- Private sewage disposal system installation





Dear Town Council of Paonia,

I am writing to express my deep concern regarding the proposed short term rental regulations in Paonia. As a resident of this tight-knit community of 1,500 people, I have witnessed firsthand the devastating impact that the housing crisis is having on our families and children.

The board has acknowledged that there are currently 30 homes being used for short term rentals through platforms like Airbnb. While some may argue that 30 homes wouldn't significantly impact the housing situation, I strongly disagree. Those 30 homes could provide stable housing for 30 families, which represents a staggering one-third of all the families whose children attend our local elementary school, NFSIS.

The reality is that real people and real children are being forced to relocate repeatedly, if they are lucky enough to find alternative housing within Paonia. Many others are being pushed out of our community entirely. This constant upheaval is not only disruptive to their lives but also threatens the fabric of our community.

Rather than calling for an outright ban on short term rentals, I propose a simple compromise. I recommend amending the short term rental regulations to include the following points:

1. People occupying their homes who want a short term rental permit should be given priority. This ensures that homes are occupied as close to 100% of the time as possible, rather than being used as hotel rooms with less than 50% occupancy. By allowing homeowners to rent out their places when they are out of town, we can support the local economy and keep homes occupied nearly all the time.
2. Accessory Dwelling Units (ADUs) with owner occupants should get second priority for short term rental permits. This incentivizes the creation of new housing units by guaranteeing income and lessening the financial impact of building.
3. Instead of issuing permits that allow for year-round short term rentals, permits should be broken up into 60-day increments over the course of 365 days. This encourages more residents to rent out their homes for shorter periods, spreading the economic benefits of short term rentals to a larger portion of the community while alleviating the housing crisis through maximizing the use of existing buildings.
4. Permits should be renewed annually, with owner occupants seeking a short term rental permit being given priority. This ensures that the permits are being used for the best interest of the community.

By implementing these changes, we can strike a balance between the needs of our local residents and the interests of those operating short term rentals. It is crucial that we prioritize the well-being of our community members and take steps to alleviate the housing crisis.

I urge you to consider these recommendations and to craft short term rental regulations that reflect the urgency of the situation. Our community is at a crossroads, and the decisions we make now will have lasting impacts on the future of Paonia. Let us work together to find solutions that put the needs of our residents first and preserve the unique character of our town.

Thank you for your attention to this critical issue.

Sincerely,
Pete McCarthy
119 ½ Dorris Ave

415.623.9773

I am writing to add some thoughts regarding issues that are currently up before the town through the process of updating the master plan.

I offer these as my personal insights and separate from my roles serving on the planning commission and board of appeals.

There is a major concern about affordable housing which I recognize as a challenge for many individuals in our community. The ideas that short term rentals and additional dwelling units can remedy this situation may be unrealistic.

I believe that the driving force behind the lack of affordable housing is how much housing values have risen over the last 5 years. My own house is now about 4 times the price we paid for it. This is not just in our community but seems to be across the country. I am not sure that affordable housing will improve just by limiting STR's or ADU's.

An 800 square foot structure will cost about \$240,000 to construct in the current market which will relate to a mortgage of about \$2,000. I don't think that anyone believes that that is affordable.

I would imagine that the only real way to get affordable rentals s is for the community to subsidize it, which is an especially unlikely given a town as small as ours with limited resources.

I don't not want to seem like a naysayer. I just want to make sure that real pressures that I believe are driving this issue are being considered honestly.

My second concern has to do with the Water Tap Moratorium. There is a particularly vocal group of people that are concerned with the water issue. We all experienced the emergency when we had to go to town hall to pick up bottled water for our needs. I am not sure that the moratorium is the crisis that many believe.

The argument from some people is, that the studies from water engineering firms are incomplete or inconclusive in terms of actual water availability. I have concerns with these types of studies. I get the feeling that the engineering companies doing the studies may be overly cautious due to the possibility of litigation at some future date if things don't work out the way their study says. This is a common practice to over engineer something to be sure that it will not fail at the recommended level. This would be like a ladder rated for 225 lbs. that was actually designed and tested to meet 400 lbs.

I think, that it is an issue of infrastructure rather than actual water resources. I read in the report on water recently that the Town of Paonia controls about 2.3 billion gallons of water rights. I also read that the average usage in town is at about 1.5 million gallons per year. The town also has storage capacity for about 3 million gallons at any time. Admittedly, there are issues with the storage facilities as I understand it and these issues are in process of being analyzed for mitigation, but this seems to me to be the real issue. Even if the actual availability in a given year was only 25% of the water rights the town controls, that would mean that there would be about 38~~38~~ times the annual usage at our current rates.

The focus for this issue should be to repair the facilities we have, which would give a capacity of twice the yearly usage without refilling and then upscale capacity as the town council deems appropriate and budget allows.



Shay Coburn <shay@urbanruralcontinuum.com>

FW: Two thoughts regarding the Joint Planning Session Held on 3/19/2024

1 message

Stefen Wynn <StefenW@townofpaonia.com>
To: Shay Coburn <shay@urbanruralcontinuum.com>

Mon, Mar 25, 2024 at 8:52 AM

Hi Shay,

Please see below for your consideration.

SW

From: Paige S <paiges@townofpaonia.com>
Sent: Sunday, March 24, 2024 4:20 PM
To: Stefen Wynn <StefenW@townofpaonia.com>
Subject: Two thoughts regarding the Joint Planning Session Held on 3/19/2024

Hello,

I have one suggestion for consideration that I don't believe has been brought up by others and a point of clarification.

1. Pages 37 & 38 of the Agenda Packet: Section 16-11-60 **Requirements for accessory buildings and uses**. I suggest that this section be maintained as I believe there will still need to be requirements for detached garages, tennis courts, private greenhouses, etc. Perhaps this section needs updating, but I would not advise removal. However, I would suggest this section be retitled as follows:

Section 16-11-60 **Requirements for accessory buildings and uses with the exception of accessory dwelling units**.

This would make clear that there are separate requirements provided for accessory dwelling units.

2. A reference to the International Residential Building Code's Appendix regarding Tiny Homes was made at the March 19 work session. The Board of Trustees adopted the 2018 International Residential Building Code in 2022. The 2018 code also includes an Appendix Q Tiny Homes and this Appendix was specifically adopted in 2022. Appendix Q applies to Tiny Homes to be used as single dwelling units which are 400 square feet or less.

Thank you,

Paige Smith

3/29/24, 11:31 AM

urbanruralcontinuum.com Mail - FW: Two thoughts regarding the Joint Planning Session Held on 3/19/2024

Town of Paonia Trustee

307-631-4544

70



Shay Coburn <shay@urbanruralcontinuum.com>

Short term rentals

Shirley A Yeamans <oosehq@paonia.com>

Tue, Mar 26, 2024 at 10:19 AM

To: shay@urbanruralcontinuum.com, paonia@townofpaonia.com, stefenw@townofpaonia.com

Cc: oosehq@paonia.com

Shay and the Town of Paonia,

I attended the meeting on Tuesday, March 19, 2024, and was favorably impressed with the preparedness and organization of the material presented.

I do have some additional thoughts to share. As the owner of two short term rentals established in 2012, I want to explain the regulations that I have already met to use my property in this way. In getting started 10 years ago, I first checked with the town and then the state. I pay state, county, local, and lodging taxes quarterly. Also, I keep my state license current. Since I have met the requirements for my short term rentals, I am wondering why I should be charged additionally for yet another license and more regulations. This is not going to solve the lack of housing problem in Paonia. Could just registering with the town work without one more expense?

My houses are used for weddings, family gatherings, funeral and birth gatherings, hunters, BMW rallies, Cherry Days, and Harvest festival, plus for my own family use, so you can see they function for a variety of uses. I also rent for longer than 30 days, which removes them from being uniquely used for short term purposes.

In defense for short and sometimes longer term rentals, there is definitely a need for additional lodging during the influx of people to Paonia during these special events. It's important to remember that all these events bring income to Paonia. In my experience, many families like renting a whole house where they can be together and have cooking privileges plus other amenities. Renting my houses short and sometimes longer term helps me keep my property in good repair.

In closing, I would hate to see short term rentals regulated out of business and private property infringed upon. I question whether regulating short term rentals would really fix the shortage of housing in Paonia.

Respectively submitted,
Shirley Yeamans



Shay Coburn <shay@urbanruralcontinuum.com>

Fwd: STR ADU Comments

1 message

Dave K <DaveK@townofpaonia.com>

Mon, Apr 8, 2024 at 3:37 PM

To: Shay Coburn <shay@urbanruralcontinuum.com>

Hi Shay,

I'll be leaving tonight's meeting early and I regret that I'm unable to be in two places at once, both situations are important to me. Also, I'll leave a hard copy of these comments with you.

Best...

Dave

The Town of Paonia is an Equal Opportunity Employer

Dave Knutson

970 260-3260

Begin forwarded message:

From: David Knutson <shinumo2@icloud.com>**Date:** April 8, 2024 at 3:34:31 PM MDT**To:** Dave K <DaveK@townofpaonia.com>**Subject:** STR ADU Comments

April 8, 2024

Dear Shay,

Here are my comments regarding STR and ADU regulations

Overall: I so appreciate your professional and diligent approach to these hot button issues and especially how timely this is. Thank you, thank you, and THANK YOU!

My big push has always been owner occupied STRs. I recognize that you advise against this, yet Mancos, CO has very strict STR regulations regarding local ownership of units. I have a call into their Town Administrator, but here is the link to their page on STRs: <https://choosemancos.com/short-term-rentals/>

Section 6-5-20:

Suggest that there be a set fee enacted by the Town Board for applications and for renewals, paragraph (b) is too open ended and scary with consultant and legal fees, mailing, etc. As set fee is much more manageable for town staff and predictable for anyone with an STR.

Section 6-5-30:

Suggest that revocation of a license may also occur when there are two or more police calls to the STR in any three month period. Main intent here is to keep peace in the neighborhoods.

Section 16-1-100:

Does the dwelling unit definition need further clarification about provisions for eating and cooking. I've seen people skirt the regulations by saying this is just a studio with a bathroom and a separate sink in the main studio living area... Later on, they put in a hot plate, small refrigerator, and a microwave and boom the in-room sink has now expanded to a kitchen - its then a full fledged ADU or STR.

Section 6-3-20

Excellent comment SC13, no special review process

Section 16-6-10

We are not Boulder or a big city. Our future is making Paonia more walkable and bike-friendly. We are too small to have parking regulations and there is a lot of public support for trashing parking regs. It's too onerous to require ADUs or STRs to provide off-street parking - this could be part of the criteria for approval, i.e. if off street parking is provided, then bonus points for the application.

OUT OF THE BOX PROPOSAL:

We have very specific legacy events in our Town (BMW, Cherry Days, Mountain Harvest, Pickin' in the Park). I just wonder if pop-up permits for STRs for those dates might be useful?

(a)(7): How difficult will this be to enforce over the long term? Might be worth it with limited STR licenses to just forget about it.

4/10/24, 11:55 AM

urbanruralcontinuum.com Mail - Fwd: STR ADU Comments

SUGGESTED CRITERIA FOR EVALUATING STR LICENSES: owner occupied (see Mancos, CO); registered with on-line service such as AirBnB or VRBO; no more than two STR's on any one block in Town; certification by owner that unit meets electrical, plumbing, heating/AC, building codes and safety requirements (fire extinguisher, smoke/CO alarm)

73

David Knutson
(970) 260-3260

Oh that means # of
Cap at 20% licenses 1 yr
30

from Deborah Spiegel

~~Deb~~

How is requiring licenses
going to help with housing
needs? ^{or anything?} As a homeowner

I would not choose to rent

a room in my house long term,
so its not taking away from long term rental pool.
A short term guest doesn't
use the kitchen ^{in my house}. This idea
Doesn't

fix the problem of housing shortage.
How are licenses going to help?

Theres also a need for
short term places to stay. In previous
conversations on this it was
emphasized how many people come
to town for events + spend \$ here!
need more spots than hotel can
provide. Sales tax? Airbnb collects it for
you. Don't eliminate STRs!

I've only been renting for a week or a night during summer months & the income helps me upkeep my property. This is feeling so unfair & makes no sense. How much \$ will I pay for license & what are chances I'll be accepted as one of the few? I have tons of off street parking. Plenty I should say. How can you require a homeowner to rent long term? I don't want a roommate in my space, as said before, so it won't help the housing shortage. What's the license for? I'm feeling like too much government control of what I do in my own house.

Are you going to charge young adults who cohabitate & inspect if they have met safety requirements like smoke CO2?

Yes so this will ^{others} stop me from renting, reduce # spots for travelers to stay when hotels are full, keep me from having \$ to upkeep my house, & hows that help? How does licence help? Please explain? Don't rush this,



Shay Coburn <shay@urbanruralcontinuum.com>

FW: Short Term Rentals

Paonia <paonia@townofpaonia.com>

Mon, Apr 15, 2024 at 9:42 AM

To: Samira V <SamiraV@townofpaonia.com>, Shay Coburn <shay@urbanruralcontinuum.com>

Cc: "deborah@dbtmusic.com" <deborah@dbtmusic.com>

Comments received...

**Ruben Santiago,*****Deputy Clerk / CIW Associate***

P : (970) 527-4101

F : (970) 527-4102

E : RubenS@townofpaonia.com

214 Grand Ave.

Paonia, CO 81428

<https://townofpaonia.colorado.gov/>

From: Deborah Spiegel <deborah@dbtmusic.com>**Sent:** Monday, April 15, 2024 9:35 AM**To:** Paonia <paonia@townofpaonia.com>**Subject:** Short Term Rentals

You don't often get email from deborah@dbtmusic.com. [Learn why this is important](#)

Please forward to those who need to see this.(Don't have the email of the person who led the meeting last week)

I have been thinking this over a lot this week and want to share my thoughts.

First of all, according to the DCI paper's summary of the Town's master plan, "collaboration between different entities, support for local businesses and entrepreneurship, the need for workforce development and a balanced role between

tourism and remote workers were common themes for the town to consider. Agriculture, creative sectors, tourism and skilled labor and trades in healthcare, construction and maintenance were fields that the town should look for in strengthening its economy."

Let's take these one at a time.

Tourism. Good for the economy. Where are these tourists going to sleep? There are not many hotel rooms in the area, not enough. Someone gave a thorough presentation to the board back before covid, where it was detailed how many events are held here in the summer and how many sleeping rooms are needed. At that time the board members were expressing gratitude for those of us who provide those guest rooms for visitors who pour money into the town businesses.

Examples of guests I have had, why they came here: visit family member, wedding, take a class at Elsewhere, buying a house that's not ready yet, Dances of Universal Peace event, BMW rally, medical professionals from that low cost healthcare event that came to town, traveler going to Black Canyon, town event such as Cherry Days or Harvest Festival, events at Big Bs, tai chi classes, other events...

Support for local businesses. Yes. The tourists stay at a short term rental or hotel and buy their meals out, purchase things in town, and thus support local town businesses.

Entrepreneurship. Well, the short term rental entrepreneurs are not feeling supported at all at this time with the proposed government control pending.

Local jobs: Short term rentals hire people to do the yard work and house cleaning as well as maintenance and repairs. All of these workers will lose these jobs if they are no longer allowed to exist. Long term rentals don't require the above.

Long term rentals: I once owned 5 rental houses. And I can tell you that the tenants, even if they were well qualified, even if they were neat and tidy, even if they worked at high paying important jobs, always trashed the house. The yard work is often not done, and when you walk by the house you see tall weeds and junk. Some don't pay for trash so the trash builds up and stinks. Some have dogs that dig up the floor, or angry men who punch holes in the walls, or loud parties disturbing the neighborhood, or grow pot in the backyard, or numerous other issues that I have never seen in short term rentals.

Housing: Removing short term rentals is not going to necessarily force homeowners to do long term rentals. Most of us have had the experiences I mentioned above. However, I really responded emotionally in a positive way when Stephan Wynn suggested offering some incentive for long term rentals. What would that be I wonder? I respond to positive incentives way better than resisting the arm of the government crawling into my private space and dictating what I can and can't do inside the home I live in.

Single rooms in a private home: If I am not allowed to rent my guest room due to not enough permits, it won't help the housing situation one bit because I am not set up to have a long term roommate in my house. It's not set up for them to have kitchen access. They get a nice bedroom, bathroom, common room with fridge and coffee tea etc...No kitchen. The room I was renting has egress windows. I have a smoke alarm and CO2 alarm. I have a handrail. If you inspect me I will pass. But that is super invasive. I really disapprove of sending government agents into private homes.

Airbnb automates collecting payment for all the **taxes**. If the town hasn't already set up a tax, then, call airbnb and tell them what it is. The guest will be charged accordingly.

On the other hand, the **permit** will come out of the pocket of the homeowner, which means someone like me who is just trying to make a little extra income for upgrades to my house, for home maintenance, will not make a thing.

Permits ,am I right about the logic of counting a single room the same as a house? If enough single rooms take up the numbers of permits then the large houses will have to rent long term. Is that the thought? This doesn't solve the need for **tourism**.

Well, that's all I have time to write at this moment. Hope you take it in and that it's helpful. I will be a resource for you about long and short term rentals as I have been in since 2004, but am now out.



Shay Coburn <shay@urbanruralcontinuum.com>

FW: Short Term Rentals

Paonia <paonia@townofpaonia.com>

Wed, Apr 10, 2024 at 2:28 PM

To: Samira V <SamiraV@townofpaonia.com>, Shay Coburn <shay@urbanruralcontinuum.com>

**Ruben Santiago,*****Deputy Clerk / CIW Associate***

P : (970) 527-4101

F : (970) 527-4102

E : RubenS@townofpaonia.com

214 Grand Ave.

Paonia, CO 81428

<https://townofpaonia.colorado.gov/>

From: David Marek <paonialaw@aol.com>**Sent:** Wednesday, April 10, 2024 12:43 PM**To:** Paonia <paonia@townofpaonia.com>**Subject:** Short Term Rentals

You don't often get email from paonialaw@aol.com. [Learn why this is important](#)

Attached are my comments regarding the proposed Short-Term Rental Licenses ordinance. Please distribute it to the members of the Planning Commission and Board of Trustees.

Thank you

David A. Marek

Paonia, CO 81428

NOTICE: This transmission may contain confidential or privileged information . It is intended for the use of the recipient named above. If you are not the intended recipient, any disclosure, distribution, forwarding , or copying of this transmission, or the taking of any action based on this transmission, is strictly prohibited. If you received this in error, please immediately notify me by telephone, in addition, please delete the erroneously received transmission from any device/media where the message is stored.

2 attachments**STR-Colorado-Impact-Study_Final_05.25.2022.pdf**

9165K

**Paonia STR Memo_0001.pdf**

68K

April 10, 2024

Paonia Planning Commission and Board of Trustees

Re: Short Term Rentals

Short term rentals support Paonia's growing tourist economy by providing lodging to visitors for the festivals, concerts, wine tours, weddings, seminars, and reunions. There is not enough lodging to accommodate these visitors who spend money in Paonia generating sales tax revenue. STR's also create jobs for local residents to manage, clean, and maintain the yards. Local residents can supplement their income by renting their homes or rooms short term. Short term rentals must be better maintained than long term rentals in order to be successful. If the Town does reduce the number of short term rentals, it will not have a significant impact on the long term rental market, and there will be a cost to the local economy.

The Housing Needs Assessment prepared for the Town does not address the economic benefits of STR's, but recommends regulating STR's in order to limit the number of STR's and discourage property owners from renting short term without taking into account the negative economic impacts to the community of lost jobs and revenue to the local people, as well as sales tax revenue.

I have included a copy of a Colorado Short Term Rental Impact Study prepared in May of 2022 for Eagle, Grand, Routt, Summit, and Pitkin Counties which concludes that STR visitor spending is responsible for 15% of all jobs in those communities. While these resort communities with ski areas are not the same as Paonia, the study demonstrates the economic benefits of STR's to those communities.

During recent work sessions the argument was made that by limiting or discouraging STR's in Paonia, the number of long term rentals would increase. Many of the short term rentals are also occupied by their owners, so converting them to long term rentals is not an option. The Colorado Short Term Rental Impact Study concluded that only 3% of the STR inventory could be repurposed to fill the workforce housing gap. The Housing Needs Assessment identified 30 short term rentals in Paonia. If only 3% of that inventory is converted to long term housing, that would be an increase of one long term rental. It is not realistic to assume that reducing the number of STR's will result in more rental housing for local people.

If I have to rent my rental home long term, the local residents who clean the home and maintain the yard will lose their jobs, and the long term rent will not be affordable for many local residents based upon the findings in the Housing Needs Assessment.

I encourage you not to reduce the number of STR's or make it difficult to own and manage an STR because the negative economic impacts would outweigh any benefit of such an ordinance.

Thank you for your time and consideration.

David Marek, 55 Pan American Ave., Paonia, CO



Colorado Short Term Rental Impact Study

May 2022



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Executive Summary

Executive Summary

ABOUT THE STUDY

Mountain towns across Colorado have experienced increased pressure on local resources and housing markets in recent years due to two simultaneous trends: higher visitation and occupancy during the COVID-19 pandemic, and quickly rising housing costs. As a result, Counties and local jurisdictions across Colorado are considering interventions to regulate Short Term Rentals (STRs), which many see as a driver of these trends. HR&A was engaged to study the impact of STRs and STR visitors in five Colorado counties that have experienced an increase in visitors and occupancy in recent years: Eagle, Grand, Pitkin, Routt, and Summit Counties. Specifically, HR&A analyzed the economic and fiscal benefits of STR visitors and the potential impact of the STR inventory on the availability and cost of workforce housing through both quantitative analysis and interviews with local officials.

HR&A'S APPROACH

1. Tourism Analysis

HR&A defined the scale and the spending habits of short-term rental (STR) visitors as a subset of the overall visitor pool.

2. Economic and Fiscal Impact of STR Visitor Spending

HR&A analyzed the direct, indirect and induced spending and jobs attributable to STR visitors, as well as the fiscal benefit of STR visitor spending.

2. Housing Market Overview

HR&A analyzed both publicly-available and third-party data sources to quantify housing supply and demand at different income levels, identify key market trends and categorize the inventory of vacation and seasonal homes.

4. Impact of STRs on Workforce Housing Inventory

HR&A categorized the share of STRs that are most comparable to workforce housing and studied the potential impact of the STR inventory on the availability of workforce housing.

HR&A standardized different data sources by using 2020 data to account for sources that have not yet published publicly-available data for 2021.

Key Findings



Tourism and STR Visitors

- In 2020, there were **5.2M visitors** to the 5 counties studied. STR visitors comprised about **30% of all visitors** in these 5 counties and **spent \$1.0B**.



Economic & Fiscal Impact

- 2020 STR visitor spending supported **14,700 jobs** (13,300 direct jobs, 300 indirect jobs, 1,100 induced jobs). These jobs generated **\$599M in wages**.
- STR visitor spending also generated **\$73.9M in tax receipts** for the state of Colorado and the local municipalities (\$46.6M local tax receipts, \$27.3 state tax receipts). Counties in Colorado do not directly receive sales tax revenue.

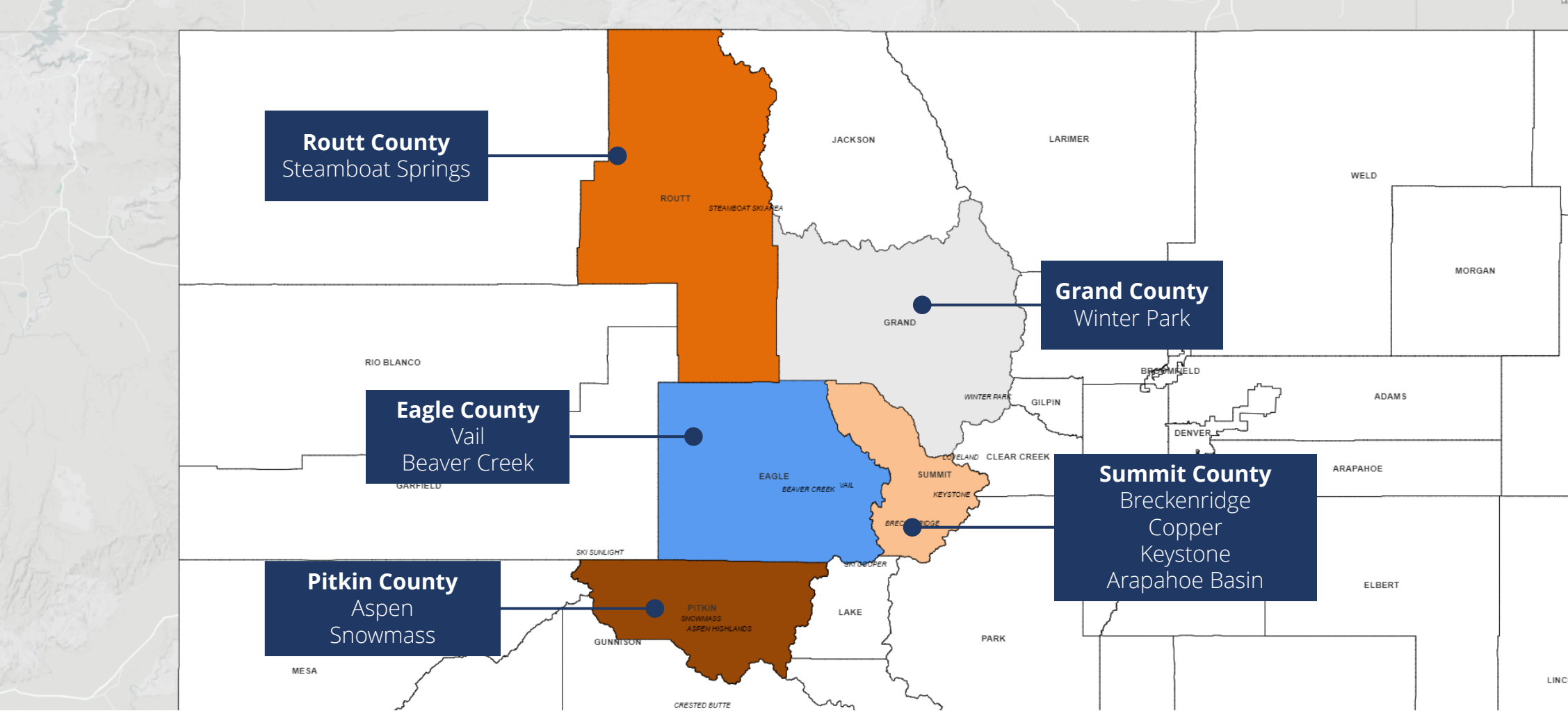


Workforce Housing

- Local officials report **increased occupancy** of the housing stock overall, including **longer stays** by owners of second homes and increased usage of traditional rental properties as STRs.
- Housing inventory has not kept up with job growth in these markets, creating a **deficit of affordable workforce housing units**.
- Only **3% of the STR inventory could be repurposed** to fill the workforce housing gap based on typology, availability, and price point.
- The housing gap should be addressed by 1) **building more rental housing** and/or 2) **subsidizing rental conversions**.

Study Area

Eagle, Grand, Pitkin, Routt, and Summit County are the five counties in the study area.



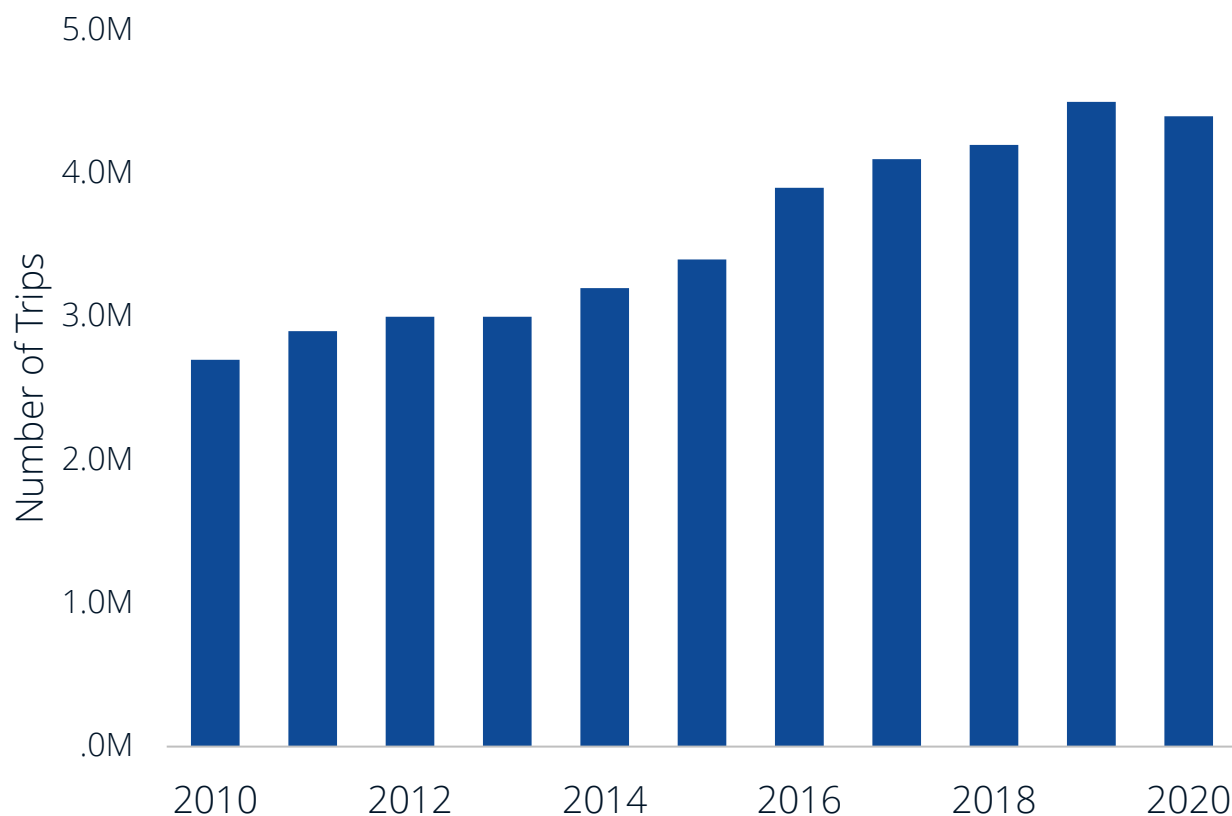


Economic Benefit of STR Visitors

Colorado Tourism

Overnight Outdoor Trips is the primary driver of tourism in the five counties studied.

Overnight Outdoor Trips, Colorado, 2010-2020



Tourism to Colorado has continued to increase over the last 10 years. In 2020 alone there were **18.6M overnight trips** to the State; **an increase of 12%** since 2010. The five counties in the study area include many of Colorado's outdoor recreation attractions, including ski resorts and hiking trails. Visitors who travel for outdoor activities are classified as **"outdoor" tourists and represent 20% of visitation to the state**. In 2020 alone there were **4.4M outdoor overnight trips** to the state.

In the past 10 years, outdoor tourism has grown at a faster rate than **overnight tourism** overall, **increasing by 63%**. With this growth, the proportion of outdoor trips to all overnight trips has also increased, growing from **20% in 2010 to 24% in 2020**. Nationally, outdoor travel remained at **6% of all trips**, demonstrating that the increased interest in outdoor travel in Colorado is attributable to a shift in traveler preferences.

Source: Longwoods International. Overnight Trips refer to overnight marketable leisure travel, which excludes trips where visitors are staying with friends and family.

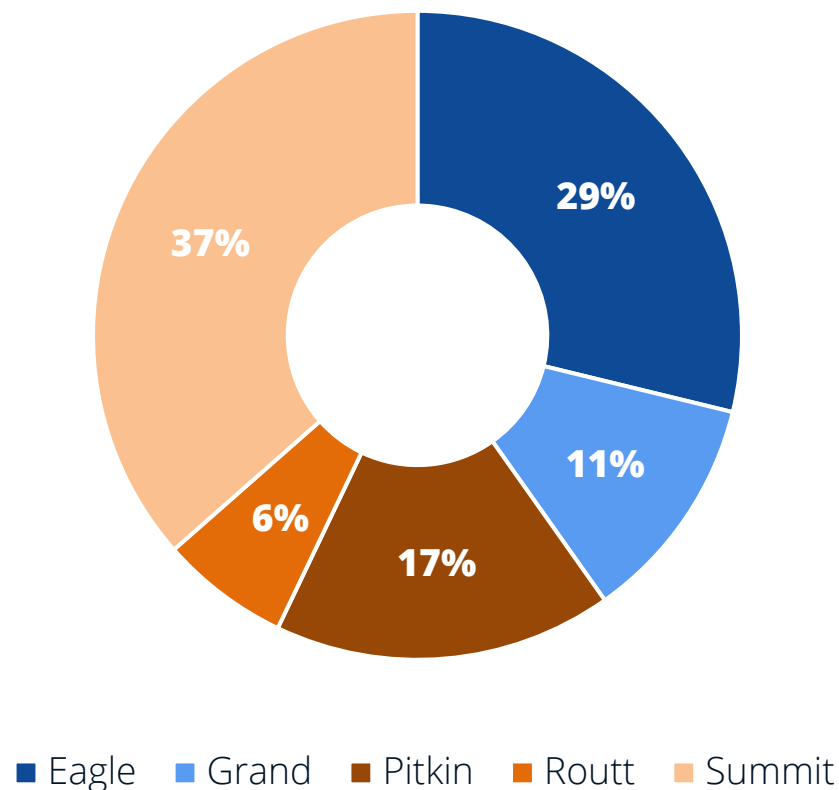
County Tourism

About 5.2M tourists visited the five counties in 2020, over half visiting either Summit or Eagle County.

Approximately 5.2M people visited the five counties in 2020. Summit County, home to Breckenridge, Keystone, & Copper Mountain, was the most visited county, with approximately **1.9M visitors**. Eagle County, home to Vail & Beaver Creek, had the 2nd highest visitation with **1.5M visitors**.

Tourists to a region augment resident spending and thus increase the overall economic activity of an area. Visitors to the five counties spent **\$3.4B**, equal to approximately **\$24,000 per permanent resident** in 2020. In Summit County, home to 31,000 residents, each visitor spent approximately \$40,000 per resident, while in Pitkin County, home to only 18,000 people, visitors spent approximately \$32,000 per resident.

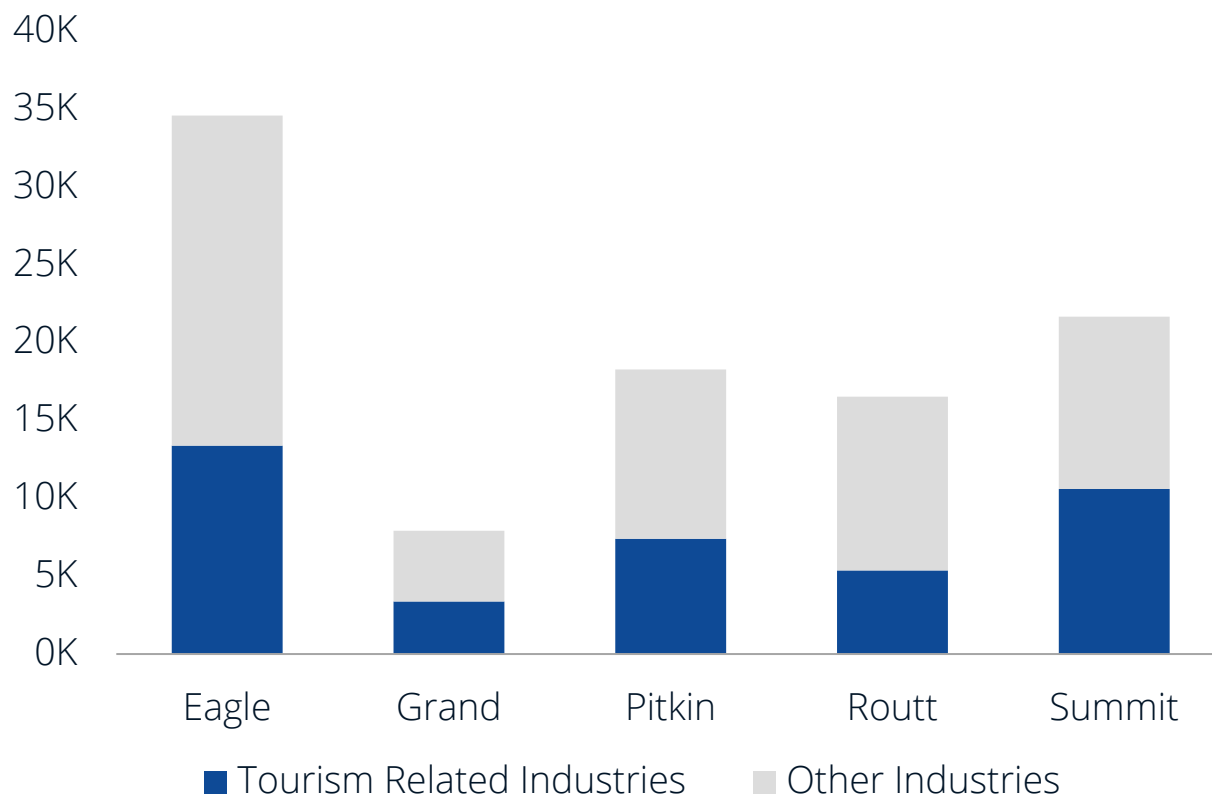
Approximate Share of Visitors by County, 2020



Tourism Jobs Impact

Visitor spending supported 40,100 jobs in tourism-related industries, representing 41% of all jobs.

Number of Jobs by Industry by County, 2020



In 2020, there were **98,900 jobs** in 21 total industries across the five counties. Tourism related industries are the dominant group, including accommodations, food services and arts, entertainment and recreation, and are responsible for the largest share of employment across the five counties.

Tourism related industries made up **41% of all jobs** in the five counties **compared to only 24%** in the broader United States. Overall, accommodations and food services was the largest industry in the five counties, providing **19,500 jobs** followed by government, employing 12,100 people, and retail trade, employing 10,200 people.

Among the five counties, 56,200 tourism related jobs are in Eagle or Summit County. Summit County has the highest portion of tourism jobs, with **49%** of all jobs in the county in tourism related industries, followed by Grand County, with **43%** of all jobs in the county in tourism related industries.

Note: Jobs in tourism related industries decreased by 17% from 2019 to 2020 as a result of COVID-19. As of 2021, these counties have regained 24% of these jobs lost.

Source: Emsi.

STR Visitors

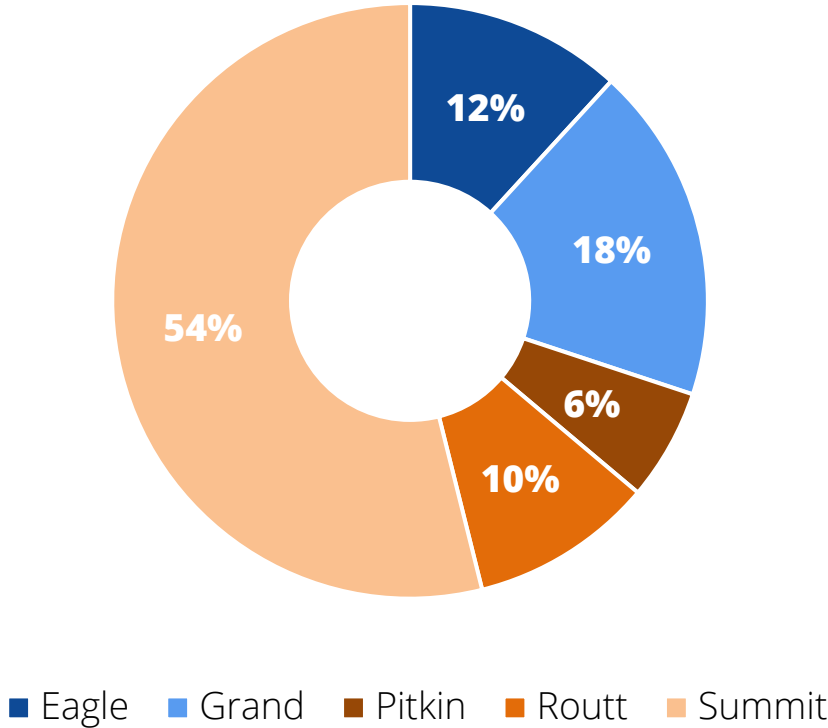
STR visitors comprise approximately 30% of all visitors, with over half staying in Summit County.

Overnight visitors stay in a range of different hospitality options including hotels, 2nd homes and short-term rentals (STRs). STR visitors **stay longer** than the typical visitor and are **wealthier**. Based on Airbnb surveys, STR trips average 3.7 nights compared to 3.2 nights for the typical statewide outdoor visitor.

Examining length of stay and occupied nights, HR&A estimates that **30% of all visitors stay in STRs** while visiting the five counties. This percentage is based on an examination of Airbnb data and is supported by studies of similar ski areas like Park City, UT and Sun Valley, ID. The distribution of STR visitors between the counties is based on the number of occupied nights and the average trip size in each county.

As the top destination for visitors to the five-county region, Summit County hosts **54% of all the STR visitors** to the region. Although Eagle County attracts a third of all visitors to the five counties it only hosts **12% of STR visitors**. In contrast, Grand County, which receives 11% of all visitors to the 5-counties, hosts **18% of STR visitors**.

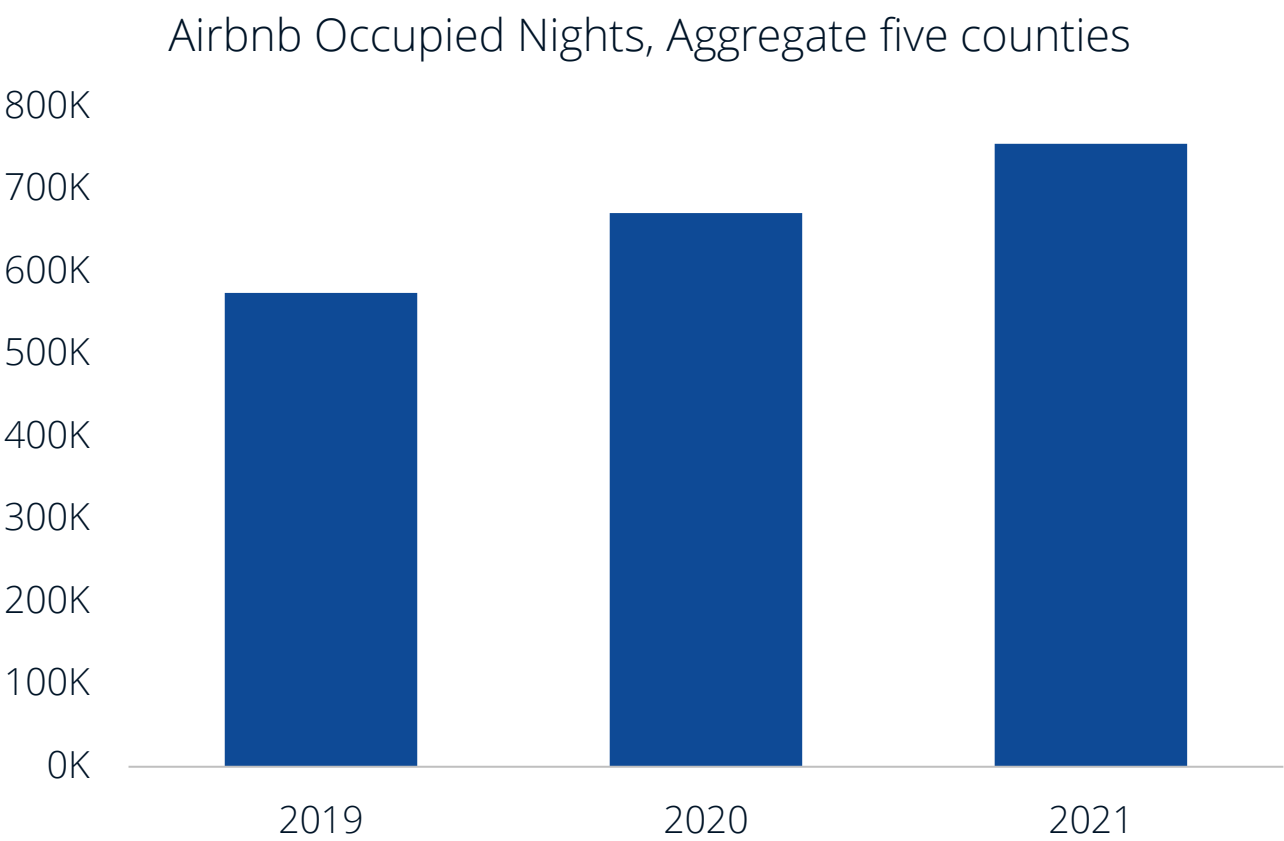
Approximate Share of STR Visitors by County, 2020



Sources Airbnb, Colorado Tourism Office, Utah Skier Study, Summit Rentals, MTExpress.

COVID Impacts

STR visitation to the five counties rebounded in 2021, matching and sometime surpassing pre-pandemic numbers.



Statewide Outdoor trips were extremely resilient during COVID. In 2020, overall **overnight travel declined by 11%**, while **overnight outdoor travel only declined by 2%** from 2019. STRs became a desirable form of lodging during COVID as visitors could minimize their exposure to large crowds and create a home-like environment. With the increased preference from STR accommodations, STR visitors helped to drive an economic rebound in the five counties through COVID-19.

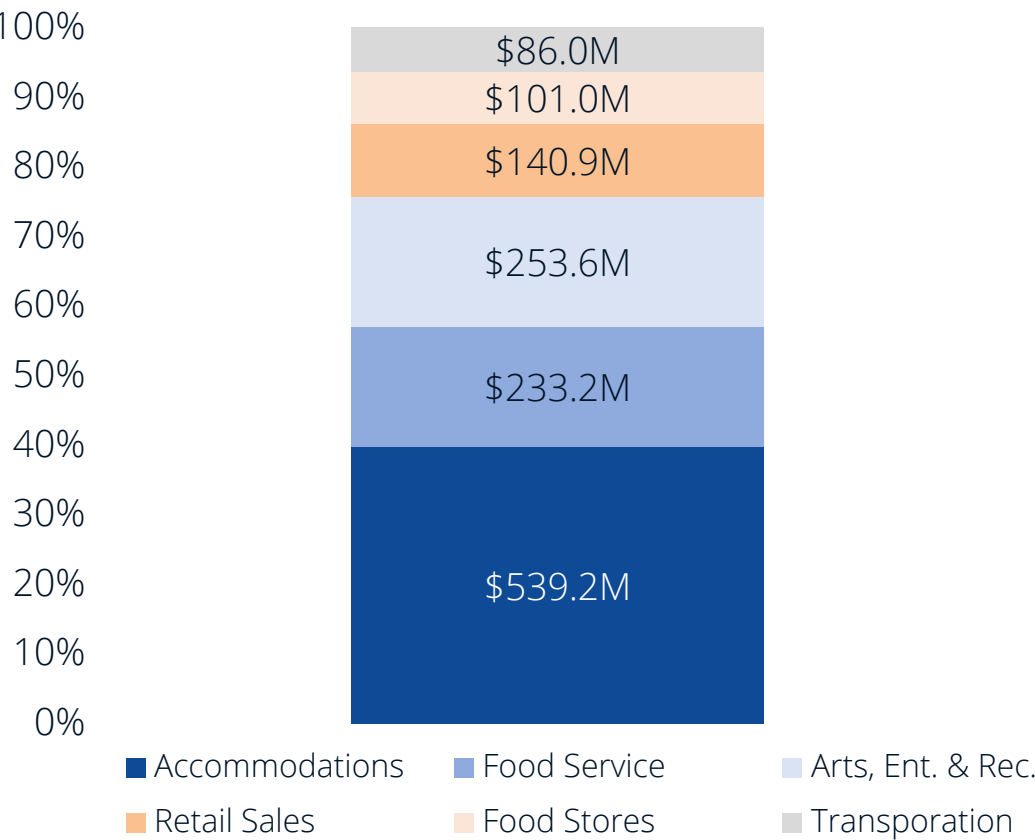
STR visitation in the five counties also remained strong through 2020 and 2021.

Source: Airbnb.

STR Visitor Spending

STR visitors spent \$1.0B during their stays in 2020, 60% of which was spent on something other than lodging.

STR Visitor Spending by Type, 2020



In 2020 **STR visitors spent \$1.0B** during their trips to the five counties. Approximately 40% of visitor spending is on accommodations, while the remaining **60% is divided between: food service; arts, entertainment, and recreation; retail sales; food stores; and transportation.**

STR visitors have unique spending patterns compared to the general visitor. Airbnb provided data on the average daily spending of an Airbnb guest across different spending categories. Compared to a general visitor's spending distribution, Airbnb guests **spend more at food stores and retail and less on food service** than the average non-STR guest. For example, 10% of an Airbnb guest's daily average spending is on food stores vs. 8% of a general visitor's spending. Airbnb guests also **spend more on arts, entertainment, and recreation**, spending 19% of their daily average compared to 12% for a general visitor. In this analysis, HR&A applied the Airbnb guest spending distribution to all STR visitors, not just Airbnb guests.

Sources: Airbnb, Colorado Tourism Office, Emsi, Transparent

STR Visitors' Economic Impact

In 2020, nearly \$1.0B in STR visitor spending generated almost 14,700 jobs in the five counties.

STR visitor spending is responsible for **14,700 direct jobs**, equal to **15% of all jobs** in the five counties. 13,200 of these jobs are directly employed by STR tourism related industries. The remaining 1,500 jobs are generated across industries through multiplier impacts. Multiplier impacts include indirect and induced impacts associated with vendors to companies who directly receive STR visitor spending, as well as household spending of employees who work in industries directly and indirectly supported by STR visitor spending.

In four of five counties, STR visitor spending **created the most jobs in accommodations** in 2020; however, in Routt County, spending created the most jobs in arts, entertainment, & recreation, ahead of accommodations in 2nd place.

Considering both direct and multiplier effects, STR visitor spending generated **\$599M in compensation**, or **12% of all compensation** in the five counties and **\$1.5B in economic output**.

14,700
JOBS CREATED
15% of total jobs in the 5 counties

\$599M
EARNINGS

\$1.5B
ECONOMIC OUTPUT

STR Visitors' Fiscal Impact

In 2020, nearly \$1.0B in STR visitor spending produced almost \$74M in tax revenue for the State of Colorado and their local municipalities.

\$73.9M

STATE & LOCAL TAX REVENUE

7% of total taxes from travel in Colorado

\$46.6M

LOCAL TAXES

\$27.3M

STATE TAXES

STR visitor spending generates a meaningful amount of local and state tax revenue. In 2020, STR visitor spending generated **\$73.9M in State and Local Tax revenue**, representing **7% of all tax receipts from travel in Colorado**. Of all the tax revenue generated by STR visitor spending, approximately \$46.6M or 63% was collected by the local municipalities within the five counties and \$27.3M was collected by the State of Colorado.

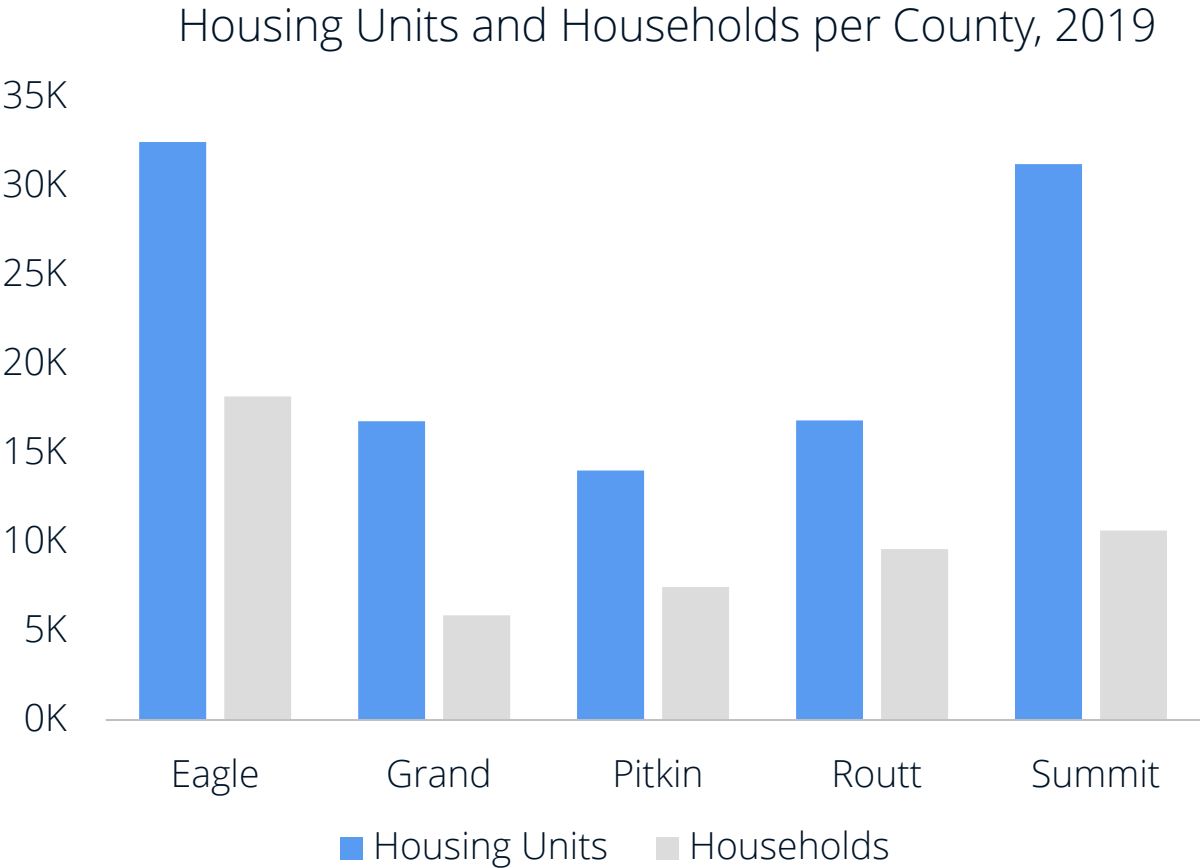
Among the five counties, **Summit County STR visitor spending generated the most state and local taxes**, contributing \$16.5M to the local municipalities and \$10.3M to the state of Colorado. Eagle County generated the second highest amount of tax revenue, contributing \$13.1M to its local municipalities and \$7.6M to the State. Pitkin and Grand County contributed a total of \$13.7M and \$8.3M to local and state taxes, respectively. In line with the scale of total visitor spending, Routt County contributed the least to taxes, a \$4.5M total contribution.



Housing Market Overview

Housing Inventory Overview

Across the five counties there were 59,500 more housing units than households in 2019.



Tourism is the main driver of the economies of the five counties. Given the seasonal nature of tourism, there is a substantial inventory of **housing units that are used as vacation or recreational homes rather than as primary residences.**

Across the five counties, there were 111,300 housing units in 2019 compared to only 51,700 households, creating a **surplus of 59,500 housing units.**

Over **59% of the surplus units are in Eagle and Summit County.** Summit County has the largest surplus of housing units with 10,600 households and 31,200 housing units, resulting in a surplus of 20,600 housing units, 66% of all units. While Eagle County has the greatest number of housing units at 32,500 units, given its larger permanent resident population, its housing surplus is only 44%. While Grand, Pitkin and Routt Counties have significantly smaller populations, they too experience a housing **surplus of 24,700 units across the 3 counties.**

Source: American Community Survey (ACS) 5-Year Estimates

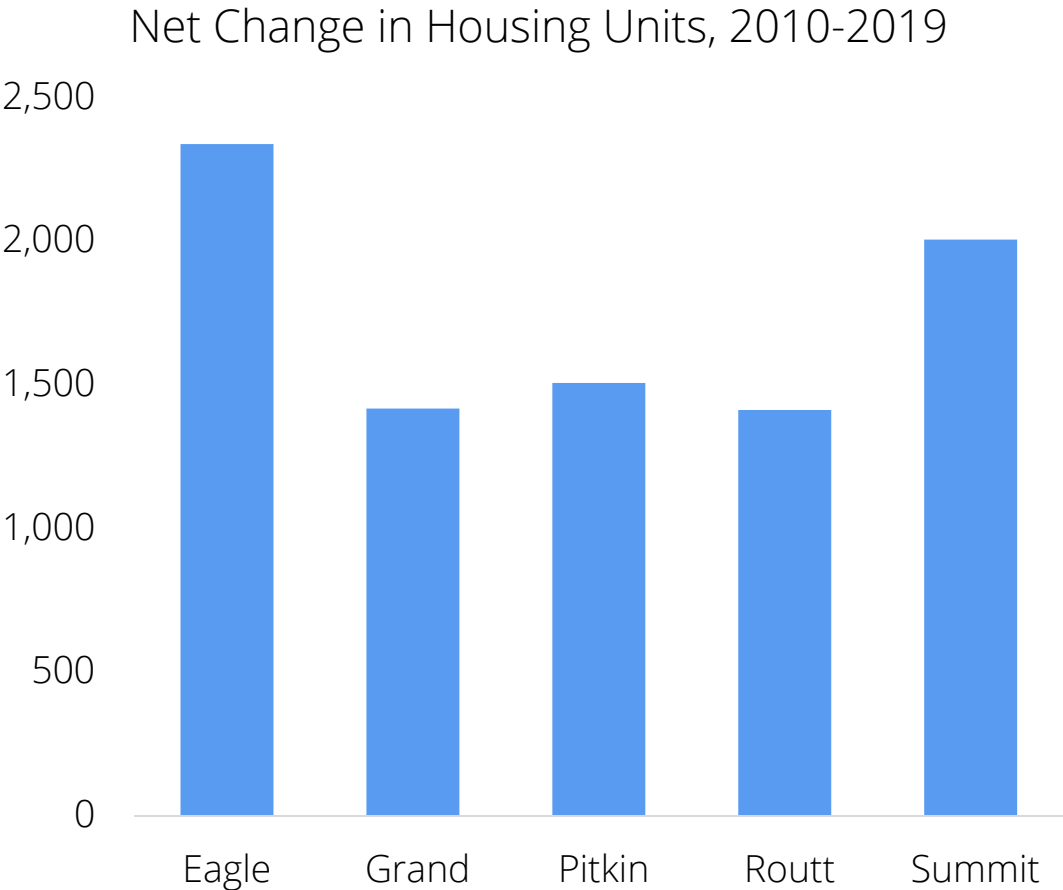
Housing Inventory Overview

The housing inventory across the five counties grew by 8,600 units from 2010 to 2019, or about 8%, compared to 17% overall job growth.

Employment and the residential population have continued to grow across the five counties. Between 2010 and 2019 employment **grew by 17%, or 16,000 jobs**. However, the number of housing units only grew by **8%, or 8,600 units, including units left vacant** for seasonal and recreational use (see slide 19).

The typology of housing units stayed fairly consistent from 2010 to 2019. **Single family homes remained the largest category** of housing type across all five counties, followed by 10–50-unit buildings. The largest change from 2010 to 2019 was in 50+ unit buildings; growing from **5% of the housing stock to 8%** in 2019.

Building permits in the five counties have not kept pace with job growth, further reenforcing the imbalance between the supply of year-round housing and the demand for permanent housing. For example, in Steamboat Springs, **construction of multifamily buildings has been stagnant** since 2010, increasing only recently.



Sources: ACS 5-Year Estimates, Public Use Microdata Survey (PUMS) data via U.S. Census Bureau, Routt County Building Permits.

Vacant and Seasonal Housing Inventory

Both the total number of vacant units and the share of seasonal/recreational/occasional use units have been stable, suggesting that occupied homes are not being converted to STRs at high rates.

59,500

Number of unoccupied housing units as compared to the residential population

49,200

Units listed on STR platforms as of 2021

The five counties have a high percentage of vacant units. In 2019, the **vacancy rate across the five counties was 44%**. Vacant units are units that are not occupied by permanent residents and are broken into different types of vacancy: of the vacant units, 82% were vacant because they were for seasonal/ recreational/ occasional use.

The number of seasonal/recreational/occasional use units, 53,100, is close to the number of units available on the STR platforms, 49,200, indicating that the existing STR inventory has historically been used as tourism-related lodging or was occupied part-time.

Further, the vacancy rate in the five counties has remained stable over the past 10 years. In 2010, the vacancy rate was 48% compared to 44% in 2019. Since the number of unoccupied housing units has not increased, this suggests that **housing that is used as year-round housing is not being converted to STRs at a high rate**. Rather, **housing that has always been used as seasonal housing is being used as STRs**.

Workforce Housing Overview

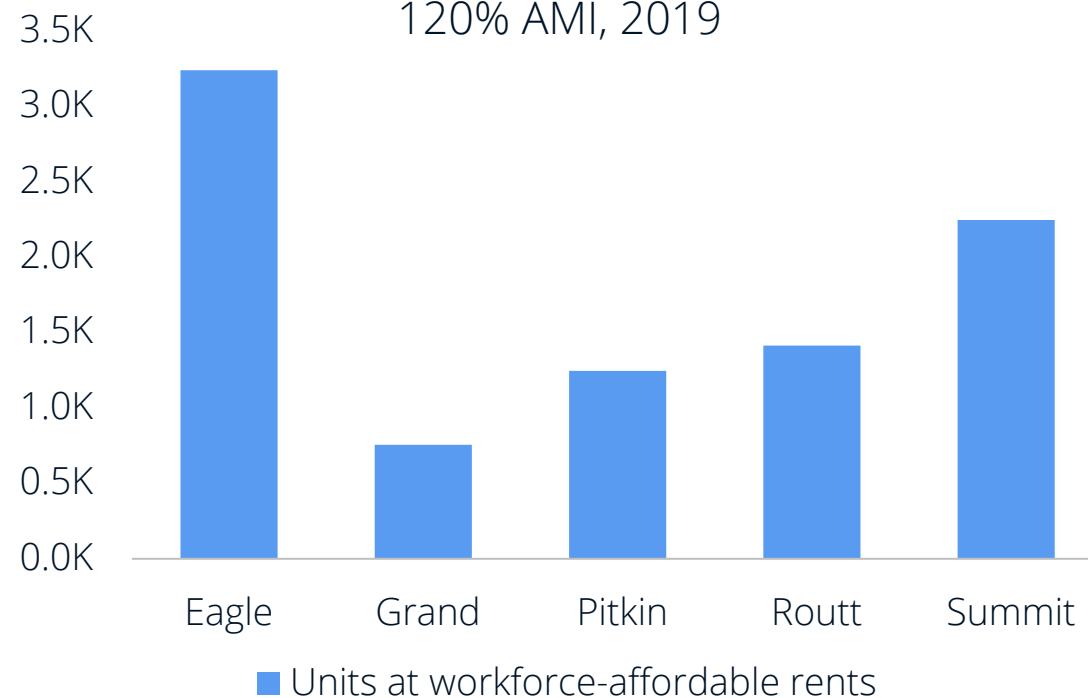
In 2019, more than half of occupied rental units were affordable to households making between 60% and 120% of area median income.

While there is a surplus of housing units overall, local officials have reported **shortages in the workforce housing market**. The Urban Land Institute defines “workforce housing” as housing that is affordable to households making between 60% and 120% of the Area Median Income (AMI) and “affordable” as a household having to pay no more than 30% of their income in rent.

In the study area, the workforce housing income range is **\$48,300 (60% AMI) to \$96,500 (120% AMI) annual income per household**, as defined by ULI. Households that fall in this range can afford **monthly rents of \$1,200 to \$2,300**. In 2019, 6,300 households fell within the 60-120% AMI range.

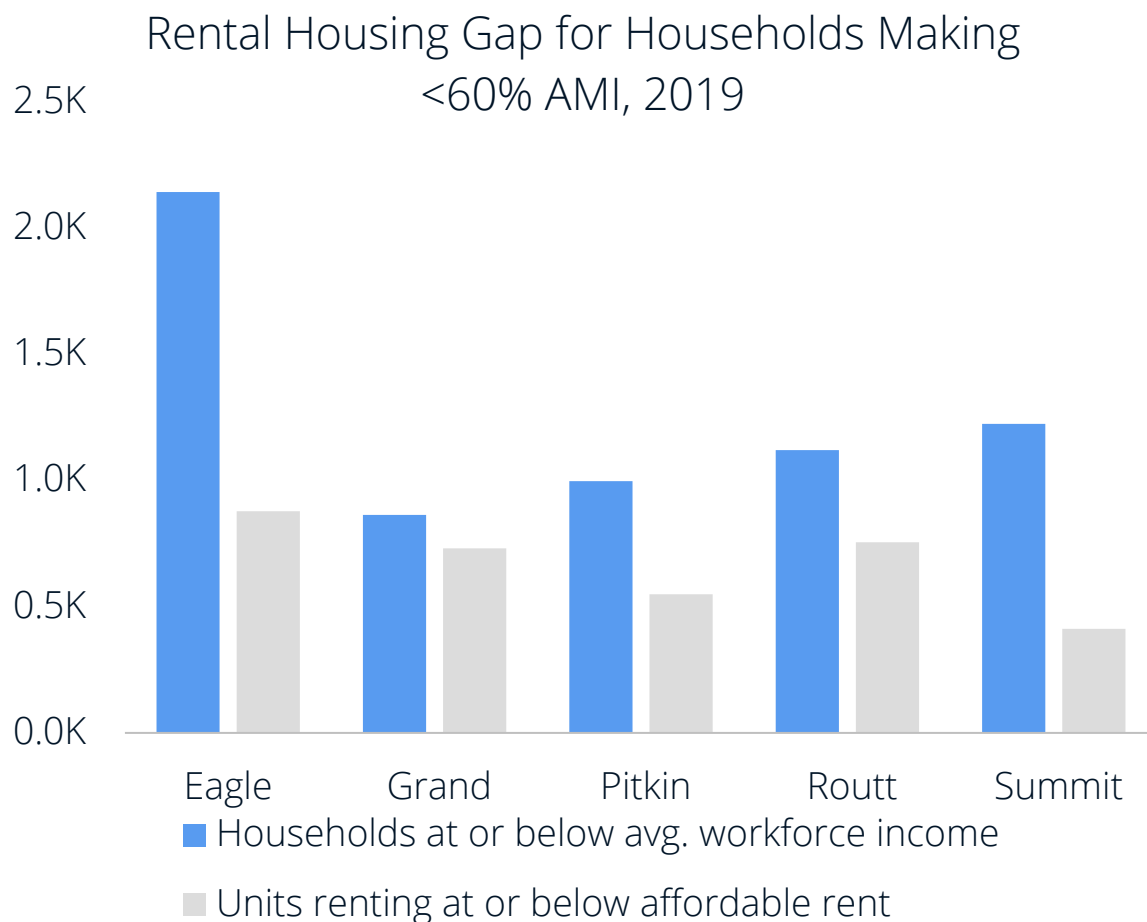
Comparatively, in 2019 there were 8,900 rental units with monthly rents between \$1,200 and \$2,300 meaning that there was not a shortage of these rental units across the five counties.

Number of Workforce Housing Units
Affordable to Households Making 60%-
120% AMI, 2019



Workforce Housing Overview

The “workforce” also includes those making less than 60% of AMI. At this lower income range, there is a deficit of affordable units.



Across the five counties, 91% of jobs pay less than \$48,300 per year. The average annual wage of a tourism-related industry worker is \$36,400, which places many of these workers below the 60-120% AMI range. Affordable units to households that earn less than 60% of AMI are defined as those with rents of \$1,000 or less per month.

At this lower tier of affordability, there was a deficit of affordable units in 2019. Across the five counties, there was **a 3,000 unit deficit of affordable units**, with **approximately 42% of the deficit in Eagle County**. In terms of aggregate numbers, Eagle County has the largest deficit with 1,260 units.

Compounding the deficit of housing affordable to low-wage workers, production of housing at any price point has not kept pace with job growth. From 2010 to 2019, the five counties **added 8,900 low- to moderate-wage jobs, a 19% increase**. Over the same time period, **renter-occupied housing units only grew by 2%**, adding 2,200 units, **forcing workers to compete for limited rental supply**.

Workforce Housing Supply

Recent data shows very few rental listings and exorbitantly high costs for long-term rentals, driving up overall rental prices.

Given that the most recent available ACS data is from 2019, pre-pandemic, the housing deficit for workforce housing is likely worse in 2022 than what the 2019 data describes. As of March 2022, **only 3 out of 267 total rental listings in the counties on Zillow were in the range affordable to low- to moderate-wage workers** (below \$1,100 per month). The few properties that are listed on Zillow are exorbitantly expensive and driving up overall rental prices.

For example, as of February 2022, there were 28 Zillow rental listings in Summit County. The median asking rent of these listings was \$3,800, which is **\$2,700 more than a typical service worker can afford**.

In Eagle County, there were 24 Zillow rental listings. The median asking rent of these listings was \$5,750, which is **\$4,650 more than a typical service worker can afford**.

Breckenridge, CO: \$2,300/ mo
1 bed, 1 bath, 406 SF Apartment for Rent



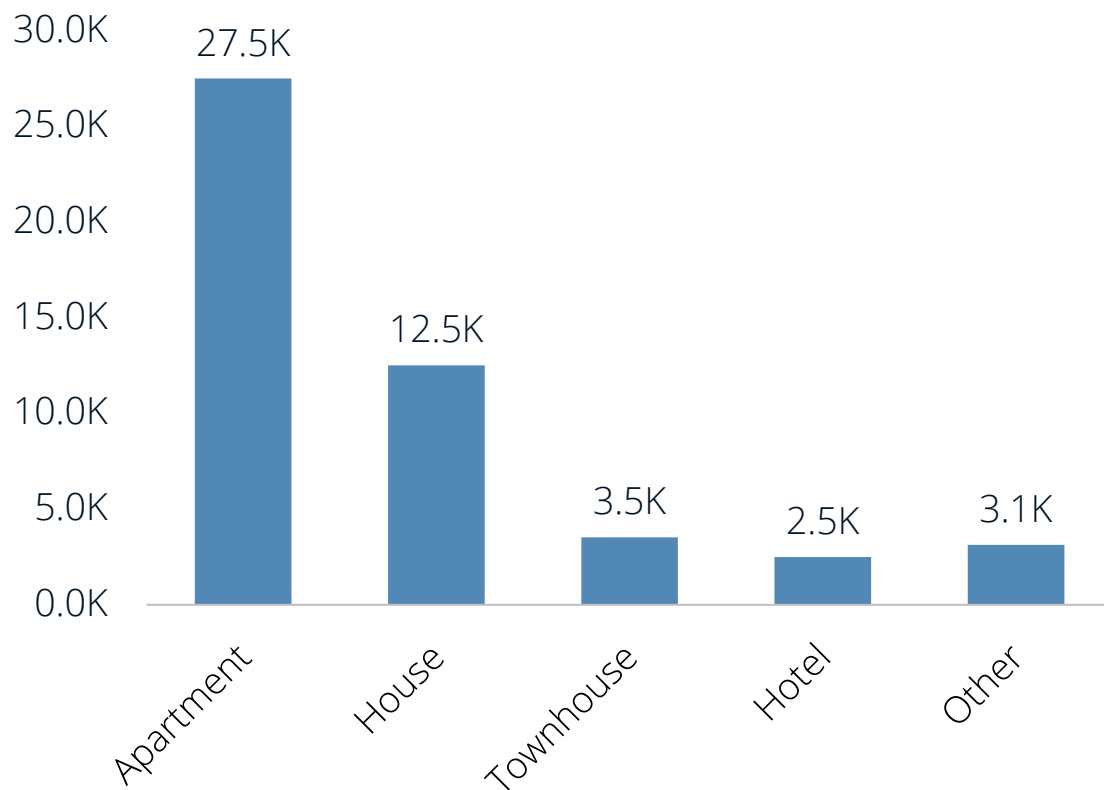


Impact of STRs on Workforce Housing

STR Inventory

While listings vary monthly, there were approximately 49,000 total STRs available through different booking platforms in the fall of 2021.

Total STR Inventory by Type, All Counties,
October 2021



There were approximately **49,000 STRs** available across all five counties in October 2021. Over half of the listings are for apartments followed by houses at 25%. Apartments are the most common typology in every county except for Grand County.

Almost half of the STR Inventory rented for \$300 or more per day, across the five counties. In Eagle and Pitkin Counties, approximately **71% of the STRs had an ADR of \$300** or more per day. In comparison, the STR inventory in Grand, Routt, and Summit Counties included a sizeable share of STRs, **44%, with an ADR between \$150 and \$300**.

Across the five counties, most STRs are available 15 days or more per month and **average utilization of STRs was 48% in 2021**. Apartments and houses have the highest utilization rates at 42% and 56% respectively. The average utilization rates of apartments and houses are highest in Summit County and lowest in Routt County.

Source: Transparent.

Comparison Criteria: STRs and Workforce Housing

The inventory of STRs includes both second homes that would otherwise remain vacant for much of the year and homes that might otherwise be available to long-term renters.

STRs that may be most comparable to workforce housing are those that are available for more than half of the month and in the lower ADR bracket. To estimate the potential number of STRs that could be otherwise available as workforce housing for low- and moderate-income workers, HR&A applied the following criteria:



Typology:

Apartment STRs are most comparable to workforce rental housing due to size, location, and price point.



Availability:

STRs that are available to rent for 15 days or more per month, on average, are unlikely to be actively used as second homes and might otherwise be available as long-term rentals.



Price Point:

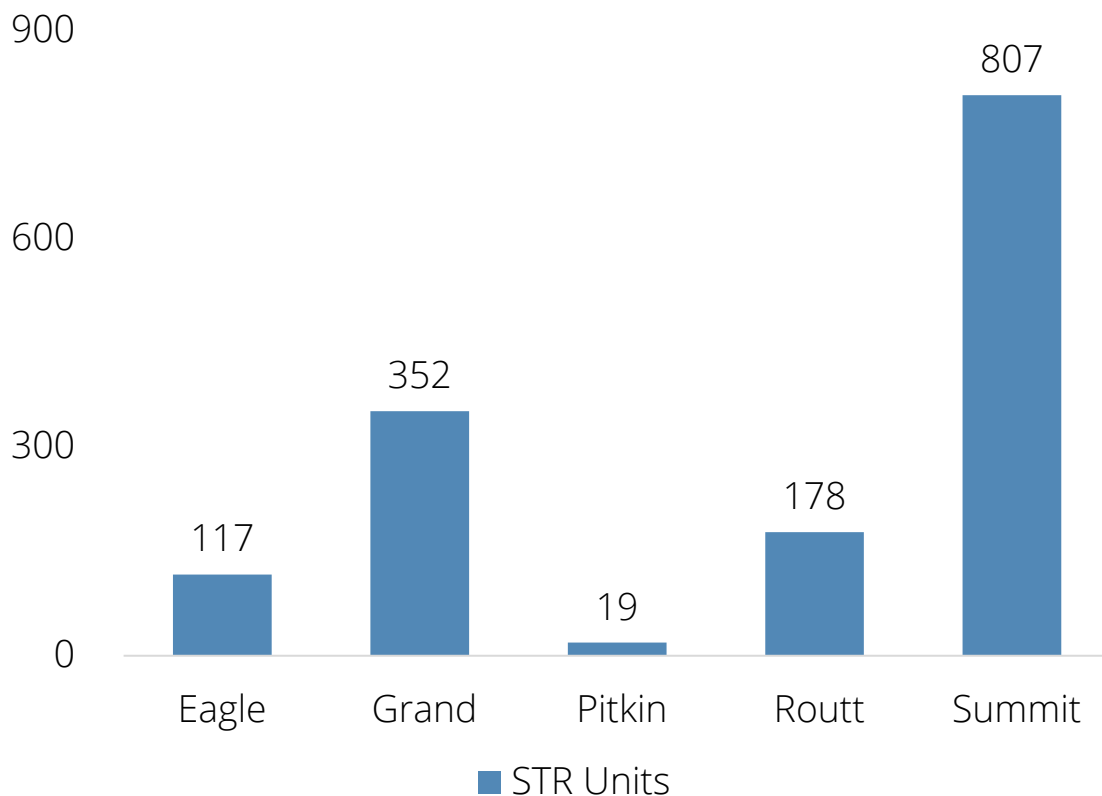
STRs that rent at the lowest average daily rate (ADR) tier, or less than \$150 per day, are likely to be of more modest quality and size, comparable to affordable rental housing.

Sources: Transparent, ACS 5-Year Estimates.

Impacts of STR Inventory on Workforce Housing

Across the five counties, approximately 1,500 STRs were comparable to workforce rental housing in 2021, with 75% of the units concentrated in Summit and Grand Counties.

STR Inventory Comparable to Workforce Housing by County, 2021



When filtering the STR inventory for apartments that are available for 15 days or more per month and rent for less than \$150 per day, HR&A found that **approximately 1,500 units of STR inventory are comparable to workforce housing**. These STRs represent a **small fraction, 3%, of the total STR inventory**.

Over the course of the **pandemic, the pool of STRs that could be comparable to workforce housing has fluctuated because of changes in price and demand**. Between 2019 and 2020 the inventory decreased by 60 units. However, in the following year the inventory of STRs that could be comparable to workforce housing increased by 520 units across all five counties.

As of October 2021, Summit County accounted for over half of the STRs that could be comparable to housing affordable to low-and-moderate income households. Grand County had the next highest number of units with 350 STRs, while Pitkin County had the lowest with only 50 STRs falling into this category.

Impacts of STR Inventory on Workforce Housing

Given extreme market pressures and high demand from high income households, rental units that might be naturally affordable in other locations can be listed at much higher prices in these markets.

While a small portion of the STR inventory could potentially be affordable to low-and-moderate income households, other factors such as limited existing supply and increased demand from high income households are limiting the availability of naturally occurring affordable housing. Across the five counties, **rental prices have increased substantially over the past two years**, and rental housing units that may have previously been affordable to low-and-moderate income households are now being listed at prices that are well out of reach.

There are very few listings below \$5,000 per month in most of the towns. For example, the median rental listing price in Aspen was \$22,500 per month, and not a single unit was listed at below \$5,000 per month, even including 1 and 2-bedroom units. In Eagle County, the median rental listing was \$5,750 in February 2022, \$4,550 more than a households making less than 60% AMI can afford.

Given this extreme market pressure, **even if lower tier STRs were converted to long-term rentals, they are unlikely to be listed at a price that low- and moderate-income households can afford.**

Source: Zillow, March 2022.

Frisco, CO 1,800 SF Apartment for Rent



\$3,500

Jan 2019

\$4,500

Feb. 2022

Avon, CO 1,300 SF Apartment for Rent



\$2,300

Aug. 2021

\$3,800

Feb. 2022

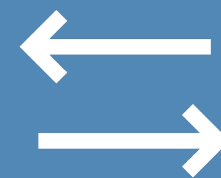
Impacts of STR Inventory on Workforce Housing

Due to extreme housing market pressures, meeting the housing needs of the workforce in these markets, particularly households making less than 60% of AMI, will require subsidy. There are two primary ways this subsidy could be used to create affordability in the market.

Build Rental Housing



Subsidize Rental Conversions



Subsidize the construction of deed-restricted housing. Local and County government can offer subsidy to housing developers **in exchange for affordability**. Subsidy can be in the form of direct payments, low-cost loans or through the provision of public land to reduce development costs.

Offer owners of lower tier STRs financial incentive to convert their units to long-term rentals, **in exchange for affordability**.

Source: Local Housing Solutions; subsidy costs will vary based on local market rents.



Technical Appendix

Tourism and STR Visitors

HR&A used **Longwoods International's 2020 Travel USA Visitor Profile for Colorado** to analyze the state's tourism trends. Longwoods International began tracking domestic American travelers in 1985 and has conducted large-scale syndicated visitor research quarterly since 1990.

Each quarter, a random, projectable sample of adult members (18 years of age and over) of a major U.S. consumer panel is invited to participate in the Longwoods Travel USA® survey. Respondents are selected to be representative of the U.S. adult population.

To calculate the number of STR visitors and understand STR guest characteristics and spending habits, HR&A analyzed **Airbnb provided guest data**. Airbnb's data is based on 129 survey responses. Airbnb was unable to break down responses by county, so this analysis is based on data for Colorado ex. Denver.

The **Colorado Tourism Office** (CTO) provides tourist spending information at the county level. In 2020, the total visitor spending across the 5 study area counties was \$3,384,717,357. To approximate the number of tourists, HR&A divided the total spend by the average spending per person per trip. \$652 is the

average spend per person per trip from the CTO, which is an average of skiers, outdoor visitors, golf visitors, and "discretionary leisure". This calculation approximated 5,191,284 total visitors to the study area in 2020.

HR&A estimated that approximately 30% of all visitors to the five counties stay in STRs. This estimate is derived from analysis of Airbnb data and is supported by studies in similar ski areas, including:

- A **Utah Skier** study conducted in 2018 reported that 43% of visitors rent a home or condo in the winter. This figure is paired with a Park City specific study that reports that the STR percentage is ~20% in the summer.
- A 2017 study in the Town of Breckenridge by **Summit Mountain Rentals** reported that 33% of total vacation visitor income (lodging and other purchases) came directly from short-term lodging.
- **Visit Sun Valley** reported that 41% of 2019 accommodations were being used for STRs, according to Destimetrics. However, this does not factor in STR utilization.

Economic Impact Analysis

To analyze economic impacts of STR spending, HR&A employed **Emsi's Input-Output model** (www.economicmodeling.com), which uses Emsi's final unsuppressed industry data, gravitational flows, commuting patterns, and the U.S. Bureau of Economic Analysis's "make and use" tables, among other sources to develop in-house multipliers. A multiplier is a way of measuring how important one industry is to other industries in the region. If an industry has a multiplier of 2.5, for every positive or negative change on that industry, the total effect on the regional economy will be 2.5 times the original change.

The total economic impacts generated can be disaggregated into direct, indirect, and induced effects.

- The direct effect represents the initial change in economic spending or employment attributable to a policy, project, or event.
- The indirect effect represents the change in economic spending or employment by businesses that supply the industry that is directly affected.
- The induced effect represents the change in household spending of employees who are compensated for working in directly and indirectly affected industries.

In this study, HR&A used Emsi's regional multiplier for jobs,

wages, and economic output. To apply the appropriate multipliers to the STR spending values, HR&A matched the Colorado Office of Tourism-provided categories to the relevant NAICS codes, the multiplier categorization used by Emsi (Figure A-1).

Per the U.S. Census Bureau, "the **North American Industry Classification System (NAICS)** is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy." 2-digit NAICS codes are the highest level classification for industries while 6-digit NAICS codes are the most specific classification; HR&A's model uses 6-digit NAICS codes in order to estimate economic impacts as precisely as possible. See: www.census.gov/naics.

HR&A distributed the spending across the 6-digit NAICS codes based on the actual distribution of all spending in the county for all categories, provided by Emsi, other than the accommodations category. This choice reflects the model's assumption that STR visitors have similar spending habits as the county's average spender at the 6-digit NAICS level.

Economic Impact Analysis (Continued)

Since STR visitors inherently spend money on different types of accommodations than other visitors, HR&A adjusted the distribution of the accommodations 6-digit NAICS to match the typology of STRs in the county, as provided by Transparent (Figure A-2).

Once the STR spending amounts are distributed across the 6-Digit NAICS, the model applies the specific Emsi multiplier to calculate initial, direct, indirect, and induced jobs. Once the number of jobs are calculated, the model applies the average wage of a job at that 6-Digit NAICS level to calculate the wages generated by STR visitor spending. Finally, the model calculates the total economic output of STR visitors by applying the 30% STR assumption to the total spending at each 6-Digit NAICS level.

Example process: Calculating the economic impact of food store spending in Eagle County by STR visitors

1. In 2020, Eagle County visitors spent \$974.8M. Applying the assumption that STR visitors account for 30% of all visitors, STR visitors spent \$292.5M.
2. According to Airbnb data, 7% of STR visitors' overall spending is at food stores. Applying this distribution, STR visitors

spent \$22.6M at food stores.

3. Food stores fall into 2-Digit NAICS category 44 (Retail Trade) and break down to 10 6-Digit codes like 445110 (Supermarkets), 445120 (Convenience Stores), and 44310 (Beer, Wine, and Liquor Stores).
4. In Eagle County, 78% of all food store spending is at supermarkets, so the supermarket multipliers are applied to \$17.7M of spending (78% of \$22.6MM). Applying the supermarket multipliers, the \$17.7M of STR visitor supermarket spending in Eagle County in 2020 supported 22 direct jobs, 7 indirect jobs, and 27 induced jobs.
5. After aggregating the results of all the 10 6-digit NAICS, food store spending by STR visitors in Eagle County in 2020 supported 280 jobs (237 direct, 9 indirect, and 34 induced).

Economic Impact Analysis (Continued)

To better understand the incremental impact of STR visitor spending calculated from the economic impact model, HR&A conducted an analysis of the existing job landscape of the five counties. From Emsi, HR&A downloaded the number of jobs and the average wage per worker at the 2-digit NAICS industry level for each county and the United States for the years 2010, 2019, 2020, and 2021. This yielded 505 data points for analysis. Given the use of 2020 data to calculate economic impact, HR&A focused the analysis on 2020 data at the aggregate and individual county level.

Emsi software operates on the **Emsi Burning Glass** data set. The Bureau of Labor Statistics' Quarterly Census of Employment and Wages (QCEW) dataset provides detailed employment counts and earnings information for 95% of the employed workforce in the United States, broken out by industry. The employment counts data provided by this dataset are the gold standard of employment counts throughout Emsi Burning Glass data. Where necessary, Emsi Burning Glass fills in suppressed data points in QCEW using data from the Census's County Business Patterns (CBP) dataset.

The analysis refers to the 2-digit NAICS code industries identified in Figure A-1 as "tourism related industries". The other 17 industry codes are referred to as "other industries".

2020 job count data for the aggregate five counties can be found in Figure A-3.

Economic Impact Analysis (Continued)

Figure A-1: NAICS Code Translation

Colorado Office of Tourism Visitor Spending Categories	2-Digit NAICS equivalent
Accommodations	72- Accommodation and Food Service
Food Service	72- Accommodation and Food Service
Arts, Ent., & Rec	71- Arts, Entertainment, and Recreation
Retail Sales	44, 45- Retail Trade
Food Stores	44, 45- Retail Trade
Visitor Air Tran.	48,49- Transportation and Warehousing
Local Tran. & Gas	48,49- Transportation and Warehousing

Figure A-2: STR Visitors Accommodations Spend by 6-Digit NAICS; Eagle County, CO; 2020

6-Digit NAICS		
Code	Code Description	Distribution (based on STR Typology)
721110	Hotels (except Casino Hotels) and Motels	2.5%
721120	Casino Hotels	2.5%
721191	Bed-and-Breakfast Inns	0.2%
721199	All Other Traveler Accommodation	93.0%
721211	RV (Recreational Vehicle) Parks and Campgrounds	0.0%
721214	Recreational and Vacation Camps (except Campgrounds)	1.6%
721310	Rooming and Boarding Houses, Dormitories, and Workers' Camps	0.2%

Economic Impact Analysis (Continued)

Figure A-3: Number of Jobs by Industry, Aggregate five counties (2020)

Industry	2020
Accommodation and Food Services	19,500
Government	12,090
Retail Trade	10,230
Construction	9,070
Arts, Entertainment, and Recreation	8,800
Real Estate and Rental and Leasing	6,270
Administrative and Support and Waste Management and Remediation Services	6,210
Health Care and Social Assistance	6,170
Other Services (except Public Administration)	6,100
Professional, Scientific, and Technical Services	5,180
Finance and Insurance	1,670
Transportation and Warehousing	1,580
Educational Services	1,450
Manufacturing	1,120
Wholesale Trade	1,070
Agriculture, Forestry, Fishing and Hunting	720
Information	710
Utilities	360
Management of Companies and Enterprises	330
Mining, Quarrying, and Oil and Gas Extraction	270
Unclassified Industry	-
Total	98,900

Numbers rounded to the nearest 10

Fiscal Impact Analysis

HR&A's fiscal impact model uses data from the Colorado Tourism Office. The basic logic of the analysis is as follows:

To understand how much state and local (county and municipal) tax revenue is generated by tourists in the five counties, HR&A pulled county-level tax data from Economic Impact Reports prepared annually by **Dean Runyan Associates, Inc.** for the Colorado Tourism Office. This data shows the exact dollar amounts of state and local tax receipts (i.e., tax revenue) generated by visitor spending per county. According to the CTO, the data reflects "tax receipts collected by state, county, and municipalities, as levied on applicable travel-related purchases, including lodging, food and beverage service, retail goods, and motor fuel".

To understand how much of overall visitor-generated tax revenue in each county is attributable to STR visitors, HR&A multiplies the 2020 state tax revenue generated by all visitors in each county by 30% to estimate the 2020 state tax revenue generated by STR visitors in each county; the model does the same for local tax

revenue. Aggregating the state and local tax revenue estimates per county produces the total fiscal impact per county.

Housing Market Analysis

To understand how STRs are impacting the inventory and availability of workforce housing, HR&A analyzed both publicly available and third-party data sources to quantify existing housing supply (i.e., housing inventory); quantify existing demand at different income levels; identify key market trends; and categorize the inventory of vacation and seasonal homes.

HR&A's analysis of the existing and historic housing supply in the five counties primarily relied on the 2010 and 2019 data from the **American Community Survey (ACS)**.

The U.S. Census Bureau's American Community Survey (ACS) is conducted every year, where the Census Bureau contacts over 3.5 million households across the county. The ACS 2014-2019 5-Year Estimate was the most recent data available as of February 2022 as the 2016-2020 data was delayed due to complications from COVID-19.

HR&A supplemented the supply analysis with **publicly available building permits data**. The availability and quality of building permit data varied across the five counties. HR&A used 2020 building permit data for the municipality of Steamboat Springs

(located in Routt County) for analysis, which was broken down by property type and construction status.

Public Use Microdata Survey (PUMS) data from the U.S. Census Bureau was used to break down the housing inventory data further into occupied and vacant units, including the type of vacant unit (i.e., whether units are vacant because they are seasonal homes or homes on-the-market).

For the study area of Eagle, Grand, Pitkin, Routt, and Summit County, HR&A used the Public Use Microdata Survey Areas (PUMAs) 08-00400 and -00200 as the closest approximation of county boundaries. However, HR&A's PUMS analysis includes a slightly larger area than the county boundaries.

Workforce Housing Analysis

To understand how STR housing inventory may be impacting the availability of workforce housing, HR&A categorized the existing inventory of STRs using STR inventory data from **Transparent**.

Transparent is a specialized data intelligence company based in Madrid. Transparent tracks over 35 million Airbnb, Vrbo, Booking.com, and TripAdvisor listings globally. HR&A purchased data for the five counties from 2018 to 2021. This includes characteristics about property type, average daily rate (ADR), and availability.

HR&A also conducted a housing gap analysis to quantify the existing supply of long-term housing (non-STRs) relative to demand at different income levels. The intention of this analysis was to analyze which STR units, if converted to long-term rentals, might reasonably be available at a price affordable to the workforce.

To supplement the 2019 ACS data with more current housing market information, HR&A pulled data from **Zillow**, a rental and for-sale listing company, for each county. The Zillow listing data reflects all active listings as of March 17, 2022.



County Profiles

Eagle County

Home to **Vail** and **Beaver Creek** ski resorts

Demographic Overview

18,200

Households

\$84,800

Median Household
Income

Housing Inventory Overview

32,500

Housing Units

10,300

STR Units

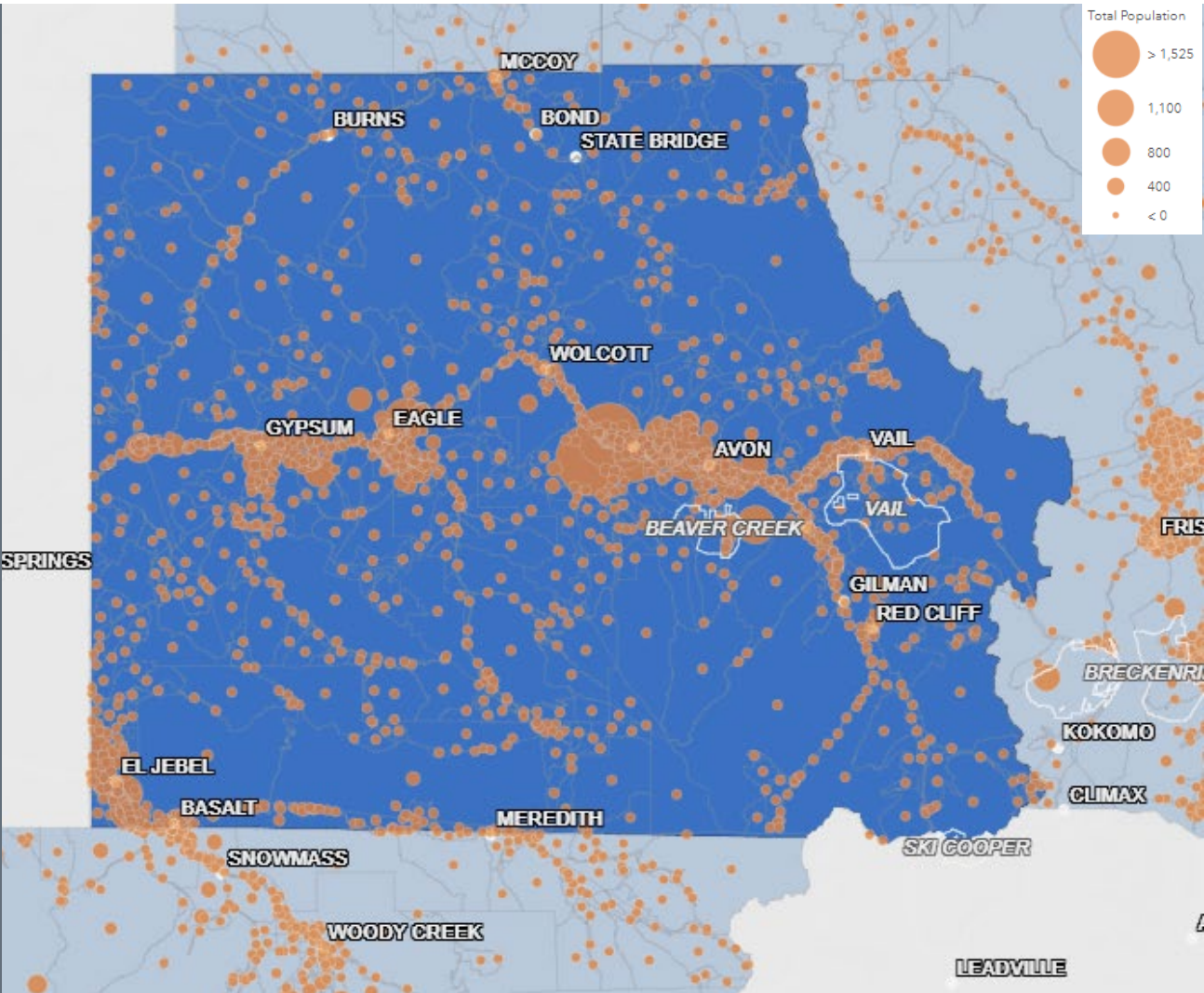
Tourism Overview

1.5M

Est. Annual Visitors

\$974.9M

Visitor Spending in 2020



Sources: American Community Survey (ACS) 5-Year estimates, Colorado Tourism Office, Longwoods International.

Eagle County

STR visitors spent approximately **\$292.5M** in 2020

Economic & Fiscal Impact

4,200
Jobs Supported

\$193.5M
Worker Earnings

\$20.7M
State & Local Taxes

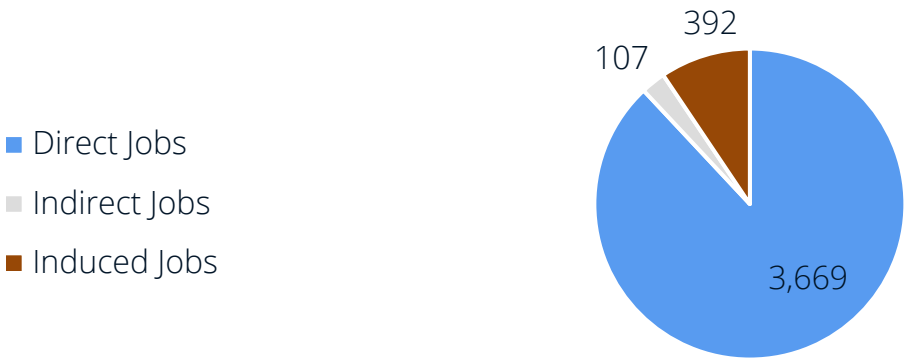
\$527.0M
Total Economic Output

Workforce Housing Impact

117
STRs comparable to
workforce housing* in 2021

+43
Increase in STRs comparable
to workforce housing* from
2019 to 2021

Jobs Supported by STR Visitor Spending, 2020



Tax Revenue from STR Visitor Spending, 2020



Sources: ACS 5-Year estimates, Airbnb, Colorado Tourism Office, Emsi.

* This analysis includes apartment STR units that might otherwise be available and affordable to long-term renters. STR units that are available for more than half the month and are in the lower Average Daily Rate (ADR) bracket (less than \$150 per day) are most directly comparable to rental units that could meet workforce housing need.

Grand County

Home to **Winter Park** ski resort

Demographic Overview

5,900

Households

\$71,200

Median Household
Income

Housing Inventory Overview

16,800

Housing Units

6,400

STR Units

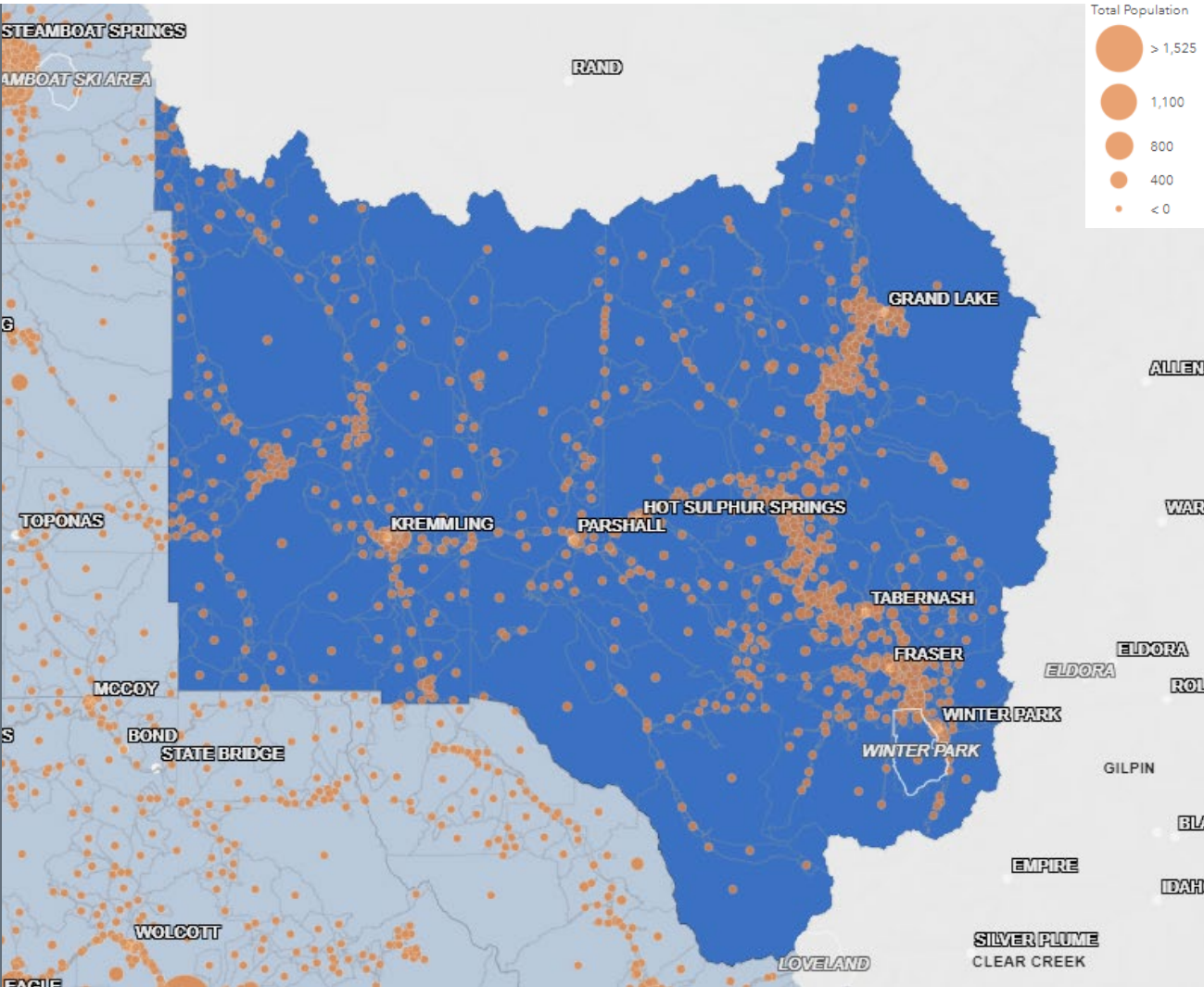
Tourism Overview

591,900

Est. Annual Visitors

\$385.9M

Visitor Spending in 2020



Sources: American Community Survey (ACS) 5-Year estimates, Colorado Tourism Office, Longwoods International.

Grand County

STR visitors spent approximately **\$115.8M** in 2020

Economic & Fiscal Impact

1,600
Jobs Supported

\$33.1M
Worker Earnings

\$8.3M
State & Local Taxes

\$115.1M
Total Economic Output

Workforce Housing Impact

352
STRs comparable to
workforce housing* in 2021

+112
Increase in STRs comparable
to workforce housing* from
2019 to 2021

Jobs Supported by STR Visitor Spending, 2020



Tax Revenue from STR Visitor Spending, 2020



Sources: ACS 5-Year estimates, Airbnb, Colorado Tourism Office, Emsi.

* This analysis includes apartment STR units that might otherwise be available and affordable to long-term renters. STR units that are available for more than half the month and are in the lower Average Daily Rate (ADR) bracket (less than \$150 per day) are most directly comparable to rental units that could meet workforce housing need.

Pitkin County

Home to **Aspen** and **Snowmass** ski resorts

Demographic Overview

7,500

Households

\$78,900

Median Household
Income

Housing Inventory Overview

14,000

Housing Units

4,900

STR Units

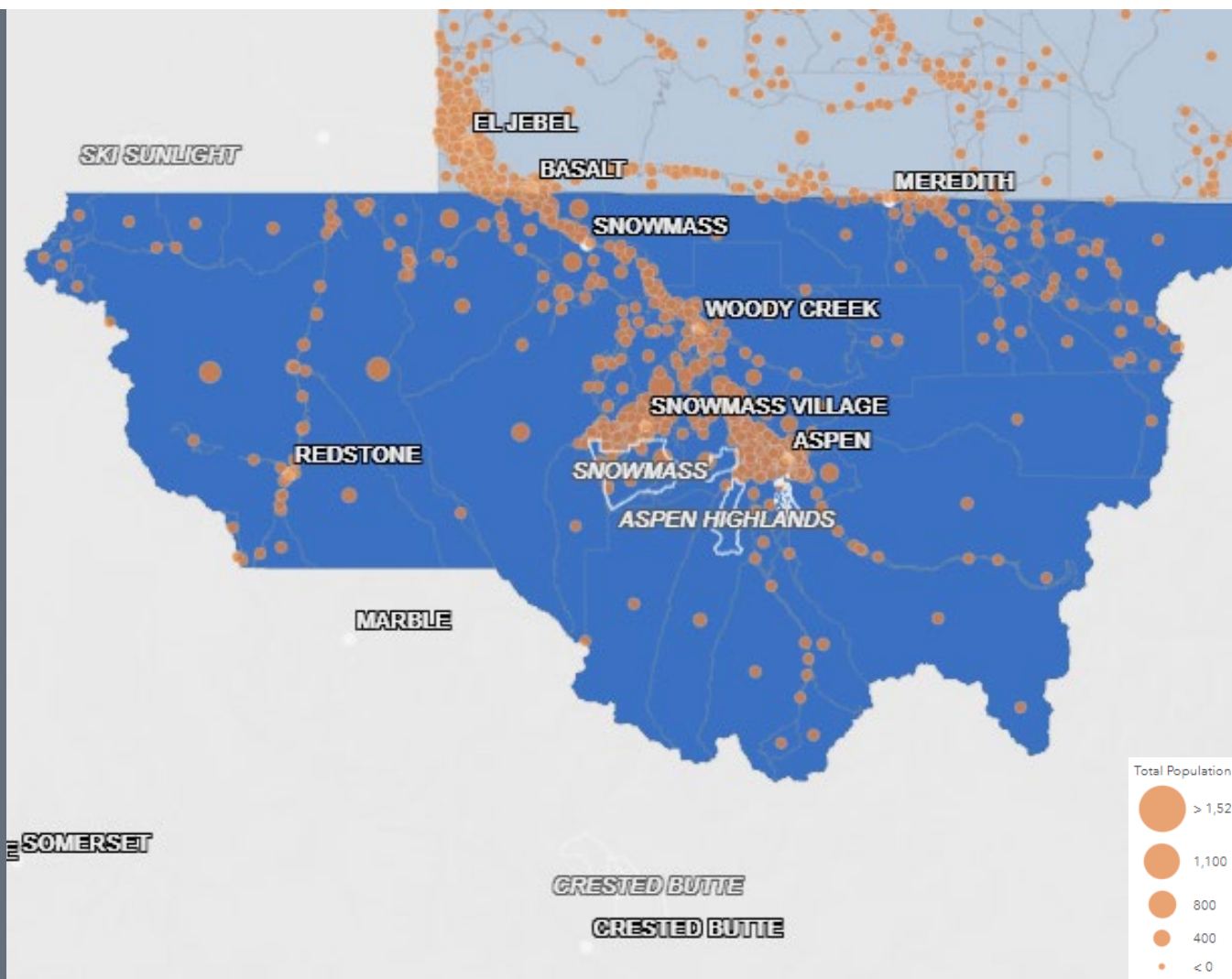
Tourism Overview

876,500

Est. Annual Visitors

\$571.5M

Visitor Spending in 2020



Pitkin County

STR visitors spent approximately **\$171.4M** in 2020

Economic & Fiscal Impact

1,900
Jobs Supported

\$119.3M
Worker Earnings

\$13.7M
State & Local Taxes

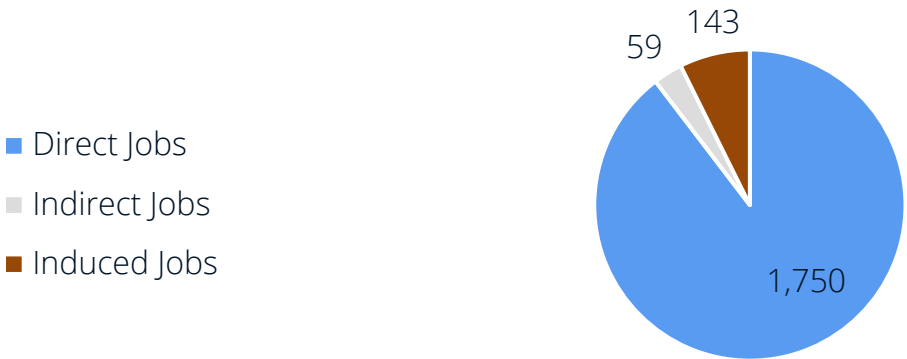
\$331.8M
Total Economic Output

Workforce Housing Impact

19
STRs comparable to
workforce housing* in 2021

+9
Increase in STRs comparable
to workforce housing* from
2019 to 2021

Jobs Supported by STR Visitor Spending, 2020



Tax Revenue from STR Visitor Spending, 2020



Sources: ACS 5-Year estimates, Airbnb, Colorado Tourism Office, Emsi.

* This analysis includes apartment STR units that might otherwise be available and affordable to long-term renters. STR units that are available for more than half the month and are in the lower Average Daily Rate (ADR) bracket (less than \$150 per day) are most directly comparable to rental units that could meet workforce housing need.

Routt County

Home to **Steamboat Springs** ski resort

Demographic Overview

9,600

Households

\$77,400

Median Household
Income

Housing Inventory Overview

16,800

Housing Units

6,800

STR Units

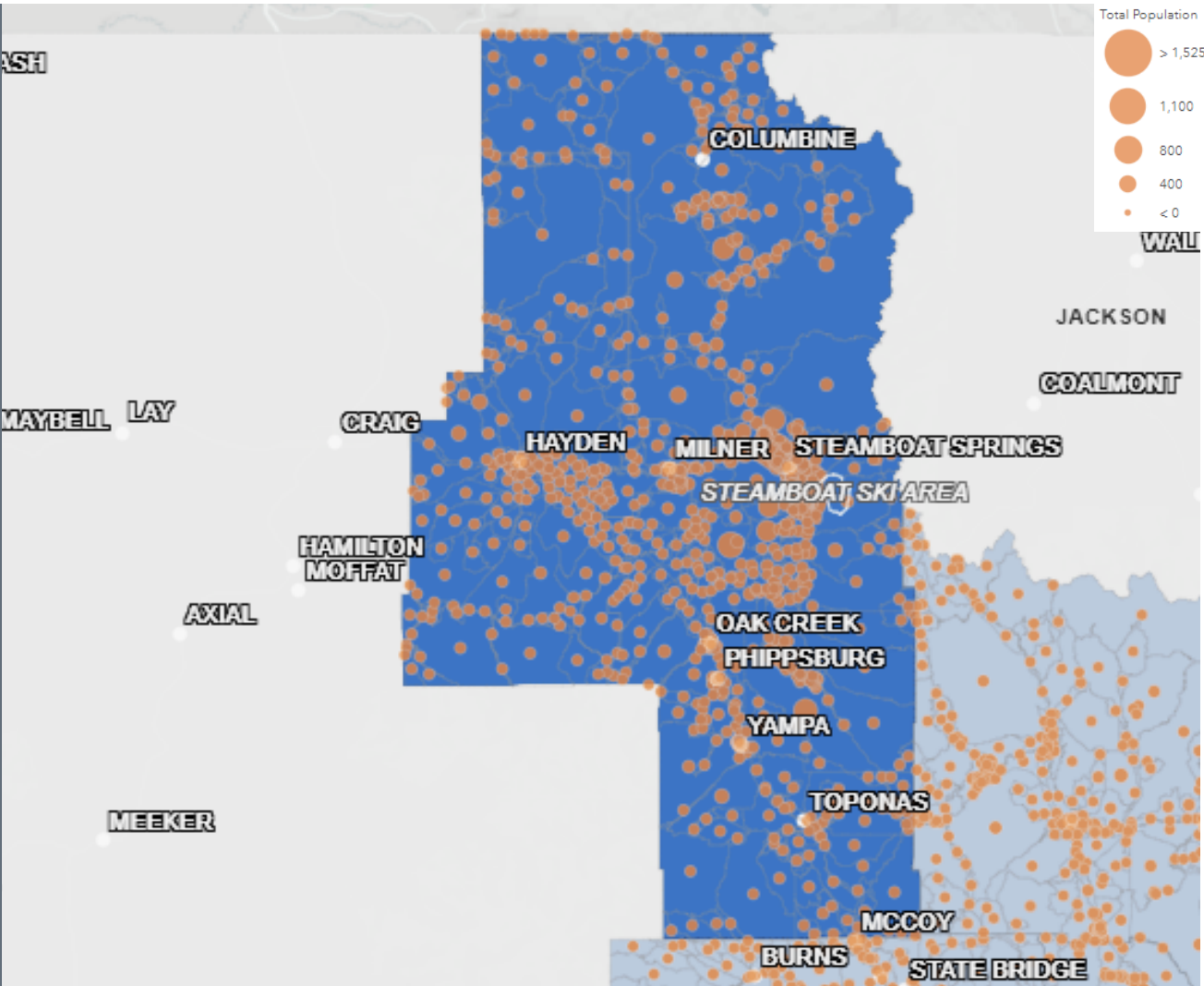
Tourism Overview

333,700

Est. Annual Visitors

\$217.6M

Visitor Spending in 2020



Sources: American Community Survey (ACS) 5-Year estimates, Colorado Tourism Office, Longwoods International.

Routt County

STR visitors spent approximately **\$65.3M** in 2020

Economic & Fiscal Impact

1,100
Jobs Supported

\$41.6M
Worker Earnings

\$4.5M
State & Local Taxes

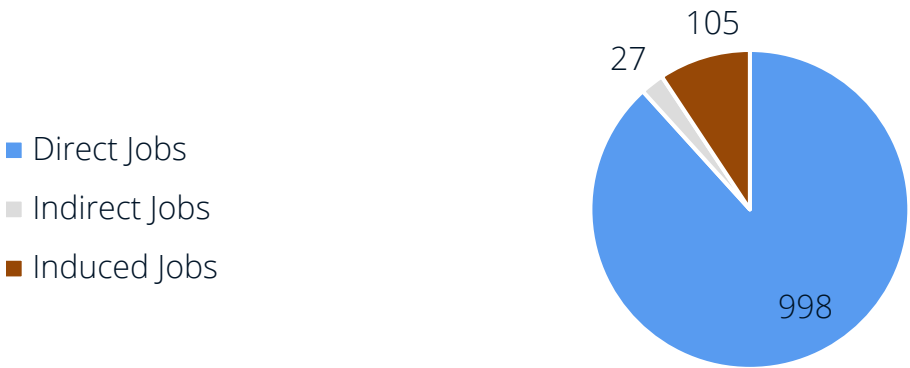
\$179.2M
Total Economic Output

Workforce Housing Impact

178
STRs comparable to
workforce housing* in 2021

+46
Increase in STRs comparable
to workforce housing* from
2019 to 2021

Jobs Supported by STR Visitor Spending, 2020



Tax Revenue from STR Visitor Spending, 2020



Sources: ACS 5-Year estimates, Airbnb, Colorado Tourism Office, Emsi.

* This analysis includes apartment STR units that might otherwise be available and affordable to long-term renters. STR units that are available for more than half the month and are in the lower Average Daily Rate (ADR) bracket (less than \$150 per day) are most directly comparable to rental units that could meet workforce housing need.

Summit County

Home to **Breckenridge**, **Keystone**, **Copper Mountain**, and **Frisco** ski resorts

Demographic Overview

10,600

Households

\$79,300

Median Household
Income

Housing Inventory Overview

31,200

Housing Units

20,800

STR Units

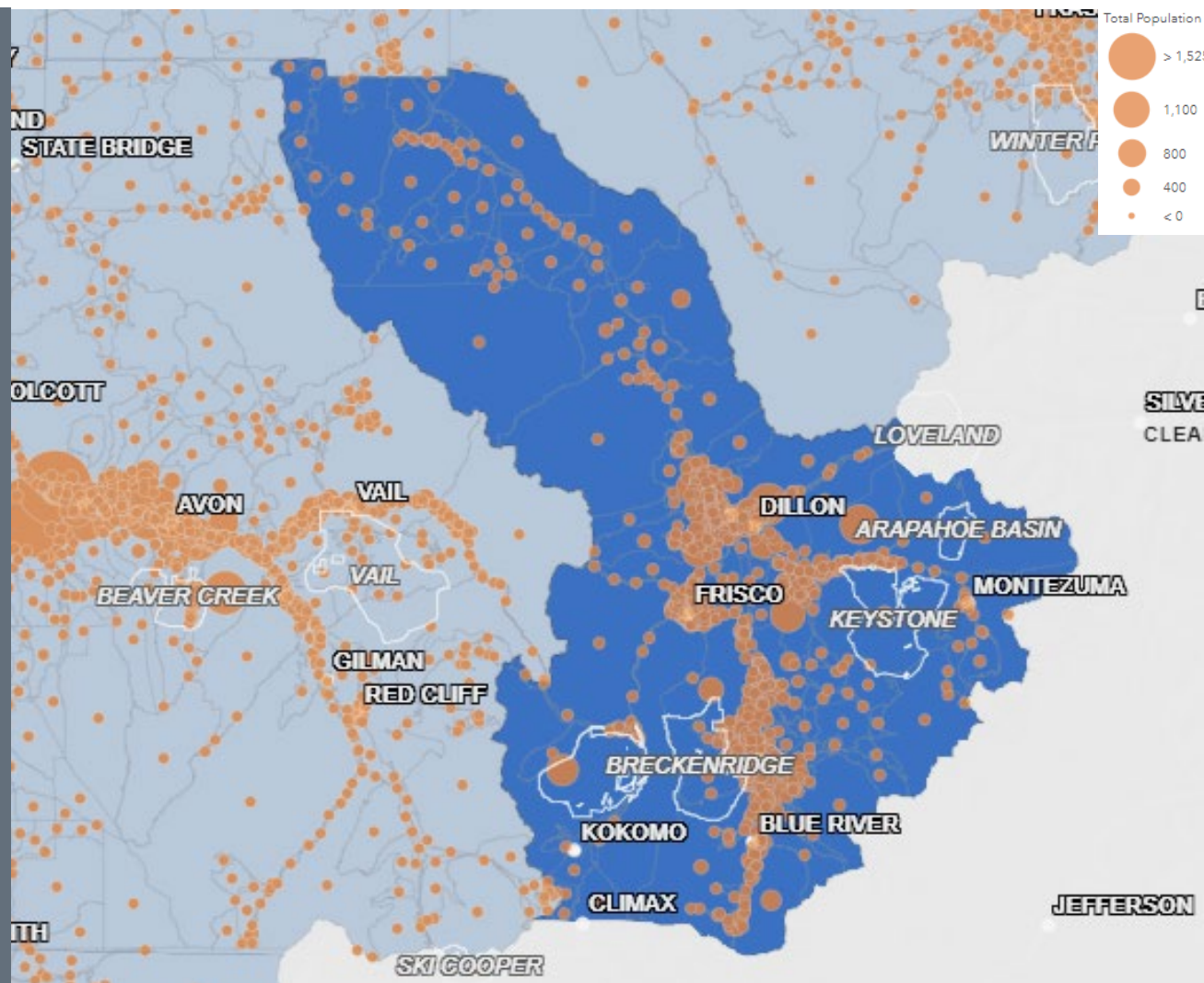
Tourism Overview

1.9M

Est. Annual Visitors

\$1.23B

Visitor Spending in 2020



Summit County

STR visitors spent approximately **\$370.5M** in 2020

Economic & Fiscal Impact

5,900
Jobs Supported

\$211.6M
Worker Earnings

\$26.8M
State & Local Taxes

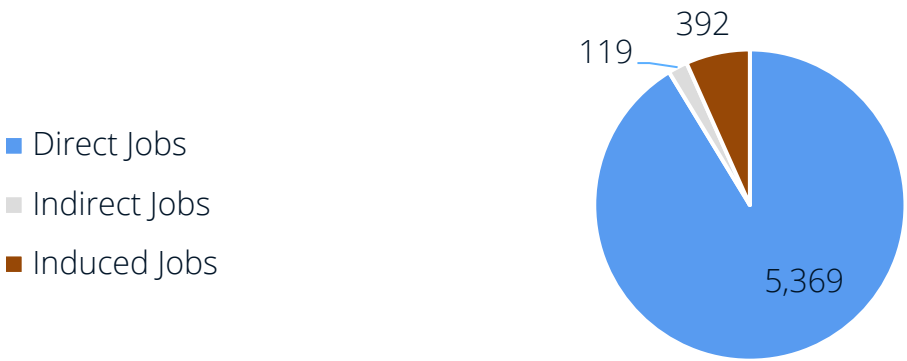
\$358.2M
Total Economic Output

Workforce Housing Impact

807
STRs comparable to
workforce housing* in 2021

+243
Increase in STRs comparable
to workforce housing* from
2019 to 2021

Jobs Supported by STR Visitor Spending, 2020



Tax Revenue from STR Visitor Spending, 2020



Sources: ACS 5-Year estimates, Airbnb, Colorado Tourism Office, Emsi.

* This analysis includes apartment STR units that might otherwise be available and affordable to long-term renters. STR units that are available for more than half the month and are in the lower Average Daily Rate (ADR) bracket (less than \$150 per day) are most directly comparable to rental units that could meet workforce housing need.



Colorado Short Term Rental Impact Study

May 2022



Shay Coburn <shay@urbanruralcontinuum.com>

Comments on Proposed ADU's and STR's

Laurene Bissell <laurenejessie@gmail.com>

Mon, Apr 15, 2024 at 4:39 PM

To: shay@urbanruralcontinuum.com

Cc: paonia@townofpaonia.com

My husband and I live in town and these are our comments about the proposed regulations for ADU's and STR's. We live at 337 Rio Grande Ave, and do have an ADU on our property, we use it as a STR when our family isn't here.

The cap of 20 STR's is too low.

There seems to be 40-50 right now in town limits and to eliminate more than half of them seems unfair, and very limiting for people looking to rent short term in Paonia.

The 40 to 50 in town STR's seem to be used right now, it seems like there is a need for them, people wouldn't be doing it if there wasn't a need to be filled. If you limit the STR's in town to 20-30 or make it so hard or expensive to operate, this will encourage out of town people to step up and fill the need without all the expense and hoops, so this is a disincentive to the local town residents.

The agricultural tourism for our area has grown since the 2 mines closed and we thought the town was encouraging of this industry. The growth of this industry is growing throughout the state, and encouraging it here is something we support.

Tourism is an industry that brings money to our town businesses. The increase of festivals, music events, holiday fairs, Final Friday events, and activities throughout the area and throughout the year bring people here. We need to provide places for these people within the town limits. People like to walk or bike to the events and to shopping and to restaurants.

We also do not agree that ADU's can not be short term rentals. Why? The ADU's are a benefit to the local people to add income to their household.

If you only allow STR's to be whole existing houses you are favoring those people who can afford to have a whole house that they rent out. So people who can afford 2 or more homes benefit from this.

Short term rentals allowed for rooms in existing houses that are sharing a kitchen are not as desirable for the tourist. These are needed for some people but to eliminate all the other ADU's as STR's is very limiting for our tourist population.

How would you decide which 20 STR's get to stay in business? If you eliminate all ADU's which we understand to be any backyard cottage, studio or apartment, and all studio's, and apartments, that are attached to the main house, you will only have STR's that are whole homes, or rooms in homes.

Again very unfair to our local population of people who can't afford a whole second house.

We think anyone renting out STR should be a local resident, they should live within 15 miles of town, or on the property they are renting. No out of state owners. No agents can work for people who don't live here. This will benefit the local residents and eliminates people from out of state buying property and renting out as STR. If you are already an out of state owner renting your house as an STR, then you would not be grandfathered in. You would be able to rent your house no less than 30 days at a time.

We thinking parking should be required for any ADU and STR.

We think paying a whole water tap fee for an ADU is extreme. Usually an ADU is another bathroom and maybe a kitchen sink, not the same as a whole house. Paying for a full water tap for an addition to an existing home we think is way too expensive and will limit who can afford to build. A meter if needed or a separate monthly utility is fair. Maybe this could be determined by the size of the ADU, or number of total bathrooms or faucets or something reasonable. Licenses paid each year to the town and added monthly utility fees would help the town which we think would be fair and help the town. Hopefully your fee for a license will be reasonable.

We also think the town should encourage owners to build ADU's, whether its a separate building, a finished garage, or attached addition. By keeping expenses affordable this will help people build. This will help with short term and long term rentals in our town, and helps the home owner meet living expenses.

Thank you,
Roger and Laurene Bissell
337 Rio Grande Ave
970-261-4101



Shay Coburn <shay@urbanruralcontinuum.com>

Comments re: the second draft version of Code for STRs and ADUs presented at the April 8, 2024, Work Session Agenda Packet.

Paige S <paiges@townofpaonia.com>

Mon, Apr 15, 2024 at 6:01 PM

To: Stefen Wynn <StefenW@townofpaonia.com>, Shay Coburn <shay@urbanruralcontinuum.com>

Hello,

Sharing a few thoughts and suggestions.

I'm concerned that we haven't offered compelling examples from other small town's that have instituted STR licensing and seen their rental/for sale housing stock increase. Is this too new to have any concrete, identifiable results from other Colorado small towns?

Also, do we know that all required taxes (Town and County) are being collected from the existing STRs and remitted back to the Town and County? This seems important to verify as the STR owners commenting on the STR proposal bring this up as a positive revenue generator for the Town. Does the Town of Paonia receive any of the Delta County lodging tax?

Lastly, is there a nonfiscal way to incentivize STR owners into renting their properties? I don't think the Town can assist a landlord with regard to the interior upkeep of a rented structure, but perhaps there is a way for the Town to step up enforcement of exterior Code violations (the types of instances Deborah Spiegel mentioned) to enable the landlord to use that citation as leverage for renter compliance. If this is possible, it could help a lot of landlords in-town, not just those properties converted from STRs to rentals and help us clean-up properties with the blessing of the landlords...Yes, I may be hopelessly optimistic!

Specific comments-----

1) In her email dated March 26, 2024, Shirley Yeamans mentioned the following:

"In getting started 10 years ago, I first checked with the town and then the state. I pay state, county, local, and lodging taxes quarterly. Also, I keep my state license current."

I'm curious about the "state license" she's referring to. Is this strictly a license for tax reporting purposes or is there some sort of state issued lodging license? Also, she makes it sound as though she pays the taxes for her STRs directly and not through one of the reservation platforms (see my comment at number 5 below). Is it possible that she doesn't advertise on any platform and therefore her two STRs have not been accounted for?

2) Page 5 of the Agenda Packet, Sec. 6-5-10(a) I'd like to suggest the following addition to this subsection:

(a) Any person owner of property within the Paonia Town limits who desires to use such property as have a short-term rental within the Town shall be required to obtain a short-term rental license for each short-term rental listing.

3) Page 5 of the Agenda Packet, Section 6-5-10(b). This section refers to full dwelling units or portions thereof. There was much discussion of licensing the rental of a room in a home that would not be considered a dwelling unit. It's unclear to me how licensing a single room inside the principal residence occupied by the owner will address the Town's need for more dwelling unit housing for sale or rent. Could we have more discussion regarding the pros and cons of including the renting of a single room with access to a bathroom in the licensing requirements? I feel that Deborah Spiegel has provided some compelling reasons for not licensing a room rented inside a principal residence.

4) Page 5 of the Agenda Packet, Section 6-5-10(c). I would recommend that some time frame be associated with the annual renewal and included in the Code as this timeframe is an important part of the licensing proposal. Perhaps something such as "renewal application must be submitted 30 days prior to license expiration."

5) Page 5 of the Agenda Packet, Section 6-5-10(g) "Applicable sales and lodging tax shall be submitted by the licensee." Based on the comments from current STR managers (with the exception of Shirley Yeamans), they do not directly handle sales and lodging taxes and instead the reservation platform is handling tax payments. It seems that we would want some sort of verification of the taxes being paid. I don't know how to reword this, but perhaps requiring written verification from the STR platform and provided by the STR licensee that all taxes are handled by the platform (or written verification of individual tax filing in the case of an owner paying their own taxes).

6) Page 5 of the Agenda Packet, Section 6-5-20 (b). This section includes "notice and publishing costs." Is the licensing procedure contemplating the need for public notice associated with the application for a short-term rental license? If not, I suggest this additional potential cost be removed.

7) Page 5 of the Agenda Packet, Section 6-5-30(a) and (b). I'd suggest removing the term "suspend" and "suspension" respectively unless Section 6-5-30 defines which actions will result in suspension vs. which actions will result in the more serious revocation.

8) Page 5 of the Agenda Packet, Section 6-5-30(a)(1). I'd like to suggest clarifying language in this subsection:

(a)(1) ~~A The holder of a short-term rental license owner of the property licensed as a short-term rental is found to be managing the property licensed in a manner that is in violation Chapter 7, 16 and/or 18 of the Town Municipal Code and the owner does not rectify the violation within the timeframe prescribed in the Town's letter of violation. remain violation of the Town Municipal Code;~~

9) Page 5 of the Agenda Packet, Section 6-5-30(a)(2). Is this subsection intended to be applied to the conduct of the clients renting the property? If so, I'd like to suggest changes to reflect this intent:

(a)(2) There have been two (2) or more violations of the Town Municipal Code at a single licensed short-term rental issued by the Paonia Police to the holder of the license in response to violating activities conducted by clients while occupying the short-term rental during the annual licensed time frame.

10) Page 5 of the Agenda Packet, Section 6-5-30(a)(3). Does the Town have a way of knowing that taxes from an individual vendor aren't being paid for the purposes of this compliance test?

Thank you for considering my questions and comments while preparing for the next work session.

4/16/24, 9:25 AM

urbanruralcontinuum.com Mail - Comments re: the second draft version of Code for STRs and ADUs presented at the April 8, 2024...

Paige Smith

135

Town of Paonia Trustee

307-631-4544



Shay Coburn <shay@urbanruralcontinuum.com>

Comments on STR code proposals

Megan Lawson <meganmclawson@gmail.com>

Mon, Apr 15, 2024 at 9:30 PM

To: shay@urbanruralcontinuum.com, paonia@townofpaonia.com

Dear Planning Commission and Ms. Coburn -

Thank you for your hard work addressing these needed code revisions. I have a few concerns regarding the STR code proposals:

- Arbitrarily low cap: The limitation of STRs to 20 units appears arbitrary, and intended to appear that the Trustees are doing "something" about housing affordability by reducing STRs rather than a well-considered policy. Of the 10 or so current STRs that would no longer be allowed (assuming about 30 units today), does the Commission know how many would be made available for long-term rentals? I have not seen a clear connection established between how these STR regulations would change the number of housing units available for residents. If the Town chooses to impact people's businesses and livelihoods, this choice should be based on data rather than to create an appearance of impact on housing affordability.
- STRs cannot grow with the town: The proposed cap of STRs at a specific number, rather than a percentage of housing units, means that Paonia's nascent tourism economy will be unable to grow as the town grows (once the tap moratorium is lifted), stifling the economic opportunities that come along with it. A 2021 study in the [Harvard Business Review](#) underscores "the importance of a targeted approach to regulation that limits the short-term harm of STRs without eliminating their potential to spur long-term growth." Capping STRs at 5% of all housing stock would ensure that tourists can be accommodated, supporting local businesses and providing income to residents.
- Unclear licensing process: Without guidelines as to licensing procedures, and by setting the STR cap below the current number of STRs, the proposed code is setting the Town and STR owners up for uncertainty and inherent conflict. How will the town administrator allocate the limited permits in a manner that is fair and equitable? Will STR owners be forced to play this game of musical chairs each year to renew their license? Will license holders be grandfathered in once a license is obtained, or will each year be a new competition?
- Timing: As many commentators at the April 8 meeting mentioned, it is essential that the Town gives ample time for STR owners to adjust their businesses to comply. Many are booked out through 2024, and unnecessarily abrupt changes will cause them to incur significant cancellation penalties.

Thank you for your consideration.

Sincerely,
Megan

--

Megan Lawson, Ph.D.
406.570.7475
meganmclawson@gmail.com



Shay Coburn <shay@urbanruralcontinuum.com>

Fwd: Short Term Rentals

Dave K <DaveK@townofpaonia.com>

Tue, Apr 16, 2024 at 11:16 AM

To: Paige S <paiges@townofpaonia.com>, Shay Coburn <shay@urbanruralcontinuum.com>

Hi Paige and Shay, Here's info from Mancos about enforcing locally owned STRs.

Thought this might be of help as we move toward regulations.

Best...

Dave

The Town of Paonia is an Equal Opportunity Employer

Dave Knutson

970 260-3260

Begin forwarded message:

From: Jamie Higgins <jhiggins@mancoscolorado.com>

Date: April 11, 2024 at 3:50:44 PM MDT

To: Dave K <DaveK@townofpaonia.com>

Subject: Short Term Rentals

You don't often get email from jhiggins@mancoscolorado.com. [Learn why this is important](#)

Good afternoon Trustee Dave,

My Town Administrator asked me to reach out to you regarding our short term rentals. Currently we enforce the local owned short term rentals through our business license process. To obtain a short term rental business license our requirements state if the rental is in a residential area, the owner has to live on site. If the rental is in a commercial or mixed use area the owner has to reside within the 81328 area. Attached is the ordinance and exhibit with business license requirements.

If you have any more questions please let me know, I am happy to help.

Thank you,

Jamie Higgins

Town Clerk/Treasurer

Town of Mancos

P.O. Box 487

Mancos, CO 81328

(970) 533-7725 Phone

(970) 533-7727 Fax

www.mancoscolorado.com



Ord770Series2022ShortTermWithExhibit.pdf
338K

Ordinance #770
Series 2022

An Ordinance of the Town of Mancos Amending Certain Portions of Chapter 16 of the Mancos Municipal Code Known as the Mancos Land Use and Development Code Concerning Short-Term Rentals and Lifting the Temporary Moratorium on Short-Term Rentals

WHEREAS, the Town of Mancos amends the Town of Mancos Municipal Code, Adopted by Ordinance 420 in 1982, Re-codified in 2010 by Ordinance 634, as amended, from time to time (hereafter “Mancos Municipal Code”); and

WHEREAS, Section 1-3-70 of the Mancos Municipal Code allows that amendments to the Code may be made; and

WHEREAS, the regulation of Land Use, Planning and Zoning are within the proper exercise of a local government’s police power to promote public health, safety, and welfare; and

WHEREAS, proper public notice was given and public hearings were held in consideration of the text amendments to the Mancos Land Use and Development Code as set forth in Section 16-18-2 and Section 16-19-14 of the Mancos Land Use and Development Code; and

WHEREAS, after having considered the public comment and having reviewed all aspects of the proposed changes and amendments as described in the attached Exhibit A, the Planning and Zoning Commission, at a regular meeting held on April 20, 2022, recommended approval of the amendments to the Mancos Land Use and Development Code as described in Exhibit A to the Board of Trustees or with suggested modifications as dictated by the Planning and Zoning Commission in Exhibit B, if any; and

WHEREAS, a duly advertised public hearing was held by the Board of Trustees at its regular meeting on June 8, 2022; and

WHEREAS, after having considered the public comment, the Board of Trustees of the Town of Mancos has determined that amending the Mancos Land Use and Development Code as described in the attached Exhibit A is necessary in order to better achieve the purposes identified in Section 16-1-4 of the Mancos Land Use and Development Code; and

WHEREAS, in Ordinance 768, Series 2022, the Board of Trustees of the Town of Mancos extended a temporary moratorium on the submission, acceptance, processing, and approval of permits and renewals of any new short-term rental permit, but excluding renewals of short-term rental permits to allow for the development of new and amended short-term rental permitting through August 31, 2022.

NOW THEREFORE, BE IT ORDAINED by the Board of Trustees of the Town of Mancos, Colorado, that:

1. The Mancos Land Use and Development Code is hereby amended as described in the attached hereto Exhibit A on the effective date of this ordinance.
2. The temporary moratorium on short-term rentals up to August 31, 2022, established in Ordinance 768, Series 2022 shall be deemed lifted, rescinded and of no further force and effect upon the effective date of this ordinance.

THIS ORDINANCE PASSED ON FIRST AND FINAL READING THIS 8th DAY OF June, 2022.
This ordinance shall become effective thirty (30) days after publication.

TOWN OF MANCOS, COLORADO

Ellen “Queenie” Barz, Mayor

ATTEST:

Jamie Higgins, Town Clerk

PUBLISHED THE ____ DAY OF _____, 2022 BY THE AUTHORITY OF THE TOWN
CLERK OF MANCOS, COLORADO.

ATTEST:

Jamie Higgins, Town Clerk

Sec. 16-4-4. Permitted uses and classification of unlisted uses.

(d) Primary uses. The following uses are permitted as primary uses in the zone districts identified:

- (1) Uses identified with a /P/ in a district column are allowed by right in the district subject to compliance with any applicable use-specific standards conditions and all other provisions of this LUC.
- (2) Uses identified with an /S/ in a district column are allowed in the district only upon approval of a special use permit in accordance with the procedures and standards of Section 16-19-5, Special Use Permits.
- (3) Uses identified with an /X/ in a district column are prohibited in that district.

Table 16-4.1: Primary Uses												
Use Type	Additional Standards	Zone Districts										
		AR	AR-C	SFR-1	SFR-2	MFR-1	MFR-2	DMU	CMU	C	LI	P2
		Key: P= Permitted by Right, S = Special Use Permit, /X/ Prohibited										
Lodging Accommodations												
Bed and breakfast	16-4-6	P	S	S	S	P	P	P	P	P		
Hotel or motel								P	P	P		
Recreational vehicle park	16-4-6	S									P	P
Short-term rental	16-4-10(k); Town max: 15							P	P	P		

(e) Permitted accessory uses. The following uses are permitted as accessory uses in the zone districts identified:

Table 16-4.2: Accessory Uses												
Use Type	Additional Standards	Zone Districts										
		AR	AR-C	SFR-1	SFR-2	MFR-1	MFR-2	DMU	CMU	C	LI	P2
Short-term rental	16-4-10		P	P	P	P	P	P	P	P		

ARTICLE 4 - USE STANDARDS

Sec. 16-4-10 - Accessory Uses

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(k) Short-Term Rentals

 (1) Purpose

 The purposes of the Mancos short-term rental unit licensing program are to:

- a. Maintain the viability and affordability of owner and renter-occupied residential housing in Mancos
- b. Protect existing commercial structures and spaces from investment pressure to convert to residential short-term rental use.
- c. Ensure that traditional residential neighborhoods are not turned into tourist areas to the detriment of full-time residents
- d. Prevent the creation and use of pseudo-hotels in residential neighborhoods.
- e. Ensure that short-term rental owners maintain compliance with the Town’s LUC and other relevant municipal regulations.
- f. Support the property values of all properties in a neighborhood, not just those lots with short-term rentals.
- g. Minimize public safety risks and the noise, trash, and parking problems often associated with short-term rentals.

- h. Give permanent residents the option to occasionally utilize their properties to generate extra income from short-term rentals as long as all of the Town's other policy objectives are met.
- i. Protect the health, safety, and general welfare of the community.
- j. Establish a comprehensive review and licensing process to safeguard the public health, safety, and welfare of the community by regulating and controlling use, occupation, location, and maintenance of short-term rental properties within the Town of Mancos.

(2) Business License for a Short-Term Rental (STR) Required

- a. Business License Issuance
 - 1. A business license is required for all short-term rentals. A separate license is required for each short-term rental unit on a property. It shall be unlawful for any person to operate a short-term rental without a valid business license.
 - 2. The business license must be obtained before the rental is advertised or used, except as provided in Section (k)(3), Applicability to Existing Short-Term Rental Licenses, for properties with existing short-term rental licenses.
 - 3. Business licenses for short-term rentals are not transferrable and they do not run with the property.
- b. A short-term rental business license shall only be issued to any of the following, whose name shall appear on the deed of the property:
 - 1. A natural person;
 - 2. A trust, if the beneficiary of the trust is a natural person; or
 - 3. A limited liability company or a closely held corporation with three or fewer members or shareholders who are natural persons. Please reference the definition of natural persons.
- c. The business license holder shall be responsible for payment of all taxes, including any applicable sales and lodging taxes.
- d. Renewal
 - 1. All business licenses shall be renewed annually pursuant to Mancos Municipal Code Ch.6, Art. 8.
 - 2. Renewal applications for properties that have been compliant with the short-term rental regulations and that have been submitted for renewal in a timely manner will be given priority processing over new applications.
- e. The regulations in this section apply to short-term rentals only. They do not apply to long-term leases or businesses that provide lodging services with a staffed central check-in desk, such as a hotel or bed and breakfast, when operated in a zone district that permits lodging uses.

(3) Applicability to Existing Short-Term Rental Licenses

Property owners with a short-term rental business license issued prior to the adoption of this ordinance have until the end of the current yearly license expiration period (December 31, 2022) to bring the property into compliance with the terms of this ordinance, including compliance with the residency requirement, and apply for a new business license per Mancos Municipal Code Ch. 6, Art. 8.

(4) STR Business License Cap

Up to a maximum total of 15 business licenses for short-term rentals may be issued by the Town. The Town may decide to issue fewer than the maximum total number of licenses in any year.

(5) Short-Term Rental Eligibility

- a. The following properties may qualify for use as a short-term rental:
 1. A residential property with an ADU located in a residential zone district where the property owner lives on-site as a primary residence.
 2. Residential properties in mixed-use and commercial zone districts where the property is owned by a local owner.
- b. Residency requirements shall not be eligible for exemption or variance.
- c. Permanently affordable housing, publicly-owned housing, or housing approved to serve workforce housing needs may not be used for short-term rentals.
- d. Nothing in this section shall limit the ability of a property owner; property covenants, conditions, and restrictions (CC&Rs); homeowners' association or similar association from prohibiting or further limiting the short-term rental of property where the authority to do so exists.

(6) Use and Occupancy

- a. Short-term rentals must be used for lodging purposes only. Occupancy shall be limited to 2 people per bedroom plus two additional guests.
- b. Short-term rental properties may not be used for commercial purposes or large social gatherings such as weddings or family reunions.
- c. Noise
 1. Quiet hours shall be from 10:00 p.m. to 7:00 a.m. and no outside assembly of more than the maximum overnight occupancy shall be permitted during this period.
 2. Outdoor amplified sound (microphone or speaker system) shall not be allowed at any time. This provision does not apply to casual music from personal music devices or similar situations that are typical of residential surroundings.
 3. Pets if allowed by owner shall be secured on the property at all times. Continual nuisance barking by unattended pets is prohibited.

(7) Structure and Site Requirements

- a. Sleeping quarters for short-term rentals shall be located in a habitable structure and not in:
 - 1. Non-residential areas within a building that do not contain finished living space (e.g., shed, garage);
 - 2. Commercial or industrial spaces; or
 - 3. Outdoors in temporary structures (e.g., tent) or in a recreational vehicle or tiny home on wheels.
- b. Short-term rental units must contain smoke detectors, fire extinguishers and carbon monoxide detectors; and shall remain compliant with all zoning, building, fire, noise, and other applicable Town and state codes.
- c. Guests shall be provided with instructions about where to park. On-site parking is limited to driveways and garages.
- d. The property owner shall maintain weekly residential trash collection services.
- e. No signage in addition to that allowed for the property in Article 16.13, Signs, is allowed for short-term rentals.
- f. A copy of the business license shall be posted in a prominent location within the rental. The business license shall specify the term of the license, maximum occupancy approved for the short-term rental, contact information for the property owner or manager, location of fire extinguisher(s), and any relevant conditions of the business license approval.

(8) Business License

- a. An application for a business license for a short-term rental shall include the following information:
 - 1. Contact information for the owner (person, trust, or corporation) of the property.
 - 2. Contact information for the owner's local contact person, who has authority to fix any problems or violations of this section, who is located within 30 minutes of the property and available 24 hours a day, seven days a week, at a phone number provided to both the Town and any person staying at the property.
 - 3. The URL (i.e., the website address) for any and all advertisements of the short-term rental of the property.
 - 4. Proof of building and fire code compliance.
 - 5. Proof of commercial general liability insurance.
- b. All properties subject to a business license application must be inspected by the Town for compliance with this LUC and all applicable life safety codes within 30 days prior to the filing of the application.
- c. The Town Administrator shall review a new or renewal application for a short-term rental business license for compliance against the criteria listed below. The Town Administrator

may deny a short-term rental business license application or renewal application if any of the following issues are found:

1. The property has any unresolved code enforcement violations, including issues unrelated to the short-term rental.
2. The property is not in compliance with all applicable Land Use Code requirements, any permit requirements, or where applicable, any fire, building and safety, or other relevant laws and ordinances.
3. The applicant has made any false, misleading, or fraudulent statements of material fact in the application, or in any report or statement required to be filed that is related to the application.
4. The property that is the subject of the application is not available for immediate rental on a short-term basis consistent with the requirements of these regulations.

d. Issuance and Renewal

Business licenses for short-term rentals shall be issued pursuant to the Mancos Municipal Code Ch. 6, Art. 8. The issuance of a business license for a short-term rental does not create a continuous right to operate a short-term rental beyond the annual term of the license.

e. Effect of Denial

1. If an application for a new or renewal short-term rental business permit is denied, the Town Administrator may not approve a new application for that applicant and location for a one-year period after the denial unless the Planning and Zoning Commission determines that the reason for the denial has been cured or no longer exists.
2. An applicant who has requested review based on cured circumstances but is denied by the Planning and Zoning Commission may appeal the denial to the Board of Trustees.

f. Violation and Revocation

1. A business license may be found in violation and revoked pursuant to Mancos Municipal Code Ch. 6, Art. 8.
2. A license holder who is in notice of violation is prohibited from taking any further or future reservations.
3. If a short-term rental license is revoked, the short-term rental of the property must cease immediately. The unit shall not be used as a short-term rental until a new business license is issued, which may not be done for a period of one year following the revocation.
4. No fee refunds shall be issued to any licensee whose short-term rental business license is revoked.

g. Abandonment

Licensed owners must notify the Town of the closure of an STR within thirty days. Once the use of property for STR occupancy is abandoned, approval of a new business license shall be required before the property may be used again for a short-term rental.

(9) Periodic Life Safety Inspections

The Town may perform periodic life safety inspections on all short-term rental units.

(10) Listing Information

All short-term rental listings shall include the STR license number and maximum occupancy information.

(11) Guest Information in the Rental Unit

The following information shall be displayed in a prominent interior and easy to access location in each rental unit:

- a. The owner's and local property management or contact information,
- b. The short-term rental license number,
- c. A copy of the Mancos Short-Term Rental Regulations, and
- d. Site-specific instructions about parking locations and trash pick-up.

(12) Violation, Enforcement, and Penalties

- a. Short-term rental business licenses shall be enforced pursuant to Mancos Municipal Code Ch. 6, Art.8.
- b. The short-term rental license holder shall be held responsible for citations for violations of the municipal code committed by persons at the property during a period when the property is rented on Short-Term rental basis.

(13) Definitions

Accessory use or structure means a use or structure naturally and normally incidental to and subordinate to the permitted primary structure or use by right of the land or lot area.

Accessory dwelling unit (ADU) means a smaller, secondary residential dwelling unit with a separate entrance from the primary one-unit dwelling on the same lot as a primary one-unit dwelling. Accessory dwelling units are independently habitable and provide the basic requirements of living, sleeping, cooking, and sanitation.

Bed and breakfast means a commercial establishment operated in a house, or portion thereof, used by the record owner of the property as a primary residence where short-term lodging rooms and meals are provided to guests for compensation.

Boarding house means an establishment where lodging in individual rooms or units without kitchen facilities is offered to one or more roomers or boarders for direct or indirect compensation for a period of 30 days or more.

Dwelling unit means a building arranged and designed as a dwelling unit and intended to be occupied by one (1) family, which has at least one bathroom and a minimum floor area of five

hundred (500) square feet, unless otherwise specified within the appropriate zoning districts. Dwelling units shall include manufactured homes and factory-built homes.

Hotel or motel means a building or group of buildings with guest rooms in which lodging is provided and offered to transient guests for compensation.

Local Resident (for the purposes of short-term rental regulations) means a natural person who has primary residence within the 81328-zip code.

Owner means any part owner, joint owner, tenant in common, tenant in partnership, joint tenant, or other person with sole or with concurrent legal and/or beneficial title to the whole or to part of a building or land. This definition also applies to any property manager or property management business.

Person means an individual, proprietorship, trust, partnership, corporation, association, or other legal entity. For purposes of short-term rentals, “person or persons” shall not include any corporation, partnership, firm, association, joint venture, or other similar legal entity unless otherwise specified in the STR regulations.

Primary residence means a dwelling unit that is owner-occupied and is the usual place of return for housing of a person as documented by at least two of the following: motor vehicle registration, driver's license, Colorado state identification card, voter registration, tax documents, or a utility bill. A person can only have one primary residence.

Short-term rental unit means a full residential dwelling unit or accessory dwelling unit that is rented for compensation or consideration for less than 30 days at a time. This definition does not include bed and breakfasts; boarding houses; hotels; motels; dwelling units owned by the federal government, state, or Town, or any of their agencies; or facilities licensed by the state as health care facilities.

Short-term rental means the renting, or offer to make available, (by way of a rental agreement, lease, license, or any other means, whether oral or written) for compensation or consideration, of residential property, a full dwelling unit, or accessory dwelling unit for a period of 30 consecutive days or less.

Short-term rental party (or party) means one or more persons who, as a single group, rent a short-term rental unit pursuant to a single reservation and payment.

Fwd: Short Term Rentals

Dave K <DaveK@townofpaonia.com>

Tue, Apr 23, 2024 at 2:26 PM

To: Paige S <paiges@townofpaonia.com>

Cc: Shay Coburn <shay@urbanruralcontinuum.com>, Stefen Wynn <StefenW@townofpaonia.com>

I followed up with Mancos about challenges to local ownership of STRs, response is below.

Carry on!

Dave

The Town of Paonia is an Equal Opportunity Employer

Dave Knutson

970 260-3260

Begin forwarded message:

From: Jamie Higgins <jhiggins@mancoscolorado.com>

Date: April 18, 2024 at 9:52:21 AM MDT

To: Dave K <DaveK@townofpaonia.com>

Subject: RE: Short Term Rentals

You don't often get email from jhiggins@mancoscolorado.com. [Learn why this is important](#)

We have not had any legal challenges to the ordinance yet. We spoke to legal and land use attorney's before the ordinance and they recommended the best way to enforce STR's was to do it through our business license procedure. I hope this helps.

Thank you,

Jamie Higgins

Town Clerk/Treasurer

Town of Mancos

P.O. Box 487

Mancos, CO 81328

(970) 533-7725 Phone

(970) 533-7727 Fax

www.mancoscolorado.com

From: Dave K <DaveK@townofpaonia.com>
Sent: Tuesday, April 16, 2024 11:17 AM
To: Jamie Higgins <jhiggins@mancoscolorado.com>
Subject: Re: Short Term Rentals

Thanks for your response, Jamie. I was also wondering if you have had legal challenges to this ordinance?

Thanks,

Dave

The Town of Paonia is an Equal Opportunity Employer

Dave Knutson

970 260-3260

On Apr 11, 2024, at 3:50 PM, Jamie Higgins <jhiggins@mancoscolorado.com> wrote:

You don't often get email from jhiggins@mancoscolorado.com. [Learn why this is important](#)

Good afternoon Trustee Dave,

My Town Administrator asked me to reach out to you regarding our short term rentals. Currently we enforce the local owned short term rentals through our business license process. To obtain a short term rental business license our requirements state if the rental is in a residential area, the owner has to live on site. If the rental is in a commercial or mixed use area the owner has to reside within the 81328 area. Attached is the ordinance and exhibit with business license requirements.

If you have any more questions please let me know, I am happy to help.

Thank you,

Jamie Higgins

Town Clerk/Treasurer

Town of Mancos

P.O. Box 487

Mancos, CO 81328

(970) 533-7725 Phone

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<Ord770Series2022ShortTermWithExhibit.pdf>

TO: Paonia planning commission and board of trustees

A Sunday April 21st Denver Post editorial on occupancy limits and ADUs says governor Polis will likely have to consider a bill to allow ADUs on every lot in large cities. "Accessory Dwelling Units are a way to bring gentle density to single-family neighborhoods." However, the editors understand concerns that coupled with the occupancy limit ban, this bill may bring more than gentle density.

That's why the writers of the editorial say they're glad to see changes in the proposed law that allow for local jurisdictions to regulate setbacks for detached ADUs. "It's a gentle acquiescence that not every lot in every city is appropriate for a detached ADU, but that some would try to squeeze one in any way possible to maximize return on investment on a small lot even if the unit takes up the entire backyard."

Under House Bill 1152, "communities will still be able to set dimensional standards and setbacks laws that hold ADUs to the same standards as houses. For example, Denver has a minimum amount of a lot that must not be developed, regardless if it's simply one massive house or two units on a single lot."

Since Paonia, in its effort to increase affordable housing, is thinking of allowing one ADU to a detached single-family unit in all zones, it might want to set dimensional standards and setbacks laws that hold ADUs to the same standards as houses and have a minimum amount of a lot that musn't be developed.

Kay Findlay
329 Box Elder Ave.
PO Box 781
Paonia, CO 81428
(970) 527-4348



Fwd: PAONIA ADU & STR Meeting!

Andrew Coburn <andrew@urbanruralcontinuum.com>
To: Shay Coburn <shay@urbanruralcontinuum.com>

Thu, May 2, 2024 at 1:01 PM

Comment about Paonia STRs below that was sent to info @ urc.

Andrew Coburn

Urban Rural Continuum LLC

720.464.5821

andrew@urbanruralcontinuum.com

www.urbanruralcontinuum.com

----- Forwarded message -----

From: **Ben Graves** <benjgraves@gmail.com>

Date: Thu, May 2, 2024 at 12:40 PM

Subject: PAONIA ADU & STR Meeting!

To: paonia@townofpaonia.com <paonia@townofpaonia.com>, info@urbanruralcontinuum.com

<info@urbanruralcontinuum.com>

Cc: Sam Mi Amor <samj16@gmail.com>

I'd like to give public comment in person, however my experience last night with the planning commission spending 30 min discussing procedural issues that were not in the agenda was disheartening. Part of me wonders whether Commissioner Bruner and Mayor Smith were intentionally derailing the meeting to limit public participation or just oblivious to the fact that the public does not have patience to wait around for hours while they discuss procedural issues like Robert's Rules of Order?

For this reason, I'll submit written comments.

My family and I live in Paonia and we are very concerned about the proliferation of short term rentals (air bnbs, etc) that have drastically changed the nature of our small town.

I strongly urge you to enact regulations on STRs to protect our town from predatory housing speculation, neighborhood degradation and unfair taxation.

In our small town of less than 2000 people there are between 30-50 short term rental houses depending on the season. Some are full property and others are ADUs or rooms in otherwise single family homes. On my block alone (Rio Grande x 3rd.), the last 2 houses sold were purchased by non-residents for use as STRs. Many families in our community are struggling to afford homes and are being kicked out of long-term leases in favor of short term rentals. As a public school teacher in Paonia I've watched dozens of families leave our community because housing was no longer affordable. If a family does not leave the community entirely, they may move out of town which drives sprawl onto our surrounding mesas which taxes water/infrastructure distribution, increases wildfire hazards, contributes to more vehicles on the road and disrupts wildlife corridors.

I believe one reason for the rapid increase in short term rentals over the last few years is that STR owners get the economic benefits of being a business owner, without incurring many of the costs. Many short term rental owners operate their "business" like many hotels or traditional bed and breakfasts. They deduct business expenses from their taxes and even utilize sales tax exemptions when purchasing supplies. However they don't incur the normal "costs" that a business does like paying commercial property tax. This is not fair to the other businesses in our community! Hopefully this residential vs commercial tax issue changes with state legislation, however we need to look local to see what we can do. What about requiring STRs to pay commercial rates for utilities? I wonder how many STRs pay DMEA the commercial electric rate?

Besides the tax reasons, short term rentals do not offer stable, reliable employment to members of our community nor do they support civic development like donating to booster clubs or community organizations. Our local hotels often complain that they can barely stay in the black because of the competition from untaxed short term rentals. Let's help these established businesses , rather than introducing unfair competition!

I often identify new airbnbs after snow storms. After a big snow storm, everybody helps clear sidewalks for pedestrians. We all get out and shovel for our elderly and lend a hand to our neighbors. But you can usually spot an STR because the sidewalk is not shoveled. They may hire someone a few days later once people complain but sometimes don't clear their sidewalk until a guest arrives. These absent homeowners are not engaged in the community, but instead are just speculators. While they wait out for the market to change, they exact another type of "tax" on the rest of the community by decreasing the housing stock, driving up rents, unfairly competing with small businesses and contributing to blighted neighborhoods. Stop this "civic tax" on our community and make the STRs pay taxes like the rest of the business community! A simple solution here is a simple STR occupancy tax like so many other towns have. That way there are fewer incentives to leave a property vacant for months on end.

Housing market speculation is another reason to regulate STRs. I don't know how many STRs in our community are owned by hedge funds or institutional investors, but studies elsewhere in the state have put that number in the hundreds of thousands. Anecdotaly, I was in a coffee shop in a nearby resort town and overheard someone bragging about their "excellent" investment property in this super cute town called "Paonia." We shouldn't be incentivising non-resident investors and instead enacting smart STR regulations to curb this behavior. A very simple solution has been proposed by the City of Denver, and that is to ban non-resident investors from owning STRs in the town and/or require that only one STR license is available per person. Without regulation, more and more homes will be taken out of the housing stock and turned into STRs or just left vacant while the market changes.

I don't want to end all short term rentals. We live in a free market where property owners should have the right to do what they want with their property. I feel like there is a conflation in the public about what it means to REGULATE vs END STRs. While we have ample property rights, we also have ample regulations in almost every other sphere of Town life. We have building regulations, business regulations, etc. I think the majority of folks would like STRs to play by the same rules as any other business: pay your taxes, etc.

My hope is that the state and our local governments can enact smart legislation to curb the rampant proliferation of short term rentals so that Colorado remains a fair place to do business and an affordable place to raise a family.

Thank you for your consideration

Ben Graves
1004 3rd St.

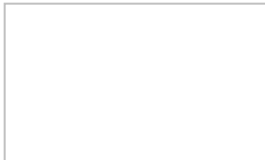
Fw: Inglewood STR ordinance and process

2 messages

Samira V <SamiraV@townofpaonia.com>

Thu, May 9, 2024 at 10:14 AM

FYI for tonight's work session



Samira M. Vetter

Paonia Town Clerk

P : (970) 527-4101

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SamiraV@TownofPaonia.com

[214 Grand Ave.](#)

PO Box 460

Paonia, CO 81428

<https://townofpaonia.colorado.gov>

“The measure of who we are is what we do with what we have.” – Vince Lombardi

From: Karen Fogg <karenleefogg@gmail.com>

Sent: Thursday, May 9, 2024 10:11 AM

To: Paige S <paiges@townofpaonia.com>; Samira V <SamiraV@townofpaonia.com>

Subject: Inglewood STR ordinance and process

To Mayor Smith and Ms Vetter:

(Samira could you please make sure all the Planning Commission members get this email.)

Enclosed is a link with the city of Inglewood ordinances for STR's (short term rentals)

<https://www.cityofinglewood.org/AgendaCenter/ViewFile/Item/13628?fileID=17099>

I think it is important for the planning commission to learn from the experience and footwork that other towns have done in order to come up with a comprehensive plan for our housing shortages.

The first six pages of this document is a letter from the Housing Protection Dept. which summarizes their process toward adopting a comprehensive approach to short term rental activities and to craft and codify regulations that will encourage tourism while preserving the availability of housing to residents.

I worry that the Town's recently completed housing study does not consider preserving the character of our residential neighborhoods. The ordinance adopted by Inglewood concerning STR's does take this into consideration. Although the ordinance is approximately twenty pages long please skip over the parts which are not pertinent to Paonia and read the parts where all of you can glean new information in order to make an informed decision. I especially like the restrictions on who can have an STR, i.e. a short term rental cannot be run by someone living out of town. **I would like the Planning Commission to review the restrictions and modify and adopt some of these to be eventually codified.**

Again, I urge you to read the first six pages of the summary and the restrictions included in their code. This issue is so important to long term residents of Paonia, like myself. We want our neighborhoods preserved as much as possible yet provide the extra income for those who want to run and STR.

<https://www.cityofinglewood.org/AgendaCenter/ViewFile/Item/13628?fileID=17099>

Thank you for considering the Inglewood plan.

156



Shay Coburn <shay@urbanruralcontinuum.com>
To: Samira V <SamiraV@townofpaonia.com>

Thu, May 9, 2024 at 11:13 AM

Thanks!

Shay Coburn
Urban Rural Continuum LLC
970.872.8682
shay@urbanruralcontinuum.com
www.urbanruralcontinuum.com

[Quoted text hidden]



CITY OF INGLEWOOD

OFFICE OF THE CITY MANAGER



157

DATE: July 19, 2022

TO: Mayor and Council Members

FROM: Housing Protection Department

SUBJECT: Ordinance No. 22-15 – Amend Inglewood Municipal Code Chapters 8 and 12 Including Zoning Code Amendment 2018-01 (ZCA-2018-01) to Establish Short Term Rental Regulations

RECOMMENDATION:

It is recommended that the Mayor and Council Members adopt Ordinance No. 22-15 amending Inglewood Municipal Code Chapters 8 (Businesses, Trades, and Professions) and 12 (Planning and Zoning), including Zoning Code Amendment 2018-01 (ZCA-2018-01) to establish Short Term Rental Regulations.

BACKGROUND:

Advances in technology by host platforms (AirBNB, VRBO, HOMEAway, etc.), have made it increasingly convenient for persons to engage in the short term rental (STR) of dwellings as a business. As such, it is essential to establish short term rental regulations to mitigate the impacts of such activities on residential and mixed use neighborhoods. Furthermore, adopting a comprehensive approach to short term rental activities allows the City Council to provide long-term Inglewood residents the opportunity to supplement their household income by benefiting from the city's desirability as a sports entertainment destination center.

Our intent is to craft and codify regulations that will encourage tourism, while preserving the availability of housing stock. Concurrently we seek to create an enforcement structure to maintain the tranquility, character and integrity of our residential neighborhoods while allowing licensed short term rentals in the city.

On September 6, 2017, an STR overview was presented to the Planning Commission, describing the ways in which nearby municipalities use policies to implement and regulate STRs. The presentation also included a discussion of the STR benefits, issues and recommendations.

On July 11, 2018, the Planning Commission approved Resolution No. 1811, recommending the City Council approve Zoning Code Amendment 2018-01 (ZCA 2018-01) to establish STR Regulations.

On April 21, 2020, the City Council set a public hearing for May 19, 2020, to consider the zoning code amendment. At the request of staff, the public hearing was continued to May 26, 2020, and subsequently to June 23, 2020, July 21, 2020, and July 28, 2020. On July 28, 2020, the City Council pulled the item for staff to conduct additional research.

0-1.

**Ordinance No. 22-15 - Establishing Short Term Rental Regulations
July 19, 2022**

On September 22, 2020, the City Council set a public hearing for October 6, 2020, and it was continued to October 27, 2020, to consider the zoning code amendment.

On February 1, 2022, the City Council adopted an uncodified ordinance (Ordinance No. 22-05) imposing a temporary moratorium on the establishment of further short-term rental use in the City of Inglewood, the prohibition of party-houses, and the establishment of a requirement for Host Platforms to immediately remit Transient Occupancy Taxes to the City for all Short Term Rentals operated in the City.

On March 15, 2022, the City Council held a public hearing and extended Ordinance No. 22-05 for an additional 10 months and 15 days (or upon the effective date of a short term rental ordinance, whichever is first).

During this time, staff has continued to research best practices from other jurisdictions who have successfully regulated short term rental uses in preparation for submitting this report to the City Council and public. The program is tailored to the City of Inglewood's dynamics and needs.

DISCUSSION:

A short-term rental is a dwelling, in part or in whole, that is rented out for 30 days or less for compensation. It is estimated that there are over 100 websites that provide platforms where individuals can advertise and rent out their homes and spare bedrooms to the public. These platforms include, but are not limited to Airbnb, Vacation Rentals.com, and HomeAway.com.

Typically, STRs are occupied in durations ranging from a few days up to several weeks. It is estimated that there are over 42,000 STRs in Los Angeles County. Due in large part to the omnipresence provided by the Internet, STRs have rapidly increased numerically in recent years. Staff anticipates the number of STRs will continue to increase due to the activities at the Kia Forum, YouTube Theater, SoFi Stadium, NFL Networks and the opening of the Intuit Dome basketball arena in 2024.

Currently, the Inglewood Municipal Code (IMC) does not contain regulations for the STR of individual rooms or entire dwellings in residential zones. While there is a residential rental license, it has typically been applied to traditional rental arrangements, which are subject to traditional state rental laws. Therefore, Planning staff has consistently determined that it is not a permitted use in the IMC. Research has established that STR use is operational in the City.

Staff analyzed STR regulations in other California jurisdictions where residents can advertise and rent out their spare bedrooms and entire homes. While some local cities, such as Redondo Beach, Hermosa Beach, and Palos Verdes Estates, have banned STRs entirely, other municipalities, such as Pasadena, Santa Monica, and Los Angeles, have opted to allow and regulate STRs in order to receive lawful Transient Occupancy Taxes (TOT) from those who increasingly choose to use STRs over hotels.

All Host Platforms will be required to provide the Short Term Rental Division a list of addresses that are advertising their property as an STR. This mandate will allow staff to monitor properties

functioning as an STR pursuant to the ordinance, and identify properties that are in violation so enforcement measures can ensue.

Staff has drafted an ordinance to regulate short term rentals that includes the following:

STR Permit Categories:

1. **Short Term Rental Hosted** – Dwelling Unit rented in part for which the Short Term Rental Host rents out a room and remains in the Dwelling Unit during the Stay.
2. **Short Term Rental Unhosted** – Entire dwelling unit rented for which the Host is not required to remain in the dwelling unit during the stay.

STR Dwelling Units:

1. **Primary Residence** – The permanent and true Dwelling Unit where the STR Host resides for a minimum of nine (9) months out of a 12 month period.
2. **Vacation Rental** – A Dwelling Unit that is not the primary residence of the STR Host, and meets the following qualifications: 1) Host must be an Inglewood resident for the last 10 consecutive years prior to submitting an STR application; 2) Host's primary residence must also be in the City of Inglewood, which they have owned for the last five consecutive years prior to submitting an STR application; and 3) Host must own the vacation rental for at least 365 consecutive days prior to submitting an STR application.

STR Property Types:

1. **Single Family Homes/Condominiums** – Must be owned by a natural person (as opposed to a business entity). If governed by a Home Owners Association (HOA), written authorization from the HOA is required.
2. **Two – Four Units on a Parcel** – Must be owned by a natural person. The owner's primary residence must be the on the property.
3. **Five or More Units on a Parcel** – Are not eligible to be used as an STR.
4. **Accessory Dwelling Units** – Are not eligible to be used as an STR.

Expanding the eligibility of property types that can operate as an STR provides an opportunity to the “mom and pop” property owners to supplement income that may have been impacted by the pandemic. Establishing a residency requirement ensures that STR hosts are long term residents and neighbors thoroughly invested in the Inglewood community. All potential hosts will be required to maintain their primary residency within the city to obtain an STR permit. Regulating STR uses will also enable the City to capture now lost Transient Occupancy Tax (TOT) revenues, which equates to 15.5% of the rental charges.

**Ordinance No. 22-15 - Establishing Short Term Rental Regulations
July 19, 2022**

To ensure the adherence to quality of life, health and safety measures, the proposed ordinance will be inclusive of enforcement regulations that will be applicable to permitted and unpermitted STR uses. Fines and penalties for violations of the proposed ordinance will be consistent with California Senate Bill 60.

Based on recent information provided by Host Compliance LLC, there are approximately 500 STRs operating in the City of Inglewood under various STR platforms. The number of recently created housing opportunities under the Crenshaw Imperial and Westchester Veterans Transit Oriented Development (TOD) Plans (adopted in December 2022) is anticipated to substantially outweigh this limited loss of resident occupied dwelling units. Additionally, in 2016, the City adopted the Downtown Fairview Heights (DT/FV) TOD Plan, which created new housing opportunities totaling approximately 2,700 new units.

On June 28, 2022, the City Council conducted a public hearing to consider the proposed amendments. After receiving testimony from the public and staff, the City Council adopted the following amendments to be included in the ordinance:

1. The Short Term Rental host must be the Owner.
2. Vacation Rentals must be within one thousand (1,000) feet of the primary residence.
3. An allowance for any person currently violating the moratorium by operating a Short Term Rental in an eligible property type by awarding temporary permits (subject to approvals, inspections, and TOT due from any STR activity as of January 1, 2022) that must be obtained by September 30, 2022.
4. Clarification that only one business tax certificate needs to be obtained to operate a Short Term Rental.

Also during the public hearing, the City Council adopted Resolution No. 22-101 that established permit fees for Short Term Rentals.

On July 12, 2022, the City Council introduced Ordinance No. 22-15.

FINANCIAL/FUNDING ISSUES AND SOURCES:

It is estimated that with the implementation of the STR Program, which is inclusive of the adopted fee ordinance, the STR Program is projected to generate approximately \$250,000 in permit fees and \$275,000 in Transient Occupancy Taxes during the initial/inaugural year of regulations. Staff anticipates by Year 5 and thereafter of the STR program, approximately \$650,000 in permit fees and TOT will be collected that can be used to fund a full range of essential and quality of life services for the Inglewood community.

DESCRIPTION OF ANY ATTACHMENTS:

Attachment No. 1 - Ordinance No. 22-15

PREPARED BY:

Yakema Decatur, Housing Protection Department

Alicia Fong, Division Manager - Short Term Rental Division

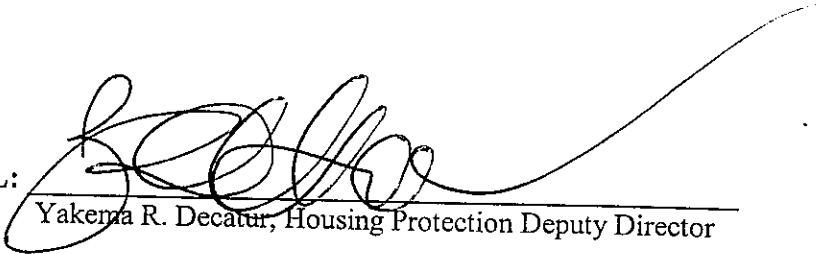


COUNCIL PRESENTER:

Yakema Decatur, Housing Protection Department

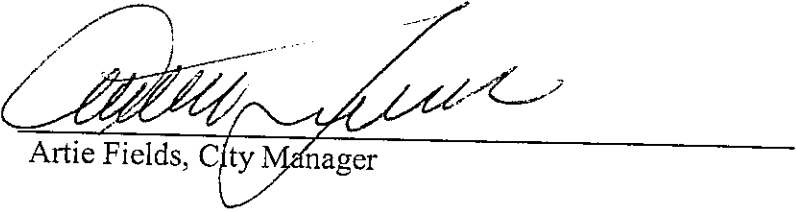
APPROVAL VERIFICATION SHEET

DEPARTMENT HEAD APPROVAL:



Yakema R. Decatur, Housing Protection Deputy Director

CITY MANAGER APPROVAL:



Artie Fields, City Manager

ATTACHMENT NO. 1

ORDINANCE NO.: 22- 15

AN ORDINANCE OF THE CITY OF INGLEWOOD, CALIFORNIA,
ADDING ARTICLE 11 (SHORT TERM RENTAL REGULATIONS) TO
CHAPTER 8 (BUSINESSES, TRADES, AND PROFESSIONS) TO
REGULATE SHORT TERM RENTAL AND VACATION RENTAL UNITS;
AND AMENDING CHAPTER 12 (PLANNING AND ZONING).

WHEREAS, there is a shortage of affordable housing throughout the State of California, including the City of Inglewood; and

WHEREAS, advances in technology (AirBNB, VRBO, HomeAway and other similar websites, collectively "Online Platforms" or "Platform(s)") have made it increasingly popular for persons to engage in the short term rental of dwellings as a business and thereby potentially removing long-term housing from the market; and

WHEREAS, the City must preserve its available housing stock for residents and long-term renters who contribute to the City's cultural and ethnic diversity, and economic revival; and

WHEREAS, if left unregulated, the short term rental of dwellings can negatively affect residential neighborhoods' character, weaken community bonds vital for a city to flourish and increase demand for public services; and

WHEREAS, short term rentals can provide an affordable lodging in a homelike setting that may be desirable to some visitors to Inglewood; and

WHEREAS, providing for limited instances for vacation rentals will expand short term rental opportunities without substantially depleting the City's housing stock; and

WHEREAS, Inglewood Municipal Code section 8-23.4 requires persons who rent or lease residential units to pay an annual tax for engaging in a residential rental business; and

WHEREAS, Chapter 9 of the Municipal Code requires persons who rent or lease any tourist home or house, lodging house, rooming house, apartment house, or portion thereof, to transients to collect and remit a transient occupancy tax to the City; and

WHEREAS, persons who offer short term dwelling rentals through Online Platforms may

1 not be familiar with the City's business tax and transient occupancy tax regulations relating to
2 their short term rental; and

3 **WHEREAS**, the City's current regulations do not account for the growing popularity of
4 Online Platforms and their role in facilitating compliance with the City's tax regulations; and

5 **WHEREAS**, the City desires to adopt a comprehensive approach to regulate the short
6 term rental of dwellings within its geographic boundaries to mitigate the impacts of such
7 activities on residential and mixed-use neighborhoods and to ensure payment of all applicable
8 taxes; and

9 **WHEREAS**, Article XI, Section 7 of the California Constitution and well-established case
10 law provide cities with authority to regulate short term rentals as a land-use matter under a
11 city's police power; and

12 **WHEREAS**, on September 6, 2017, a Short Term Rental Overview was presented to the
13 Planning Commission describing how a few nearby municipalities are regulating short term
14 rentals. These practices have been employed to achieve particular policy objectives, allow the
15 benefits of short term rentals, and to identify and mitigate issues that can accompany the
16 implementation of short term rentals. The Planning Commission directed staff to return with
17 proposed regulations; and

18 **WHEREAS**, on July 11, 2018, following notice duly given, the Inglewood Planning
19 Commission held a full and fair public hearing regarding the establishment of a short term
20 rental ordinance, and considered all oral and written statements, protests and communication
21 made or filed by interested persons and parties regarding the proposed ordinance; and

22 **WHEREAS**, on July 11, 2018, the Planning Commission approved Resolution No. 1811 to
23 recommend approval of Zoning Code Amendment 2018-01 (ZCA 2018-01) to establish Short
24 Term Rental regulations; and

25 **WHEREAS**, on April 21, 2020, the Council set a May 19, 2020, public hearing to consider
26 the zoning code amendment. For various reasons the public hearing was continued to May 26,
27 2020, then to June 23, 2020, then to July 21, 2020, then to July 28, 2020, but was not held and
28 was re-noticed for October 6, 2020, which was postponed to October 27, 2020; and

1 **WHEREAS**, the October 27, 2020, public hearing was not held but on February 1, 2022,
2 the City adopted an interim ordinance imposing a temporary moratorium on the establishment
3 of further short term rental use, the prohibition of party-houses; and

4 **WHEREAS**, on March 15, 2022, the City conducted a public hearing and extended the
5 interim ordinance for an additional 10 month and 15 days or upon the effective date of a short
6 term rental ordinance, whichever came first, continuing a moratorium on any and all building
7 permits, business licenses, conditional use permits, or any entitlements for establishing or
8 expanding any short term rental anywhere in the City; and

9 **WHEREAS**, on June 21, 2022, the City introduced a Short Term Rental Ordinance, held
10 a public hearing and took public comments for and against the City adopting a Short Term
11 Rental Ordinance, and made certain changes to the Ordinance by interlineation; and

12 **WHEREAS**, amending the Inglewood Municipal Code as provided in this ordinance, will
13 give greater clarity to all interested parties regarding the City's short term rental expectations.

14 **NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF INGLEWOOD, CALIFORNIA,**
15 **DOES ORDAIN AS FOLLOWS:**

16 **SECTION 1.**

17 A new Article 11 (SHORT TERM RENTAL AND VACATION RENTAL REGULATIONS) of
18 Chapter 8 (BUSINESSES, TRADES, AND PROFESSIONS), of the Inglewood Municipal Code, is
19 hereby added to read as follows:

20 **Section 8-136. Objectives**

21 The objectives of the Short Term Rental regulations are:

- 22 1. To allow for the efficient use and sharing of residential structures without detracting
23 from residential neighborhoods' character.
- 24 2. To ensure that the inventory of permanent dwelling units within the City are not
25 reduced on an extended basis due to Short Term Rentals.
- 26 3. To provide short term lodging options for visitors to Inglewood in addition to traditional
27 hotels and motels.
- 28 4. To allow long term Inglewood residents the opportunity to supplement household

1 income and thereby benefit from Inglewood's status as a sports entertainment
2 destination center.

3 **Section 8-137. Definitions**

- 4 1. **"Accessory Dwelling Unit"** (ADU) shall mean a dwelling unit providing complete
5 independent living facilities for one or more persons that (1) is located on a parcel with
6 another primary, single-unit dwelling as defined by State law; and (2) includes
7 permanent provisions for living, sleeping, eating, cooking, and sanitation on the same
8 parcel as the single-unit dwelling's location.
- 9 2. **"Bedroom"** shall mean any habitable space in a dwelling unit other than a kitchen,
10 bathroom or living room that is intended for or capable of being used for sleeping, is at
11 least 70 square feet in area, is separated from other rooms by a door, and is accessible
12 to a bathroom without crossing another bedroom.
- 13 3. **"Booking Transaction"** shall mean any reservation or payment service provided by a
14 person or entity who facilitates a short term rental transaction between a prospective
15 visitor and Short Term Rental Host.
- 16 4. **"Dwelling Unit"** shall mean one or more rooms designed, occupied, or intended for
17 occupancy as separate living quarters, with full cooking, sleeping, and bathroom
18 facilities for the exclusive use of a single household.
- 19 5. **"Guidelines"** shall mean additional regulations which may include, but are not limited
20 to, registration requirements, permit conditions, reporting requirements, inspection
21 frequencies, enforcement procedures, advertising restrictions, disclosure
22 requirements, administrative subpoena procedures, insurance requirements, or other
23 provisions designed to carry out the intent of this Article. Said Guidelines may be
24 updated from time to time by City Council resolution. No person shall fail to comply
25 with any such Guidelines.
- 26 6. **"Habitable Space"** shall mean a space in a building for sleeping. Bathrooms, toilet
27 rooms, closets, halls, storage utility spaces, and similar areas are not habitable spaces.
28

- 1 7. **"Initial Inspection"** shall mean any inspection conducted by the City's Code
2 Enforcement Division, or designee, incident to the review of an application for an initial
3 Short Term Rental Permit. The City shall inspect the interior and exterior of the subject
4 property, including any improvements thereon, determine maximum occupancy and
5 parking capacity for the property, and verify compliance with the standards of this
6 Article and other applicable City Code provisions.
- 7 8. **"Local Contact Person"** shall mean a person 25 years or older who shall be available
8 seven (7) days a week, twenty-four (24) hours a day during the term of any Short Term
9 Rental for the purposes of (i) responding within sixty (60) minutes to complaints
10 regarding the condition or operation of the dwelling Unit or portion thereof, or the
11 conduct of Short Term Rental transient occupants; and (ii) taking appropriate remedial
12 action up to and including the immediate termination of the Short Term Rental if
13 allowed by any agreement to resolve such complaints.
- 14 9. **"Loud or Unruly Conduct"** shall mean any of the following, if in violation of any
15 provision of the Inglewood Municipal Code or State law:
- 16 a. Loud noise;
 - 17 b. Obstruction of a street or public right-of-way, including a sidewalk;
 - 18 c. Public intoxication or drinking in public;
 - 19 d. The service of alcoholic beverages to minors;
 - 20 e. Possession and/or consumption of alcohol by minors;
 - 21 f. Assault, battery, fights, domestic violence or other disturbances of the peace;
 - 22 g. The sale or service of alcoholic beverages without a required state license;
 - 23 h. Vandalism or destruction of property;
 - 24 i. Litter;
 - 25 j. Urinating or defecating in public;
 - 26 k. Trespassing;
 - 27 l. Unlawful possession or use of controlled substances, including, but not limited
28 to, cannabis.

- 1 10. **"Loud or Unruly Gathering"** shall mean a gathering of persons at a Dwelling Unit where
2 Loud or Unruly Conduct occurs or within 50 feet of the property line of the Dwelling
3 Unit, and which threatens or interferes with the public health, safety or welfare, or the
4 comfortable enjoyment of life and property.
- 5 11. **"Owner"** shall mean a natural person(s) who has an interest in the property as provided
6 for in the property deed. The term "Owner" also includes a personal or family trust
7 consisting solely of natural persons and the trustees of such trust. For the purposes of
8 this Article, the term "Owner" does not include a Business Entity of any type, nor any
9 person whose interest in a Dwelling Unit is solely that of a tenant, subtenant, lessee, or
10 sublessee under an oral or written rental housing agreement.
- 11 12. **"Party House"** shall mean a Dwelling Unit, the curtilage of a Dwelling Unit, or any part
12 of the residence, or property that is leased or rented for the purpose of holding parties
13 or gatherings of the type that hotel ballrooms or other event spaces are typically rented;
14 or where there is a Loud or Unruly Gathering.
- 15 13. **"Primary Residence"** shall mean the Dwelling Unit or usual place of return for housing
16 as documented by at least two of the following and in the host's name: motor vehicle
17 registration; driver's license; voter registration; tax documents showing the residential
18 unit as the host's residence; or a utility or cellular phone bill. A person may have only
19 one primary residence and must reside there for a minimum of three hundred and sixty-
20 five (365) days from the application submittal.
- 21 14. **"Renewal Inspection(s)"** shall mean upon the application for renewal of a Short Term
22 Renewal Permit, the subject property may be re-inspected, by the City's Code
23 Enforcement, Short Term Rental Inspectors or Housing Inspection personnel, or any City
24 designee, based on standards established by the City to ensure continued compliance
25 with the standards of this Article and other applicable City Code provisions.
- 26 15. **"Short Term Rental"** shall mean a Dwelling Unit (rented in whole or in part) in which an
27 applicant hosts visitors in their Dwelling Unit, for compensation, for periods of 30
28 consecutive days or less.

- 1 16. **"Short Term Rental Host"** shall mean a natural person, as of the date the rental
2 application is submitted pursuant to Section 8-141: (1) has occupied the dwelling unit
3 that is the subject of the rental application as his or her Primary Residence for at least
4 the prior 365 consecutive days.
- 5 17. **"Short Term Rental Hosted"** shall mean a Dwelling Unit rented in part for which the
6 Short Term Rental Host rents out a room and remains in the Dwelling Unit during the
7 stay.
- 8 18. **"Short Term Rental Hosting Platform"** shall mean anyone who participates in the Short
9 Term Rental or Vacation business by collecting or receiving a fee, directly or indirectly
10 through an agent or intermediary, for conducting a Booking Transaction using any
11 medium of facilitation.
- 12 19. **"Short Term Rental Permit" or "Permit"** shall mean a City approved document granting
13 a Short Term Rental Host permission to rent a Dwelling Unit or part of a Dwelling Unit
14 on a short-term basis. A short term basis is 30 consecutive days or less to the same
15 person. A Short Term Rental Permit shall not grant permission for simultaneous uses.
- 16 20. **"Short Term Rental Unhosted"** shall mean renting an entire Dwelling Unit for which the
17 Short Term Rental Host does not remain in the Dwelling Unit. Short Term Rental
18 Unhosted is limited to one booking per dwelling per stay.
- 19 21. **"Vacation Rental(s)"** shall mean a Short Term Rental Unhosted. Vacation Rentals may
20 occur for a maximum of 90 days per calendar year, but in blocks of 30 consecutive days
21 or less. Rentals of units located within City-approved hotels, motels, and bed and
22 breakfasts shall not be considered a Vacation Rental.

23 **Section 8-138. Review and Approval Authority**

24 Establishment of a Short Term Rental or Vacation Rental shall be subject to the approval
25 of a Short Term Rental Permit. No person shall rent, offer to rent, or advertise for rent a unit
26 as a Short Term Rental without a valid permit issued by the city pursuant to and in the manner
27 provided for by this Article.

28 ///

Section 8-139. General Regulations

1. No Party House rentals or uses allowed.
2. A Short Term Rental Permit may not be assigned or transferred.
3. Short Term Rental Hosted may be allowed for an unlimited number of nights per calendar year, but in blocks of 30 consecutive days or less. This subsection does not apply to Vacation Rentals.
4. Short Term Rental Unhosted may be allowed for a maximum of ninety (90) nights per calendar year, but in blocks of 30 consecutive days or less.
5. Accessory dwelling units (ADU) permitted on or after January 1, 2017, may not be used as a Short Term Rental.
6. Any residence, or dwelling unit, subject to affordable housing covenants, and/or is income-restricted under City, state, or federal laws is not eligible for use as a Short Term Rental.
7. Unpermitted dwelling units may not be used as Short Term Rentals including, but not limited to, tents, recreational vehicles and trailers.
8. In a Short Term Rental, there shall be no more than 4 persons per room of which again will consist of no more than two adult guests per room.
9. A Short Term Rental may not be operated concurrently with active construction permits or operated at a site with open code violation(s).
10. Short Term Rental Host must be the Owner and have resided at the Dwelling Unit for at least the last 365 consecutive days prior to application submittal. For Vacation Rentals see Section 8-140 subsection 1.
11. A Short Term Rental Host may not advertise their Short Term Rental unit onsite in a visible way from any public space.
12. A Short Term Rental Host must provide the Uniform Resource Locator (URL, i.e., the web site address) for any and all advertisements of the rental on the Short Term Rental Permit application if a web service is used.
13. A Short Term Rental Host must provide the names and proof of publications of any and

all advertisements of the rental on the Short Term Rental Permit application that were done outside of a web service.

14. Transient Occupancy Taxes (TOT) shall be collected by all Short Term Rental Hosts pursuant to Chapter 9, Article 8 of this Code. If a Short Term Rental Host Platform does not receive payment for the rental, Short Term Rental Hosts are solely responsible for collecting all applicable TOT and remittance of the collected tax to the City. If a Short Term Rental Host Platform does collect payment for rentals, then it and the Short Term Rental Host shall have legal responsibility for the TOT's collection and remittance.

Section 8-140. Vacation Rentals

1. Vacation Rentals shall be eligible for the following property types provided that the Vacation Rental is within one thousand (1,000') feet of the property line of the Primary Residence, Property Owner, has been a resident in the City of Inglewood for a minimum of ten (10) consecutive years, has owned their current primary residence for a minimum of five (5) consecutive years, and has owned the vacation rental for a minimum of 365 consecutive days, immediately preceding the submittal of the application:

- a. Single Family Homes, and condominiums whose owner(s) is defined in Section 8-137. For these property types that have a Home Owners Association (HOA), written approval (on HOA Letterhead) will be required by the HOA with contact information to verify the approval if needed.
- b. Properties containing two (2) units, whose owner(s) is as defined in Section 8-137, in which one of the units is the owner's primary place of residence, continues in occupancy, and the owner's tenancy existed prior to the tenancy of the other unit or the other unit is vacant.
- c. Properties containing two (2) to four (4) units, whose owner(s) is defined in Section 8-137, and the owner's primary residence is also established and continuous.
- d. Owners of properties in subsections (b) and (c) that are subject to Chapter 8, Articles 9 and 10, shall not operate a Short Term Rental until and unless the

property is registered with the Housing Protection Department, and all fees, fines and penalties have been paid.

2. Only one unit can qualify as a vacation rental.
3. If more than one Dwelling Unit is on the parcel, the owner's primary residence must be located on the property.
4. The proposed vacation unit must be vacant.
5. Be available for rent 90 calendar days or less and in blocks of 30 consecutive days or less per calendar year.
6. Be allowed only as long as the Short Term Rental Permit is valid.
7. Be subject to Sections 8-139 and 8-141 of this Article.

Section 8-141. Short Term Rental Authorization and Host Responsibilities

Notwithstanding any provision of this Code to the contrary, Short Term Rentals shall be authorized in the City, provided that the Short Term Rental Host:

1. Completes a short term rental application provided by the City. Such application shall include, but is not limited to:
 - a. Address and Assessor's Parcel Number where the Short Term Rental will take place;
 - b. The identification of the type of use desired, e.g. Short Term Rental Hosted, Unhosted, Vacation Rental;
 - c. Type of Dwelling Unit (e.g., single-family home, duplex, triplex, four-plex);
 - d. The total number of residents of the Dwelling Unit;
 - e. A list of all persons that will be a Short Term Rental Host for the Unit;
 - f. Legal name, address, email address, and telephone number of all Short Term Rental Host(s), agent(s) of said Host and Local Contact Person(s) of the property proposed to operate as a Short Term Rental Unit;
 - g. A floor plan or diagram of each Bedroom, office, den, living room, etc., in the Dwelling Unit;
 - h. The floor plan or diagram shall provide information for each Bedroom, including

whether or not the room will be rented, and the locations of all fire extinguishers, smoke detectors, and carbon monoxide detectors;

- i. A link or website address to all Short Term Rental Hosting Platforms advertising the Dwelling Unit. This information shall be submitted within five days of an applicant receiving a Permit and having placed an advertisement;
 - j. An affidavit/covenant certifying that the Short Term Rental Host will comply with all of the short term rental ordinance provisions, conditions for operating a Short Term Rental, and all relevant laws or be subject to revocation of their Short Term Rental Permit;
 - k. Written permission from the Home Owners Association (HOA) if applicable.
2. Obtains and maintains at all times a valid Short Term Rental Permit.
 3. Operates the Short Term Rental activity in compliance with all Short Term Rental Permit conditions, which may be imposed by the City to effectuate the purpose of this Article.
 4. Maintains liability insurance to cover Short Term Rental Hosting with minimum limits of not less than \$500,000 or conducts each Short Term Rental Hosting transaction through a Short Term Rental Hosting Platform that provides equal or greater coverage.
 5. Collects and remits Transient Occupancy Tax ("TOT"), in coordination with any Short Term Rental Host Platform if utilized, to the City and complies with all City TOT requirements as set forth in Article 8 of Chapter 9 of this Code.
 6. Takes responsibility for and actively prevents, or immediately abates (within 1 hour) any nuisance activities that may take place as a result of Short Term Rental activities.
 7. Complies with all applicable laws and regulations, including the City's Noise Regulations (Article 2 of Chapter 5 of the Inglewood Municipal Code), all health, safety, building, and fire protection laws.
 8. Ensures that basic health and safety features are provided, including fire extinguishers, smoke detectors, and carbon monoxide detectors.
 9. Agrees to provide guests with a clearly visible and legible notice with an evacuation route and emergency instructions that is inclusive of the locations of all fire extinguishers,

1 smoke detectors, and carbon monoxide alarms. The notice shall also include trash pickup
2 day and the rules and regulations regarding trash removal, including without limitation,
3 when trash may be left out.

4 10. Limits guest on street parking to one (1) vehicle per booking.

5 11. Provides information on noise regulations, quiet hours, trash and recycling requirements
6 to prospective guests, prior to their occupancy of the unit. Host shall also inform guests
7 of any cameras on the property.

8 12. Provides a code of conduct to all guests that includes the relevant provisions of this
9 Article and other information to address behavioral, safety, security, and other matters
10 as may be provided in any Guidelines.

11 13. Agrees to affix the short-term rental permit on the inside of the main entry door of each
12 short-term rental unit to which it applies. The interior display will also contain the
13 maximum number of overnight occupants permitted to stay in the unit, any parking
14 restrictions, and a 24-hour, seven-day per week local phone number of the agent
15 responsible for the short-term rental unit.

16 14. Consents to receive all City notices and citations regarding their Short Term Rental
17 activities by U.S. Mail and/or email.

18 15. Accepts and agrees that the validity of a Short Term Rental Permit is predicated upon
19 obtaining and maintain a valid Short Term Rental Business Tax Certificate.

20 16. Keeps and preserves, for a minimum period of three years, all records regarding each
21 Short Term Rental event, including the length of stay and the price paid for each stay,
22 and any other records required by and Guidelines promulgated by the City.

23 17. Agrees, on the Short Term Rental application, to the City's inspection of records at all
24 reasonable times and places for the purposes of enforcement of this Section.

25 18. Is found to be in compliance with the relevant Inglewood Municipal Codes upon an
26 Initial Inspection and any Renewal Inspection(s).

27 19. Complies with the regulations contained within this Article and/or any Short Term
28 Rental Guidelines.

- 1 20. Places the City issued registration number on all advertisements.
- 2 21. Consents to be listed on a registry created by the City and updated periodically by the
- 3 City. The City may publish the registry, and a copy shall be provided to any person upon
- 4 request.
- 5 22. Accepts that a Short Term Rental Permit may be valid for one (1) year, which may be
- 6 renewed by the Short Term Rental Host by filing a completed renewal application. Initial
- 7 and renewal applications shall be in a form prescribed by the City.
- 8 23. Agrees that the City shall determine, in its sole discretion, the completeness of an
- 9 application. Upon receipt of a complete initial application, the City shall:
 - 10 a. Send mailed notice to the owner of record of the Short Term Rental, informing
 - 11 the owner that an application has been received;
 - 12 b. Mail notice to any applicable homeowner's association that the subject's site is
 - 13 contained within as well as any owners and occupants of all abutting properties;
 - 14 c. Hold the application for up to 60 days after sending such notice;
 - 15 d. Review and consider any information submitted by any such homeowner
 - 16 association, neighboring owner or occupant, or member of the public regarding
 - 17 the resident's eligibility and/or the Dwelling Unit for listing on the registry (see
 - 18 Section 8-141 subsection 21) received during the 60-day hold period.
- 19 24. Provides on both the initial application, and any renewal application, information
- 20 sufficient to show that the Short Term Rental is the applicant's Dwelling Unit.
- 21 Additionally, the City may require information necessary to show Dwelling Unit
- 22 compliance with this Article. Residency shall be established by showing that the Short
- 23 Term Rental is listed as the applicant's Dwelling Unit on bills from two of the following
- 24 utilities: water, gas or electric covering at least the last 365 consecutive days of
- 25 application submittal (for Vacation Rentals see Section 8-140 subsection 1) plus one of
- 26 the following:
 - 27 a. Motor vehicle registration;
 - 28 b. Driver's license;

1 c. Tax documents showing the Short Term Rental as the resident's Dwelling Unit
2 for tax purposes.

3 25. Provides on any new and renewal application sufficient information to show that the
4 applicant is the resident and has occupied the Dwelling Unit for at least 365 consecutive
5 days of application submittal. For Vacation Rentals see Section 8-140 subsection 1.
6 Upon the City's determination that an application is complete, the Short Term Rental
7 shall be entered into the Short Term Rental Registry (Section 8-141 subsection 21) and
8 assigned an individual registration number.

9 26. Understands and agrees that the fee for both the initial application and all renewal
10 applications shall be non-refundable as listed in the City's Master Fee Schedule and
11 payable to the City of Inglewood. The non-refundable application fee shall be due at the
12 time of application submittal.

13 27. Required to provide an annual statement of gross earnings.

14 **Section 8-142. Appeals, Denials, Suspensions, and Revocations.**

15 1. **Appeals.** The applicant may appeal any Permit denial, suspension or revocation as
16 set forth in this Article. The appeal shall be filed with a non-refundable fee listed in the
17 City's Master Fee Schedule, paid to the City in the Finance Department office no later
18 than fifteen (15) calendar days after the date of the notice of the denial (suspension, or
19 revocation) is mailed. Should the aforementioned fifteen (15) calendar day fall on a day
20 that the City is closed for business, then the next City business day shall be considered
21 the fifteenth (15) day. The appeal shall be heard by the Permits and Licenses Committee
22 no later than forty-five (45) calendar days after the appeal is filed. A decision shall be
23 rendered no later than ten (10) calendar days after the appeal hearing. The decision of
24 the Permits and Licenses Committee shall be final.

25 2. **Denial, Suspension, or Revocation.** Notwithstanding any other provision of this Code
26 to the contrary, the City Manager, or designee, may require the denial, suspension, or
27 revocation of any Short Term Rental Permit. The denial, suspension, or revocation shall
28 become effective fifteen (15) calendar days after the mailing of a notice of intent to

1 deny, suspend, or revoke. An appeal may be filed pursuant to Section 8-142, Subsection
2 1.

3 **3. Grounds for Denial, Suspension or Revocation**

4 a. A Permit issued pursuant to this Article may be denied, suspended or revoked
5 upon any of the following grounds:

- 6 i. A material misrepresentation, false or misleading information was
7 included on the application or renewal application;
8 ii. A violation of any provision under this Article, any applicable provision
9 of this Code and/or any other applicable law, rule or regulation has
10 occurred on the premises of the Short Term Rental;
11 iii. An authorized official has given notification of existing health or safety
12 violations on the property or non-compliance with applicable laws, rules
13 or regulations relating to health and safety;
14 iv. A Permit for the property has been revoked in the previous twelve (12)
15 months, unless the property has been sold and the new owner can
16 demonstrate to the City that a change of property ownership during that
17 time period;
18 v. The applicant is delinquent in the payment of any outstanding fees,
19 assessments or taxes owed to the City related to any property located in
20 the City that is owned including, but not limited to Transient Occupancy
21 Taxes (TOT).

22 **Section 8-143. Hosting Platform Responsibilities**

- 23 1. Short Term Rental Host Platforms shall be responsible for collecting all applicable TOTs
24 and remitting the same to the City. The Short Term Rental Host Platform shall be
25 considered an agent of the Short Term Rental Host for purposes of TOT collections and
26 remittance responsibilities as set forth in Article 8, Chapter 9 of this Code.
27 2. Subject to applicable laws, Short Term Rental Host Platforms shall disclose to the City,
28 on a monthly basis, each Short Term Rental or Vacation Rental listing located in the City,

1 the names of the persons responsible for each such listing, the address of each such
2 listing, the length of stay for each such listing and the price paid for each stay. Said
3 disclosures shall be in electronic form.

4 3. Short Term Rental Host Platforms shall remove any improper listings within five
5 calendar days of the City providing written, including electronic, notification of an
6 unpermitted or unauthorized Short Term Rental.

7 4. Short Term Rental Host Platforms shall not collect or receive a fee, directly or indirectly
8 through an agent or intermediary, for facilitating or providing services ancillary to an
9 unregistered Short Term Rental or Vacation Rental, including, but not limited to,
10 insurance, concierge services, catering, restaurant bookings, tours, guide services,
11 entertainment, cleaning, property management, or maintenance of the Short Term
12 Rental.

13 5. A Short Term Rental Host Platform operating exclusively on the Internet, which
14 operates in compliance with subsections 1, 2, 3 and 4 above, shall be presumed to be
15 in compliance with this Article, except that the Short Term Rental Hosting Platform
16 remains responsible for compliance with the administrative subpoena provisions of
17 Section 8-147 subsection 6.

18 6. Within forty-five (45) days of the effective date of this Ordinance, Short Term Rental
19 Host Platforms with listings located in the City shall provide to the City contact
20 information for an employee or representative of the Short Term Rental Host Platform
21 that will be responsible for responding to requests for information from the City,
22 including requests related to possible violations of this Article.

23 7. The provisions of this Section shall not apply to a Short Term Rental Host Platform
24 whenever it complies with any conflicting Guidelines approved by City Council
25 resolution that describe how the Short Term Rental Host Platform shall satisfy the Short
26 Term Rental Host Platform responsibilities.

27 8. The provisions of this Section shall be interpreted in accordance with otherwise
28 applicable State and Federal law(s) and will not apply if determined by the City to be in

violation of, or preempted by, any such law(s).

Section 8-144. Prohibitions

No person shall undertake, maintain, authorize, aid, facilitate, or advertise any Vacation Rental activity or any Short Term Rental activity that does not comply with this Article.

Section 8-145. Preemption

If any provision of this Article conflicts with any provision of the Zoning Ordinance codified in Chapter 12 of this Code, the terms of this Article shall prevail.

Section 8-146. Fees

The City Council may establish and set by resolution all fees and charges as may be necessary to effectuate the purpose of this Article.

Section 8-147. Enforcement

1. It is unlawful to violate any provision of this Article. A violation of this Article by any person, Short Term Rental Host, Owner, or Short Term Rental Host Platform that violates its obligations under Section 8-143, shall be guilty of an infraction unless determined to be a misdemeanor pursuant to Article 1-18.3 of this Code.
2. Any action by a Short Term Rental Host or Owner that is an infraction is punishable pursuant to Government Code 36900, or as that section may be amended from time to time.
3. Any person convicted of violating any provision of this Article in a criminal case or found to violate this Article in a civil or administrative case brought by a law enforcement agency shall be ordered to reimburse the City and other participating law enforcement agencies their full investigative costs, pay all back TOTs, and remit all illegally obtained rental revenue to the City so that it may be returned to the Short Term Rental visitors or used to compensate victims of illegal Short Term Rental Host activities.
4. Any Short Term Rental Host who violates any provision of this Article, or Short Term Rental Host Platform that violates its obligations under Section 8-143, may be subject to administrative fines and administrative penalties pursuant to Article 11.4 of Chapter 11 of this Code.

- 1 5. Any interested person may seek an injunction or other relief to prevent or remedy
- 2 violations of this Article.
- 3 6. The City may issue and serve administrative subpoenas as necessary to obtain specific
- 4 information regarding Short Term Rental or Vacation Rental listings located in the City,
- 5 including, but not limited to, the names of the persons responsible for each such listing,
- 6 the address of each such listing, the length of stay for each such listing and the price
- 7 paid for each stay, to determine whether the Short Term Rental or Vacation Rental
- 8 listings complies with this Article. Any subpoena issued pursuant to this section shall
- 9 not require the production of information sooner than thirty (30) days from the date of
- 10 service. A person that has been served with an administrative subpoena may seek
- 11 judicial review during that thirty-day period.
- 12 7. The remedies provided in this Article are not exclusive, and nothing in this Article shall
- 13 preclude the use or application of any other remedies, penalties or procedures
- 14 established by law.
- 15 8. Each day, or a portion thereof, that a violation of this Article occurs or continues is
- 16 considered a separate offense.

17 **Section 8-148 Temporary Permits**

18 Any person operating a Short Term Rental or Vacation Rental on the effective date and
 19 in violation of this Ordinance shall have until 11:59 pm, September 30, 2022, to obtain a valid
 20 Permit. Said Permit shall be predicated upon payment of all relevant back taxes and fees since
 21 January 1, 2022. Said Permit shall expire on 11: 59 pm, December 31, 2022. This Section shall
 22 automatically sunset on January 1, 2023.

23 **SECTION 2.**

24 Any provision of the Inglewood Municipal Code, or appendices thereto, inconsistent
 25 with the provisions of this Ordinance, to the extent of such inconsistencies and no further, is
 26 hereby repealed or modified to that extent necessary to effect the provisions of this Ordinance.

27 ///

28 ///

SECTION 3.

Section 12-1.35. (Dwelling) of Article 1 (Definitions) of Chapter 12 of the Inglewood Municipal Code is hereby deleted in its entirety and replaced the following:

“Dwelling” shall mean a building or portion thereof designed for or occupied exclusively for residential purposes, including one-family, two-family, multiple dwellings, Transitional Housing, Supportive Housing, and Short Term Rental, (subject to the regulations contained within Article 11 of Chapter 8 of the IMC) but not including hotels, boarding and lodging houses.

SECTION 4.

Section 12-1.105.1. (Short Term Rental) is hereby added to Article 1 (Definitions) of Chapter 12 of the Inglewood Municipal Code to read as follows:

“Short Term Rental” and shall mean the same as defined in Chapter 8, Article 11, of the Inglewood Municipal Code.

SECTION 5.

Section 12-1.128.1 (Vacation Rental) is hereby added to Article 1 (Definitions) of Chapter 12 of the Inglewood Municipal Code to read as follows:

“Vacation Rental” and shall mean the same as defined in Chapter 8, Article 11, of the Inglewood Municipal Code.

SECTION 6.

Section 12-17.11. Short Term Rental (STR) and Vacation Rental (VR) is hereby added to Article 1.2 (Home Occupations Regulations) of Chapter 12 of the Inglewood Municipal Code to read as follows:

“Short Term Rental and Vacation Rental use shall be permitted in all residential zones and in Mixed-Use zones where residential use is permitted, and shall be subject to the provisions of Chapter 8, Article 11 of the Inglewood Municipal Code.”

SECTION 7.

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or its Application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or

1 enforceability of the remaining sections, subsection, subdivisions, paragraphs, sentences,
 2 clauses or phrases of this Ordinance, or its Application to any other person or circumstance.
 3 The City of Inglewood hereby declares that it would have adopted each section, subsection,
 4 subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one
 5 or more of the sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases
 6 hereof be declared invalid or unenforceable.

7 **SECTION 8.**

8 The City Clerk shall certify to the introduction, approval, passage, and adoption of this
 9 Ordinance by the City Council and shall cause the same to be published in accordance with the
 10 City Charter, and thirty days from the final passage and adoption, this Ordinance shall be in full
 11 force and effect.

12 **Introduced** at a regular meeting of the Inglewood City Council, this 12th day of
 13 July, 2022.

14 **Passed and Adopted** at a regular meeting of the Inglewood City Council, this 19th day
 15 of July, 2022.

16 **APPROVED:**

17 _____
 18 James T. Butts, Jr., Mayor

19 **ATTEST:**

20 _____
 21 Aisha L. Thompson, City Clerk

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

AGENDA ITEM:	Action Item #7 Resolution 2024-15 Adopting Mission Statement and Value Statements
SUBMITTED BY:	Stefen Wynn, Town Administrator & Treasurer
DATE:	11.7.2024
BACKGROUND:	Through the Town's Strategic Planning and Budgeting Workshops to discuss strengths, weaknesses, opportunities and threats on an organization-wide basis, certain themes in service-delivery were identified. Those themes were implemented in a draft of the Mission Statement and Vision Statements that were presented to the Board of Trustees on October 22, 2024 in the Town Administrator's report. Having received feedback during that meeting, the final draft was created and is this Resolution. Having a Mission Statement helps to clearly articulate and communicate the purpose and goals of our local government to both employees and Residents, providing a guiding framework for decision-making, helping to build trust with our extended community, and align our actions towards a shared vision for our community's future development.
BUDGET:	N/A
RECOMMENDATION:	RECOMMENDED MOTION: I move to approve Resolution 2024-15, Adopting a Mission Statement and Value Statements for the Town of Paonia. OR I move to approve Resolution 2024-15, Adopting a Mission Statement and Value Statements for the Town of Paonia with the following edits: [list edits]
ATTACHMENT:	Attachment A: 2024-15 Resolution Adopting Mission Statement and Value Statements Attachment B: Mission Statement Paonia 10.24 Attachment C: Value Statements Paonia 10.21 (1)

**TOWN OF PAONIA, COLORADO
RESOLUTION NO. 2024-15**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN
OF PAONIA, COLORADO, ADOPTING A MISSION STATEMENT
AND VALUE STATEMENTS**

WHEREAS, the Board of Trustees ("Board") of the Town of Paonia, Colorado, believes that the development of specific mission and vision statements are vital to planning for the future of the community and are widely considered to be the mark of a healthy organization; and

WHEREAS, the establishment of these statements provides the framework for the development of the Town of Paonia and gives Town Staff both a direction and a sense of purpose to the actions taken for providing services to the community and its Residents; and

WHEREAS, on August 27, 2024, the Board held a work session to define and prioritize their shared values, vision, goals and objectives for the Town and its departments as it relates to service delivery; and

WHEREAS, on October 22, 2024, a draft of the Mission Statement and Value Statements were presented for Board consideration; and

WHEREAS, the Board of Trustees of the Town of Paonia, Colorado has developed said mission and vision statements through the work session and the subsequent draft presentation, which included input and collaboration from the Town Administrator, the Town Clerk, Department Heads and key staff.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO, COUNTY OF DELTA, STATE OF COLORADO THAT:

The Board of Trustees hereby approves the Mission Statement and the Vision Statements in the form attached as Exhibit A to this Resolution.

APPROVED AND ADOPTED this 12th day of November 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

EXHIBIT A

MISSION STATEMENT:

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.

VALUE STATEMENTS:

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 contributes 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 Resource & 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.

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.



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.

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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.



PAONIA POLICE DEPARTMENT

214 Grand Avenue / PO Box 460 Paonia, CO 81428

Phone: 970-527-4822

LEGACY EVENT COSTS

The PD costs for legacy events vary depending on the length of the event, number of attendees, and department scheduling. A base line plan for the PD involves three (3) officers on duty per shift during events. Depending on the time of year and patrol scheduling that may require one overtime officer at approximately \$412.00 per shift. If we need to bring two officers on for overtime shifts because of scheduling or attendance numbers, that cost obviously doubles to \$824 per shift. If the event exceeds the time allotted for a 10-hour shift, then two shifts will need to be accounted for.

Multi-day events have the same requirements only multiplied by the number of event days. A two-day event would traditionally cost approximately \$1,648.00 dollars in paid out wages. The department tries to schedule in advance for the legacy events to maximize the number of officers working a regularly scheduled shift during the event. However, several factors can influence the scheduling on a week to week and even day-to-day basis.

This baseline cost does not consider the full cost to employ with insurance and benefits, or the cost of equipment usage.



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

AGENDA ITEM:	Special Event Discussion and cost analysis
SUBMITTED BY:	Nicki Gisoldi – Deputy Director Public Works
DATE:	11/26/24
BACKGROUND:	Paonia Public Works (PW) would like to participate in the discussion of the cost to PW when supplying time, supplies and equipment to special events. PW was able to put a list together of what services, equipment and supplies they offered the events this past year, however were unable to put cost to value due to staff being away for training. PW will hopefully have cost value to Employee time and materials by the meeting
BUDGET:	
RECOMMENDATION:	PW recommends that a fee be charged in order to cover addition costs to the Department.

ATTACHMENT:	
--------------------	--

Event	Service	Est. Cost	Comments
Cherry Days			Committee usually donates to the Town or helps with other events in lieu of fees and to just give back
	Cones/barriers	2-4 EE	
	Trash bags		Stock the stock room. Committee takes care of the rest
	One stock of Bathroom		
	Parade route traffic and no parking	1 day multiple EE	
	Street prep- parade route	2week prep- All EE	
	One time Grand ave trash pick up	1EE	
	Internet team up with Bushta	1EE	
	Phone calls		
	Dumpster parking spot		As needed if not available
BMW			BMW usually donates or gives back to the town in lieu if fees
	Cones/barriers	1EE	Cones and barriers are dropped off at teen center and the Committee takes over from there
	Trash bags		Stock the stock room at the bathroom and they service trash themselves
	One stock of Bathroom		

Mtn. Harvest Fest

Phone calls		
Dumpster parking spot		As needed if not available
Cones/barriers	2-4EE	
Trash bags	2EE	GJ run for bags on day off. PW had bought out Lumber yard, farm and home and ACE. Needed more. Nicki went to Sam's and Dennis went to Lowes
Stock of Bathroom		
Trash services	3EE 2 were overtime on a Sunday	Called in on days off to empty dumpster. EE also stayed late to unlock all dumpsters and only one was used
Electrical outlet repair	2EE + Electrician	Electrician services (Amber Gillespie)
Internet Repair	2EE +Phonz	Phonz service
Staff time to determine handicap parking placement	2EE	meetings about placement, loading signs and placing them around park.
Spray wasps	3EE on multiple days	Multiple times -stage, grand stands
Trash can placement	2EE	calls for more- moved from other park
Table placement		Asked and refused by Director due to no staff or time to help
Clean up	2EE	handicap parking signs left out, concrete bags left, tape on fence

Meetings		Multiple
port o potty's		Placement - not sure we supply
Phone calls		
Traffic control signs and cord. With PD	4EE +PD	After hours PW duties were handed over to PD for help
Marked Sprinklers in football field	1EE	Stage placement
Mulch stage	4 EE plus contactor service	Coordinate with Simon to cut tree and move chips to stage- Staff spread
Over time tree service to get ill trees out	4 EE plus contactor service	
Trailer on glass		Contract that you won't drive on the grass
Beer garden red mulch	2EE + material cost	Used all PW stock plus bought bags
Beer garden poles	2EE + material cost	Bought out three local stores worth to get enough
Pickin' in Park		
	Trash	1-2EE
	Wasps	2EE
	handicap parking	Same as Mtn. Harvest
	Band and staff parking and cones	2EE
	phone calls	

Art Fair	Trash can services	1-2EE	Empty the day of and empty the next morning
	Sprinkler repair -wet mud spots	2EE	fix complaints
	Meeting	2EE	Director and Deputy pay
	Rescheduled Water schedule - effected other event		Resulted in OT to come in early on Tuesday's- interferred with Arbol
	NG has no information on this event due to not having worked through or ever been to event. Other PW employees are unaware of this event as well		

**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.)

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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, COLORADO

REQUEST FOR PROPOSALS

SITE PREPARATION BRUSH CLEARING

OCTOBER 28, 2024

REQUEST FOR PROPOSAL SITE PREPARATION BRUSH CLEARING

OVERVIEW

The Town of Paonia, Colorado (Town) is soliciting proposals from licensed contractors interested, experienced, and knowledgeable in providing brush clearing and site preparation on rugged mountain terrain on the side of Mount Lamborn. Brush clearing is needed prior to conducting geophysical survey work in support of the Town of Paonia Water System and must adhere to the limitations defined by National Forest Service permitting (by others). Site preparation generally includes traversing linear paths and trimming brush in five (5) locations under the following conditions:

1. Minor hand-cutting with the use of chainsaws.
2. Motorized heavy machinery will not be used.
3. No Spruces, Pines or Aspens will be cut.
4. No vegetation (trees) greater than a diameter at breast height (DBH) of four inches will be cut.

Approximately 2-7 feet high vegetation must be cleared to ground level (i.e., ankle height) in paths 3 to 4 feet wide. Proposed linear pathways are roughly between 175 to 540 feet long. Work will be performed under supervision by Town staff and its representatives. All work areas are within the boundaries of source water collection for the Town of Paonia and/or on federal lands. All work must be completed without risk of pollution from hazardous liquids or solids. Wright Water Engineers will be onsite to sign off and approve of brush clearing activities to ensure work satisfies the intent and need of their subsequent geophysical study efforts. The attached figures depict the approximate length of pathways in each of the five (5) project locations.

Site Access: Contractor will need to provide its own access to each site. Access is rugged and best accessed using Off-Road Side-by-Sides and then by foot to each project location.

Project Schedule: Each location is expected to take 1-3 days depending on workforce allocation. The entirety of the work must be completed within 10 working days. Seasonal weather impacts may require completion of work in the Spring of 2025. If postponed until Spring 2025, work must be completed within a two-week period between March 1, 2025 and May 31, 2025 as soon as weather permits. Pricing Spring 2025 must be included in the contractor's proposal.

Other: Contractor must provide its own personal protective equipment (PPE) and must comply with all applicable work safety rules and regulations. A tailgate safety meeting will be required each morning prior to commencing work.

The Town will not be bound or responsible for any explanations or interpretations other than those given in writing as set forth in this Request for Proposals (RFP). No oral interpretations will be made by the Town to any firm as to the requirements of this RFP. Emailed PDF proposals titled in the subject as, "PROPOSAL FOR SITE PREPARATION BRUSH CLEARING," will be accepted on or before 4:00 PM (MT) WEDNESDAY, NOVEMBER 20, 2024 (Deadline), at the email address below. Proposals tendered after the deadline will be rejected.

Stefen Wynn
Town Administrator
StefenW@TownofPaonia.com

Mailed proposals will be clearly marked Attn: "PROPOSAL FOR SITE PREPARATION BRUSH CLEARING," and will be accepted on or before 4:00 PM (MT) WEDNESDAY, NOVEMBER 20, 2024 (Deadline), at the physical and/or mailing address below. Proposals received after the deadline will be rejected.

Paonia Town Hall
214 Grand Avenue
PO Box 460
Paonia, CO 81428

The Town shall reserve the right to reject any or all proposals, and to waive any informalities or irregularities therein and request new proposals when required.

Any questions or clarifications concerning this RFP shall be submitted by email to Stefen Wynn, Town Administrator, at e-mail address: StefenW@TownofPaonia.com; and 'cc'd to: SamiraV@TownofPaonia.com.

Proposals submitted will be evaluated by a Selection Committee. The Town's Selection Committee will review materials submitted with the RFP and select a list of Contractors for further consideration.

Evaluation factors include, but are not limited to:

- Experience of Firm;
- Qualifications of personnel;
- Firm's workload and availability;
- Overall abilities of Firm to provide backup and additional services
- Price/Value of proposed services

The Town reserves the right to request additional information or clarifications from firms, and or to allow corrections of errors or omissions.

Submission of proposals indicates acceptance by the firm of the conditions contained in this RFP.

It is anticipated that the selection of a contractor will be completed at a **Regular Meeting of the Board of Trustees on November 26, 2024.**

All materials submitted in connection with the proposal document become the property of the Town. All information received by the Town shall become public record and shall be open to public inspection should an award of contract result from this solicitation.

KEY DATES

A tentative schedule of key dates for the project has been established as follows:

1. Proposal Calendar

Activity	Date
Questions/Clarifications Request Deadline	November 15, 2024, 4:00 PM
Submit RFPs to Town Hall	November 20, 2024, 4:00 PM
Interviews – If Required	November 22, 2024
Town Board Action	November 26, 2024
Award contract	November 27, 2024
Contractor begins operations	March 3, 2025 or Earlier

2. Date Work May Commence

Ideally, work is completed in 2024. However, seasonal weather impacts may require completion of work in the Spring of 2025. If postponed until Spring 2025, work must be completed within a two-week period between March 1, 2025 and May 31, 2025 as soon as the weather permits. Work postponed until Spring 2024 must be completed within four (4) weeks of a Spring notice to proceed. Pricing for both immediate and Spring 2025 must be included in the contractor’s proposal.

3. Town Staff Commitment

The Town has committed one employee familiar with the area to assist the contractor navigate to project locations. A representative from the engineering consultant responsible for the subsequent geophysical work will provide sign-off on that work is completed to meet geophysical study requirements.

PROPOSAL REQUIREMENTS

Proposals shall include the following:

1. **Title Page.** Title page showing the Request for Proposal subject; the firm's name; appropriate firm contact name, mailing address, telephone number, and email address of the primary firm contact person; and the date of the proposal submission.
2. **Table of Contents.**
3. **Transmittal Letter.** A signed letter of transmittal briefly stating the contractor's understanding of the work to be conducted, the commitment to perform the work within the time period specified, and a statement why the Contractor believes itself to be the best qualified firm to perform the engagement. A signature is required from the person having the authority to make the proposal for the Contractor and bind their firm in a formal contract with the Town.
4. **Proposal Contents** The proposal should follow the order and include the content set forth below. The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the contractor. As such, the substance will carry more weight than the form or manner of presentation. The proposal should demonstrate the qualifications of the contractor and of the designated staff to be assigned to this engagement. While additional data may, at the discretion of the proposer, be included, the following items A through I, must be included:
 - A. **Firm Qualifications and Experience.** The proposal shall provide information on the company's experience as it relates to the following areas:
 - i. Vegetation Management, including brush clearing and tree removal
 - ii. Any safety infractions recorded within the past three (3) years
 - iii. Work on rugged terrain
 - B. **Plan For Staffing.** To include project manager and/or site supervisors, the number of staff dedicated to each project site per day and total number of staff available to support the project to completion.
 - C. **Detailed Schedule.** The proposal shall include a detailed schedule for completing the steps necessary to complete the work described herein for the Town.
 - D. **References.** The consultants' firm shall provide a list of not less than three references for work of similar scale. The firm should indicate whether or not it continues to perform the services involved in these engagements.

- E. Total Estimated Not-to-Exceed Cost.** The proposal shall contain all pricing information related to performing the Site Preparation Brush Clearing as described in this Request for Proposals and outlined in 'Exhibit A – Rate Schedule'. The total not-to-exceed cost to be proposed is to contain all detailed direct and indirect costs including all out-of-pocket expenses. Contractor to present costs by completing tables provided in Exhibit A and including in Proposal.
- F. Digital or Manual Signature.** Proposals must contain a manual signature, or a Digital signature that follows the requirements of UETA and ESIGN, of an authorized agent of the Consultant.

The accuracy of response to this Request for Proposals is the sole responsibility of the Contractor. No changes in the proposal shall be allowed after the submission deadline, except when the Contractor can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake and the price actually intended. Alternative bids will not be considered.

TERMINATION OF CONTRACT

The Town may, by written notice to the successful Contractor, terminate the contract if the Contractor has been found to have failed to perform in a manner satisfactory to the Town's specifications, including delivery as specified. The date of termination shall be stated in the notice. The Town shall be the sole judge of non-performance.

The Town may cancel the contract upon thirty (30) days' written notice for reasons other than cause. This may include the Town's inability to continue with the contract due to, but not limited to, non-appropriation or reduction of funding.

RIGHT TO REFUSE PROPOSALS

The Town of Paonia reserves the right, without prejudice, to reject any and all proposals or any part of a proposal.

WARRANTIES

The successful contractor shall indemnify and save harmless the Town against any and all damages to property or injuries to or death to any person or persons, including property and employees or agents of the Town, and shall defend, indemnify and save harmless the Town from any and all claims, demands, suits, actions, or proceedings of any kind, or nature, including workmen's compensation claims, of or by any whomsoever, in any way resulting from or arising out of the operation in connection herewith, including operations of subcontractors and acts or omissions of employees or agents of the successful firm or his sub-contractors.

The successful contractor shall procure and maintain, at their own cost and expense, any additional kinds and amounts of insurance that, in their own judgment, may be necessary for their proper protection in the prosecution of the work.

The successful contractor shall be required to have property, liability, and workers compensation insurance with minimum limits of \$1,000,000.00 and to provide the Town with copies of the certificate of insurance upon request.

The successful firm will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin and will comply with the Americans with Disabilities Act. The successful firm shall adhere to acceptable affirmative action guidelines in selecting employees and shall ensure that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment, or recruitment advertising; layoff or termination, rates of pay or other forms or compensation; and selection for training, including apprenticeship.

Pursuant to Section 8-17.5-102(1), C.R.S., the Contractor will certify that, as of the date of its Proposal, it does not knowingly employ or contract with an illegal alien and it has participated or attempted to participate in the Basic Pilot Employment Verification Program (as such term is defined in Section 8-17.5-101(1), C.R.S.) in order to verify that it does not employ any illegal aliens.

EXHIBIT A - RATE SCHEDULE

The undersigned offers and agrees to furnish all items, upon which the prices are quoted, at the price set opposite each item. The undersigned certifies that no federal, state, or local tax is included in the quoted prices and that none will be added.

Name of Contractor:

Signature of Contractor:

Address:

Telephone Number:

Table 1. Rate Schedule - Spring 2025

Item	Unit Cost	Units	Quantity	Total Cost
Project Manager		Hour		
Field Superintendent		Hour		
Field Staff		Hour		
PPE		Each		
Brush Clearing Equipment		Each		
Access Vehicle		Day		
Total Project Cost				\$

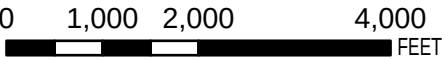
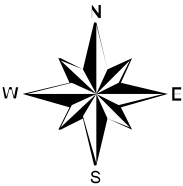
EXHIBIT B - PROJECT WORK AREA EXHIBIT(S)

EXHIBIT B-1

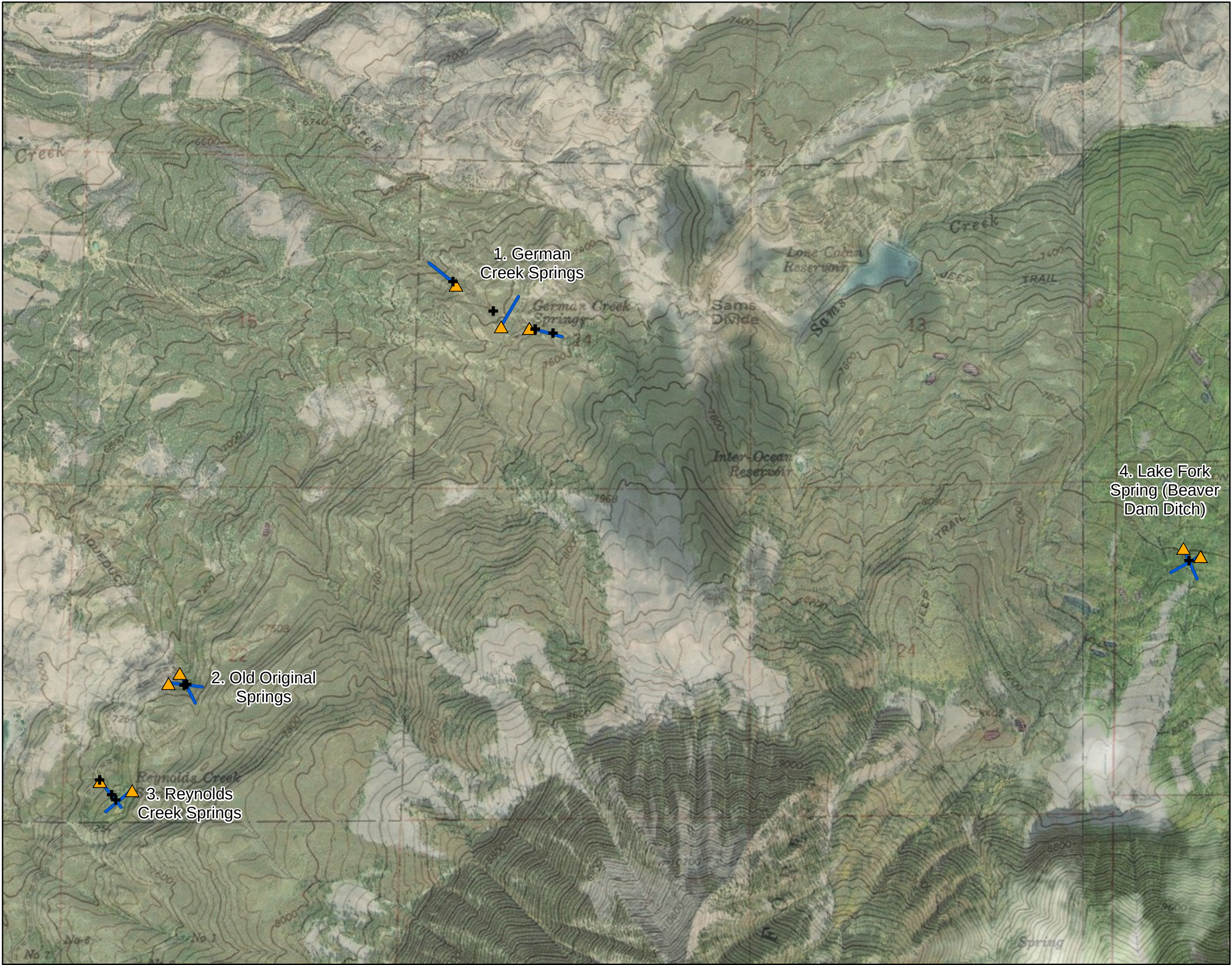
DELTA COUNTY, COLORADO
PROPOSED 2DR
GEOPHYSICAL SURVEY
LINES
TOWN OF PAONIA
HYDROGEOLOGY STUDY

- Observed Spring Locations (May 2024)
- Planned 2DR Geophysical Survey Lines
- Planned 2DR Geophysical Survey Line Starting Points

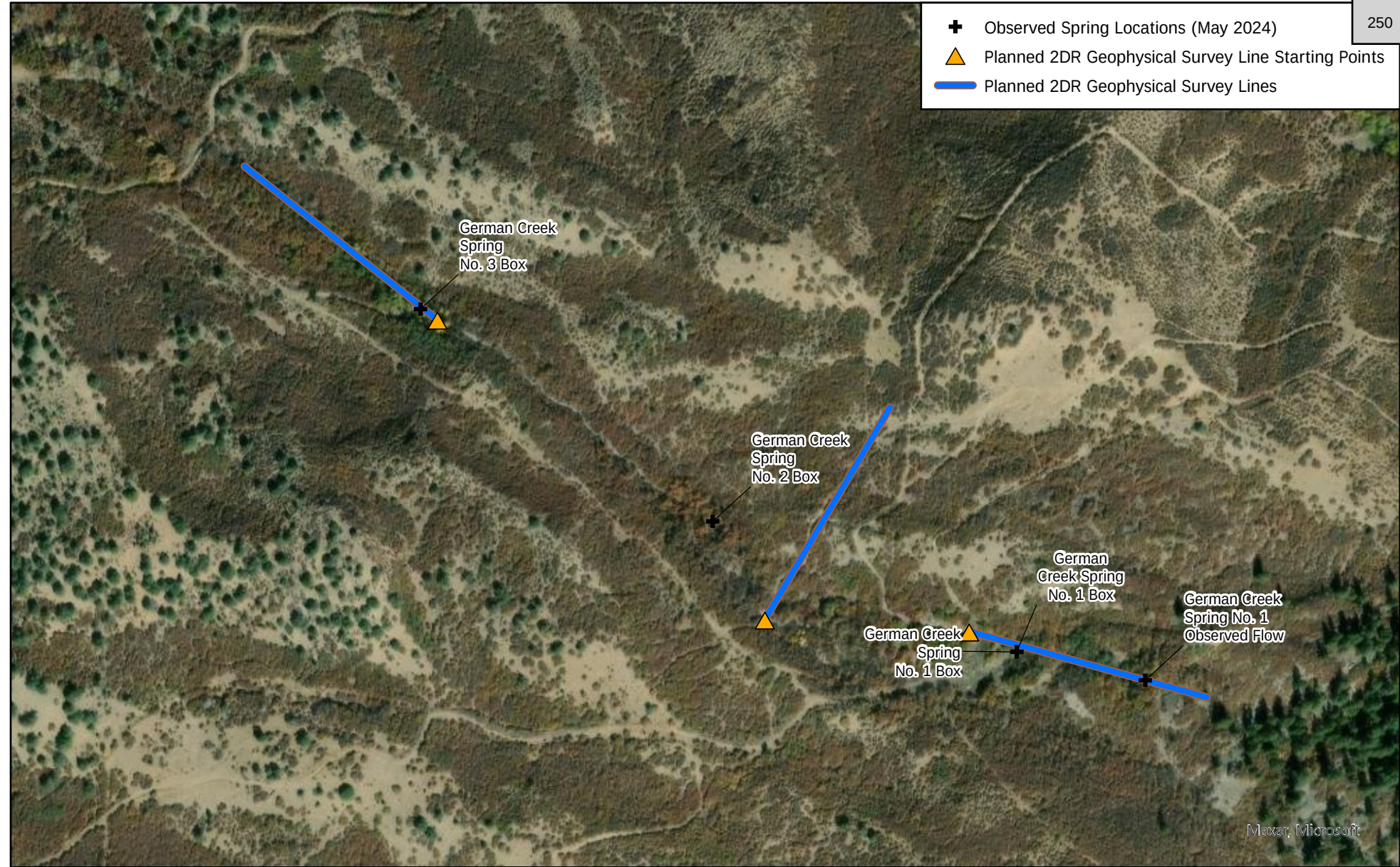
Note: All planned 2DR Geophysical Survey Lines are 540 feet in length.



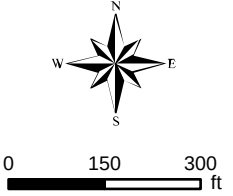
PROJECT NO. 241-019.000



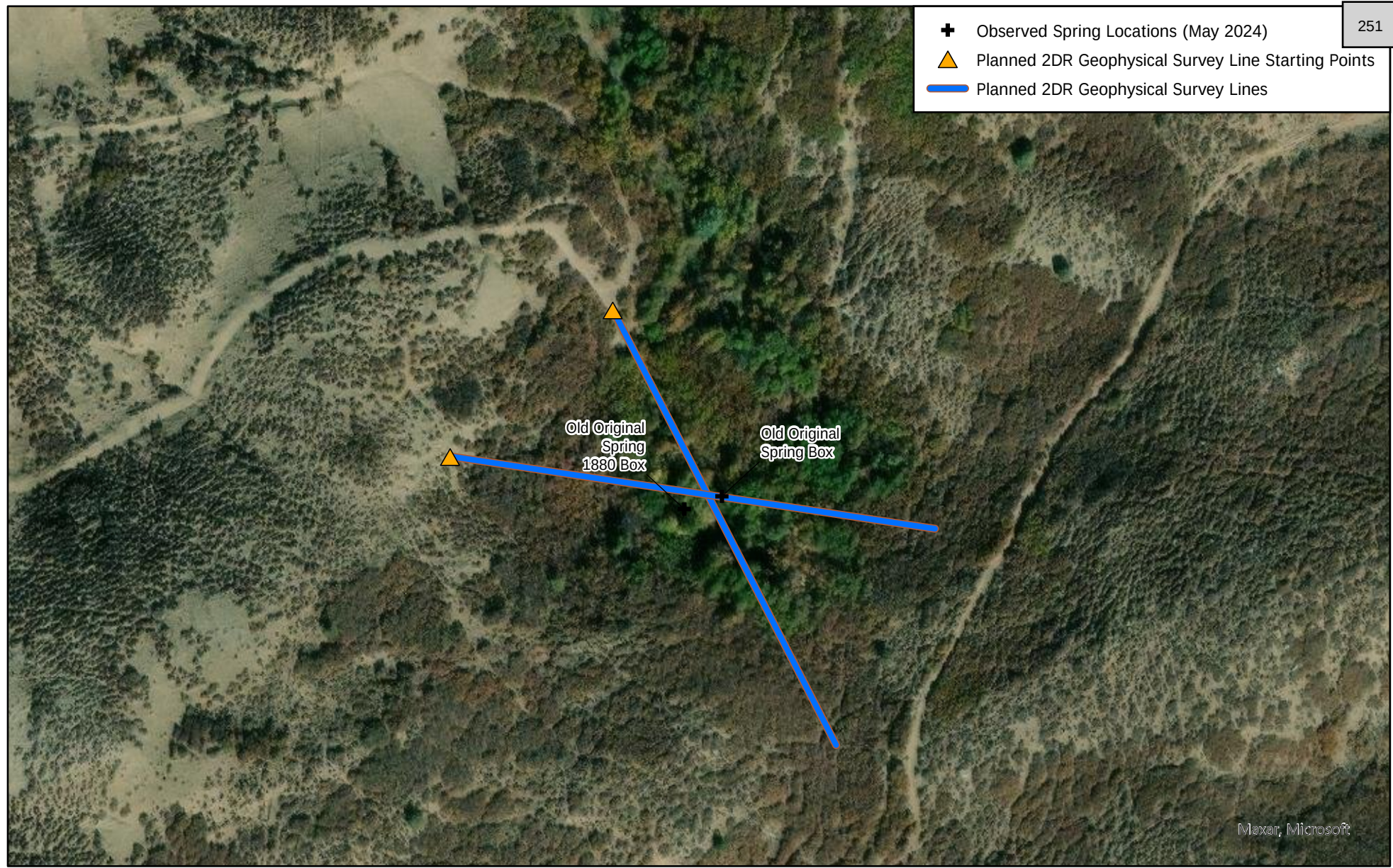
- + Observed Spring Locations (May 2024)
- ▲ Planned 2DR Geophysical Survey Line Starting Points
- Planned 2DR Geophysical Survey Lines



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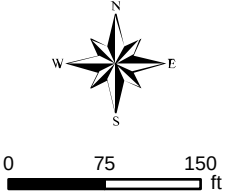
	DELTA COUNTY, COLORADO GERMAN CREEK SPRINGS PROPOSED 2DR GEOPHYSICAL SURVEY LINES TOWN OF PAONIA HYDROGEOLOGY STUDY			PROJECT NO. 241-019.000	EXHIBIT B-2
	SECTION 14, TOWNSHIP 14S, RANGE 91W				

- + Observed Spring Locations (May 2024)
- ▲ Planned 2DR Geophysical Survey Line Starting Points
- Planned 2DR Geophysical Survey Lines

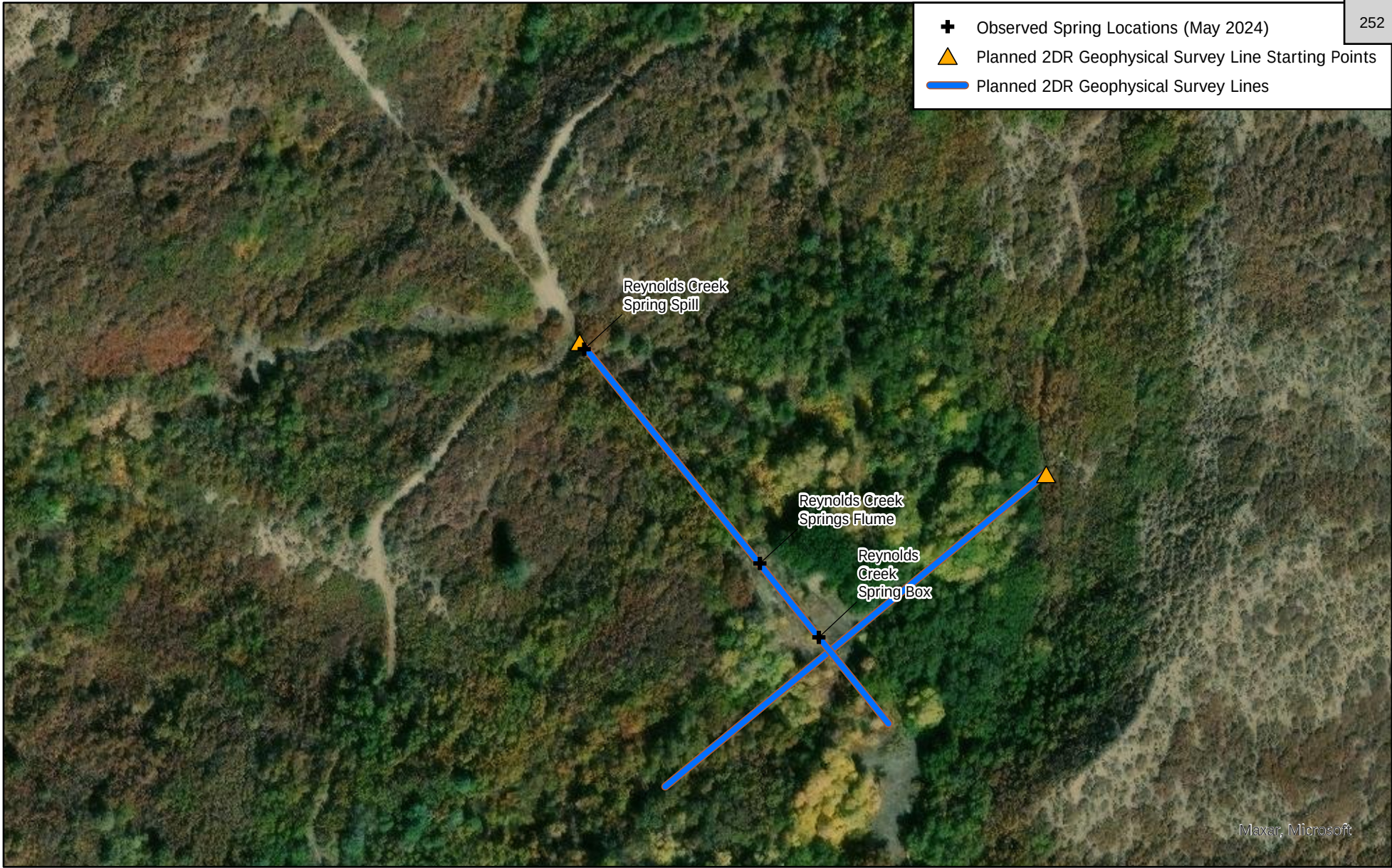


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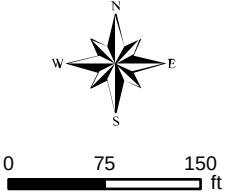
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	DELTA COUNTY, COLORADO		PROJECT NO. 241-019.000	EXHIBIT B-3
	OLD ORIGINAL SPRINGS			
	PROPOSED 2DR GEOPHYSICAL SURVEY LINES			
	TOWN OF PAONIA HYDROGEOLOGY STUDY			
	SECTION 22, TOWNSHIP 14S, RANGE 91W			

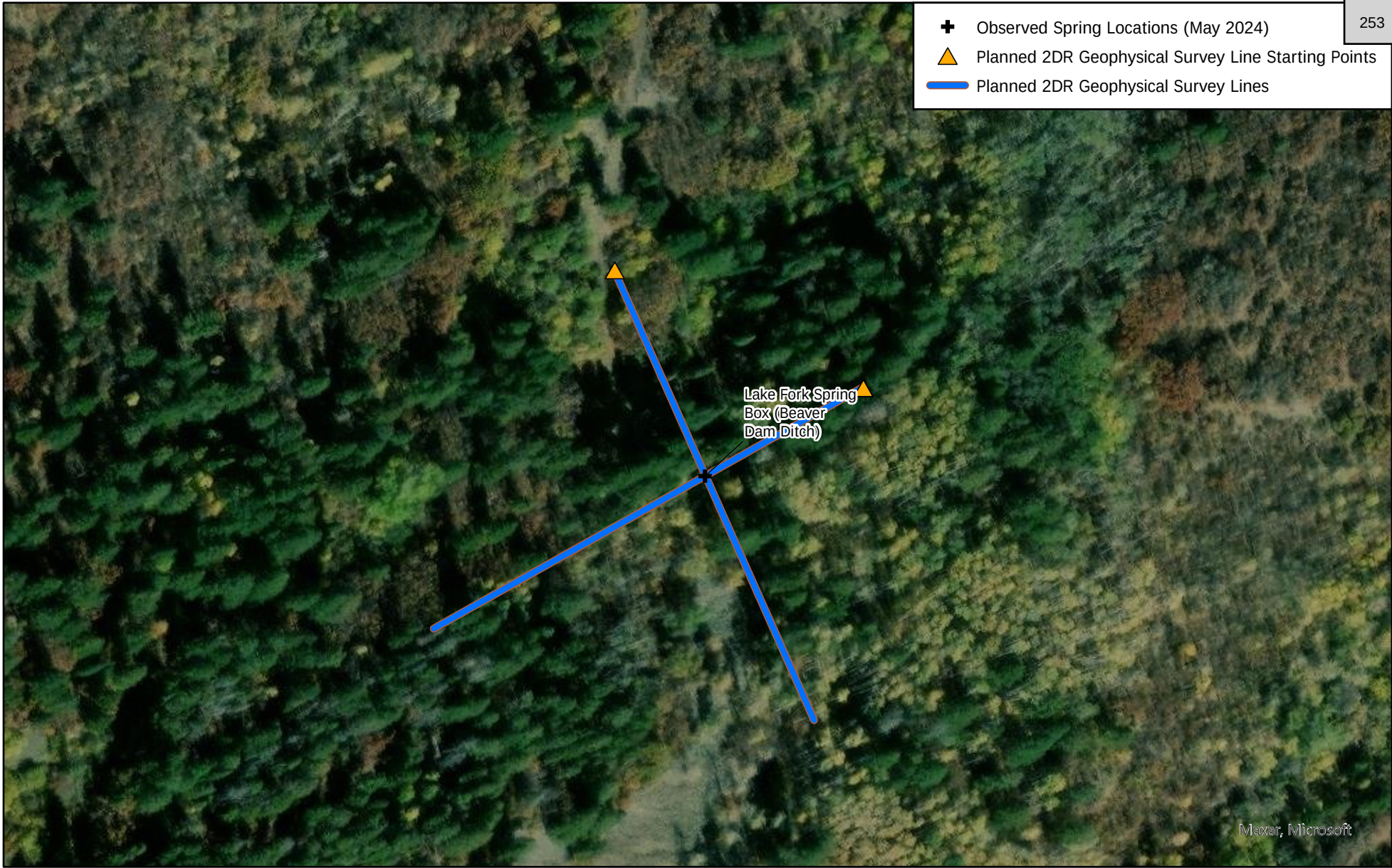
- Observed Spring Locations (May 2024)
- Planned 2DR Geophysical Survey Line Starting Points
- Planned 2DR Geophysical Survey Lines



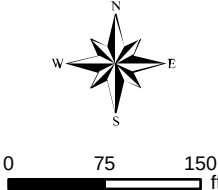
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 WRIGHT WATER ENGINEERS, INC.	REYNOLDS CREEK SPRINGS PROPOSED 2DR GEOPHYSICAL SURVEY LINES		PROJECT NO. 241-019.000	EXHIBIT B-4
	TOWN OF PAONIA HYDROGEOLOGY STUDY			
	SECTION 22, TOWNSHIP 14S, RANGE 91W			

- + Observed Spring Locations (May 2024)
- ▲ Planned 2DR Geophysical Survey Line Starting Points
- Planned 2DR Geophysical Survey Lines



Path: Z:\Project Files\24\241-019\241-019.000\CAD-GIS\GIS\01_Project\Paonia_Geophysics\Paonia_Geophysics.aprx

	DELTA COUNTY, COLORADO LAKE FORK SPRING (BEAVER DAM DITCH) PROPOSED 2DR GEOPHYSICAL SURVEY LINES TOWN OF PAONIA HYDROGEOLOGY STUDY SECTION 19, TOWNSHIP 14S, RANGE 90W	 0 75 150 ft	PROJECT NO. 241-019.000	EXHIBIT B-5
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Town of Paonia

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

11/14/2024

Addendum No. 1 RFP 2024-04 Hydrogeological Study Brush Clearing

Q1. Does the brush need to be hauled off site, or can it be placed off to the sides of the cleared path?

Q1 Answer: *The brush can be cleared from the 3 to 4-foot proposed pathway or moved to a on-site stockpile area.*

Q2. Are there predetermined work hours? For example, is my crew allowed to start work at dawn, or do we need to wait until a certain time?

Q2 Answer: *There will need to be predetermined work hours conducted during daylight hours for safety reasons. For planning purposes, crew should mobilize and demobilize 1 hour after dawn and 1 hour prior to sunset each day.*

Q3. Will branches from neighboring trees that extend into the boundary of this path need to be trimmed? If yes, are we allowed to cut branches off of Aspen, Pine or Spruce trees?

Q3 Answer: *Yes, branches from neighboring trees extending into the boundary of the path will need to be trimmed. Branches above 6 feet in height do not need to be cut. However, since the work will be conducted on United States Forest Service (USFS) land, the USFS has specific restrictions: no motorized heavy equipment for cutting will be used. No spruce, pine, or aspen trees will be cut. Additionally, no vegetation greater than 4" DBH (diameter at breast height) is permitted to be cut.*



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

AGENDA ITEM:	Consideration of Planning Commission Request to Trustees to Instruct Phoenix Rising Resources to Provide Outreach for the final Draft Comprehensive Plan
SUBMITTED BY:	Samira Vetter, Town Clerk
DATE:	November 26, 2024
BACKGROUND:	During the Planning Commission's November 4th meeting there was extensive discussion about how to ensure maximum outreach to the community when the latest draft of the Comprehensive Plan is available for public review and comment. Calla Rose Ostrander with Phoenix Rising Resources (PRR) was in attendance at the meeting and suggested that PRR could assist by utilizing multiple platforms for public notification of the latest draft and the workshop (TBD for some time in January) scheduled for taking comment. There is \$394.38 remaining in the PRR contract. The Planning Commission members agreed that PRR assistance would be helpful and are requesting Trustees approval to use the remaining, unexpended funds in the PRR contract for this purpose through the following unanimously approved motion: "Ask the Board of Trustees to approve the use of the remaining hours with the consultant to help the Planning Commission to reach out to the public and alert them to a workshop to be held for consideration of all the changes made to the draft Master Plan since the June 21st draft was published."
BUDGET:	Remaining budgeted balance for Phoenix Rising Resources contract in the amount of \$394.38
RECOMMENDATION:	I make a motion to approve the remaining funds in the Phoenix Rising Resources contract to be used to provide assistance to the Planning Commission with public outreach regarding a yet to be scheduled workshop to be held for consideration of all changes made to the draft Comprehensive Plan since the June 21st draft was published.
ATTACHMENT:	None

**TOWN OF PAONIA, COLORADO
RESOLUTION NO. 16-2024**

**A RESOLUTION PROVIDING THAT CERTAIN ELECTED AND/OR APPOINTED
OFFICIALS OF THE TOWN OF PAONIA SHALL BE DEEMED NOT TO BE
“EMPLOYEES” WITHIN THE MEANING OF THE WORKERS’ COMPENSATION
LAWS**

WHEREAS, C.R.S. Section 8-40-202(1)(a)(I)(B) permits the Town of Paonia to opt not to include certain elected and appointed officials under the Town of Paonia’s workers’ compensation coverage; and

WHEREAS, such officials must not receive any compensation for service rendered as such, other than reimbursement of actual expenses; and

WHEREAS, said option may be exercised as to any category or combination of categories of such officials; and

WHEREAS, said option may be exercised for any policy year by the Board of Trustees by the filing of a statement with the Division of Workers’ Compensation of the Colorado Department of Labor and Employment not less than 45 days before the start of the policy year for which the option is to be exercised;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE Town of Paonia:

Section 1. Effective with the policy year starting on January 1st, 2025, the following categories of elected and/or appointed officials who receive no compensation for service rendered as such, other than reimbursement of actual expenses, shall be excluded from the definition of an “employee” for purposes of workers’ compensation coverage, and shall not be covered under the Town of Paonia’s workers’ compensation coverage: a. Board of Trustees; and/or b. Planning Commission and the Zoning Board of Adjustments & Appeals.

Section 2. The Town of Paonia’s Clerk shall transmit a copy of this resolution to each official who is a member of the bodies identified in Section 1 above.

Section 3. The Town of Paonia’s Clerk shall transmit a copy of this resolution to the Colorado Intergovernmental Risk Sharing Agency (CIRSA) and to the Division of Workers’ Compensation of the Colorado Department of Labor and Employment.

Adopted this 26th day of November, 2024.

TOWN OF PAONIA, COLORADO

Paige Smith, Mayor

ATTEST:

Samira M. Vetter, Town Clerk

Approved as to form and contents:

Clayton Buchner, Town Attorney

CAPITAL IMPROVEMENTS - PHASE ONE

2-MG TANK RELINING — DISTRIBUTION SYSTEM IMPROVEMENTS — RAW WATER MONITORING IMPROVEMENTS

PROJECT NEEDS ASSESSMENT

DRAFT RSI-W0333.23005.001

PREPARED BY

Doug Schwenke, PE
James Starnes, PE
Rebecca Norton, PE

RESPEC

5540 Tech Center Drive, Suite 100
Colorado Springs, Colorado 80919

PREPARED FOR

Town of Paonia
PO Box 460
Paonia, CO 81428

NOVEMBER 2023

Project Number W0333.23005.001

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Attachments

- / Attachment 1 - Engineer's Seal
- / Attachment 2 - Organizational Chart
- / Attachment 3 - Monitoring Plan
- / Attachment 4 - Cross Connection Control Plan
- / Attachment 5 - Water Conservation Plan **(N/A)**
- / Attachment 6 - Written Delegation of Operator Duties – *Provided by the Town*
- / Attachment 7 - Annual Budget
- / Attachment 8 - 20 Year Cash Flow Projection
- / Attachment 9 - Audited Financial Statement
- / Attachment 10 - Documentation of General Liability Insurance
- / Attachment 11 - Additional Water Source Descriptions **(N/A)**
- / Attachment 12 - Existing Water Rights
- / Attachment 13 - Existing Process Flow Diagram **(N/A)**
- / Attachment 14 - Copies of Discharge Permits (residuals)
- / Attachment 15 - Pressure Map – where 20 psi cannot be maintained
- / Attachment 16 - Project Area Map
- / Attachment 17 - Population and Water Demand Projections
- / Attachment 18 - Documentation of Water Rights – see attachment 12.
- / Attachment 19 - Additional Alternatives Description **(N/A)**
- / Attachment 20 - Proposed Process Flow Diagram **(N/A)**
- / Attachment 21 - Green Project Business Case **(N/A)**
- / Attachment 22 - Environmental Checklist
- / Attachment 23 - Documentation of Public Meeting **(Pending)**



Sections of this report are outlined or annotated to match the requirements of the Colorado Department of Health and Environment (CDPHE) requirements for the Project Needs Assessment (PNA) that is uploaded through the Colorado Environmental Online System (CEOS).

1. APPLICANT INFORMATION

Applicant

Town of Paonia
PO. Box 460
Paonia, CO 81428

Consulting Engineer

RESPEC Company, LLC
5540 Tech Center Drive, Ste 100
Colorado Springs, Colorado 80919

Project Name: 2-MG Tank Relining; Distribution System Improvements; Raw Water Monitoring Improvements

Self-Certification

- / **Yes:** Distribution System Improvements and Raw Water Monitoring Improvements
- / **No:** 2-MG Tank Relining

2. EXECUTIVE SUMMARY

The Town of Paonia (Town, Paonia) PWSID# CO0115601 is a community water system in Delta County south of Highway 133. This community not only serves potable water to customers within city limits, it also serves water to around twenty (20) consecutive systems that purchase water from the Town. The distribution system has been in operation since distribution pipes were first installed in 1905 to bring water from the Lamborn Mesa springs into the Town. Having reviewed reports written from 1995 – 2021, the Town has divided Capital Improvement Plan (CIP) projects into Phases. This Project Needs Analysis (PNA) addresses projects identified as Phase 1. The Town of Paonia desires to apply for State Revolving Funds to assist with the capital and engineering costs that will be associated with the proven alternative necessary to update, repair, and/or replace infrastructure in the potable water system. Three projects in this PNA that will be performed concurrently are:

- / **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.



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A Division of RESPEC Company, LLC

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Town of Paonia
PO. Box 460
Paonia, CO 81428

Consulting Engineer

RESPEC Company, LLC
5540 Tech Center Drive, Ste 100
Colorado Springs, Colorado 80919

Project Name: 2-MG Tank Relining; Distribution System Improvements; Raw Water Monitoring Improvements

Self-Certification

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- / **No:** 2-MG Tank Relining

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- / **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.

3. SYSTEM STRUCTURE AND OPERATION

3.1 Legal Ownership of System

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

3.2 Organizational Chart – Included as **Attachment 2**.

3.3 Plans

- / Monitoring Plan is **Attachment 3**
- / Cross Connection Control Plan is **Attachment 4**
- / A water conservation plan is not required due to the community size.

3.4 Current Operator in Responsible Charge

Benjamin R. Archuleta,
00095-0496 Class A Water Treatment Operator
00020-1184 Class 4 Water Distribution Operator

3.5 Operator Certification Impacts with Increased treatment – No operator certification changes will occur with source improvement, tank repair, or water line improvements.

3.6 Record Keeping – The Town is in compliance with records retention requirements as outlined in Section 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 401 2nd Street, Paonia, Colorado, 81428 and are available to the public during normal working hours.

3.7 Annual Budget – The Town adheres to the following procedures in establishing the budgetary data reflected in the financial statements.

- A. State law for all funds requires budgets. During October, the proposed budget is submitted to the Board of Directors by the budget officer for the fiscal year commencing the following January 1. The budget includes proposed expenditures and means of financing them.
- B. Public hearings are conducted by the Board of Directors to obtain taxpayer comments.
- C. Prior to December 31, the budget is adopted, and appropriations made by formal resolution.
- D. Expenditures may not legally exceed appropriations at the fund level. Board approval is required for changes in the total budget of any fund, or changes in project or department budgets. Budget amounts included in the financial statements are based on the final, legally amended budget.
- E. Budget appropriations lapse at the end of each year.



Accordingly, budget comparisons are of the legally adopted budget. The level of budget control is determined by the resolution appropriating sums of monies. Encumbrances are neither recorded on the books of the Town nor included in the budget. The Board of Directors has the authority to make budget amendments.

A copy of the budget is included in **Attachment 7**.

3.8 Financial Status - as of March 2023

- / Net Income: \$1,043,795
- / Checking/Savings: \$433,574

- / Emergency Reserve: \$458,955 (listed as water reserves in DOLA eval)
- / Total Cash Available: \$533,574
- / Existing State Loan: \$944,192

Rate Structure Water

- / Base Fee:
 - \$40 per month In-Town Residential
 - \$50 per month In-Town Commercial
 - \$50 per month Out-of-Town Residential
 - \$65 per month Out-of-Town Commercial

- / Usage Rate:

0-3000 gallons:	\$2.50/1000 gallons
3001-10,000 gal:	\$3.50/1000 gallons
10,001-25,000 gal:	\$4.50/1000 gallons
25,001 -50,000 gal:	\$7.50/1000 gallons
50,001 – 75,000 gal:	\$15.50/1000 gallons
75,001 – 99,999,999 gal:	\$20.50/1000 gallons

Rate Structure Wastewater

- / Sewer Fee Residential: \$55.00 per month in town limits
- / Sewer Fee Residential: \$60.00 per month outside town limits
- / Sewer Fee Commercial: \$60.00 per month in town limits
- / Sewer Fee Commercial: \$60.00 per month outside town limits
- / Stand by Fee: \$55.00 per month

Bond (Debt Service) requirements for Bond agreements are:

- / Colorado Water Resources & Power Development Authority (WPA) Bond
- / WPA requires water and sewer debt service to be budgeted at 110% of the annual payment.
- / WPA requires between water and sewer a 110% debt ratio.
- / WPA requires 25% between water and sewer expenditures in Available Working Capital (calculated during audit).

Estimated O&M costs, three-year financial plan and 20-year cash flow projection included in **Attachment 8**.

3.9 Audits – Included in **Attachment 9**



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3.10 Insurance – Included in **Attachment 10**

4. PROJECT PURPOSE AND NEED

4.1 Health and Compliance – A sanitary survey was performed on Paonia’s water system on April 20, 2023. From this survey, the Town had two significant deficiencies, four violations, and seven observations/recommendations.

The first deficiency is uncontrolled cross contamination at the Lamborn Mesa Upper water treatment plant. This situation could allow contamination to enter the treated drinking water, specifically chemicals from the clean-in-place system backflowing into the treated drinking water. This deficiency will be repaired with the existing operations and maintenance budget. The second deficiency is with the 2-MG treated water storage tank. A pipe flapper that is assumed to be to the overflow pipe for the tank does not seal. This deficiency will be corrected with the proposed 2-MG tank relining stated in this PNA.

Three of the four violations are tied to the Backflow Prevention on Cross Contamination requirements for drinking water systems. Those three violations will not be addressed with the work proposed in this PNA. The fourth violation regarded Total Coliform sites not being represented. This will also not be addressed in this PNA.

Of the seven observations listed in the sanitary survey summary letter, only one of these observations will be addressed as a project in this PNA. The 2-MG tank is noted to be in a condition that may allow potential contamination into the tank. With the relining and repairs of the 2-MG tank, this concern will be eliminated.

4.2 Existing Facility Limitations – Town of Paonia is currently under a tap moratorium. This self-imposed moratorium was implemented in response to a critical 2019 water supply issue. Language written into the tap moratorium requires confidence in the water system’s ability to serve additional users. The Town’s efforts since 2019 have yielded a phased capital improvement plan to ensure the water system, including raw water, treatment, storage, and distribution are sufficiently robust to confidently support growth. The following details existing water system facilities’ limitations that necessitate the proposed projects.

- / **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.



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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.

4.3 Operations and Maintenance (O&M) Issues – Several sections of older pipe are beginning to deteriorate. Leaks are being fixed as detected. Storage could be improved if the 1-MG Clock tank was repaired, and the lower Clock water treatment plant was operational. Excessive O&M issues related to aging infrastructure are a cost and labor burden and have been a hurdle to more proactive efforts to make system improvements.

5. EXISTING FACILITY ANALYSIS

5.1 Existing Source Water

5.1.1 Raw Water Supply: Raw source water is collected from a series of 32 springs located on the northern slope of Mt. Lamborn. The springs collection system is comprised of a conglomerate of infiltration galleries, springs collection boxes, PVC and steel gravity collection pipes, overflow boxes, and monitoring locations. All springs used by the Town of Paonia have been classified as Groundwater under the direct influence of surface water (GWUDI) and therefore require surface water type treatment to convert the raw water into potable water. Because of the existing topography on Mt. Lamborn, a portion of the springs can only be collected and treated at the Upper Lamborn water treatment plant, while another portion can only be collected and treated at the lower clock water treatment plant. A small portion of these springs can be collected and treated at both water treatment plants (see **Figure 1** below).

Of note, only a fraction of the raw water can currently be monitored reliably for volume using existing measuring flumes. As noted in later sections, four additional monitoring locations have been recommended by the Town, its engineer, and the Division 4, District 59 water commissioner. There is also concern about the vulnerability of the springs to surface contamination, drought conditions, and impacts on water quality due to wildfires. Raw water storage has been one improvement considered by the town to decrease drought impacts on the surface water springs, though these potential alternatives have not been explored in this PNA but are being evaluated in a subsequent hydrogeology study being commissioned by the Town and may be included in a later water system improvement phase.

These spring sites are owned and maintained by the Town of Paonia and provide raw source water which is treated and converted to potable water for domestic use by residential, commercial, and consecutive water systems (water companies) within the Town of Paonia. Surface water rights are also available to the Town at a

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diversion on the North Fork of the Gunnison River but are not often used due to the higher levels of turbidity in the river water. In addition, commercial and residential properties also have access to raw water surface diversions carried throughout town in ditches which can provide irrigation water to customers. These surface water diversions are not part of the Town's raw source water portfolio but are part of another water and ditch company in town. These surface water diversions for irrigation purposes do help alleviate elevated water demands when the surface water is available.

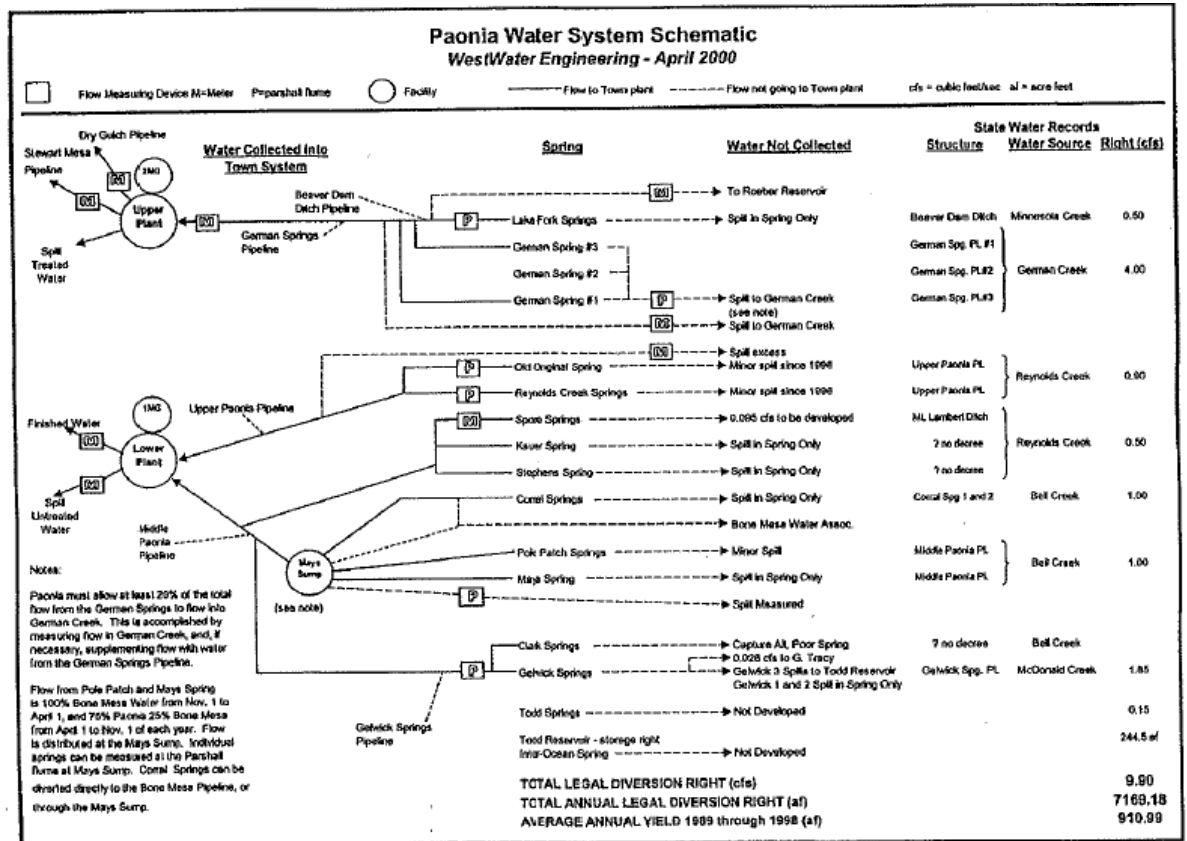


Figure 1. Paonia Water System Schematic

5.1.2 Water Rights –

The Town of Paonia is served by a conglomerate of water rights which has been assembled over the course of almost 140 years. The source of most water rights emanates from a complex network of springs or raw water pipelines at diversions located on Mt. Lamborn Mesa. Source water is collected at a variety of infiltration galleries as described in Section 5.1.1. above. The source of the water which comprises the majority of Paonia's water rights is generally believed to be derived from subsurface flows along the slide rock on Mt. Lamborn Mesa atop the Mancos shale. This source water generally results in a high quality, alluvial well type pre-filtered water that generally does not require much treatment. However, because of the exposure to surface contaminants the Colorado Department of Health and Environment has classified all spring sources as Groundwater Under the Direct Influence of Surface Water (GWUDI) which generally requires more advanced treatment prior to public consumption. Overall, the sources have been collected and serve an upper and lower collections and treatment system as described in Section 5.1.1. Prior to 2023 there have been many attempts to identify and quantify the water rights currently held by the Town. Previous attempts have been conducted by Minion Hydrologic in 1994, the Division 4, District 49 Water Commissioner, JDS-Hydro Consultants, WestWater



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Engineering, and most recently, Sherry A Caloia P.C.. A water rights list was most recently compiled by Ms. Caloia in April of 2023 and is included in **Attachment 12**.

Overall, there are 20.82 cfs of described water rights associated with the Town of Paonia. Of these 20.82 cfs of water rights, 9.90 cfs can be confirmed as legal diversion rights to the Town of Paonia. This translates into 7,169.18 AF of total annual legal diversion rights on paper. Of the 9.90 cfs available to the Town, 4.50 cfs can be collected at the upper plant and serve the upper zone while 5.4 cfs can be collected at the lower plant and serve the lower zone. A description of the water rights available to each zone is described in Section 5.2.1.

5.2 Existing Treatment

5.2.1 Overall Treatment Description – The current treatment process consists of the manifolded the Roeber Reservoir, Lake Fork Springs, German Springs, Old Original, and Reynolds Creek Springs into the Lamborn water treatment plant. The springs manifolded into the Clock water treatment plant consist of Old Original, Reynolds Creek, Spore, Kauer, Stephens, Coral, Pole Patch, Mays, Clark, and Gelwick springs. Both plants utilize ultrafiltration membranes for the removal of particulates that impact turbidity and can be a cause of bacterial contamination. After filtration, the water is disinfected and sent to a finished water storage tank and/or pumped to distribution.

The Lamborn water treatment plant has the capacity to treat 600 gpm with filtration being the limiting operation. The Clock water treatment plant has not run consistently since 2014 and would need a thorough inspection of all equipment to determine if repairs are necessary before being placed into operation. No changes to treatment are proposed in this PNA. A discharge permit (COG641134) is in place for backwash discharge of the ultrafiltration membranes at Clock water treatment plant. At the sanitary survey in April 2023, it was noted that there was not a discharge permit on file for the Lamborn water treatment plant and that the Town should reach out to the Permits Division of the Water Quality Control Division with CDPHE to determine if a discharge permit is required for this discharge.

5.2.2 Existing Process Flow Diagram – Included in Attachment 3 Monitoring Plan

5.2.3 Current Compliance Status – The Town of Paonia is not currently on a compliance schedule for any portion of their water treatment system. However, the Town is under a tap moratorium until the system is deemed able to serve its existing customers sufficiently before adding additional strain to the system.

5.2.4 Appropriateness of Treatment Technologies – With the extensive studies and reports and previous alternatives analyses prepared for the Town of Paonia over the last ten years, the projects proposed in this CIP Phase 1 PNA for the 2-MG finished water storage tank relining, 8" steel finished water distribution line replacement, and repairs and metering of several of the springs serving the Town raw water have been deemed the most important and cost appropriate for the Town at this time.

5.2.5 Capacity of Treatment – Both water treatment plants have been upgraded to comply with CDPHE's Design Criteria for Potable Drinking Water Systems and can together treat enough water to supply the Town and consecutive system water companies.

5.2.6 Operational Controls – Existing treatment and distribution is monitored and controlled by SCADA. The specific setpoints, control narrative and upgradeability were not considered in depth for this draft report. Operational controls will likely not be changed, only upgraded, with this Phase 1.

5.2.7 Residuals Management – Per a sanitary survey, membrane backwash is discharged to a small pond and then private property for irrigation. Paonia is expected to contact CDPHE Water Quality and Control Division Permits section to determine if a discharge permit needs to be secured for the Lamborn plant. A discharge permit is already in place for the Clock plant. No other residuals are created that require disposal.

See **Attachment 14** for permit related to discharge from Clock WTP.

5.3 Distribution

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5.3.1 Overall Distribution System Description – With almost 23 miles of gravity distribution piping within the system ranging from 0.75 inches to 12 inches of varying material from steel, cast iron, PVC, DIP, and HDPE, older pipes are in need of repair and/or replacement. Eight pressure reducing valves (PRV) incrementally divide approximately 930 feet of elevation difference within the distribution system into eight distinct pressure zones. An additional ninth PRV is included in the proposed CIP Phase I water distribution system improvements.

The distribution system is fed entirely by a 2-MG finished water storage tank. A 1-MG finished water storage tank located lower in the distribution system has been out of service since 2015. Repair and/or replacement of the 1-MG finished-water storage tank is being considered in future capital improvement phases. The only documented asbestos-cement pipe connects the 1-MG tank to the distribution system and is currently offline. Whether this pipe is reused or replaced is also under consideration in future capital improvement phases.

Previous engineering efforts have inventoried distribution system infrastructure, and the Town has invested in ArcGIS asset management software. A system-wide hydraulic model was developed to support capital improvement planning efforts.

Distribution system losses: Filtered water is metered prior to the 2-MG finished-water storage tank and compared to metered distribution system demand. Unaccounted water has ranged from 15%-30%. The Town has addressed water loss through leak detection and repair. Notable improvement has been made in recent years, which was made possible because of increased public works staffing. The Town continues to follow AWWA protocol for identifying and addressing water losses.

5.3.2 Pressure

The distribution system has been modeled and evaluated under all conditions of flow as required by CDPHE design Criteria from Potable Water Systems. While normal working pressures in the distribution system are above 60 psi and nowhere less than 35 psi, specific hydrants have been identified as providing less than 1000 gpm while maintaining a minimum pressure of 20 psi. **Attachment 15** illustrates distribution system pressures and modeled hydrant flow while maintaining a minimum working pressure of 20 psi.

5.3.3 Meters – Meters are employed for every customer within the distribution system. Finished water is metered prior to the 2-MG finished water storage tank. Some meters have been installed on the springs providing raw water but a more robust raw water metering system including additional meters on the discharge piping of several of the springs would provide Paonia a better understanding of spring production abilities in high run-off years as well as drought years.

6. FACILITY PLANNING ANALYSIS

6.1 Planning Area Description

6.1.1 Project Area Map – A map is included in **Attachment 16**

6.1.2 Urban Growth Boundary – The Town has the ability to annex new customers once the tap moratorium is lifted.

6.1.3 Local and Regional Issues – Paonia sits in the southwest corner of Colorado where the towns and municipalities are separated by miles and often difficult terrain. There is no ability for Paonia to enter into an intergovernmental agreement with any other community due to these difficulties. In fact, Paonia serves water to 24 to 27 other Water Companies are outside the boundaries of the Town which purchase treated water from the Town of Paonia through individual contracts. The communities of Hotchkiss and Crawford are the nearest communities to Paonia which could participate in resource sharing or consolidation. However, both towns are more than 9 miles from Paonia across extreme topographical areas, making connection to each of these communities difficult. In addition, both communities are smaller than the Town of Paonia and would



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probably require resource support from the Town of Paonia rather than vice versa. For instance, the Town of Crawford only has one water source, the Wiley Spring, which provides raw water to its constituents. This consolidation of raw water or treatment sources with either of these nearby communities would probably not benefit, nor would be economically feasible, for the town of Paonia.

The Town of Paonia is drafting a master plan to provide a 20-year planning document to assist in its regional planning efforts. The Town is in a position of projected growth, as described in Section 6.2 below. However, there have been significant deficiencies in the Town's potable water system which keeps the town from supporting additional growth in the future. In fact, the Town currently has a tap moratorium in place until many of these identified deficiencies are addressed. In 2019, the Town experienced a water leak which put the town out of potable water temporarily. Subsequently, the Town has identified a series of improvements which need to be made to its water system to help address these deficiencies and support the existing regional planning efforts. This Capital Improvements Plan (CIP) has been split into phases to help the Town address these deficiencies in the most cost-efficient way possible. The projects included in this Phase 1 represent the highest priority improvements in the CIP as the town looks to incrementally lift its tap moratorium.

As mentioned above, the Town of Paonia has prepared a CIP that it needs to implement to rectify existing deficiencies to the Town's water system. One of these projects includes the repair and relining of the existing Upper Lamborn 2 MG water storage tank, which if left unattended will significantly impact finished water quality at the Town's only functioning water treatment plant. Without the repair to this tank, the Town will not be able to guarantee long term potable water to any of its constituents, making the project the highest priority to its distribution system improvements. In addition, should the Upper Lamborn 2 MG tank go out of service, existing water quantity issues would be exacerbated as the Town would be without its largest equalizing storage tank. Water quantity has been an issue in the past as highlighted by the distribution system water leak in 2019 which temporarily put the town out of water. However, that issue was not so much a product of overall water quantity as the Town has plenty of water rights existing in its existing water rights portfolio as described in Section 5.1.2. above. Repairing the lower clock tank and plant and bringing that facility back into service will help alleviate some of the water quantity delivery issues as it will bring back 5.4 cfs of water rights back into the system once. Work on the lower clock tank is slated for the Phase 2 water improvements. Equalizing storage has been considered for storing un-captured spring spills on Mt. Lamborn for some time, but the costs of building a raw water storage reservoir or tank versus how much water these reservoirs could store makes building a reservoir on the side of Mt. Lamborn cost prohibitive. So, the proposed projects contained in Phase 1 adequately address immediate water quality and quantity issues for the Town of Paonia.

6.2 Population and Water Demand Projections –

The areas around the Town of Paonia have been growing at approximately 1 – 2% per year. If that growth rate were consistent within the Town's jurisdiction, the existing facilities (after upgrades have been completed) would still be within capacity to treat and distribute drinking water to all customers. In the future the Town of Paonia has plans to bring Clock Tower treatment facility and storage tank back online. With both the Lamborn and Clock facilities operational the Town would ensure redundancy in their treatment system to provide drinking water if either of the plants were to undergo an emergency shutdown. The Town currently provides water to 1512 total services.

Using census and regional data, each service is estimated as a single-family equivalent (SFE) representing 2.5 persons. Detailed projections of population and water demand are provided in Attachment 17.

6.3 Source Water Planning

6.3.1 Overall Water Resource Management Description – The Town of Paonia continues to value its water resources as well as provide education to its customers as to the value of the water supply. Resolution 2020-17 was adopted to impose water restrictions throughout the water system whenever needed. In addition, the

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Town has also introduced a self-imposed tap moratorium until identified deficiencies in its potable water distribution system are addressed as a means of managing its water resources.

6.3.2 Water Rights – Existing water rights are likely sufficient to serve a growing community for the next 20 years. As described above in Section 5.1.2, the Town has 4.5 cfs dedicated to the Upper Lamborn Water Treatment Plant, which is available to the Town right now. This capacity alone is sufficient to meet the Town's current water demands. The Town has another 5.4 cfs available at the Lower Clock Tank and Plant once this facility is brought back online. And overall, the Town has secured 20.82 cfs in overall water rights, which is more than enough to meet future Town demands to meet planned growth. However, as suggested by the Town's water attorney, it is always recommended that the Town investigate additional water rights to ensure the future stability of its water rights portfolio.

6.3.3 Source Water Supply Capacity – Source water infrastructure must be improved for the Town to utilize all the source water available to serve its customers. These improvements allude to repairs to the Lower Clock Tank and Water Treatment Plant, repairs to the Town's existing collection system, and improving the Town's ability to measure all identified water rights. Phase 1 and the associated PNA has identified four areas where additional spring monitoring will assist in the understanding of the Town's water rights. In addition, this phase also includes repairs to the most immediate needs of the water collections system. Subsequent alternatives for raw water storage have been evaluated as well as improving the capture of spring water. This PNA will address the latter through improvements of one of spring collection boxes as well as additional metering to determine raw water available to the Town. The Town has also commissioned a hydrogeology study separate from this PNA to help the Town better understand the dynamics of spring performance on Mt. Lamborn. Ultimate outcomes of this separate study are hoped to identify additional projects which could improve the existing water supply capacity of the springs, including raw water storage, spring capture performance, and additional monitoring locations.

7. ASSESSMENT OF ALTERNATIVES

7.1 Alternatives

Alternative 1: Do Nothing

Description:

Because the Town of Paonia is not in a current Enforcement Order or in Violation, the Town has the option of operating status quo and only fixing emergency repairs. In 2022 the Water Fund budget projected \$227,750 in repairs and maintenance. Actual costs were \$270,483.9. The 2023 Water Fund budget allocates 241,752.79 for repairs and maintenance. Larger capital projects would be paid out of the water reserve as they arose.

Total project cost: \$500,000 – 750,000 for increased continued maintenance.

Capital and Operation and Maintenance Costs:

Capital, Operation and Maintenance Costs: There would only be planned repair costs in this alternative which are already budgeted.

Advantages and Disadvantages: The advantage of this alternative is the reduction in near-term capital expenditures. The disadvantage of this alternative is that the Town would be on its heels waiting for lines to break, tank failures, and possible diminishing flowrates from existing springs systems. It is a reactive approach to infrastructure management that increases vulnerability to service interruption. In addition, the Town would be in a position of potentially losing its only functional equalizing potable water storage tank and water plant should the existing 2-MG water tank fail due to neglect. And lastly, this alternative does not address the pending tap moratorium and would not allow the Town to address potential growth



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limitations. This is not a satisfactory alternative given the responsibility to consumers relying on the Town to keep the water system operational.

Alternative 2: Perform each of the proposed projects one at a time - Apply for grants and/or loans on an individual project basis.

Description:

Paonia has invested significant time and money having several water system evaluations written by professional engineering consultants. Alternative capital improvements have been evaluated in many reports. From an evaluation of all the reports and work with engineering consultants, the Town has been able to prioritize projects needed to draft a Capital Improvement Plan. Phase I projects described herein could be further ordered by priority.

Total project cost: \$6,500,000 - \$8,500,000 (with high potential to increase more with inflation).

Capital and Operation and Maintenance Costs:

Capital Costs would likely be higher compared to Alternative 3 as only attacking one project at a time moves other projects into the future where history has shown costs typically increase with inflation. This has been especially true over the past few years (2021-2023).

Other capital-related costs would increase over Alternative 3 including securing funding one project at a time. Combining all Phase I projects into one Project Needs Assessment (PNA) reduces fees for the Town in that much of the information required in a PNA is similar between the projects. Submitting a PNA for each project individually would be a duplication of effort. The cost for general administration, project management and design for executing projects individually would likely be higher as well. Finally, the risk of needing to replace the 2-MG tank increases each year necessary maintenance is delayed. The same is likely true for other capital assets for which full replacement is not proposed in this Phase I Capital Improvement Plan.

Operation and maintenance cost will decrease for Alternative 2 as compared to Alternative 1. Relining the 2-MG tank will ensure system reliability and may also provide more consistent water quality. Replacing the 8" steel finished water pipeline with a new, more robust material will return less leaks and less maintenance. Rebuilding spring collection boxes will reduce future maintenance. In this alternative, The Town's existing 2023 water system repair and maintenance budget of **\$241,742.78** may prove sufficient and will be used for comparison of the three alternatives considered.

Advantages and Disadvantages: The advantage to Alternative 2 as compared to Alternative 1 is that operating the water system becomes safer and more reliable. Alternative 2 is less advantageous than Alternative 3 in that it would cost more to do each project separately than all together and each project is still a much-needed project for Paonia. Performing proposed projects individually also risks a longer schedule, which may further delay lifting of the tap moratorium and delaying allowable growth.

Alternative 3: Complete Phase I Capital Improvement Projects concurrently.

Description:

Recent capital improvement planning efforts identified three major capital projects that should be performed as soon as possible. These projects are identified as CIP Phase I. In Alternative 3, the Town of Paonia would secure funding and proceed with permitting, design and construction of Phase I projects simultaneously. With recent improvements in staffing numbers, The Town of Paonia has the capability and resources to support Alternative 3. Ultimately, the goal would be to design, submit, bid, and construct all three projects outlined in this PNA within 2 years of securing a loan. It is a time and financial savings to package Phase I projects into one State Revolving Fund application. The proposed budget to complete three projects within this package is approximately **\$8,350,000**.

Capital and Operation and Maintenance Costs:

Capital Costs will increase in the near term compared to Alternative 1 but will be slightly less expensive than Alternative 2. The projects that need to be completed in Alternative 3 are the same as the projects that need to be completed in Alternative 2. However, the capital costs should be less than Alternative 2 since all projects will be budgeted for the same fiscal year and would be less impacted by inflation. Alternative 2 is subject to inflation and increase in price for both materials and labor. By combining all three projects into one PNA, the Town of Paonia will only have to apply for funding once for Phase I capital improvements. Alternative 3 saves on costs to apply for additional funding and additional permitting, design, project management and general administration related expenses.

Operation and maintenance costs will decrease for Alternative 3 as compared to Alternative 1 but are estimated roughly equal to Alternative 2. Replacing the 8" steel finished water pipeline with a newer, more robust material will return less leaks and less maintenance. Rebuilding a spring collection box will reduce future maintenance attempting to capture all the spring flow. However, there remains significant infrastructure in need of improvement beyond Phase I efforts. Future phases seek to address additional capital improvement needs; proposed capital improvements have been given priority based on evaluation of significance to maintaining overall system resiliency.

Advantages and Disadvantages: The advantage to Alternative 3 as compared to Alternative 1 is that operating the water system becomes consistent and more reliable. The advantage to Alternative 3 compared to Alternative 2 is that the overall funding and capital cost will be less expensive over an extended period. Alternative 3 allows the Town to apply for all funding through a single PNA as well as begin construction on all three projects when construction costs are equal for all three projects. Another advantage to starting these three improvement projects with the same PNA is engineering continuity. The Town has hired RESPEC to oversee all design work which will establish engineering continuity. This will improve design efficiency as well as reduce design costs. Disadvantages to Alternative 3 would be limited to the capabilities of the Town, engineers, and contractors to manage three improvement projects at the same time. With proper planning and management this disadvantage can be avoided.



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8. SELECTED ALTERNATIVE

Tackling the many capital improvements projects identified in the multitude of water system evaluation reports all at once would be financially impossible. However, implementing no improvements would leave the Town of Paonia in a precarious position waiting for the next failure to serve water to its customers. The chosen Alternative is completing Phase 1 projects concurrently – relining the 2 MG finished water storage tank, replacing the 8-inch steel line along the west loop into Town from silo corner to Omega Road, and, on the raw water side, installing four spring meters and repairing one spring collection box.

8.1 Justification of Selected Alternative – In communication with the Town of Paonia and evaluating all possible alternatives RESPEC and the Town have decided to proceed with Alternative 3. Due to the deterioration of the system, it would be irresponsible to update the system as issues arose. There are already several issues in the distribution line, the Upper Lamborn tank needs to be relined as soon as possible, and raw water metering is critical to long-term planning efforts. By consolidating Phase I projects into a single PNA, the Town is attempting to obtain enough funding to complete the proposed projects concurrently, thereby reducing total project costs and accelerating the Town's overall capital improvement planning efforts.

8.2 Technical Description and Design Parameters

- / **2-MG finished water tank relining**– The entirety of the Town's drinking water is currently supported by a 2-MG welded steel water tank at the top of Roeber Rd, 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 flow from the Lamborn Water Treatment plant to a temporary finished-water storage tank in the vicinity of the Lamborn water treatment facility. Design and specifications will be provided by SGM engineers with project management provided by the Town of Paonia and RESPEC. Relining the 2-MG tank is relatively straightforward - several companies in the area have the capability to efficiently complete this project. Most of the design work will be in creating a section of land next to the existing tank that can support a temporary tank. Subsequent engineering work will ensure that project specifications facilitate completion of the work and endorse a final product that lasts at least the projected minimum lifespan of the relining product(s).
- / **8" Steel Distribution Line Replacement**– Design and project management for the 8" steel replacement line will be completed by RESPEC. The design will consist of a survey and Subsurface Underground Engineering (SUE) report to be completed by a consulting company chosen by both the Town and RESPEC jointly. The line replacement project will be completed using a design-bid-build format. RESPEC will draft pipe alignment and pipe installation drawing sets to be submitted to the Town at 70% completion before construction begins. The distribution line replacement will occur between the corner of Lamborn Mesa Road and Stewart Mesa Rd. (known by Town administration as Silo corner) and the north end of Cresthaven Rd. The new alignment is anticipated to either follow the existing waterline alignment or to follow along Lamborn Mesa Rd. The proposed water main will extend from PRV 7 to PRV 9.
- / **Raw Water Monitoring Improvements**– RESPEC, in conjunction with Mountain Peaks Controls (Town of Paonia's integrator), will install 4 new monitoring devices 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 collection sites (German Springs/Lake Fork, Old Original, Spor) a simple monitoring device will be added to the spring or collection line. The fourth monitoring site, Mays/Gillwick collection box, will need to be completely rebuilt. The status of the collection box is that the concrete structure is crumbling and quickly deteriorating. The Mays/Gillwick collection box will be replaced with a concrete collection box similar to the new collection box at Spor. The



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Town of Paonia will have to determine how to transport the new collection box up the mountain. Most likely they will perform this operation similar to the Spor collection site.

8.3 Proposed Process Flow Diagram – N/A

8.4 Appropriateness of Treatment Technologies – There will be no improvements made to the treatment facilities as the current facilities meet Regulation 11 maximum contaminant levels for all drinking water contaminants.

8.5 Environmental Impacts

Environmental efforts for each of the proposed capital projects are anticipated as follows:

- / *2-MG finished water tank relining* – This will likely be a Categorical Exclusion as this site is already disturbed. Temporary Tank Facilities may require an Environmental Assessment.
- / *8" Steel Distribution Line Replacement* – an Environmental Assessment will be required.
- / *Raw Water Monitoring Improvements* it is likely that an Environmental Assessment will be required.

8.6 Land Requirements

- / *2-MG finished water tank repair* – This project will be performed on a parcel of land where the tank already exists and is owned by the Town. No additional land will be needed to perform the tank relining.
- / *8" Steel Distribution Line Replacement* – Easements may be required for the replacement of the 8" steel finished water distribution line. The new pipe alignment will likely follow Lamborn Mesa Rd. and stay within the utility easements for the Town of Paonia. There is a possibility that service easements may be required when attaching private service lines to the main pipeline, but the majority of the water line will stay with the Town's utility easements.
- / *Raw Water Monitoring Improvements* – The addition of meters to the existing piping will not require any additional land. The repairs of the spring collection boxes will occur on property already owned by the Town and will not require any additional land purchase. However, the provision of a gravity meter near the junction of Old Original and the Reynolds Spring collection line may require acquisition of a small plot of land in the form of an easement.

8.7 Construction Requirements

- / *2-MG finished water tank relining* – The majority of the construction requirements will be directed towards the 1 MG temporary tank that will be installed to the north of Lamborn Tank. There will need to be some excavation equipment on site to cut into the hill to create a small level landing to place the 1-MG tank unless an alternative location proves viable. Other construction requirements will need to be directed towards the installation of the temporary tank. If the Town can clear a space around the current facilities, then SGM engineers and the chosen contractors will be able to install the temporary tank.
- / *8" Steel Distribution Line Replacement* – The entire 8" steel distribution pipe from Silo corner to the top of Cresthaven Rd. will be abandoned. The new line will need to be trenched from Silo Corner, along Lamborn Mesa Rd., to the top of Cresthaven Rd. Construction requirements will consist of large delivery trucks to haul all pipe and pipe materials to the town, heavy excavation equipment, and potential road closures when the excavation sites encroach on the roadways. Effort will be made to maintain at least one direction of traffic at all times.
- / *Raw Water Monitoring Improvements* – Minimal construction requirements will be needed for the source water improvements. For three out of the four listed monitoring locations the only construction to happen will be the attachment of a small monitoring device and some



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telecommunication devices provided and installed by Mountain Peaks Controls. The fourth collection site will require a high activity of construction. The requirements will consist of delivering a prefabricated/precast collection box to the collection site. At the collection site, contractors will have to make any repairs to the collection pipe and install the monitoring device before permanently installing the new fabricated/cast box around the collection pipe. Construction of the new spring box will require the temporary shutdown of springs to the Mays -Gillwick junction box. However, because this junction box serves water to the Lower Clock Tank and Plant site, which is currently out of service, there will be no disruption of service to the Town of Paonia.

8.8 Operational Aspects

- / *2-MG finished water tank relining* – No additional operational aspects needed for the tank repair.
- / *8" Steel Distribution Line Replacement* – The only potential operational addition with this project will be if an additional PRV is installed. The Town already has certified employees to operate on a PRV so it will just need to be added to the Town's operations agenda. Similar maintenance already exists within the Town's distribution so no additional operator training or certification is needed.
- / *Raw Water Monitoring Improvements* – Operational personnel will not change with the addition of the monitoring devices. The goal for the monitoring devices is to connect the data loggers at the monitoring sites to the current SCADA system that exists at the Upper Lamborn Treatment Facility. The Town will have to add the monitoring data collected at the monitoring sites to the current monitoring tasks and update their data logger system.

8.9 Costs - The total estimated cost for Phase 1 capital improvement projects is \$8,350,000. Breakdowns of estimated costs for each project element are provided in the following tables.

Table 1. Estimated Capital Cost: 2-MG Tank Relining

Engineer's Preliminary Opinion of Cost				Date	9/1/2023
Paonia Phase I Water System Improvements - Tank Relining					
W0333.22001.07					
Note: Engineer's Opinion of Probably Construction Cost for 2-MG Tank Relining provided by SGM and qualified as AACE Class 4					
Item #	Item Description	Quantity	Unit	Unit Cost	Amount
Lakefork / German Creek / Beaver Dam Ditch Mag Meters - 2 Total					
1	Mobilization	5%	%	\$81,000	\$81,000
2	Dry Ice Blasting of Wax Lining	1	LS	\$400,000	\$400,000
3	Lead Pretreatment	2	LS	\$34,000	\$68,000
4	Lead Abatement	1	LS	\$325,000	\$325,000
5	Interior Coating	1	LS	\$485,000	\$485,000
6	Exterior Coating	1	LS	\$250,000	\$250,000
7	Misc Metals Repairs	1	LS	\$31,000	\$31,000
8	Vent and Overflow Piping	1	LS	\$43,000	\$43,000
9	Temporary Tank	1	LS	\$300,000	\$300,000
10	Unused				
				Construction Sub Total	\$1,983,000
				10% Contingency	\$198,300.0
				Construction Total	\$2,181,300
				Design Engineering and Permitting - Tank Relining	\$60,000
				Construction Engineering	\$40,000
				Construction Inspections	\$20,000
				Total Project Cost	\$2,301,300
				AACE Class 4 Construction Cost Ranges	\$1,956,105
					\$2,991,690.0
Since the Engineer has no control over the cost of labor, materials or equipment, or over the Contractor's method of determining prices, or over competitive bidding or market conditions, their opinions of probable construction cost provided for herein are made on the basis of their experience and qualifications. These opinions represent their best judgement as a design professional familiar with the construction industry. However, the Engineer cannot and does not guarantee that proposals, bids, or the construction cost will not vary from opinions of probable cost prepared by them.					



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Table 2. Estimated Capital Cost: 8-Inch Steel Distribution Line Replacement

Engineer's Preliminary Opinion of Cost				Date	9/1/2023
Paonia Phase I Water System Improvements - Raw Water System Improvements					
W0333.22001.07					
Item #	Item Description	Quantity	Unit	Unit Cost	Amount
General					
1	General Requirements	1	LS	5%	\$180,721
2	Permitting	1	EA	\$15,000	\$15,000
3	Mobilization	1	LS	3%	\$104,838
4	Traffic Control	90	day	\$2,000	\$180,000
5	Clear & Grub Field	2.75	AC	\$5,000	\$13,774
6	Remove Asphalt Planing 2"	16750	SF	\$8	\$134,000
7	Remove Asphalt Full Depth Milling	17000	SF	\$10	\$170,000
8	Dirt Road	6250	SF	\$10	\$62,500
10	Silt Fence	10000	LF	\$3	\$30,000
11	Vehicle Tracking Pad	3	EA	\$5,000	\$15,000
12	Remove, Stockpile and Replace Topsoil	1	LS	\$30,000	\$30,000
13	12-inch Waterline	9398.4	LF	\$75	\$704,880
14	12-inch Mechanical Joint BFV and Valve Box	27	EA	\$4,500	\$121,500
15	12-inch Mechanical Joint Bend w/ Thrust Block	48	EA	\$2,750	\$132,000
16	Air Vacs	4	EA	\$10,000	\$40,000
17	Fire Hydrants	8	EA	\$9,500	\$76,000
19	PRV 8 Replacement	1	LS	\$250,000	\$250,000
20	PRV 9 Improvemets (Bypass)	1	LS	\$25,000	\$25,000
22	Testing/Disinfection	5	EA	\$3,000	\$15,000
24	Aggregate Base Course (Class 6)	510	TN	\$500	\$255,000
26	Hot Mix Asphalt Pavement 2"	297.5	TN	\$1,000	\$297,500
27	Hot Mix Asphalt Pavement Variable Depth	637.5	TN	\$1,000	\$637,500
29	Pavement Marking	1	LS	\$25,000	\$25,000
30	Survey	1	LS	\$25,000	\$25,000
31	Seeding	1	LS	\$15,000	\$15,000
32	Easement Negotiations	119968	SF	\$2	\$239,936
				Construction Sub Total	\$3,795,149
				20% Contingency	\$759,030
				Construction Total	\$4,554,179
				Engineering, Permitting, Bidding	\$455,418
				Bidding, CA/CM	\$227,709
				Total Project Cost	\$5,237,306
Since the Engineer has no control over the cost of labor, materials or equipment, or over the Contractor's method of determining prices, or over competitive bidding or market conditions, their opinions of probable construction cost provided for herein are made on the basis of their experience and qualifications. These opinions represent their best judgement as a design professional familiar with the construction industry. However, the Engineer cannot and does not guarantee that proposals, bids, or the construction cost will not vary from opinions of probable cost prepared by them.					



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Table 3. Estimated Capital Cost: Raw Water Metering Improvements

Engineer's Preliminary Opinion of Cost				Date	9/1/2023
Paonia Phase I Water System Improvements - Raw Water System Improvements					
W0333.22001.07					
Item #	Item Description	Quantity	Unit	Unit Cost	Amount
Lakefork / German Creek / Beaver Dam Ditch Mag Meters - 2 Total					
1	Telemetry with Mountain Peaks / SCADA Programming	1	LS	\$10,000	\$10,000
2	Mag Meters - Installed	2	EA	\$10,000	\$20,000
3	RTU / Panel / Stanchion / Solar	1	LS	\$25,000	\$25,000
4	Mobilize Equipment to Site	1	LS	\$15,000	\$15,000
German Creek Meter Site					\$70,000
Spor Spring Meter Site / Flume Site					
5	Telemetry with Mountain Peaks / SCADA Programming	1	LS	\$10,000	\$10,000
6	Mag Meter in Spor Springs Box - Installed	1	EA	\$10,000	\$10,000
7	RTU / Panel / Stanchion / Solar @ Spor Springs Box	1	LS	\$25,000	\$25,000
8	Flume Improvements	1	LS	\$50,000	\$50,000
9	RTU / Panel / Stanchion / Solar @ Flume	1	LS	\$25,000	\$25,000
10	Mobilize Equipment to Site	1	LS	\$30,000	\$30,000
Spor Springs Box / Flume Site					\$150,000
Old Original / Reynolds Spring Junction Meter					
11	Telemetry with Mountain Peaks	1	LS	\$10,000	\$10,000
12	6" x 12" Plastic Fernco Coupling (Installed)	2	EA	\$1,500	\$3,000
13	Cut existing steel 12" pipe	2	EA	\$1,500	\$3,000
14	6'-0" Section of PVC pipe (Installed)	6	LF	\$500	\$3,000
15	Hach FL902 Data Logger (Installed)	1	LS	\$20,000	\$20,000
16	6V Lantern Battery	4	EA	\$50	\$200
17	Hach Flo Tote 3 Submerged Depth/Velocity Sensor	1	EA	\$5,000	\$5,000
18	Hach Communication Cable	1	EA	\$500	\$500
19	1" Electrical Conduit	50	LF	\$20	\$1,000
20	12" Mounting Band	1	EA	\$1,000	\$1,000
21	Solar Panel / Charge Regulator / Battery	1	LS	\$7,500	\$7,500
22	Mobilize Equipment to Site	1	LS	\$10,000	\$10,000
23	Land / Easements	1	LS	\$50,000	\$50,000
Old Original / Reynolds Spring Junction Site					\$114,200
Mays / Gillwick					
24	Telemetry with Mountain Peaks	1	LS	\$10,000	\$10,000
25	Clear and Grub Site	1	LS	\$5,000	\$5,000
26	RTU / Panel / Stanchion / Solar @ Mays-Gillwick Box	1	LS	\$25,000	\$25,000
27	Demo Old Box	1	LS	\$15,000	\$15,000
28	Precast Box	1	LS	\$50,000	\$50,000
29	Set Box / Provide Penetrations	1	LS	\$50,000	\$50,000
30	Provide Weir	1	LS	\$10,000	\$10,000
31	Provide and Install Endpoint Device	1	LS	\$12,500	\$12,500
32	Wire Endpoint to Panel	1	LS	\$5,000	\$5,000
33	Site Piping	1	LS	\$17,500	\$17,500
34	Mobilize Equipment / Materials to Site	1	LS	\$50,000	\$50,000
Mays / Gillwick Box and Measurement Device					\$250,000
				Construction Sub Total	\$584,200
				20% Contingency	\$116,840
				Construction Total	\$701,040
				Engineering, Permitting, Bidding, CA/CM	\$70,104
				Environmental	\$10,000
				Bidding, CA/CM	\$70,104
Total Project Cost					\$851,248

Since the Engineer has no control over the cost of labor, materials or equipment, or over the Contractor's method of determining prices, or over competitive bidding or market conditions, their opinions of probable construction cost provided for herein are made on the basis of their experience and qualifications. These opinions represent their best judgement as a design professional familiar with the construction industry. However, the Engineer cannot and does not guarantee that proposals, bids, or the construction cost will not vary from opinions of probable cost prepared by them.

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8.10 Environmental Checklist- Attachment 22

8.11 Project Implementation

Table 4. Town of Paonia Phase 1 Capital Improvements Draft Schedule

TASK	COMPLETION DATE
CDPHE PROJECT NEEDS ASSESSMENT	NOVEMBER 15, 2023
PUBLIC MEETING	MARCH 15, 2024
60% DRAWINGS AND SPECIFICATIONS	APRIL 5, 2024
CDPHE BASIS OF DESIGN REPORT	APRIL 5, 2024
SRF LOAN APPLICATION	APRIL 5, 2024
FINAL PLANS AND SPECIFICATIONS	OCTOBER 2024
ADVERTISEMENT	NOVEMBER 2024
BID OPENING	DECEMBER 2024
CONSTRUCTION START	FEBRUARY 2025
PROJECT COMPLETE	FEBRUARY 2026

8.11.2 - Public Meeting Information to be added after meeting occurs in March 2024. Public Meeting documents can be found in **Attachment 22**.

9. PROJECTING WATER FLOWS – NOT USED