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# PACKET MODIFICATIONS

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May 2, 2022 Special Meeting

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*Addition of On-Going work and assessments of collection, treatment, and distribution systems for Town of Paonia – under Administrators Report*

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**TOWN OF PAONIA**  
**MONDAY, MAY 02, 2022**  
**SPECIAL TOWN BOARD MEETING AGENDA**  
**6:30 PM**  
[HTTPS://US02WEB.ZOOM.US/J/89660534373](https://us02web.zoom.us/j/89660534373)

**Roll Call**

**Approval of Agenda**

**Announcements**

**Unfinished Business**

- Ad-Hoc committee recommendation for modified Trustee meeting policy and procedures
- Budget to Actual for First Quarter - 2022
- Mayor's and Staff Reports

**Adjournment**

- 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 contents 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.

AGENDA SUMMARY FORM

	Roll Call
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Summary:

Notes:

Possible Motions:

Motion by: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ vote: \_\_\_\_\_

Vote:	Mayor Bachran	Trustee Knutson	Trustee Valentine
Trustee Stelter	Trustee Smith	Trustee Markle	Trustee

AGENDA SUMMARY FORM

	<p>Agenda Approval</p>
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Summary:

Notes:

Possible Motions:

Motion by: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ vote: \_\_\_\_\_

Vote:	Mayor Bachran	Trustee Knutson	Trustee Valentine
Trustee Stelter	Trustee Smith	Trustee Markle	Trustee

AGENDA SUMMARY FORM

	Announcements
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Summary:


Notes:

Possible Motions:

Motion by: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ vote: \_\_\_\_\_

Vote:	Mayor Bachran	Trustee Knutson	Trustee Valentine
Trustee Stelter	Trustee Smith	Trustee Markle	Trustee

AGENDA SUMMARY FORM

	Ad-Hoc committee recommendation for modified Trustee meeting policy and procedures
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Summary:

Continued discussion of the committee recommendations regarding modifying meeting procedures and policy.

Notes:

Possible Motions:

Motion by: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ vote: \_\_\_\_\_

Vote:	Mayor Bachran	Trustee Budinger	Trustee Johnson
Trustee Knutson	Vacant	Trustee Smith	Trustee Thompson



**TOWN OF PAONIA, COLORADO  
RESOLUTION NO. 2017-10**

**WHEREAS**, the Town of Paonia, a Colorado Statutory Town (herein after the “Town”), conducts its regular business by and through its Board of Trustees meeting, regularly held on the second and fourth ~~Tuesday~~ Thursday of each month; and

**WHEREAS**, for a more efficient administration and management of the regular meetings of the Board of Trustees, the Board believes that it is in the best interest of the Town to implement rules of procedure for the conduct of the Board meetings; and

**WHEREAS**, in an effort to enact more efficient administration, the Board shall implement the use of a consent agenda for the passage of non-controversial items, where Board comment and discussion on such matters is unanticipated; and

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Town of Paonia, Delta County, Colorado, that the following Rules of Procedure and Consent Agenda Policy are hereby adopted:

**I. RULES OF PROCEDURE**

**Section 1. Schedule of Meetings.** Regular Board of Trustees meetings shall be held on the second and fourth ~~Tuesdays~~ Thursday 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 with a hard stop 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. Due to the limited time of Trustee meetings, the order for agenda items will be determined addressed by placing agenda items requiring a board decision and items specifically requested by a citizen at the beginning of the agenda.

**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:

**Order of Business**

(a) Roll Call - (5 minutes)

- \_\_\_\_\_ (b) Approval of Agenda - (5 minutes)
- \_\_\_\_\_ (c) Announcements (5 minutes)
- \_\_\_\_\_ (d) Recognition of Friends and Neighbors (10 minutes)
- \_\_\_\_\_ (e) Unfinished Business (45 minutes)
- \_\_\_\_\_ (f) New Business (45 minutes)
- \_\_\_\_\_ (g) Disbursements (15 minutes)
- \_\_\_\_\_ (h) Consent Agenda including Approval of Prior Meeting Minutes (10 minutes)
- \_\_\_\_\_ (i) Mayor’s Report (10 minutes)
- \_\_\_\_\_ (j) Staff Reports:
  - \_\_\_\_\_ (1) Town Administrator’s Report
  - \_\_\_\_\_ (2) Public Works Reports
  - \_\_\_\_\_ (3) Police Report
  - \_\_\_\_\_ (4) Treasurers Report
  - \_\_\_\_\_ (15 minutes)
- \_\_\_\_\_ (k) Committee Reports (15 minutes)
- \_\_\_\_\_ (l) Adjournment

- ~~\_\_\_\_\_ (a) Roll Call – (5 minutes)~~
- ~~\_\_\_\_\_ (b) Approval of Agenda – (5 minutes)~~
- ~~\_\_\_\_\_ (c) Announcements (5 minutes)~~
- ~~\_\_\_\_\_ H(d) Recognition of Visitors and Guests (10 minutes)~~
- ~~\_\_\_\_\_ G(e) Consent Agenda including Approval of Prior Meeting Minutes (10 minutes)~~
- ~~\_\_\_\_\_ J(f) Mayor’s Report (10 minutes)~~
- ~~\_\_\_\_\_ I(g) Staff Reports:~~
  - ~~\_\_\_\_\_ (1) Town Administrator’s Report~~
  - ~~\_\_\_\_\_ (2) Public Works Reports~~
  - ~~\_\_\_\_\_ (3) Police Report~~
  - ~~\_\_\_\_\_ (4) Treasurer Report~~
  - ~~\_\_\_\_\_ (15 minutes)~~
- ~~\_\_\_\_\_ D(h) Unfinished Business (45 minutes)~~
- ~~\_\_\_\_\_ E(i) New Business (45 minutes)~~
- ~~\_\_\_\_\_ F(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, Staff Reports and Work Sessions.** 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. There is no public comment on these items as they are information items only. Staff Reports, work sessions, and presentations to the Board will be open to public comment when the issue or circumstance becomes an agenda item.

**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. Public input is encouraged and welcomed for unfinished and for new business agenda items or when requested by a majority of the Board. Staff Reports, work sessions, and presentations to the Board shall not be open to public comment.~~ Each member of the public wishing to address an agenda item to the Town Board shall sign in for public comment ahead of the meeting and list the agenda items on which they wish to comment. A sign in sheet will be provided at the entrance. Speakers will be recognized by the presiding officer before speaking. Members of the public shall speak from the podium, stating their name, the address street of their residence and any group they are representing prior to making comment or asking a question. Comments shall be directed only 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. Each speaker will have 3 minutes to comment. Additional comments can be provided in writing or email. 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. Disruptive behavior includes raised voices, vulgar language, finger pointing, directly addressing trustees. All comments are made through the mayor or administrator of 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. A summary will be provided by the presiding officer at the beginning of each meeting.

**Section 11. Executive Sessions.** Executive sessions will be held at 6:00 p.m. by proper posting of the reason for the executive session, calling the meeting to order and proposing a formal motion including citations and purpose for the Executive Session. A majority of the Board must approve the motion prior to convening.

**Section 12. Work and Study Sessions.** Work and Study sessions will be held on the third Thursday of each month from 5:30 to 7:00 p.m as needed. The Mayor will determine the topic for each session. These informal meetings provide a chance for more interactive discussions on specific topics between Citizens, Board Members, subject-matter experts, and Staff. These Sessions will not be open to public comment unless a majority of the Board requests comments.

**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.

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**III. 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.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 11th DAY OF JULY, 2017.

By \_\_\_\_\_  
Corinne Ferguson, Town Clerk

By \_\_\_\_\_  
Charles Stewart, Mayor

AGENDA SUMMARY FORM

	Budget to Actual for First Quarter - 2022
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Summary:

Notes:

Possible Motions:  
  
Motion by: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ vote: \_\_\_\_\_

Vote:	Mayor Bachran	Trustee Knutson	Trustee Valentine
Trustee Stelter	Trustee Smith	Trustee Markle	Trustee

AS OF: ACC	DRAFT 3/31/2022 DESCRIPTION	THESE NUMBERS ARE SUBJECT TO CHANGE			2022	3	REMAINING BUDGET	2022	25%	REMAINING BUDGET
		MARCH	FEBRUARY	JANUARY	CUR YTD			ORIG	% OF	
		ACTUAL	ACTUAL	ACTUAL	ACTUAL			BUDGET	BUDGET	
<b>ADMINISTRATION</b>										
10-31-01	PROPERTY TAXES	-	-	-	-	142,145.65	(142,145.65)	149,627.00	0.00%	(149,627.00)
10-31-03	SALES TAX - TOWN	-	17,224.00	-	17,224.00	4,306.00	12,918.00	17,224.00	100.00%	-
10-31-04	SALES TAX- COUNTY	-	-	-	-	11,250.00	(11,250.00)	45,000.00	-	-
10-31-08	PENALTY & INTEREST	-	-	-	-	100.00	(100.00)	400.00	0.00%	(400.00)
10-31-09	DELINQUENT TAX	-	-	-	-	3.75	(3.75)	15.00	0.00%	(15.00)
10-31-10	ABATEMENTS	-	-	-	-	-	-	-	-	-
10-32-01	LIQUOR LICENSES	425.00	-	175.00	600.00	1,250.00	(650.00)	5,000.00	12.00%	(4,400.00)
12-32-04	SPECIAL REVIEWS	500.00	-	-	500.00	187.50	312.50	750.00	66.67%	(250.00)
10-35-04	INTEREST INCOME	-	40.07	650.49	690.56	1,800.00	(1,109.44)	7,200.00	9.59%	(6,509.44)
10-35-05	LATE CHARGES	(15.00)	(30.00)	445.00	400.00	1,768.75	(1,368.75)	7,075.00	5.65%	(6,675.00)
10-35-06	OTHER INCOME	232.76	549.62	-	782.38	18.75	763.63	75.00	-	707.38
10-35-15	REFUND OF EXPENDITURES	4,976.45	414.10	288.50	5,679.05	375.00	5,304.05	1,500.00	-	4,179.05
10-35-16	RESTITUTION	717.29	-	-	717.29	375.00	342.29	1,500.00	47.82%	(782.71)
10-35-20	GRANT REVENUE	-	-	-	-	3,767.00	(3,767.00)	15,068.00	-	(15,068.00)
		6,836.50	18,197.79	1,558.99	26,593.28	167,347.40	(140,754.12)	250,434.00	10.62%	(178,840.72)
10-41-01	MAYOR & TRUSTEES	2,300.00	-	-	2,300.00	2,400.00	100.00	9,600.00	23.96%	(7,300.00)
10-41-03	SALARIES & WAGES	3,769.12	3,806.79	3,683.79	11,259.70	12,628.02	1,368.32	50,512.09	22.29%	(39,252.39)
10-41-04	EMPLOYER FICA	367.91	225.71	218.09	811.71	930.28	118.57	3,721.12	21.81%	(2,909.41)
10-41-05	EMPLOYER MEDICARE	86.07	52.81	50.99	189.87	217.57	27.70	870.26	21.82%	(680.39)
10-41-06	UNEMPLOYMENT TAX	7.54	7.62	7.37	22.53	36.91	14.38	147.65	15.26%	(125.12)
10-41-07	INSURANCE BENEFITS	750.74	959.45	958.98	2,669.17	2,928.31	259.14	11,713.25	22.79%	(9,044.08)
10-41-08	PENSION BENEFITS	186.51	188.36	165.46	540.33	1,117.91	577.58	4,471.63	12.08%	(3,931.30)
10-41-10	WORKMENS COMPENSATION	-	-	137.00	137.00	33.50	(103.50)	134.00	102.24%	3.00
10-41-02	CONTRACT LABOR	-	-	-	-	-	-	-	#DIV/0!	-
10-41-15	OFFICE SUPPLIES	3,243.44	300.48	35.71	3,579.63	1,093.75	(2,485.88)	4,375.00	81.82%	(795.37)
10-41-16	OPERATING SUPPLIES	22.74	39.35	16.56	78.65	172.50	93.85	690.00	11.40%	(611.35)
10-41-17	POSTAGE	-	-	-	-	173.75	173.75	695.00	0.00%	(695.00)
10-41-20	LEGAL SERVICES	13,148.40	4,886.66	-	18,035.06	19,079.25	1,044.19	76,317.00	23.63%	(58,281.94)
10-41-21	AUDIT & BUDGET EXPENSE	-	-	-	-	1,125.00	1,125.00	4,500.00	0.00%	(4,500.00)
10-41-22	REPAIRS & MAINTENANCE	-	-	-	-	-	-	-	#DIV/0!	-
10-41-25	TOWN HALL EXPENSE	764.95	750.00	750.00	2,264.95	2,972.50	707.55	11,890.00	19.05%	(9,625.05)
10-41-26	TRAVEL & MEETINGS	-	-	-	-	987.50	987.50	3,950.00	0.00%	(3,950.00)
10-41-27	INSURANCE & BONDS	-	-	2,062.89	2,062.89	695.00	(1,367.89)	2,780.00	74.20%	(717.11)
10-41-28	UTILITIES	612.16	273.91	744.95	1,631.02	1,446.25	(184.77)	5,785.00	28.19%	(4,153.98)
10-41-29	TELEPHONE	500.48	220.50	233.86	954.84	757.50	(197.34)	3,030.00	31.51%	(2,075.16)
10-41-30	PUBLISHING & ADS	77.26	115.10	17.08	209.44	1,590.00	1,380.56	6,360.00	3.29%	(6,150.56)
10-41-31	DUES & SUBSCRIPTIONS	1,896.00	-	3,515.83	5,411.83	3,057.50	(2,354.33)	12,230.00	44.25%	(6,818.17)
10-41-33	DATA PROCESSING	744.94	585.50	4,180.73	5,511.17	3,404.75	(2,106.42)	13,619.00	40.47%	(8,107.83)
10-41-40	MISCELLANEOUS (CDOT GRANT)	-	-	-	-	-	-	-	-	-
10-41-43	CULTURAL EVENTS	-	-	-	-	-	-	-	#DIV/0!	-
10-41-44	HUMAN SERVICES	-	3,325.00	-	3,325.00	1,168.75	(2,156.25)	4,675.00	71.12%	(1,350.00)
10-41-70	CAPITAL OUTLAY	-	-	-	-	3,767.00	3,767.00	15,068.00	0.00%	(15,068.00)
10-41-71	PASS THRU FUNDS	-	-	-	-	-	-	-	-	-
10-41-90	TREASURER'S FEE	-	-	-	-	825.00	825.00	3,300.00	0.00%	(3,300.00)
	MISCELLANEOUS	-	-	-	-	-	-	-	-	-
	TRANSFERS/GRANT EXP	-	-	-	-	-	-	-	-	-
		28,478.26	15,737.24	16,779.29	60,994.79	62,608.50	1,613.71	250,434.00	24.36%	(189,439.21)
		(21,641.76)	2,460.55	(15,220.30)	(34,401.51)	104,738.90	(139,140.41)	-	-	10,598.49
	BEGINNING RESERVE							-	-	-
	INCOME	6,836.50	18,197.79	1,558.99	26,593.28	167,347.40	(140,754.12)	250,434.00	-	(178,840.72)
	EXPENDITURE	28,478.26	15,737.24	16,779.29	60,994.79	62,608.50	1,613.71	250,434.00	-	(189,439.21)
	NET CHANGE	(21,641.76)	2,460.55	(15,220.30)	(34,401.51)	104,738.90	(139,140.41)	-	-	10,598.49
	ENDING RESERVE				(34,401.51)			-	-	10,598.49
	25% MIN RESERVE				15,248.70					
	NET AVAILABLE RESERVE				(49,650.21)					

AS OF:	DRAFT	THESE NUMBERS ARE SUBJECT TO CHANGE			2022	3	REMAINING	2022	25%	REMAINING
		3/31/2022	MARCH	FEBRUARY	JANUARY			CUR YTD	MO BUDGET	
ACC	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ACTUAL					
<b>BUILDING</b>										
12-31-03	SALES TAX - TOWN				-	1,322.00	(1,322.00)	5,288.00	0.00%	(5,288.00)
12-32-03	BUILDING PERMITS	687.70	4,156.45	3,393.90	8,238.05	7,500.00	738.05	30,000.00	27.46%	(21,761.95)
		687.70	4,156.45	3,393.90	8,238.05	8,822.00	(583.95)	35,288.00	23.35%	(27,049.95)
12-43-02	BUILDING INSPECTOR	-	3,040.00	-	3,040.00	7,125.00	4,085.00	28,500.00	10.67%	(25,460.00)
12-43-03	SALARIES & WAGES	166.30	173.87	168.66	508.83	562.67	53.83	2,250.66	22.61%	(1,741.83)
12-43-04	EMPLOYER FICA	9.80	10.20	9.86	29.86	34.74	4.88	138.95	21.49%	(109.09)
12-43-05	EMPLOYER MEDICARE	2.30	2.40	2.31	7.01	8.13	1.12	32.50	21.57%	(25.49)
12-43-06	UNEMPLOYMENT TAX	0.34	0.36	0.34	1.04	1.68	0.64	6.72	15.48%	(5.68)
12-43-07	INSURANCE BENEFITS	36.72	44.72	44.87	126.31	133.40	7.09	533.60	23.67%	(407.29)
12-43-08	PENSION	8.23	8.60	7.67	24.50	48.36	23.86	193.44	12.67%	(168.94)
12-43-10	WORKMENS COMPENSATION	-	-	23.00	23.00	4.50	(18.50)	18.00	127.78%	5.00
12-43-15	OFFICE SUPPLIES	2,730.00	-	-	2,730.00	125.00	(2,605.00)	500.00	546.00%	2,230.00
12-43-17	POSTAGE	-	-	-	-	-	-	-		-
12-43-20	LEGAL SERVICES	-	-	-	-	187.50		750.00	0.00%	(750.00)
12-43-27	INSURANCE & BONDS	-	-	872.61	872.61	220.00	(652.61)	880.00	99.16%	(7.39)
12-43-30	PUBLISHING & ADS	-	-	-	-					-
12-43-31	DUES & SUBSCRIPTIONS	145.00	-	-	145.00	236.25	91.25	945.00	15.34%	(800.00)
		3,098.69	3,280.15	1,129.32	7,508.16	8,687.22	991.56	34,748.87	21.61%	(1,780.71)
		(2,410.99)	876.30	2,264.58	729.89	134.78	407.61	539.13		(25,269.24)
	BEGINNING RESERVE		-	-		-	-	-		-
	INCOME	687.70	4,156.45	3,393.90	8,238.05	8,822.00	(583.95)	35,288.00		(27,049.95)
	EXPENDITURE	3,098.69	3,280.15	1,129.32	7,508.16	8,687.22	991.56	34,748.87		(1,780.71)
	NET CHANGE	(2,410.99)	876.30	2,264.58	729.89	134.78	407.61	539.13		(25,269.24)
	ENDING RESERVE				729.89					(25,269.24)
	25% MIN RESERVE				1,877.04					
	NET AVAILABLE RESERVE				(1,147.15)					

AS OF:	DRAFT	THESE NUMBERS ARE SUBJECT TO CHANGE			2022			2022	25%	
		3/31/2022	MARCH	FEBRUARY	JANUARY	CUR YTD	3	REMAINING	ORIG	% OF
ACC	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ACTUAL	MO BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
<b>LAW ENFORCEMENT</b>										
14-31-02	S.O. AUTO TAXES	-	-	-	-	5,828.75	(5,828.75)	23,315.00	0.00%	(23,315.00)
14-31-03	SALES TAX - TOWN	19,720.32	21,261.03	-	40,981.35	45,500.00	(4,518.65)	182,000.00	22.52%	(141,018.65)
14-31-04	SALES TAX - COUNTY	31,001.30	36,748.01	-	67,749.31	81,461.25	(13,711.94)	325,845.00	20.79%	(258,095.69)
14-31-06	CIGARETTE TAX	246.73	240.08	193.31	680.12	446.25	233.87	1,785.00	38.10%	(1,104.88)
14-32-06	VIN INSPECTIONS	40.00	30.00	85.00	155.00	481.25	(326.25)	1,925.00	8.05%	(1,770.00)
14-33-02	MOTOR VEHICLE - \$1.50	-	-	-	-	687.50	(687.50)	2,750.00	0.00%	(2,750.00)
14-33-03	MOTOR VEHICLE - \$2.50	-	-	-	-	991.50	(991.50)	3,966.00	0.00%	(3,966.00)
14-34-01	COURT FINES	-	100.00	-	100.00	206.25	(106.25)	825.00	12.12%	(725.00)
14-34-02	POLICE FINES	362.00	180.00	1,200.00	1,742.00	6,912.50	(5,170.50)	27,650.00	6.30%	(25,908.00)
14-34-03	MISCELLANEOUS FINES-BONDS	5.00	5,050.00	60.00	5,115.00	50.00	5,065.00	200.00	2557.50%	4,915.00
14-34-04	OTHER AGENCY SCHOOL (SRO)	-	-	-	-	-	-	-	-	-
14-34-05	DOG TAGS	40.00	30.00	10.00	80.00	75.00	5.00	300.00	26.67%	(220.00)
14-34-50	PD Grant	-	-	-	-	1,500.00	(1,500.00)	6,000.00	0.00%	(6,000.00)
		51,415.35	63,639.12	1,548.31	116,602.78	144,140.25	(27,537.47)	576,561.00	20.22%	(459,958.22)
14-42-01	CONTRACT LABOR	-	-	-	-	-	-	-	-	-
14-42-02	JUDGE	525.00	525.00	525.00	1,575.00	1,875.00	300.00	7,500.00	21.00%	(5,925.00)
14-42-03	SALARIES & WAGES	10,775.73	14,680.24	16,750.45	42,206.42	85,064.24	42,857.82	340,256.96	12.40%	(298,050.54)
14-42-04	EMPLOYER FICA	192.14	189.69	160.43	542.26	308.05	(234.21)	1,232.19	44.01%	(689.93)
14-42-05	EMPLOYER MEDICARE	158.74	216.73	247.39	622.86	1,230.91	608.05	4,923.64	12.65%	(4,300.78)
14-42-06	UNEMPLOYMENT TAX	22.62	30.41	34.56	87.59	254.67	167.08	1,018.68	8.60%	(931.09)
14-42-07	INSURANCE BENEFITS	1,710.04	680.74	689.65	3,080.43	15,996.97	12,916.54	63,987.87	4.81%	(60,907.44)
14-42-08	PENSION BENEFITS	116.06	147.62	185.60	449.28	3,294.60	2,845.32	13,178.38	3.41%	(12,729.10)
14-42-10	WORKMENS COMPENSATION	-	-	8,551.00	8,551.00	2,422.50	(6,128.50)	9,690.00	88.25%	(1,139.00)
14-42-11	FPPA PENSION	669.60	979.28	1,267.20	2,916.08	6,348.23	3,432.15	25,392.90	11.48%	(22,476.82)
14-42-12	FPPA D & D	238.08	348.19	450.56	1,036.83	2,240.63	1,203.80	8,962.51	11.57%	(7,925.68)
14-42-15	OFFICE SUPPLES	78.31	31.98	-	110.29	300.00	189.71	1,200.00	9.19%	(1,089.71)
14-42-16	OPERATING SUPPLIES	336.68	712.07	98.17	1,146.92	1,727.50	580.58	6,910.00	16.60%	(5,763.08)
14-42-17	POSTAGE	-	-	-	-	63.50	63.50	254.00	0.00%	(254.00)
14-42-20	LEGAL SERVICES	-	-	-	-	625.00	625.00	2,500.00	0.00%	(2,500.00)
14-42-22	REPAIRS & MAINTENANCE	809.01	-	25.00	834.01	200.00	(634.01)	800.00	104.25%	34.01
14-42-23	VEHICLE EXPENSE	320.00	140.04	305.00	765.04	3,085.00	2,319.96	12,340.00	6.20%	(11,574.96)
14-42-26	TRAVEL & MEETINGS	-	-	-	-	2,525.00	2,525.00	10,100.00	0.00%	(10,100.00)
14-42-27	INSURANCE & BONDS	-	-	25,108.19	25,108.19	6,441.00	(18,667.19)	25,764.00	97.45%	(655.81)
14-42-28	UTILITIES	169.86	93.52	330.12	593.50	500.50	(93.00)	2,002.00	29.65%	(1,408.50)
14-42-29	TELEPHONE	252.14	198.59	204.05	654.78	1,256.75	601.97	5,027.00	13.03%	(4,372.22)
14-42-30	PUBLISHING & ADS	-	-	-	-	57.50	57.50	230.00	0.00%	(230.00)
14-42-31	DUES & SUBSCRIPTIONS	1,273.00	-	1,400.00	2,673.00	1,171.25	(1,501.75)	4,685.00	57.05%	(2,012.00)
14-42-33	DATA PROCESSING	598.89	530.95	4,110.88	5,240.72	7,017.50	1,776.78	28,070.00	18.67%	(22,829.28)
14-42-43	HUMAN SERVICES	-	716.67	-	716.67	268.75	(447.92)	1,075.00	66.67%	(358.33)
		18,245.90	20,221.72	60,443.25	98,910.87	144,275.03	45,364.16	577,100.13	17.14%	(478,189.26)
		33,169.45	43,417.40	(58,894.94)	17,691.91	(134.78)	17,826.69	(539.13)		18,231.04
	BEGINNING RESERVE					-	-	-		-
	INCOME	51,415.35	63,639.12	1,548.31	116,602.78	144,140.25	(27,537.47)	576,561.00		(459,958.22)
	EXPENDITURE	18,245.90	20,221.72	60,443.25	98,910.87	144,275.03	45,364.16	577,100.13		(478,189.26)
	NET CHANGE	33,169.45	43,417.40	(58,894.94)	17,691.91	(134.78)	17,826.69	(539.13)		18,231.04
	ENDING RESERVE				17,691.91	(134.78)	17,826.69	(539.13)		18,231.04
	25% MIN RESERVE				29,150.70					
	NET AVAILABLE RESERVE				(29,150.70)					



AS OF:	DRAFT	THESE NUMBERS ARE SUBJECT TO CHANGE			2022	3	REMAINING	2022	25%	REMAINING
		3/31/2022	MARCH	FEBRUARY	JANUARY			CUR YTD	MO BUDGET	
ACC	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ACTUAL					
5.										
<b>PARKS</b>										
16-31-03	SALES TAX-TOWN	-	4,037.03	-	4,037.03	33,025.00	(28,987.97)	132,100.00	3.06%	(128,062.97)
16-35-04	GRANT REVENUE	-	-	-	-	8,510.00	(8,510.00)	34,040.00	0.00%	(34,040.00)
16-33-07	SEVERANCE TAX	-	-	-	-	325.00	(325.00)	1,300.00	0.00%	(1,300.00)
16-33-08	MINERAL LEASING	-	-	-	-	1,670.00	(1,670.00)	6,680.00	0.00%	(6,680.00)
16-35-01	RENTS & ROYALTIES	1,420.00	40.00	140.00	1,600.00	2,618.00	(1,018.00)	10,472.00	15.28%	(8,872.00)
16-35-09	PARK CONTRIBUTIONS	-	-	-	-	-	-	-	-	-
16-35-10	OTHER AGENCY CONT RESERVES	-	-	-	-	-	-	-	-	-
		1,420.00	4,077.03	140.00	5,637.03	46,148.00	(40,510.97)	184,592.00	3.05%	(178,954.97)
16-46-03	SALARIES & WAGES	5,150.02	3,796.61	5,520.34	14,466.97	16,820.84	2,353.87	67,283.35	21.50%	(52,816.38)
16-46-04	EMPLOYER FICA	314.43	230.31	334.35	879.09	1,028.13	149.04	4,112.53	21.38%	(3,233.44)
16-46-05	EMPLOYER MEDICARE	73.54	53.85	78.19	205.58	240.45	34.87	961.80	21.37%	(756.22)
16-46-06	UNEMPLOYMENT TAX	10.31	7.60	11.03	28.94	49.75	20.81	198.99	14.54%	(170.05)
16-46-07	INSURANCE BENEFITS	404.82	428.94	664.98	1,498.74	3,772.23	2,273.49	15,088.90	9.93%	(13,590.16)
16-46-08	PENSION BENEFITS	97.60	86.72	202.27	386.59	776.61	390.02	3,106.43	12.44%	(2,719.84)
16-46-10	WORKMENS COMPENSATION	-	-	2,376.00	2,376.00	455.00	(1,921.00)	1,820.00	130.55%	556.00
16-46-15	OFFICE SUPPLIES	-	-	-	-	-	-	-	-	-
16-46-16	OPERATING SUPPLIES	258.50	328.18	253.74	840.42	1,526.75	686.33	6,107.00	13.76%	(5,266.58)
16-46-17	POSTAGE	-	-	-	-	12.50	12.50	50.00	0.00%	(50.00)
16-46-22	REPAIRS & MAINTENANCE	152.80	275.92	-	428.72	3,682.00	3,253.28	14,728.00	2.91%	(14,299.28)
16-46-23	VEHICLE EXPENSE	846.38	196.62	11.70	1,054.70	1,118.75	64.05	4,475.00	23.57%	(3,420.30)
16-46-24	RENTALS	-	-	-	-	181.25	181.25	725.00	0.00%	(725.00)
16-46-25	SHOP EXPENSE	43.98	-	-	43.98	398.75	354.77	1,595.00	2.76%	(1,551.02)
16-46-27	INSURANCE & BONDS	-	-	5,070.97	5,070.97	1,075.00	(3,995.97)	4,300.00	117.93%	770.97
16-46-28	UTILITIES	787.43	473.41	862.96	2,123.80	1,973.75	(150.05)	7,895.00	26.90%	(5,771.20)
16-46-29	TELEPHONE	9.36	11.36	24.71	45.43	177.25	131.82	709.00	6.41%	(663.57)
16-46-30	PUBLISHING & ADS	5.20	24.49	9.16	38.85	36.50	(2.35)	146.00	26.61%	(107.15)
16-46-32	FEES & PERMITS	648.45	-	-	648.45	187.50	(460.95)	750.00	86.46%	(101.55)
16-46-42	CONTRACT SERVICES	-	-	-	-	750.00	750.00	3,000.00	0.00%	(3,000.00)
16-46-70	CAPITAL OUTLAY	-	-	-	-	3,375.00	3,375.00	13,500.00	0.00%	(13,500.00)
	MISCELLANEOUS	11,157.31	-	-	11,157.31	8,510.00	(2,647.31)	34,040.00	32.78%	(22,882.69)
		19,960.13	5,914.01	15,420.40	41,294.54	46,148.00	4,853.46	184,592.00	22.37%	(143,297.46)
		(18,540.13)	(1,836.98)	(15,280.40)	(35,657.51)	-	(35,657.51)	-	-	(35,657.51)
	BEGINNING RESERVE					-	-	-	-	-
	INCOME	1,420.00	4,077.03	140.00	5,637.03	46,148.00	(40,510.97)	184,592.00		(178,954.97)
	EXPENDITURE	19,960.13	5,914.01	15,420.40	41,294.54	46,148.00	4,853.46	184,592.00		(143,297.46)
	NET CHANGE	(18,540.13)	(1,836.98)	(15,280.40)	(35,657.51)	-	(35,657.51)	-		(35,657.51)
	ENDING RESERVE				(35,657.51)	-	(35,657.51)	-		(35,657.51)
	25% MIN RESERVE				10,323.64					
	NET AVAILABLE RESERVE				(45,981.15)					

AS OF:	DRAFT	THESE NUMBERS ARE SUBJECT TO CHANGE			2022	3	REMAINING	2022	25%	REMAINING
		3/31/2022	MARCH	FEBRUARY	JANUARY			CUR YTD	MO BUDGET	
ACC	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ACTUAL					
<b>STREETS</b>										
20-31-03	SALES TAX-TOWN	19,720.32	-	-	19,720.32	31,847.00	(12,126.68)	127,388.00	15.48%	(107,667.68)
20-31-06	MISCELLANEOUS INCOME	-	-	-	-	-	-	-	-	-
20-31-05	FRANCHISE TAX	9,403.02	1,769.86	10,180.62	21,353.50	15,343.75	6,009.75	61,375.00	34.79%	(40,021.50)
20-32-02	MISCELLANEOUS PERMITS	150.00	525.00	35.00	710.00	362.50	347.50	1,450.00	48.97%	(740.00)
20-33-01	HIGHWAY USERS TAX	2,636.75	3,973.91	-	6,610.66	12,479.00	(5,868.34)	49,916.00	13.24%	(43,305.34)
20-33-10	ROAD & BRIDGE	-	-	-	-	2,012.50	(2,012.50)	8,050.00	0.00%	(8,050.00)
20-35-02	MOTOR FUEL TAX REFUNDS	324.20	-	-	324.20	468.75	(144.55)	1,875.00	17.29%	(1,550.80)
		32,234.29	6,268.77	10,215.62	48,718.68	62,513.50	(13,794.82)	250,054.00	19.48%	(201,335.32)
20-45-03	SALARIES & WAGES	9,666.76	6,005.12	7,191.13	22,863.01	35,670.98	12,807.97	142,683.90	16.02%	(119,820.89)
20-45-04	EMPLOYER FICA	592.44	365.21	435.91	1,393.56	2,180.31	786.75	8,721.24	15.98%	(7,327.68)
20-45-05	EMPLOYER MEDICARE	138.56	85.40	101.93	325.89	509.91	184.02	2,039.65	15.98%	(1,713.76)
20-45-06	UNEMPLOYMENT TAX	19.35	12.02	14.38	45.75	105.50	59.75	422.00	10.84%	(376.25)
20-45-07	INSURANCE BENEFITS	563.30	587.42	823.46	1,974.18	8,022.40	6,048.22	32,089.60	6.15%	(30,115.42)
20-45-08	PENSION BENEFITS	135.23	118.72	230.67	484.62	1,373.16	888.54	5,492.62	8.82%	(5,008.00)
20-45-10	WORKMENS COMPENSATION	-	-	4,542.00	4,542.00	892.50	(3,649.50)	3,570.00	127.23%	972.00
20-45-15	OFFICE SUPPLIES	78.32	-	-	78.32	-	(78.32)	-	-	78.32
20-45-16	OPERATING SUPPLIES	42.38	35.79	1.27	79.44	156.25	76.81	625.00	12.71%	(545.56)
20-45-17	POSTAGE	-	-	-	-	-	-	-	-	-
20-45-20	LEGAL & ENG SERVICES	-	-	-	-	9,188.75	9,188.75	36,755.00	0.00%	(36,755.00)
20-45-22	REPAIRS & MAINTENANCE	375.56	133.98	-	509.54	2,127.50	1,617.96	8,510.00	5.99%	(8,000.46)
20-45-23	VEHICLE EXPENSE	1,755.67	1,052.97	606.70	3,415.34	2,188.25	(1,227.09)	8,753.00	39.02%	(5,337.66)
20-45-25	SHOP EXPENSE	192.02	-	8.61	200.63	1,520.75	1,320.12	6,083.00	3.30%	(5,882.37)
20-45-26	TRAVEL & MEETINGS	-	-	-	-	-	-	-	-	-
20-45-27	INSURANCE & BONDS	-	-	3,606.71	3,606.71	976.25	(2,630.46)	3,905.00	92.36%	(298.29)
20-45-28	UTILITIES	1,111.97	725.28	1,051.65	2,888.90	2,655.00	(233.90)	10,620.00	27.20%	(7,731.10)
20-45-29	TELEPHONE	9.35	11.36	24.71	45.42	177.25	131.83	709.00	6.41%	(663.58)
20-45-30	PUBLISHING & ADS	5.20	24.49	9.16	38.85	18.75	(20.10)	75.00	51.80%	(36.15)
20-45-42	SNOW REMOVAL	249.85	-	8,026.62	8,276.47	3,875.00	(4,401.47)	15,500.00	53.40%	(7,223.53)
20-45-70	CAPITAL OUTLAY	-	-	-	-	-	-	-	-	-
		14,935.96	9,157.76	26,674.91	50,768.63	71,638.50	20,869.87	286,554.01	17.72%	(235,785.38)
		17,298.33	(2,888.99)	(16,459.29)	(2,049.95)	(9,125.00)	7,075.05	(36,500.01)		(437,120.70)
	BEGINNING RESERVE					-	-	-		-
	INCOME	32,234.29	6,268.77	10,215.62	48,718.68	62,513.50	(13,794.82)	250,054.00		(201,335.32)
	EXPENDITURE	14,935.96	9,157.76	26,674.91	50,768.63	71,638.50	20,869.87	286,554.01		(235,785.38)
	NET CHANGE	17,298.33	(2,888.99)	(16,459.29)	(2,049.95)	(9,125.00)	7,075.05	(36,500.01)		34,450.06
	ENDING RESERVE					(2,049.95)	(9,125.00)	(36,500.01)		34,450.06
	50% MIN RESERVE					25,384.32				
	NET AVAILABLE RESERVE					(27,434.27)				

AS OF:	DRAFT	THESE NUMBERS ARE SUBJECT TO CHANGE			2022		2022		25%	
		3/31/2022	MARCH	FEBRUARY	JANUARY	CUR YTD	3	REMAINING	ORIG	% OF
ACC	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ACTUAL	MO BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
<b>STREET-CAPITAL IMPROVEMENT</b>										
22-31-05	IMPACT FEE	-	-	-	-	-	-	-	-	-
22-31-03	SALES TAX-TOWN	-	-	-	-	1,000.00	(1,000.00)	4,000.00	0.00%	(4,000.00)
22-31-06	OPERATIONAL TAX	11,130.00	9,665.00	6,750.00	27,545.00	29,250.00	(1,705.00)	117,000.00	23.54%	(89,455.00)
22-32-01	LICENSING FEES	-	-	10.00	10.00	-	10.00	-	-	10.00
	TRANSFER	-	-	-	-	61,081.75	(61,081.75)	244,327.00	0.00%	(244,327.00)
	RESERVES	-	-	-	-	40,760.75	(40,760.75)	163,043.00	0.00%	(163,043.00)
		11,130.00	9,665.00	6,760.00	27,555.00	132,092.50	(104,537.50)	528,370.00	5.22%	(500,815.00)
22-45-22	REPAIRS & MAINTENANCE	-	-	-	-	78,750.00	78,750.00	315,000.00	0.00%	(315,000.00)
		-	-	-	-	78,750.00	78,750.00	315,000.00	0.00%	(315,000.00)
		11,130.00	9,665.00	6,760.00	27,555.00	53,342.50	(25,787.50)	213,370.00		(185,815.00)
	BEGINNING RESERVE							-		-
	INCOME	11,130.00	9,665.00	6,760.00	27,555.00	132,092.50	(104,537.50)	528,370.00		
	EXPENDITURE	-	-	-	-	78,750.00	78,750.00	315,000.00		
	NET CHANGE	11,130.00	9,665.00	6,760.00	27,555.00	53,342.50	(25,787.50)	213,370.00		
	ENDING RESERVE				27,555.00	53,342.50	(25,787.50)	213,370.00		
	COMMITTED				27,555.00					
	NET AVAILABLE RESERVE				-					
<b>BRIDGE</b>										
24-35-04	INTEREST INCOME	-	44.30	36.78	81.08	75.00	6.08	300.00	27.03%	(218.92)
24-35-13	BRIDGE RESERVE	-	-	-	-	10,000.00	(10,000.00)	40,000.00	0.00%	(40,000.00)
		-	44.30	36.78	81.08	10,075.00	(9,993.92)	40,300.00	0.20%	(40,218.92)
24-45-22	REPAIRS & MAINTENANCE	-	-	-	-	30,075.00	30,075.00	120,300.00	0.00%	(120,300.00)
		-	-	-	-	30,075.00	30,075.00	120,300.00	0.00%	(120,300.00)
		-	44.30	36.78	81.08	(20,000.00)	20,081.08	(80,000.00)		80,081.08
	BEGINNING RESERVE							-		-
	INCOME	-	44.30	36.78	81.08	10,075.00	(9,993.92)	40,300.00		(40,218.92)
	EXPENDITURE	-	-	-	-	30,075.00	30,075.00	120,300.00		(120,300.00)
	NET CHANGE	-	44.30	36.78	81.08	(20,000.00)	20,081.08	(80,000.00)		80,081.08
	ENDING RESERVE				81.08	(20,000.00)	20,081.08	(80,000.00)		80,081.08
	COMMITTED				81.08					
	NET AVAILABLE RESERVE				-					
<b>SIDEWALK</b>										
26-30-01	SIDEWALK REVENUE	2,555.74	2,556.17	2,571.09	7,683.00	7,767.00	(84.00)	31,068.00	24.73%	(23,385.00)
26-39-99	RESERVES	-	-	-	-	8,258.75	(8,258.75)	33,035.00	0.00%	(33,035.00)
		2,555.74	2,556.17	2,571.09	7,683.00	7,767.00	(84.00)	64,103.00	11.99%	(23,385.00)
26-45-22	REPAIRS & MAINTENANCE	-	-	-	-	-	-	-		-
		-	-	-	-	-	-	-		-
		2,555.74	2,556.17	2,571.09	7,683.00	7,767.00	(84.00)	64,103.00		(23,385.00)
	BEGINNING RESERVE							-		-
	INCOME	2,555.74	2,556.17	2,571.09	7,683.00	7,767.00	(84.00)	64,103.00		(23,385.00)
	EXPENDITURE	-	-	-	-	-	-	-		-
	NET CHANGE	2,555.74	2,556.17	2,571.09	7,683.00	7,767.00	(84.00)	64,103.00		(23,385.00)
	ENDING RESERVE				7,683.00	7,767.00	(84.00)	64,103.00		(23,385.00)
	COMMITTED				7,683.00					
	NET AVAILABLE RESERVE				-					

AS OF: ACC	DRAFT 3/31/2022 DESCRIPTION	THESE NUMBERS ARE SUBJECT TO CHANGE			2022	3	REMAINING BUDGET	2022 ORIG BUDGET	25% % OF BUDGET	REMAINING BUDGET
		MARCH ACTUAL	FEBRUARY ACTUAL	JANUARY ACTUAL	CUR YTD ACTUAL					
5.		<b>SPACE2CREATE</b>								
32-35-05	INTEREST RESERVES	-	-	0.81	0.81	-	0.81	-	-	0.81
		-	-	0.81	0.81	-	0.81	-	-	0.81
32-50-22	PROFESSIONAL SERVICES				-	-	-	-	-	-
32-50-30	PUBLISHING & ADS				-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	0.81	0.81	-	0.81	-	-	0.81
	BEGINNING RESERVE					-	-	-	-	-
	INCOME	-	-	0.81	0.81	-	0.81	-	-	0.81
	EXPENDITURE	-	-	-	-	-	-	-	-	-
	NET CHANGE	-	-	0.81	0.81	-	0.81	-	-	0.81
	ENDING RESERVE				0.81	-	0.81	-	-	0.81
	COMMITTED				0.81					
	NET AVAILABLE RESERVE				-					
	<b>CONSERVATION TRUST FUND</b>									
40-38-01	CONSERVATION TRUST-REV.	2,505.65	-	-	2,505.65	2,125.00	380.65	8,500.00	29.48%	(5,994.35)
40-38-02	INTEREST RESERVES	-	-	1.33	1.33	3.75	(2.42)	15.00	8.87%	(13.67)
		-	-	-	-	4,266.75	(4,266.75)	17,067.00	0.00%	(17,067.00)
		2,505.65	-	1.33	2,506.98	6,395.50	(3,888.52)	25,582.00	9.80%	(23,075.02)
40-46-20	EXPENDITURES-CONS. TRUST	-	-	-	-	6,395.50	6,395.50	25,582.00	0.00%	(25,582.00)
		-	-	-	-	6,395.50	6,395.50	25,582.00	0.00%	(25,582.00)
		2,505.65	-	1.33	2,506.98	-	2,506.98	-	-	2,506.98
	BEGINNING RESERVE					-	-	-	-	-
	INCOME	2,505.65	-	1.33	2,506.98	6,395.50	(3,888.52)	25,582.00		(23,075.02)
	EXPENDITURE	-	-	-	-	6,395.50	6,395.50	25,582.00		(25,582.00)
	NET CHANGE	2,505.65	-	1.33	2,506.98	-	2,506.98	-		2,506.98
	ENDING RESERVE				2,506.98	-	2,506.98	-		2,506.98
	COMMITTED				2,506.98					
	NET AVAILABLE RESERVE				-					
	<b>CAPITAL IMPROVEMENT</b>									
50-31-03	SALES TAX - CAP IMP	19,720.33	21,261.04	-	40,981.37	58,500.00	(17,518.63)	234,000.00	17.51%	(193,018.63)
50-31-06	AIRPORT REVENUE RESERVES	1,275.00	-	637.50	1,912.50	1,912.50	-	7,650.00	25.00%	(5,737.50)
		-	-	-	-	123,064.50	(123,064.50)	492,258.00	0.00%	(492,258.00)
		20,995.33	21,261.04	637.50	42,893.87	183,477.00	(140,583.13)	733,908.00	5.84%	(691,014.13)
50-70-20	CAPITAL OUTLAY	-	-	-	-	105,434.82	105,434.82	421,739.26	0.00%	(421,739.26)
	AIRPORT	-	-	-	-	4,960.50	4,960.50	19,842.00	0.00%	(19,842.00)
50-70-99	Transfer Out	-	-	-	-	61,081.80	61,081.80	244,327.21	0.00%	(244,327.21)
		-	-	-	-	171,477.12	171,477.12	685,908.47	0.00%	(685,908.47)
		20,995.33	21,261.04	637.50	42,893.87	11,999.88	(312,060.25)	47,999.53		(5,105.66)
	BEGINNING RESERVE					-	-	-		-
	INCOME	20,995.33	21,261.04	637.50	42,893.87	183,477.00	(140,583.13)	733,908.00		(691,014.13)
	EXPENDITURE	-	-	-	-	171,477.12	171,477.12	685,908.47		(685,908.47)
	NET CHANGE	20,995.33	21,261.04	637.50	42,893.87	11,999.88	30,893.99	47,999.53		(5,105.66)
	ENDING RESERVE				42,893.87	11,999.88	30,893.99	47,999.53		(5,105.66)
	COMMITTED				42,893.87					
	NET AVAILABLE RESERVE				-					

DRAFT		THESE NUMBERS ARE SUBJECT TO CHANGE			2022		2022		25%	
AS OF:	3/31/2022	MARCH	FEBRUARY	JANUARY	CUR YTD	3	REMAINING	ORIG	% OF	REMAINING
ACC	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ACTUAL	MO BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
<b>WATER</b>										
60-36-01	WATER CHARGES-RECEIVED	65,212.06	59,408.82	91,088.09	215,708.97	174,381.00	41,327.97	697,524.00	30.92%	(481,815.03)
	WATER CHARGES- USAGES	12,360.55	-	-	12,360.55	201,600.50	(189,239.95)	806,402.00	1.53%	(794,041.45)
60-36-07	WATER TAPS	-	5,277.09	-	5,277.09	-	5,277.09	-	-	5,277.09
60-36-03	SALES & SERVICES	255.61	25.00	475.00	755.61	1,750.00	(994.39)	7,000.00	10.79%	(6,244.39)
60-36-04	STANDBY TAP FEES	4,353.71	4,276.21	4,339.38	12,969.30	-	12,969.30	-	-	12,969.30
60-36-05	BULK WATER	50.00	320.00	411.00	781.00	1,506.25	(725.25)	6,025.00	12.96%	(5,244.00)
60-36-09	PENALTIES	600.00	-	-	600.00	250.00	350.00	1,000.00	60.00%	(400.00)
60-36-12	RENTS	-	-	-	-	250.00	(250.00)	1,000.00	0.00%	(1,000.00)
60-36-12	MISCELLANEOUS	-	-	-	-	-	-	-	-	-
60-36-30	GRANT FUNDS	-	-	-	-	176,183.00	(176,183.00)	704,732.00	0.00%	(704,732.00)
		82,831.93	69,307.12	96,313.47	248,452.52	555,920.75	(307,468.23)	2,223,683.00	11.17%	(1,270,498.48)
60-50-02	TRUSTEES/ADMIN SALARIES	-	-	-	-	-	-	-	-	-
60-50-03	SALARIES & WAGES	11,046.80	5,962.73	12,048.64	29,058.17	48,113.35	19,055.18	192,453.38	15.10%	(163,395.21)
60-50-04	EMPLOYER FICA	665.45	350.00	719.79	1,735.24	2,843.81	1,108.57	11,375.25	15.25%	(9,640.01)
60-50-05	EMPLOYER MEDICARE	155.64	81.87	168.33	405.84	686.78	280.94	2,747.12	14.77%	(2,341.28)
60-50-06	UNEMPLOYMENT TAX	22.11	11.92	24.11	58.14	142.09	83.95	568.37	10.23%	(510.23)
60-50-07	INSURANCE BENEFITS	1,332.43	1,394.32	2,021.83	4,748.58	10,629.61	5,881.03	42,518.44	11.17%	(37,769.86)
60-50-08	PENSION BENEFITS	353.57	255.17	560.22	1,168.96	4,439.11	3,270.15	17,756.43	6.58%	(16,587.47)
60-50-10	WORKMENS COMPENSATION	-	-	3,776.00	3,776.00	828.75	(2,947.25)	3,315.00	113.91%	461.00
60-50-15	OFFICE SUPPLIES	78.33	-	90.13	168.46	103.75	(64.71)	415.00	40.59%	(246.54)
60-50-16	OPERATING SUPPLIES	4,264.90	3,379.94	3,226.51	10,871.35	5,853.75	(5,017.60)	23,415.00	46.43%	(12,543.65)
60-50-17	POSTAGE	206.78	-	-	206.78	1,387.50	1,180.72	5,550.00	3.73%	(5,343.22)
60-50-20	LEGAL & ENG SERVICES	3,008.25	1,167.36	6,674.50	10,850.11	7,000.00	(3,850.11)	28,000.00	38.75%	(17,149.89)
60-50-21	AUDIT	-	-	-	-	3,125.00	3,125.00	12,500.00	0.00%	(12,500.00)
60-50-22	REPAIRS & MAINTENANCE	17,134.68	31,677.70	7,436.54	56,248.92	56,937.50	688.58	227,750.00	24.70%	(171,501.08)
60-50-23	VEHICLE EXPENSE	51.25	32.27	-	83.52	5,090.00	5,006.48	20,360.00	0.41%	(20,276.48)
60-50-25	SHOP EXPENSE	173.23	-	8.62	181.85	487.50	305.65	1,950.00	9.33%	(1,768.15)
60-50-26	TRAVEL & MEETINGS	-	-	-	-	300.00	300.00	1,200.00	0.00%	(1,200.00)
60-50-27	INSURANCE & BONDS	-	-	26,214.56	26,214.56	6,887.50	(19,327.06)	27,550.00	95.15%	(1,335.44)
60-50-28	UTILITIES	2,782.62	2,379.84	3,303.83	8,466.29	8,663.50	197.21	34,654.00	24.43%	(26,187.71)
60-50-29	TELEPHONE	400.48	416.61	414.66	1,231.75	1,272.00	40.25	5,088.00	24.21%	(3,856.25)
60-50-30	PUBLISHING & ADS	124.36	9.16	9.16	142.68	50.00	(92.68)	200.00	71.34%	(57.32)
60-50-31	DUES & SUBSCRIPTIONS	1,860.00	1,710.00	3,420.00	6,990.00	5,164.50	(1,825.50)	20,658.00	33.84%	(13,668.00)
60-50-32	FEES & PERMITS	8.45	11.70	3,003.67	3,023.82	3,003.75	(20.07)	12,015.00	25.17%	(8,991.18)
60-50-33	DATA PROCESSING	894.06	1,496.21	1,191.02	3,581.29	7,407.50	3,826.21	29,630.00	12.09%	(26,048.71)
60-50-41	WRITEOFF-UNCOLLECTABLE	-	-	-	-	-	-	-	-	-
60-50-42	CONTRACT SERVICES	-	24,013.41	-	24,013.41	-	(24,013.41)	-	-	24,013.41
60-50-44	Norris Retirement	1,680.00	1,680.00	1,680.00	5,040.00	5,040.00	-	20,160.00	25.00%	(15,120.00)
60-50-50	Water Power Authority Loan	-	-	86,909.45	86,909.45	47,806.25	(39,103.20)	191,225.00	45.45%	(104,315.55)
60-50-51	Drinking Water Revolving Fund	-	-	-	-	5,836.00	5,836.00	23,344.00	0.00%	(23,344.00)
	UBB Line of Credit	-	-	-	-	-	-	-	-	-
60-50-52	FCNB INTERIM FINANCING	495.00	-	-	495.00	-	(495.00)	-	-	495.00
60-50-70	CAPITAL OUTLAY	-	-	-	-	319,598.75	319,598.75	1,278,395.00	0.00%	(1,278,395.00)
60-50-71	PASS-THRU	-	-	-	-	-	-	-	-	-
60-50-75	GRANT PROJECTS	-	-	-	-	-	-	-	-	-
60-59-90	DEPRECIATION	-	-	-	-	80,935.00	80,935.00	323,740.00	0.00%	(323,740.00)
		46,738.39	76,030.21	162,901.57	285,670.17	639,633.25	353,963.08	2,558,532.99	11.17%	(2,272,862.82)
		36,093.54	(6,723.09)	(66,588.10)	(37,217.65)	(83,712.50)	(46,494.85)	(334,849.99)		(297,632.34)
	BEGINNING RESERVE									
	INCOME	82,831.93	69,307.12	96,313.47	248,452.52	555,920.75	(307,468.23)	2,223,683.00		(1,270,498.48)
	EXPENDITURE	46,738.39	76,030.21	162,901.57	285,670.17	639,633.25	353,963.08	2,558,532.99		(2,272,862.82)
	NET CHANGE	36,093.54	(6,723.09)	(66,588.10)	(37,217.65)	(83,712.50)	46,494.85	(334,849.99)		1,002,364.34
	ENDING RESERVE				(37,217.65)	(83,712.50)	46,494.85	(334,849.99)		1,002,364.34
	25% MIN RESERVE				71,417.54					
	25 % OPERATION/MAINT RESERVE (\$1.25 MIL CAP)				71,417.54					
	110% REQUIREMENT				245,500.00					
	NET AVAILABLE RESERVE				(425,552.74)					

DRAFT		THESE NUMBERS ARE SUBJECT TO CHANGE			2022			2022		25%
AS OF:	3/31/2022	MARCH	FEBRUARY	JANUARY	CUR YTD	3	REMAINING	ORIG	% OF	REMAINING
ACC	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ACTUAL	MO BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
5.										
SE										
70-37-01	SEWER CHARGES - RECEIVED	44,203.68	44,255.83	44,446.79	132,906.30	134,214.00	(1,307.70)	536,856.00	24.76%	(403,949.70)
70-37-04	SEWER TAPS	-	-	-	-	1,250.00	(1,250.00)	5,000.00	0.00%	(5,000.00)
70-37-09	Interest Income	-	47.99	52.22	100.21	100.00	0.21	400.00	25.05%	(299.79)
		44,203.68	44,303.82	44,499.01	133,006.51	135,564.00	(2,557.49)	542,256.00	24.53%	(409,249.49)
70-51-02	TRUSTEES/ADMIN SALARIES	-	-	-	-	-	-	-	-	-
70-51-03	SALARIES & WAGES	5,828.40	3,686.21	7,566.48	17,081.09	24,356.24	7,275.15	97,424.94	17.53%	(80,343.85)
70-51-04	EMPLOYER FICA	349.05	216.22	452.03	1,017.30	1,442.70	425.40	5,770.80	17.63%	(4,753.50)
70-51-05	EMPLOYER MEDICARE	81.65	50.57	105.73	237.95	348.26	110.31	1,393.02	17.08%	(1,155.07)
70-51-06	UNEMPLOYMENT TAX	11.65	7.39	15.16	34.20	72.05	37.85	288.21	11.87%	(254.01)
70-51-07	INSURANCE BENEFITS	825.36	847.60	1,240.52	2,913.48	5,326.61	2,413.13	21,306.45	13.67%	(18,392.97)
70-51-08	PENSION BENEFITS	203.86	164.60	352.44	720.90	2,216.05	1,495.15	8,864.18	8.13%	(8,143.28)
70-51-10	WORKMENS COMPENSATION	-	-	1,027.00	1,027.00	243.85	(783.15)	975.40	105.29%	51.60
70-51-15	OFFICE SUPPLIES	78.33	-	60.08	138.41	12.50	(125.91)	50.00	276.82%	88.41
70-51-16	OPERATING SUPPLIES	2,225.46	2,487.90	1,539.77	6,253.13	4,151.25	(2,101.88)	16,605.00	37.66%	(10,351.87)
70-51-17	POSTAGE	201.61	-	-	201.61	673.75	472.14	2,695.00	7.48%	(2,493.39)
70-51-21	AUDIT	-	-	-	-	1,125.00	1,125.00	4,500.00	0.00%	(4,500.00)
70-51-22	REPAIRS & MAINTENANCE	2,696.94	670.25	661.22	4,028.41	14,991.25	10,962.84	59,965.00	6.72%	(55,936.59)
70-51-23	VEHICLE EXPENSE	376.25	-	-	376.25	5,075.00	4,698.75	20,300.00	1.85%	(19,923.75)
70-51-25	SHOP EXPENSE	173.24	-	8.62	181.86	1,532.50	1,350.64	6,130.00	2.97%	(5,948.14)
70-51-26	TRAVEL & MEETINGS	-	-	-	-	600.00	600.00	2,400.00	0.00%	(2,400.00)
70-51-27	INSURANCE & BONDS	-	-	9,666.01	9,666.01	2,798.75	(6,867.26)	11,195.00	86.34%	(1,528.99)
70-51-28	UTILITIES	3,035.28	25.92	3,121.38	6,182.58	8,987.75	2,805.17	35,951.00	17.20%	(29,768.42)
70-51-29	TELEPHONE	134.76	136.77	150.12	421.65	493.25	71.60	1,973.00	21.37%	(1,551.35)
70-51-30	PUBLISHING & ADS	5.20	9.16	9.16	23.52	35.00	11.48	140.00	16.80%	(116.48)
70-51-31	DUES & SUBSCRIPTIONS	221.40	-	-	221.40	140.00	(81.40)	560.00	39.54%	(338.60)
70-51-32	FEES & PERMITS	464.45	621.70	-	1,086.15	1,845.50	759.35	7,382.00	14.71%	(6,295.85)
70-51-33	DATA PROCESSING	891.81	772.21	1,151.21	2,815.23	3,412.50	597.27	13,650.00	20.62%	(10,834.77)
70-51-41	WRITEOFF-UNCOLLECTABLE	-	-	-	-	-	-	-	-	-
70-51-42	CONTRACT SERVICES	-	-	-	-	-	-	-	-	-
70-51-43	GAUGING STATION	-	-	-	-	1,025.00	1,025.00	4,100.00	0.00%	(4,100.00)
70-51-51	RURAL DEVELOPMENT P&I	74,000.00	-	-	74,000.00	-	(74,000.00)	-	-	74,000.00
70-51-54	DEBT RESERVE	-	-	-	-	27,156.25	27,156.25	108,625.00	0.00%	(108,625.00)
70-51-70	CAPITAL OUTLAY	69,158.84	-	-	69,158.84	-	(69,158.84)	-	-	69,158.84
70-51-71	PASS THRU	-	-	-	-	-	-	-	-	-
70-59-90	DEPRECIATION	-	-	-	-	27,253.00	27,253.00	109,012.00	0.00%	(109,012.00)
		160,963.54	9,696.50	27,126.93	197,786.97	135,314.00	(62,472.97)	541,256.00	36.54%	(343,469.03)
		(116,759.86)	34,607.32	17,372.08	(64,780.46)	250.00	(65,030.46)	1,000.00	-	(65,780.46)
	BEGINNING RESERVE					-	-	-	-	-
	INCOME	44,203.68	44,303.82	44,499.01	133,006.51	135,564.00	(2,557.49)	542,256.00		(409,249.49)
	EXPENDITURE	160,963.54	9,696.50	27,126.93	197,786.97	135,314.00	(62,472.97)	541,256.00		(343,469.03)
	NET CHANGE	(116,759.86)	34,607.32	17,372.08	(64,780.46)	250.00	(65,030.46)	1,000.00		(65,780.46)
	ENDING RESERVE				(64,780.46)	250.00	(65,030.46)	1,000.00		(65,780.46)
	25% MIN RESERVE				49,446.74					
	PROPERTY RESERVE				530,418.33					
	NET AVAILABLE RESERVE				(644,645.53)					

AS OF:	DRAFT	THESE NUMBERS ARE SUBJECT TO CHANGE			2022	3	REMAINING	2022	25%	REMAINING
		3/31/2022	MARCH	FEBRUARY	JANUARY			CUR YTD	MO BUDGET	
ACC	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ACTUAL					
5.										
<b>GAR</b>										
80-30-02	GARBAGE FEES - RECEIVED	20,817.69	20,854.63	20,950.09	62,622.41	63,585.00	(962.59)	254,340.00	24.62%	(191,717.59)
	INCREASE	-	-	-	-	-	-	-	-	-
80-37-03	SALES & SERVICE	105.00	459.00	-	564.00	2,500.00	(1,936.00)	10,000.00	5.64%	(9,436.00)
80-39-99	RESERVE	-	-	-	-	4,690.00	(4,690.00)	18,760.00	0.00%	(18,760.00)
		20,922.69	21,313.63	20,950.09	63,186.41	66,085.00	(2,898.59)	283,100.00	22.32%	(201,153.59)
80-52-02	CONTRACT LABOR	-	-	-	-	-	-	-	-	-
80-52-03	SALARIES & WAGES	9,176.00	9,103.92	8,937.95	27,217.87	31,481.59	4,263.72	125,926.37	21.61%	(98,708.50)
80-52-04	EMPLOYER FICA	550.29	544.65	533.45	1,628.39	1,932.79	304.40	7,731.15	21.06%	(6,102.76)
80-52-05	EMPLOYER MEDICARE	128.62	127.33	124.75	380.70	452.02	71.32	1,808.09	21.06%	(1,427.39)
80-52-06	UNEMPLOYMENT TAX	18.33	18.20	17.89	54.42	93.52	39.10	374.09	14.55%	(319.67)
80-52-07	INSURANCE BENEFITS	1,452.74	1,572.74	1,651.09	4,676.57	7,657.25	2,980.68	30,629.00	15.27%	(25,952.43)
80-52-08	PENSION BENEFITS	380.54	305.43	317.17	1,003.14	2,095.33	1,092.19	8,381.30	11.97%	(7,378.16)
80-52-10	WORKMEN'S COMP	-	-	5,196.00	5,196.00	1,562.50	(3,633.50)	6,250.00	83.14%	(1,054.00)
80-52-15	OFFICE SUPPLIES	78.33	65.47	36.48	180.28	40.00	(140.28)	160.00	112.68%	20.28
80-52-16	OPERATING SUPPLIES	112.01	104.49	25.50	242.00	301.25	59.25	1,205.00	20.08%	(963.00)
80-52-17	POSTAGE	108.57	-	-	108.57	448.25	339.68	1,793.00	6.06%	(1,684.43)
80-52-21	AUDIT	-	-	-	-	1,125.00	1,125.00	4,500.00	0.00%	(4,500.00)
80-52-22	REPAIRS & MAINTENANCE	-	18.94	-	18.94	400.00	381.06	1,600.00	1.18%	(1,581.06)
80-52-23	VEHICLE EXPENSE	2,579.65	2,312.60	235.18	5,127.43	4,190.00	(937.43)	16,760.00	30.59%	(11,632.57)
80-52-25	SHOP EXPENSE	195.26	-	8.62	203.88	355.00	151.12	1,420.00	14.36%	(1,216.12)
80-52-26	TRAVEL & MEETINGS	-	-	-	-	-	-	-	-	-
80-52-27	INSURANCE & BONDS	-	-	6,463.39	6,463.39	1,673.75	(4,789.64)	6,695.00	96.54%	(231.61)
80-52-28	UTILITIES	394.84	25.92	452.30	873.06	667.75	(205.31)	2,671.00	32.69%	(1,797.94)
80-52-29	TELEPHONE	9.35	11.36	24.71	45.42	187.50	142.08	750.00	6.06%	(704.58)
80-52-30	PUBLISHING & ADS	5.20	24.50	9.16	38.86	35.00	(3.86)	140.00	27.76%	(101.14)
80-52-33	DATA PROCESSING	227.48	144.82	289.64	661.94	685.00	23.06	2,740.00	24.16%	(2,078.06)
80-52-41	WRITEOFF-UNCOLLECTABLE	-	-	-	-	-	-	-	-	-
80-52-42	LANDFILL FEES	5,659.00	2,643.75	-	8,302.75	9,330.00	1,027.25	37,320.00	22.25%	(29,017.25)
80-52-43	CLEAN UP DAY	-	2,989.80	1,135.20	4,125.00	750.00	(3,375.00)	3,000.00	137.50%	1,125.00
80-52-70	CAPITAL OUTLAY	-	-	-	-	900.00	900.00	3,600.00	0.00%	(3,600.00)
80-52-71	PASS THRU	-	-	-	-	-	-	-	-	-
	DEPRICIATION	-	-	-	-	4,411.50	4,411.50	17,646.00	0.00%	(17,646.00)
		21,076.21	20,013.92	25,458.48	66,548.61	70,775.00	4,226.39	283,100.00	23.51%	(216,551.39)
		(153.52)	1,299.71	(4,508.39)	(3,362.20)	(4,690.00)	1,327.80	-	-	15,397.80
	BEGINNING RESERVE									
	INCOME	20,922.69	21,313.63	20,950.09	63,186.41	66,085.00	(2,898.59)	283,100.00		(201,153.59)
	EXPENDITURE	21,076.21	20,013.92	25,458.48	66,548.61	70,775.00	4,226.39	283,100.00		(216,551.39)
	NET CHANGE	(153.52)	1,299.71	(4,508.39)	(3,362.20)	(4,690.00)	1,327.80	-		15,397.80
	ENDING RESERVE				(3,362.20)	(4,690.00)	1,327.80	-		15,397.80
	50% MIN RESERVE				141,550.00					
	NET AVAILABLE RESERVE				(144,912.20)					

DRAFT		THESE NUMBERS ARE SUBJECT TO CHANGE			2022		2022		25%	
AS OF:	3/31/2022	MARCH	FEBRUARY	JANUARY	CUR YTD	3	REMAINING	ORIG	% OF	REMAINING
ACC	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	ACTUAL	MO BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
5.										
<b>TOTAL</b>	<b>ARY</b>									
	ADMINISTRATION	6,836.50	18,197.79	1,558.99	26,593.28	167,347.40	(140,754.12)	250,434.00		(178,840.72)
	BUILDING	687.70	4,156.45	3,393.90	8,238.05	8,822.00	(583.95)	35,288.00		(27,049.95)
	LAW ENFORCEMENT	51,415.35	63,639.12	1,548.31	116,602.78	144,140.25	(27,537.47)	576,561.00		(459,958.22)
	PARKS	1,420.00	4,077.03	140.00	5,637.03	46,148.00	(40,510.97)	184,592.00		(178,954.97)
	STREETS	32,234.29	6,268.77	10,215.62	48,718.68	62,513.50	(13,794.82)	250,054.00		(201,335.32)
	STREET CAPITAL IMPROVEMENT	11,130.00	9,665.00	6,760.00	27,555.00	132,092.50	(104,537.50)	528,370.00		(500,815.00)
	BRIDGE	-	44.30	36.78	81.08	10,075.00	(9,993.92)	40,300.00		(40,218.92)
	SIDEWALK	2,555.74	2,556.17	2,571.09	7,683.00	7,767.00	(84.00)	64,103.00		(23,385.00)
	SPACE2CREATE	-	-	0.81	0.81	-	0.81	-		0.81
	CONSERVATION TRUST FUND	2,505.65	-	1.33	2,506.98	6,395.50	(3,888.52)	25,582.00		(23,075.02)
	CAPITAL IMPROVEMENT	20,995.33	21,261.04	637.50	42,893.87	183,477.00	(140,583.13)	733,908.00		(691,014.13)
		129,780.56	129,865.67	26,864.33	286,510.56	768,778.15	(482,267.59)	2,689,192.00	-	(2,324,646.44)
	WATER	82,831.93	69,307.12	96,313.47	248,452.52	555,920.75	(307,468.23)	2,223,683.00		(1,270,498.48)
	SEWER	44,203.68	44,303.82	44,499.01	133,006.51	135,564.00	(2,557.49)	542,256.00		(409,249.49)
	GARBAGE	20,922.69	21,313.63	20,950.09	63,186.41	66,085.00	(2,898.59)	283,100.00		(201,153.59)
		147,958.30	134,924.57	161,762.57	444,645.44	757,569.75	(312,924.31)	3,049,039.00	-	(1,880,901.56)
	<b>TOTAL REVENUE</b>	<b>277,738.86</b>	<b>264,790.24</b>	<b>188,626.90</b>	<b>731,156.00</b>	<b>1,526,347.90</b>	<b>(795,191.90)</b>	<b>5,738,231.00</b>	<b>-</b>	<b>(4,205,548.00)</b>
	ADMINISTRATION	28,478.26	15,737.24	16,779.29	60,994.79	62,608.50	1,613.71	250,434.00		(189,439.21)
	BUILDING	3,098.69	3,280.15	1,129.32	7,508.16	8,687.22	991.56	34,748.87		(1,780.71)
	LAW ENFORCEMENT	18,245.90	20,221.72	60,443.25	98,910.87	144,275.03	45,364.16	577,100.13		(478,189.26)
	PARKS	19,960.13	5,914.01	15,420.40	41,294.54	46,148.00	4,853.46	184,592.00		(143,297.46)
	STREETS	14,935.96	9,157.76	26,674.91	50,768.63	71,638.50	20,869.87	286,554.01		(235,785.38)
	STREET CAPITAL IMPROVEMENT	-	-	-	-	78,750.00	78,750.00	315,000.00		(315,000.00)
	BRIDGE	-	-	-	-	30,075.00	30,075.00	120,300.00		(120,300.00)
	SIDEWALK	-	-	-	-	-	-	-		-
	SPACE2CREATE	-	-	-	-	-	-	-		-
	CONSERVATION TRUST FUND	-	-	-	-	6,395.50	6,395.50	25,582.00		(25,582.00)
	CAPITAL IMPROVEMENT	-	-	-	-	171,477.12	171,477.12	685,908.47		(685,908.47)
		84,718.94	54,310.88	120,447.17	259,476.99	620,054.87	360,390.38	2,480,219.48	-	(2,195,282.49)
	WATER	46,738.39	76,030.21	162,901.57	285,670.17	639,633.25	353,963.08	2,558,532.99		(2,272,862.82)
	SEWER	160,963.54	9,696.50	27,126.93	197,786.97	135,314.00	(62,472.97)	541,256.00		(343,469.03)
	GARBAGE	21,076.21	20,013.92	25,458.48	66,548.61	70,775.00	4,226.39	283,100.00		(216,551.39)
		228,778.14	105,740.63	215,486.98	550,005.75	845,722.25	295,716.50	3,382,888.99	-	(2,832,883.24)
	<b>TOTAL EXPENDITURES</b>	<b>313,497.08</b>	<b>160,051.51</b>	<b>335,934.15</b>	<b>809,482.74</b>	<b>1,465,777.12</b>	<b>656,106.88</b>	<b>5,863,108.47</b>	<b>-</b>	<b>(5,028,165.73)</b>
	ADMINISTRATION	(21,641.76)	2,460.55	(15,220.30)	(34,401.51)	104,738.90	(142,367.83)	-		10,598.49
	BUILDING	(2,410.99)	876.30	2,264.58	729.89	134.78	(1,575.51)	539.13		(25,269.24)
	LAW ENFORCEMENT	33,169.45	43,417.40	(58,894.94)	17,691.91	(134.78)	(72,901.63)	(539.13)		18,231.04
	PARKS	(18,540.13)	(1,836.98)	(15,280.40)	(35,657.51)	-	(45,364.43)	-		(35,657.51)
	STREETS	17,298.33	(2,888.99)	(16,459.29)	(2,049.95)	(9,125.00)	(34,664.69)	(36,500.01)		34,450.06
	STREET CAPITAL IMPROVEMENT	11,130.00	9,665.00	6,760.00	27,555.00	53,342.50	(183,287.50)	213,370.00		(185,815.00)
	BRIDGE	-	44.30	36.78	81.08	(20,000.00)	(40,068.92)	(80,000.00)		80,081.08
	GENERAL FUND	19,004.90	51,737.58	(96,793.57)	(26,051.09)	128,956.40	(520,230.51)	96,869.99		(103,381.08)
	SIDEWALK	2,555.74	2,556.17	2,571.09	7,683.00	7,767.00	(84.00)	64,103.00		(23,385.00)
	SPACE2CREATE	-	-	0.81	0.81	-	0.81	-		0.81
	CONSERVATION TRUST FUND	2,505.65	-	1.33	2,506.98	-	(10,284.02)	-		2,506.98
	CAPITAL IMPROVEMENT	20,995.33	21,261.04	637.50	42,893.87	11,999.88	(312,060.25)	47,999.53		(5,105.66)
		45,061.62	75,554.79	(93,582.84)	27,033.57	148,723.28	(842,657.97)	208,972.52	-	(129,363.95)
	WATER	36,093.54	(6,723.09)	(66,588.10)	(37,217.65)	(83,712.50)	(661,431.31)	(334,849.99)		1,002,364.34
	SEWER	(116,759.86)	34,607.32	17,372.08	(64,780.46)	250.00	59,915.48	1,000.00		(65,780.46)
	GARBAGE	(153.52)	1,299.71	(4,508.39)	(3,362.20)	(4,690.00)	(7,124.98)	-		15,397.80
	ENTERPRISE FUND	(80,819.84)	29,183.94	(53,724.41)	(105,360.31)	(88,152.50)	(608,640.81)	(333,849.99)		951,981.68
	NET	(35,758.22)	104,738.73	(147,307.25)	(78,326.74)	60,570.78	(1,451,298.78)	(124,877.47)		822,617.73



AGENDA SUMMARY FORM

	<p>Mayor's and Staff Reports</p>
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Summary:

Notes:

Possible Motions:  
  
Motion by: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ vote: \_\_\_\_\_

Vote:	Mayor Bachran	Trustee Knutson	Trustee Valentine
Trustee Stelter	Trustee Smith	Trustee Markle	Trustee

## Mayor's Report

### Grant submissions

- None

### Grants

- Community Resource Center's Funders Roundtable 4-20-22
  - Presented to El Pomar Foundation for bathrooms in Town Park by playground
  - They are interested in funding, but want other sources included to cover costs
- Western Colorado Community Foundation
  - Exploring funding for Board retreat



## Town of Paonia Administrative Staff Report

April 14, 2022

### Town Administrator

#### Overview of Activities/Projects/Accomplishments

- Daily coordination has shifted to bi-weekly with new public works director Cory Heiniger
- Daily management of police department in lieu of open Chief position – working with in-coming Sergeant Matt Laiminger
- GPS Police Chief recruitment is active – Preliminary interviews complete
- 2022 regular municipal election canvassing tomorrow in Delta
- Acquisition and installation of materials needed for water/wastewater treatment facilities continues
- Scheduling on-site inspections with multiple entities
  - BrownsHill scheduled for a walkthrough and SCADA update at the Clock 1MG treatment plant
- Providing ongoing information and communications with parties involved with our systems – SGM, JDS Hydro, SSG, Delta County Health Department, Delta County Emergency Services, Colorado Department of Health and Environmental Safety (CDPHE)
- Made conditional offers to two new police officers. One is a newer officer from the 2021 Delta Academy and the other comes with years of experience and training
- Testing ADP Payroll system for redundancy and cost savings
- The incorrect version of Ordinance 02-2022 AWC and 03-2022 Public Finance were published. Both have been re-published at a cost of \$180.60.

#### Goals/Focus for Next Month

- ~~Fill some if not all key open employment positions (considerably accomplished) – COMPLETE~~
- Interviews for Chief position (April)
- ORC Contractor Bids
- Present/begin implementation of the plan to be provided by CDPHE for bringing 1MG plant online - UNDERWAY
- Continue implementation of inventory and project tracking software in public works and police department – Substantially complete
- Implement back-flow and cross-connection database through Caselle - UNDERWAY
- Continue to work with Beacon meter to upgrade software/hardware for remote meter reading (does not include any cellular/automated in-office reading)
- Etc.

#### Follow-up from the previous meeting:

- A community member stated during the public hearing that the variance request as part of the minor subdivision should have been sent to the Zoning Board of Adjustments & Appeals. This is false. There is no reference in the Paonia Municipal Code or Colorado Revised Statute that states

variances are reviewed by the Zoning Board of Adjustments and Appeals.

#### ARTICLE 8. - ZONING BOARD OF ADJUSTMENT

Sec. 2-8-40. - Powers and duties.

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)

- A community member stated the Advisory Water Committee is tasked to investigate the water facilities. While important to understand the facility, this is false.

#### ARTICLE 10. - ADVISORY WATER COMMITTEE

Sec. 2-10-30. - Purpose of the Committee.

The Committee is created for the following purposes:

- (1) To study and recommend to the Board of Trustees amendments to the sections of Municipal Code that address the Town of Paonia water system, including but not limited to Section 13, Article 1 of the Town Code.
- (2) To study and recommend to the Board of Trustees actions based on any written reports, infrastructure analysis and any engineering studies commissioned by the Town of Paonia related to the Town's water system and supply both in and out of Town.
- (3) To provide a regularly scheduled forum for any recipient of water from the Town's water system to participate in discussions specific to the water system, including but not limited to maintenance, repairs, rates, and management.
- (4) To consider, investigate, make findings, report and recommend on any special matter or question coming within the scope of its work to the Town's Public Works Department and/or to the Board of Trustees.



## Town of Paonia Administrative Staff Report

April 28, 2022

### Town Administrator

#### Overview of Activities/Projects/Accomplishments

- Daily coordination has shifted to bi-weekly with new public works director Cory Heiniger
- Daily management of police department in lieu of open Chief position – working with in-coming Sergeant Matt Laiminger
- GPS Police Chief recruitment is active – Preliminary interviews complete
- Providing ongoing information and communications with parties involved with our systems – SGM, JDS Hydro, SSG, Delta County Health Department, Delta County Emergency Services, Colorado Department of Health and Environmental Safety (CDPHE)
- Continuing with ADP Payroll system for redundancy and cost savings
- The Bid opening for the Operator in Responsible Charge occurred at 11am Thursday April 21<sup>st</sup>. Of note during the opening were discussions regarding confusing language regarding the bid opening process as well as the different situation with one bid being sealed and submitted from an outside contractor and the existing contract with the current ORC being an open document. More information on this topic will be provided at the next meeting, May 12, 2022.
- Delta County Board of County Commissioners have requested to meet with the Board to discuss proposed changes to the Airport Advisory Board on Tuesday, May 24, 2022 at 6pm.

#### Goals/Focus for Next Month

- ~~Fill some if not all key open employment positions (considerably accomplished) – COMPLETE~~
- Finalist Interviews in-Town for Chief position
- Continue implementation of inventory and project tracking software in public works and police department – Substantially complete
- Implement back-flow and cross-connection database through Caselle - UNDERWAY
- Continue to work with Beacon meter to upgrade software/hardware for remote meter reading (does not include any cellular/automated in-office reading)
- The Paonia in Motion Final presentation is scheduled for the May 12<sup>th</sup> agenda

#### Follow-up from the previous meeting:

- Following meeting with water works staff it has been determined that the Filertech proposal for annual contract services is not needed. Town will move forward with quarterly calibration as has been done for multiple years.
- Staff is reviewing a list of issues noted by Filertech when they toured the plant early this year. Many items have been repaired but a few remain that will require a maintenance visit from Filertech. Once the list is updated, I will have an accurate cost estimate for the last repairs at the Lamborn Plant.
- SGM agenda items from 4/14/2022 are scheduled for the May 12<sup>th</sup> agenda. Brandyn Bai will be in attendance.
- In 2020 and 2021 following conversations with the then Public Works Committee (Bill Bear and Tamie Meck), reported to and discussed with the Board out of committee reports that it was the recommendation

6.

to move forward with a general services contract with SGM. Should the Board wish to do a cost comparison with other engineering firms I will begin compiling the information.

**Additional information:**

- A police progress report has been included. The blotter for April will be in the first packet in May.
- A water and wastewater system progress report and updated matrix is available in print.
- The public works and finance reports will begin regular updates in the next packet.
- Included in this packet is a ROUGH DRAFT of the budget to actual in the format you are used to receiving it in. Please be advised that this budget to actual is not complete until all manual entries, year-end entries, and reserves are included. Final reserve numbers come from the auditors.



**DELTA  
HEALTH**  
A COUNTY-WIDE HEALTHCARE SYSTEM

March 29, 2022

Mayor Mary Bachran  
Town of Paonia  
PO Box 460  
Paonia, CO 81428

Dear Mayor Bachran,

I am pleased to announce that with your support, CMS has awarded Delta Health the designation status of Sole Community Hospital.

As you are aware, SCH status is one of the key components to the long term financial stability of Delta Health. Support letters, testimonials and phone calls from government officials, local businesses, Board members and community members contributed to this great accomplishment. Thank you for being an advocate for rural communities and rural healthcare.

Best regards,

Matthew Heyn, MHA  
Chief Executive Officer



PLEASE BE ADVISED: This report is provided as an opportunity to keep the Board and community aware of the ongoing activities, progress, and processes at the multiple plants. This is not a complete list, nor itemized as it is a living changing document of things noticed and noted. Projects to do and begin budgeting for the short and long term will be completed through a separate process. Kind regards, Administrator Ferguson.

Status Report 4.19.2022

### **Lamborn(2mil) Water Treatment Plant**

Significant repairs include Filter Tech replacing the lower raw water header on Skid 2. The skid was shut down due to a leak at the flange. Repair occurred March 17<sup>th</sup>, and since that time the skid has cycled through 5,960,455 gallons.

Another significant repair on Skid 3 was completed on March 18<sup>th</sup>. Due to piping being secured in suspension from the ceiling, allowing for pipes to swing with a lot of force, skid 3's feed plumbing was broken. Town of Paonia's Water crew repaired the broken fittings and secured said plumbing to the ground with Unistrut. The repair is holding despite the energy being put on it in a perpendicular direction from the poorly secured backwash system. Filter Tech's technician, Chris Shotten, advised the prior operator not to secure any plumbing from the ceiling. The original stands used to secure the piping were taken out due to poor accessibility through the plant.

Additional repairs were made to the neutralizing tanks to allow skid 3 to be put back into operation. The 1,000gal and 5,000-gal neutralizing tanks were rotated and shifted out of their original position, making repairing plumbing not feasible. Those tanks were repositioned and breaks in the drainpipe were repaired. Skid 3 has recaptured close to 500,000gallons as of April 22<sup>nd</sup>. Skid 3 takes the backwash water from skid 1 and 2, filters it, and puts it into distribution. Previously the backwash water from skid 1 and 2 simply discharged into Roeber's field.

The neutralizing system had 2 broken bulk heads, some more piping, and a flooded 2hp recirculating pump. Bringing these repairs to completion is only being held up by EMTECH finishing its repairs on our recirculating pump. In addition to the repair, a backup pump and motor were sourced and will be ordered. We can continue to operate the plant at full capacity (albeit that's determined by the spring output) without the neutralizing system in operation. The system neutralizes chlorine residuals before it is discharge. There's no harm being caused to Roeber's land or livestock without it, but it is a compliance concern. The neutralizing system also allows for the balancing of pH after a chemical washing of the filter membranes is performed. Our source water is exceptionally clean, and we haven't needed to use a chemical treatment. Backwashing and Integrity tests have been sufficient.

Moving forward, a 10" PVC static mixers needs to be purchased and installed. This component is part of the backwashing, and neutralizing system. It has a leaking element. This leak's flow rate continues to gain. A 10" saddle tap was ordered as a cheaper, quicker fix, but that fitting still hasn't arrived after 3 weeks. The saddle tap can be used elsewhere if it fails, or we decide not to use it and replace the entire static mixer.

The static mixer also has chemical feed lines, both PVC and polytube. The tube needs to be replaced and the PVC flushed and cycled. Because the chemical washing has never been used, Filter tech is needed to restart that system and ensure programming is correct.

The remaining neutralizing repairs can be completed – once the 2hp pump gets back - in 1 full day with 2 people.



150mesh screen filters were placed into housing for skids 1 & 2. This prevents large debris from damaging the Filter membranes.

Chris Shotten, Filter Tech, is scheduled 4/25-27 to show new operators all the plant nuances and teach how to troubleshoot the PLC/SCADA integration. Filter tech will also conduct its already scheduled analyzer calibration maintenance at this time, too. An updated work order will be created for the Board of Trustees to review. All the plumbing repairs on the original work order have been completed/in-progress. All the routine maintenance tests are being completed by Paonia Waterworks. Chris will fix a few SCADA indicator errors and teach new operators. We very well may be able to complete Filter Tech's entire work order without the need for a new purchase agreement.

### **CLOCK(1Mil) Water Treatment plant**

Paonia Waterworks removed all the boxes and papers with water damage and mold. The Office workstation has been cleaned, including removing mouse droppings. All of the paper documents, lab equipment and replacement parts have been consolidated, and await cataloging. All additional unnecessary stuff was removed from the plant.

Kris Lantzy is scheduled to meet new operators at the clock plant on 4/19 to grant access to the SCADA computer and establish objectives for integrating analyzers with SCADA for tracking data.

Once SCADA is again accurately tracking data, the plant can be brought online to evaluate for repairs needed.

Tracking Spring throughput is a priority.

### **Wastewater Plant**

Ammonia levels have fallen out of compliance once in recent years, and we're starting to see a repeat of that trend. To address this, 2 large aerators are being brought back online, and 2 others have been repaired. The plant has not been in operation according to its original engineered specifications. Breakers which were sized too small were replaced with their original, larger, ones to accommodate the 2 large aerators. We are currently experiencing electrical short comings. One large gauge cable intended for the system's 20hp aerator was cut and therefore too short.... There are two reset switches needing to be replaced in the main breaker panel.

Sludge removal records have not been found. The lagoons may have feet of sludge causing too much anaerobic activity and preventing aeration. TOP needs to order a "Sludge Judge" for Paonia Waterworks to perform a sludge audit to determine next steps.

Pond liner repairs are scheduled for hot days, in which the adhesive will work best.

Effluence Flow sensor needs to be installed. Chlorine residual analyzer need to be repaired; Needs new sump pump and a ½" coupling. Sentinel is the cloud computing data tracking system installed by Filter Tech. Filter Tech also provides the cloud services on a monthly subscription. Browns Hill Engineering has also worked on the Wastewater plant's SCADA integration – more will be known after meeting with Kris.

### **Springs**

Lower German Creek spring has a diversion box with no top cover. There is concern of animals falling into the water line, or rocks and mud falling in. It's recommended to fabricate a piece of metal that can completely cover the spring diversion box.

Paonia Public Workers toured the German Creek spring system, including the TOP/Roeber diversion. TOP is currently receiving 0% of the Beaver Ditch Dam Spring.

Water Commissioner Luke Reschke, and Paonia Waterworks will go assess German Creek Springs on April 28<sup>th</sup>. Luke would like to see a flow meter installed on the Beaver Ditch Dam system. The Town of Paonia is entitled to the first ½ cubic foot (approx. 228gpm) from this spring. This spring shares water rights with Roeber's who are entitled to the water over the first ½ cubic foot.

Spring locations are available on SGM provided GIS map. Pipeline mapping needs added.

### **Mapping**

Spoke with Brandyn Blair about teaching us how to add layers to ArcGIS. Layer ideas include, asset priorities, Road priorities, Pipeline priorities, repair history, spring lines, contiguous water company's Master meters & PRVs (if applicable)

	A	B	C	D	E	F	G
1	Addressed	Updated/added	In-progress // On Going	Questions/Waiting on others	Need; money, permission, or information	Need to Source and Order	Filing Related - Unaccounted for. Need to implement system
2							
3	<b>WWTP</b>		Issues	Importance	Rationale	Status	
4	Security		unlocked doors	High	Damage to infrastructure from people or animals	addressed temporarily with padlocks	Doors are locked
5			open gates	High	Damage to infrastructure from people or animals	staff currently keeping gates closed	gates are kept closed and locked
6			broken door jam on main WWTP building	High	Damage to infrastructure from people or animals	Pending -repairs needed	padlock keeps doors secure
7			all codes and locks should be changed with staff changes	High	Prevent access from past employees	Passwords and Locks have been changed 3/11/22	
8			missing SDS	URGENT	worker safety, legal requirement	Pending	
9			no emergency response plan	URGENT	worker safety, legal requirement	Unknown	
10			out of date telephone list	URGENT	worker safety, legal requirement	Pending-partial update	
11		no masks or safety glasses	URGENT	worker safety, legal requirement	Town has supplied		
12	Safety		no fire extinguishers/alarms	URGENT	worker safety, legal requirement, asset protection	Pending, SSG reteived Fireextunguishers - Alarm status unkown	
13			no working hardwired telephone line	URGENT	worker safety	Unkown	
14			mislabelled/unlabeled chemicals	URGENT	worker safety	Pending, initial steps taken	
15			Fall hazard at trash rack.	URGENT	worker safety, wildlife control, process integrity	Unaddressed, procedures to check in when cleaning the trash rack are needed. Modern wastewater streams contain trash that does not break down and create more operational demands. Investment in automated equipment may be warranted.	
16			tripping hazards/housekeeping	URGENT	worker safety	Pending, initial steps taken	
17	Buildings/Other		Leaking toilet.	Medium	Resource conservation, workplace sanitation		Float valve has been purchased, will be installed soon
18			unkempt, leaking toilet, mouse droppings,	Medium	worker safety, asset maintenance	partially addressed, substantial additional effort required	
19	Chemical Feed Systems		Chemical feed pumps need loss of flow notification.	High	Permit Compliance	Unaddressed	
20			Chemical feed systems lacks a means to verify the realtime feed rate to enable measuring accurate dosages and evaluate process adjustments.	Medium	Process control, permit compliance.	Action is needed.	Bio-Fouling caused pump to sieze and burn up. Piping needs 1/2" coupling
21			Peristaltic tubing is worn and one spare is on hand.	High	Permit Compliance	Extra inventory was ordered 1/18/22 and one of two peristaltic tubes has since been replaced. A violation for total residual chlorine occurred on 11/24 because of a failing peristaltic pump tube.	We need an inventory tracking system. Where to buy
22			Polyethylene tubing to the feed points is aged and contain leaks.	High	Permit Compliance	Extra tubing and fittings need to be ordered and provisions made for replacement.	

	A	B	C	D	E	F	G
23		Need to order 4/11	Sodium thiosulfate needs a batch mixing tank separate from the feed tank.	High	Best Practice, Permit compliance	Unaddressed. Feeding sodium thiosulfate from the batch mix tank while mixing chemical can cause plugging of the pump. Not feeding sodium thiosulfate while mixing provides incomplete treatment to meet discharge compliance.	
24	Lagoons	11-Apr	Aerator in cell 1 of pond 1 has unacceptable mechanical noise.	High	Process Integrity, Permit Compliance	Aerator coupler slipped. Was repaired and put back into operation	
25		11-Apr	Aerator in cell 2 of pond 2 was not operational during initial inspection. It is not clear if repairs are needed or if it was not started prior to ice over of the pond.	High	Process Integrity, Permit Compliance	Reset switch was stuck. Merit electric tried to diagnose for electrical issues, Reset switch to be replaced. Pump in operation now	
26		11-Apr	20hp Aerator and pontoon were found in the weeds along the fence... It works!	High		Troubleshoot pump. Connected to power, put on pontoon... repaired mount.	
27		11-Apr	Breakers not configured to original specs. Two 15 amp breakers, replaced with 60amp	High		Merit Electric swapped breakers.	
28		11-Apr	EMTECH rebuilt 15hp aerator put back into service	High		Mounted aerator to pontoon, put back into lagoon	
29		11-Apr	A piece of membrane material of the same type as the pond liners was noted in pond 1.	Medium	Process Integrity	Many pieces of pond liner have been removed	
30							
31	Sampling		Effluent parameters are not being continuously monitored and logged.	Medium	Permit requirement	Replacement flow instrumentation has been procured and is not installed. Temperature instrumentation is needed. Browns Hill started integration but hasn't finished work - work paused when Travis left. Filter tech provides calibration service (and other?)	Need to Locate new equipment. Signal wires, and power need to be installed.
32			Data logging system inaccessible.	Medium	Permit requirement	Access to the Sentinel datalogging system was gained on 1/28/22. Most data is not usable due to lack of instrumentation and configuration.	
33	Record keeping		Daily process operation records needed.	Urgent	Process Integrity, Permit Compliance	Temporary hard copy daily operational log sheets have been created and organized in a single binder. Automated tools to record field generated data should be adopted.	
34			Equipment calibration records needed.	URGENT	Permit Compliance	Instrument QA/QC records included with temporary daily operational logs.	
35		16-Apr	No filing system, no sampling logs, documents from other facilities in paper piles/drawers	URGENT	Permit requirements	Fulcrum Captures daily and weekly sampling, and can be exported as an Excel. Filing cabinet and system implemented, upstairs at town hall.	
36			Unused and expired chemicals.	Medium	Worker safety, Waste Management	Identification and determination of expired chemical inventory pending.	

	A	B	C	D	E	F	G
37	Equipment/Spare parts		Daily process operation records needed.	Urgent	Process Integrity, Permit Compliance	Temporary hard copy operational log sheets have been created and organized in a single binder.	
38			Equipment needed for process testing has been unused.	High	Process Integrity, Permit Compliance	The chlorine colorimeter has been verified and placed back in use. The DR3900 spectrophotometer is in usable condition. A pH meter with temperature needs to be procured with necessary buffers.	
39		Storage location	Other excess or inoperable lab and chemical feed equipment is present.	Medium	Waste Management, Asset Management	Identification of equipment that is no longer required is needed. Equipment identified as excess needs to be disposed of or liquidated.	
40			Spare process equipment is stored improperly and needs to be identified.	Medium	Process Integrity, Asset Management	A reconditioned aerator needs to be moved inside and area for use identified. Other spare process equipment is pending identification.	
41		Need Tiger Asset before implementing (avoid repeating work)	Major process equipment need basic maintenance records and maintenance schedules.	Medium	Process Integrity, Asset Management	No significant records exist. Maintenance schedules need to be created based on run time and manufacturer recommendations for preventative maintenance.	
42			Unrelated equipment is stored on site and in main building.	Medium	Housekeeping, Available Space Utilization	Intended use and proper storage need to be identified.	
43						Out of SSG Scope	

	A	B	C	D	E	F
1	Addressed	Updated/added	In-progress // On Going	Questions/Waiting on others	Need; money, permission, or information	Need to Source and Order
2						
3	<b>Lamborn</b>		Issues	Importance	Rationale	Status
4	Security		Unlocked doors and unknown numbers of keys issued.	High	Damage to infrastructure and public safety from uncontrolled access.	Rekeying locks or upgrading to settable code locksets is recommended. Combination padlock added to rear garage door.
5			Open gates.	High	Damage to infrastructure from people or animals	Gates being kept closed with chains and no locks.
6	Safety	11-Apr	Multiple incomplete electrical repairs exposing outlets and wiring are present. Lights inoperable in the electrical room.	URGENT	worker safety, asset protection	Merit Electric addressed most exposed wires. Breaker room still needs light. A few more outlets. Follow up with Merit about work performed.
7			Basic PPE safety equipment is absent.	URGENT	worker safety	Procurement of basic safety supplies is needed. Including nitrile gloves, dust masks, and safety glasses. SSG has been providing their own PPE.
8		11-Apr	No SDS binder with SDS documents is present.	URGENT	worker safety	
9		11-Apr	No fire extinguishers or alarms present.	URGENT	worker safety and asset protection	
10		11-Apr	Tripping and low overhead clearance hazards.	High	worker safety	
11				Mislabeled chemicals	High	worker safety
12	Buildings/Other		Dirty and disorganized.	Medium	Worker Safety, Work Efficiency	Cleaning, basic organization, and removal of discarded debris has been completed.
13		11-Apr	Continous water on floor.	High	Process Integrity, Asset Preservation	Some leaks have been stopped. Other leaks are being corrected by other parties. Active leaks are being collected and diverted to floor drains.
14			Wasp infestation and insect entry.	Medium	Housekeeping, Sanitation	Needs attention.
15			Four out of six electric unit heaters are not functional. Thermostats may have been damaged by previous pipe breaks and facility flooding.	High	Facility protection from freezing.	Needs attention of an electrician or HVAC contractor.
16			Black mold in finished walls from flooding and ineffective drying.	High	worker safety and asset protection	pending - currently bleaching mold to attempt to mitigate worker hazard, but walls likely need to be cut into for effective mitigation

	A	B	C	D	E	F
17	SCADA		High level sensor is needed for the lower containment area around the neutralization tank.	High	Facility protection from process flooding , Process integrity	Water on floor sensor from skid one has been temporarily moved to this area to detect high water. The sensor is not ideal and permanent cable needs to be run to the location.
18		11-Apr	Valve failure alarms do not function.	URGENT	Process integrity, notification of valves that are operating in a way that can cause equipment damage.	Valves were surveyed for deficiencies in position feed back by Filter Tech on 2/2/2022. This is a necessary first step to reinstate valve failure alarms.
19		11-Apr	Logged historical data is not being managed. Logged data is overwritten after a period of 400 days.	High	Required for compliance monitoring, reporting, and future process evaluation.	Filter Tech has provided information on the stored location of logged data files and how to transfer the data files. Action is need to establish a schedule and repository storage for the logged data.
20			4-Nov	URGENT	Process integrity, notifications are vital to protect public and infrastructure	Alarms were enabled resulting in dozens of callout alerts a night. Filter Tech addressed a nuisance alarm in the system related to the Skid 3 being offline and there hasn't been a callout since. Other process alarms related were surveyed by Filter Tech on 2/2/2022. Adjustments were made for some alarms.
21	Raw Source Water Influent to Plant		A bypass was created after a pipe break to bring Reynolds water to treatment tank	URGENT - since at least July 2021	Potential to flood entire plant with no option for remote turnoff.	Bypass repaired 1/25/2022.
22		11-Apr	The flow meter for the German Creek raw source water line is not operational.	High	Process control, production records	A new meter was installed on 1/25/2022. PPW installed transmitter/display and connect it to the SCADA system. Flow rate is recording, but scada is not recording totalization.
23			Potential for water hammer and surges capable of breaking piping and flooding the plant exists. This has been ongoing.	URGENT	Process Integrity, Asset Protection	Engineered evaluation of full operating range dynamics and raw water PRV setpoints may be needed. Addition of a transfer box located closer to the plant in the German Creek raw water line is planned. This is intended to reduce the line pressure at the plant. This change in pressure may need to be evaluated for impact on flow capacity through the plant raw water piping. Called John Tedder about this

	A	B	C	D	E	F	
24	Compressed Air System		Compressor 2 of the duplex set has not functioned for an unknown period.	URGENT	Process integrity, critical redundancy	Troubleshooting of the problem was completed by an electrician and determined to be the motor. The motor was repaired by an electric motor shop and is awaiting reinstallation.	
25			The air dryer for the compressed air system was found off and the reason was unknown.	URGENT	Process integrity, reliability of air operated valves, damage to air controls.	Operation of the air dryer was tested while amp draw and temperatures were monitored. Function of the condensate drain system was verified. Operation was deemed normal and the dryer has been returned to full service.	
26			Automatic drain system for the compressed air receiver tank was not functioning. Large amounts of water, in excess of three gallons, was manually drained from the tank.	URGENT	Process integrity, reliability of air operated valves, damage to air controls.	The automatic drain valve filter screen was plugged with large amounts of rust. The drain line was also obstructed. These items were corrected and spare automatic drain valves were procured.	
27			Desiccant air dryer has not been maintained according to the system usage rate. The desiccant was not changed on frequent intervals and spare desiccant is expired with excess moisture content indicated.	URGENT	Process integrity, reliability of air operated valves, damage to air controls.	Fresh desiccant has been procured and is awaiting installation. After Skid 2 is installed, will implement.	
28			Excess atmospheric humidity present in the facility.	High	Excess humidity increases the amount of moisture that must be removed from compressed air.	Control of water on the floor has been made.	
29			11-Apr	System lacks final particulate filtration after the desiccant air dryer. Desiccant air dryers are known to have the potential to introduce microparticulates into the compressed air system.	High	Process integrity, reliability of air operated valves, damage to air controls.	Desiccant replaced. (Maintenance log needs to be created) Additionally, this was the first time it had been replaced and the first time an alarm was tripped. Inadvertently, it was discovered that the alarm programming was incomplete, and the alarm would not reset. Filter Tech fixed the coding error.
30				Neutralization pump for the chemical backwash system has been submerged and the motor is locked.	High	Needed for neutralization of spent waste from chemical backwash, environmental management.	Pending action, will need to be reconditioned or replaced. Pump currently at EmTech
31			11-Apr	Drain and fill piping is damaged in multiple areas.	High	System needed for compliance and readiness to respond to changes in membrane performance to maintain production capacity.	Material sourced, most repairs have been made. Waiting on Recirculating pump repair/new pump to arrive, to install recirculating/chemical dosing plumbing.



	A	B	C	D	E	F
32	Chemical Back Wash System	11-Apr	Static mixer for mixing the cleaning chemicals into the backwash water has a cracked injection fitting. Leak has accelerated	Medium	Reliable operation needed to complete chemically enhanced backwashes.	10" Saddle tap was ordered 2 weeks ago WinWater, still waiting. Called Kormex for quote on replacment static mixer.
33		11-Apr	Chemical feed systems have been unused and unexercised for an extended time period.	High	Reliable operation needed to complete chemically enhanced backwashes.	Neutralizing Tanks have been put back into place. Repairs still need to be repaired to Static mixer and dosing pump. Tubing needs to be replaced and lines need to be flushed
34	Membrane Filtration	11-Apr	Repaired Pre-exisiting leak in skid 2 manifold.	URGENT	Production capacity, critical redundancy	Filter Tech repairing week of 3/13
35		11-Apr	Skid 3 now Online. as of March 18, 450,000gal recaptured	High	Skid 3 reuses backwash water to improve system efficiency = more water for distribution	Parts have been procured to fix broken supply piping. Repairs need to be scheduled.
36		11-Apr	Strainer Units need Differential Pressue Gauge installed, and programmed into SCADA.	Medium	Process Integrity, asset protection, industry requirement.	Straining Baskets installed. Need to send Filter Tech a work order for installing DP gauges, cable, connection to PLC, and programmed into Scada
37				Numerous air driven valve actuators lack proper position status indication and operate erratically.	URGENT	Process integrity, erratic operation can cause damage to the filtration skids and piping systems.
38	Finished Water	Need update	Temporary tank lining protection is failing.	Medium	Public safety, system water quality, SDWA compliance	Work is underway by other consultants. All levels of operations staff understanding and involvement early in the planning process is required.
39		11-Apr	Finished water pumps have leaks.	High	Production capacity, critical redundancy	EMTECH returned rebuilt pump, and New Filter water pumps are at Lamborn ready for install.
40	Process Sampling		Clearwell sample for chlorine and a continous chlorine analyzer isn't in use. Designed sample location provides inconsistent measurments. Operating without this process sampling location makes realizing the result of changes to the disinfection process take 24 to 48 hours depending on the plant rate and volume in the 2 MG tank.	High	Process control, system water quality, SDWA compliance.	An alternate sample tap location downstream of the clearwell and finished water pumps was evaluated for stable chlorine measurments. The sample point for the clearwell chlorine analyzer was moved to this point and has been providing the needed process control. This does not impact the location or operation of the entry point chlorine sample point for compliance monitoring.

	A	B	C	D	E	F
41		4/11 Need to order equipment	Minimal lab equipment is available for bench validation of process analyzers and samples. Lab instruments should be available for checking the operation and validating all major process sample analyzers.	Medium	Process control, system water quality, SDWA compliance.	The chlorine colorimeter has been verified and placed back in use. Procurement of pH meter is recommended for basic water quality documentation and will likely be required for operation of optimized corrosion control. Procurement of a portable lab turbidimeter is recommended due to the number of process turbidimeters in use.
42	Record Keeping		Inconsistent operational data has been recorded.	High	Operational continuity, process optimization, system analysis, compliance reporting.	Temporary hard copy daily operational log sheets have been created and organized in a single binder. A wider segment of parameters are being recorded. Filter Tech is looking at corrections to data logged by SCADA to be more appropriate for production statistics and compliance monitoring. Automated tools to record field generated data and generate reports should be adopted.
43			No evidence of process analyzer quality assurance or quality control other than routine quarterly calibration by Filter Tech.	Medium	Process integrity, reporting validation	Temporary hard copy daily operational log sheets have been created and organized in a single binder. A wider segment of parameters are being recorded. Filter Tech is looking at corrections to data logged by SCADA to be more appropriate for production statistics and compliance monitoring. Electronic copies of previous instrument calibration records need to be requested from Filter Tech to be retained available on site.
44		11-Apr	SDWA compliance monitoring results have not been maintained on site in a consistent manner.	High	Some records are required to be kept for up to 12 years. The CDPHE portal is not considered to be an official repository for record keeping and is not guaranteed for availability.	Records have been consolidated, awaiting filing. An organized electronic file system is needed.
45			Accurate records of chemical consumption and dosage are needed.	Medium	Planning and process control	Chemical use has been added to log sheets. Additional equipment is recommended for accurately documenting chemical dosages.

	A	B	C	D	E	F
46	Equipment/Spare parts		Major process equipment need basic maintenance records and maintenance schedules.	Medium	Process Integrity, Asset Management	No significant records exist. Maintenance schedules need to be created based on run time and manufacturer recommendations for preventative maintenance.
47			Sodium hypochlorite (bleach) feed system lacks a means to verify the realtime feed rate to enable measuring accurate dosages and evaluate process adjustments.	Medium	Process control, system water quality, SDWA compliance.	Action is needed.
48		16-Apr	Sodium hypochlorite (bleach) feed system contains many low compatibility parts. Brass fitting with seals for domestic water supply are used in the system. The feed tank has a bulkhead fitting with metal stainless steel bolts.	High	Process Integrity, SDWA compliance	Correct fittings and parts need to be procured and installed.
49		Need to order 4/11	Sodium hypochlorite (bleach) feed tank has a poorly fitting cover that allows insects to enter. This creates debris in the sodium hypochlorite that can obstruct pumps and block chemical injection check valves. Replacement of the feed tank bulkhead fitting with non-metal parts may require replacment of the tank. The feed tank is small an requires refilling more often than a larger tank. The feed tank in use appears to have been the sodium thiosulfate feed tank at the WWTP.	Medium	Process integrity, sanitary conditions	Action is needed to identify a suitable replacment with a tight fitting cover and having a screen vent. Increasing the size of the feed tank would require a different weight scale.
50			Lack of critical spare parts.	URGENT	lack of spare parts has hindered repairs, redundancy is a requirement and necessary for proper plant function.	Some basic critical parts and equipment have been procured. Some minimal spare parts are in inventory. Detailed inventory and recommended added spares is pending action.
51						

	A	B	C	D	E	F	I
1	Addressed	Updated/added	In-progress // On Going	Questions/Waiting on others	Need; money, permission, or information	Need to Source and Order	
2							
3	<b>(1mil) CLOCK WTP</b>		Issues	Importance	Rationale	Status	
4		11-Apr	Disinfect and remove mouse droppings and black mold. Find copies of all material that was damaged by water.				
5		11-Apr	Organize existing components and parts, then catalog inventory.				
6							
7		11-Apr	Current Flow rate, turbidimeters, and chlorine residual analyzer sensor instruments connect to archaic, analog recording systems. Sensors need to be connected to the existing scada system at the plant. Installation of Cable to PLCs may be needed.	HIGH		Scheduled walk through at plant with Kris Lantzy from	
8		11-Apr	With Sensors installed the process of running water through the plant can begin. each flow process will need to be evaluated.				
9		11-Apr	Repairs Unknown				
10		11-Apr	Tubing needs to be replaced throughout				
11		11-Apr	Chemical enhanced backwash tubing needs to be replaced, piping needs to be flushed				
12			Some chemicals need to be properly disposed of, the rest need to be evaluated for use.				
13							
14		11-Apr	1 million gallons of water needs to be distributed, but not into the distribution system.				
15			State of distribution beyond the clock plant is unknown.				
16							
17							
18			Unknown - out of service. No phone, a leak caused interior damage and document loss			Out of SSG scope as the plant is offline	

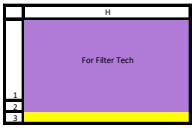
	A	B	C	D	E	F
1	Addressed	Updated/added	In-progress // On Going	Questions/Waiting on others	Need; money, permission, or information	Need to Source and Order
2						
3	<b>Spring Collection</b>		Issues	Importance	Rationale	Status
4		11-Apr	Luke Reschke - Water Commissioner encourages a flow meter @ Beaver Dam Ditch Diversion.		Good recording keeping of TOP's water resource(systems and individual springs) inform good projections of future supplies. TOP can maintain receiving its full water rights.	
5		11-Apr	Spring system lacks pipeline mapping,			
6		11-Apr	Collection system needs to be inspected for leaks			
7		11-Apr				
8						
9		11-Apr	Beaver Dam Ditch needs flow meter. TOP entitled to 1/2 cubic foot year round. Roebert has entitlement to divert anything above that.			Out of SSG Scope as source water system is not accessible.
10						
11						Out of SSG Scope

	A	B	C	F	G	H
1	Addressed	Updated/added	In-progress // On Going			
2						
3	<b><i>Distribution</i></b>		Location	Completed by	Parts Used	
4	SGM and JDS-Hydro surveyed the towns water/wastewater infrastructure and identified critical areas of concern, including pipes due for replacement.					
5						
6						
7						
8						
9						
10						
11						
12						
13	Repairs					
14			O road/			
15			4th Street/ North Fork			
16		15-Apr	Ductile iron pipe, main line on O road had hole.			
17						

6.

	A	B	C	D	E	F	G
1	Addressed	Updated/added	In-progress // On Going	Questions/Waiting on others	Need, money, permission, or information	Need to Source and Order	Filing Related - Unaccounted for. Need to implement system
2	Sewer (collection)		Issues	Importance	Rationale	Status	

6.





	A
1	Addressed
2	
3	<b><u>StormWater</u></b>
4	With Future EPA regulations on the horizon, Paonia needs to devlope a strategy to design and implement a pre river discharge plan.

# PAONIA POLICE DEPARTMENT

# PROGRESS REPORT

## COMPLETED

- Read department policy handbook. Identified several areas in need of updating. Suggested updates are more representative of current town policy and more in line with modern policing principals. Policy changes will emphasize a community-based approach to law enforcement.
- Created new template for the collection and reporting of contact data per Colorado Bill SB20-217. SB20-217 mandates the collection of data associated with Officer contacts. Reviewed new legal standards with current officers, emphasizing the discontinued use of chokeholds.
- Created new policy section # 5-12 making the collecting and reporting of contact data a department requirement in line with State law as required by CRS 24-31-093(2)
- Removed all live ammunition from general areas of the Police Department and consolidated said munitions in the temporary armory closet.
- Completed inventory and catalogue of department owned firearms
- In-car fire extinguishers were inspected by certified personnel, and documentation was updated.

## COMPLETED

- Consolidated prescription drugs that had been turned into the department by citizens. Established a plan to dispose of said drugs in a safe and legal manner.
- Patrol key lock box was locked with all, but two sets of department patrol vehicle keys stuck inside and the combination to the lock unknown. Lock Box was opened, and patrol keys are now accessible by command staff on an as needed basis.
- PD Clerk sorted and organized multiple filing cabinets located inside the department. Many documents within the filing cabinets were outdated and no longer applicable to the department.
- Templates for the most commonly used forms were located, updated and converted to digital copies for future use by department staff and community members.
- Re-organized patrol room to accommodate up to three officers with individual workstations to include computer, phone and filing drawer.

- All keys within the department were located and consolidated into a specific location in the Sergeant's office. No key was located for the evidence cage upstairs. Department personnel currently have no access to evidence cage or evidence residing within the cage.
- Contacted Smartforce, a company specializing in the digital collection and submission of data. Smartforce is currently working with the IT specialist from Phonz+ to establish the Department an account.
- Spoke with an Officer regarding a complaint lodged by a citizen. Officer was advised of the need for a softer more sympathetic approach when managing medical assist calls. Reporting citizen was informed of the action taken with the officer and was pleased.
- Reviewed expired certification of Department personnel and discovered three members in need of recertifications. Established a date and time for department personal to attend CPR/First Aid certification to bring Department into compliance with POST.
- Issued a Psychological evaluation to a recruit and discussed his formal hire pending results of testing.
- Reached out to a potential candidate who was interested in getting back into a career in law enforcement. Candidate has filled out an application. Background checks, and interviews are currently taking place.
- Met with each member of the department and discussed the status of the department, as well as what they could expect from me moving forward. Each member was encouraged to speak freely about what they would like to see in the department and those responses were noted.

AGENDA SUMMARY FORM

	Adjournment
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Summary:

Notes:

Possible Motions:  
  
Motion by: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ vote: \_\_\_\_\_

Vote:	Mayor Bachran	Trustee Knutson	Trustee Valentine
Trustee Stelter	Trustee Smith	Trustee Markle	Trustee