



TOWN OF PAONIA
TUESDAY, DECEMBER 11, 2018
REGULAR TOWN BOARD MEETING AGENDA
6:30 PM

Roll Call

Approval of Agenda

Announcements

Recognition of Visitors & Guests

Consent Agenda

1. Regular Minutes November 27, 2018
Aspen Yoga, Inc dba Louie's Pizza My Heart Liquor License Renewal

Mayor's Report

2. Governmental Affairs Committee Appointment
3. Planning Commission Letter of Interest Deadline
4. Regular Meeting Cancellation
5. Appointment of Christmas Light Contest Judges

Staff Reports

- Town Administrator's Report
- Public Works Report
- Police Department Report
- Town Treasurer Report
- 6. Administrator's Report
- 7. Public Works Report
- 8. Police Report
- 9. Treasurer's Report

Disbursements

10. Disbursements

Unfinished Business

11. Independent Auditing Firm Selection
12. Final Town Hall Update for 2018 – Community Room Carpet

New Business

13. North Fork Cellars LLC Liquor Sales Room
14. Resolution 2018-18 Budget
15. Resolution 2018-19 Mill Levy
16. Memorandum of Understanding – School Resource Officer
17. Building Department – Colorado Code Consulting Contract
18. Resolution 2018 – 17 Multi-Jurisdictional Hazard Mitigation Plan
19. Memorandum of Understanding – DMEA/Elevate Public Access
20. Ordinance 2018/2019-TBD De-Annexation/Disconnection Municipal Code Addition
21. Resolution 2018-20 Town Fee Schedule
22. Tree Board Advisory Member Appointment
23. Bill Brunner – Presentation to the Board

Committee Reports

- Finance & Personnel
- Public Works/Utilities/Facilities
- Governmental Affairs/Public Safety
- S2C - Executive Committee
- Tree Board

Executive Session

[24.](#) Continued Executive Session

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



Consent Agenda Items

Summary:

Notes:

Regular Meeting November 27, 2018
 Aspen Yoga Inc dba Louie's Pizza My Heart Liquor License Renewal

Clerk: Received all fees and documents
 Chief: No issues noted

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Hart:	Trustee Knutson	Mayor Stewart:

Minutes
Town Board Regular Meeting
Town of Paonia, Colorado
November 27, 2018

RECORD OF PROCEEDINGS

The Regular Meeting of the Town Board of Trustees held Tuesday, November 27, 2018 was called to order at 6:30 PM by Mayor Charles Stewart, followed by the Pledge of Allegiance.

Roll Call:

Trustees present were as follows:

Charles Stewart
Mary Bachran
Bill Bear
Chelsea Bookout
Karen Budinger
Samira Hart

Town Staff present were as follows:

Administrator Ken Knight
Clerk Corinne Ferguson
Finance Officer Cindy Jones
Public Works Director Travis Loberg
Treasurer Ross King

A quorum was present, and Mayor Charles Stewart proceeded with the meeting.

Approval of Agenda

Motion by Trustee Budinger, supported by Trustee Bear to approve the agenda as presented.
Motion carried unanimously.

Announcements

None

Recognition of Visitors & Guests

Mayor Stewart presented a certificate of appreciation to former Trustee Barry Pennell.

Consent Agenda

Minutes:

Regular Meeting November 13, 2018

Motion by Trustee Bachran, supported by Trustee Hart to approve the consent agenda as presented. Motion carried unanimously.

Mayor's Report

Nothing to report.

Town Administrator's Report

The Town is in the process of purchasing a license to use Archive social – a social media capturing program that will capture Town social media accounts for potential CORA requests and referral material.

Provided a memo regarding winter ice control and the decision to proceed with the use of a 20%

magnesium chloride solution in certain areas of Town as needed.

Public Works Department Report

1. Most sidewalk projects complete.
2. Waterline break on Dry Gulch spilled approximately 137,000 gallons.
3. Siding and roof back on the 1MG storage tank.
4. Rio Grande ditch box repair scheduled following sidewalk completion.

Police Department Report

1. The current blotter included in packet.

Treasurer's Report

1. Disbursements and payroll have been reviewed.
2. Three (3) auditor responses were received. Interviews scheduled.
3. An update regarding investment accounts provided.

Unfinished Business

Vacant Trustee Seat

Mayor Stewart provided an overview regarding the vacancy on the Board. Three letters of interest were received from Dave Knutson, Pamela Jackson, and Dave Bradford. Ms. Jackson withdrew her letter prior to the meeting. Mr. Bradford read a statement to the Board, which included the withdrawing of his letter as well.

Motion by Trustee Hart, supported by Trustee Budinger to appoint Dave Knutson to fill vacant Trustee seat until the next municipal election, April 2020. Motion carried unanimously.

Newly Appointed Board Member Affirmation of Office

Dave Knutson was affirmed to the vacant Board seat by Town Clerk Ferguson.

Ordinance 2018-05 DMEA/Elevate Cable Franchise

Mayor Stewart provided an overview regarding the initial presentation, publication, and required second reading of the cable franchise ordinance for Elevate.

Mark Kurtz was present on behalf of DMEA/Elevate and provided a background of the project, infrastructure requirements, and to answer any questions.

Discussion ensued regarding public access channels. A memorandum will be present to the Board at the next meeting.

Motion by Trustee Hart, supported by Trustee Bookout to adopt Ordinance 2018-05 a franchise agreement with DMEA dba Elevate for cable services as presented. Motion carried unanimously.

New Business

CIRSA – 2019 Optional Coverage Quote – No-Fault Waterline Rupture/Sewer Back-Up Coverage

Presentation of the annual renewal for no-fault coverage for waterline and sewer line rupture.

Motion by Trustee Bear, supported by Trustee Hart to accept optional coverage for no-fault water and/or sewer line rupture for the amount of \$1,650 for 2019. Motion carried unanimously.

USGS Gaging Station Seasonal Operation Maintenance Agreement Renewal

Administrator Knight advised the Board of the required annual renewal of the gaging station

agreement for the tracking of the river flows, which directly effects the discharging permit for the sewer plant. Discussion ensued regarding placing required annual renewal on the agenda or processing administratively.

Motion by Trustee Bookout, supported by Trustee Hart to approve the annual USGS gaging station renewal as presented. Motion carried unanimously.

Motion by Trustee Budinger, supported by Trustee Hart to keep annual contract renewals on the agenda and authorize Administrator Knight to sign the contract. Motion carried unanimously.

Town Hall Holiday Closure Request

Town Hall historically closes December 25th, 26th, and January 1st for the holidays. Staff requested approval to close for an additional three (3) days, the 27th, 28th, and 31st.

Discussion ensued regarding regular business, how to contact staff in an emergency, and whether paid for my accrued vacation time or by the Town in addition to regular holidays.

Motion by Trustee Bear, supported by Trustee Hart to approve additional days off, using accrued comp or vacation time.

Motion to amend by Trustee Bear to partially staff Town Hall during the holiday dates. Motion failed for lack of a second.

Main motion carried unanimously.

Appreciation Letter – Governor Hickenlooper & Senator Bennett

Trustee Bookout read suggested letter to the Board, showing appreciation for the work done in support of the Town position against the proposed 4th quarter BLM lease sales.

Motion by Trustee Hart, supported by Trustee Bachran to approve suggested letter of thanks as presented. Motion carried with five (5) ayes and one (1) nay.

Discussion of Procedures Relating to Public Comment Period During Meetings

Trustee Bookout stated concern with how the public comment section of the agenda has been addressed at previous meetings. Trustee Bookout requests the Board discuss a policy that provides consistency and to encourage speakers who want discussion to follow the process to request to be on the agenda.

Discussion ensued regarding comments that need correction, simple responses, and processes.

Town attorney Nerlin suggested providing a draft policy to Governmental Affairs Committee for review and Board follow-up at a later date.

Motion by Trustee Bookout, supported by Trustee Hart to refer policy to Governmental Affairs Committee. Motion carried unanimously.

Disbursements

Motion by Trustee Bookout, supported by Trustee Budinger to authorize the disbursements as reviewed by the Town Treasurer and Finance Committee for November 27, 2018 in the amounts of, \$45,342.81 for accounts payable, \$19,968.21 for payroll taxes, and \$26,708.44 for payroll direct deposit. Motion carried unanimously.

Public Works: Trustees Bear & Bachran:

Met November 20th to discuss multiple ongoing and upcoming projects.

Finance and Personnel: Trustees Bookout & Budinger:

Nothing to report.

Governmental Affairs: Trustee Hart:

Nothing to report.

S2C: Trustees Budinger & Bachran:

Nothing to report.

Tree Board: Trustee Hart

Trustee Hart resigned as Board Advisory member due to schedule conflicts. The Tree Board appointment will be on the next agenda.

Executive Session:

Motion by Trustee bookout, supported by Trustee Hart to enter in to executive session for a conference with the Town attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b); specific to case 2017 CV 30118 Finding of Fact and Conclusions of Law and Judgement. Motion carried unanimously.

Entered executive session at 8:10PM.

Returned to open meeting at 9:21PM.

In attendance were: Mayor Stewart, Trustees Bachran, Bear, Bookout, Budinger, Hart, and Knutson, Town Attorney Nerlin, Special Council Nick Poppe via Conference call, Administrator Knight and Town Clerk Ferguson.

No issues noted.

Motion by Trustee Bookout, supported by Trustee Hart to continue executive session with Town Attorney at the next meeting. Motion carried unanimously.

Adjournment

Motion by Trustee Hart, supported by Trustee Bachran to adjourn the meeting. Motion carried unanimously.

The meeting was adjourned by Mayor Stewart at 9:24PM

J. Corinne Ferguson, Town Clerk

Charles Stewart, Mayor

**RETAIL LIQUOR OR 3.2 BEER
 LICENSE RENEWAL APPLICATION**

LOUIE'S PIZZA MY HEART
 PO BOX 1713
 PAONIA CO 81428

REDACTED

Fees Due	
Renewal Fee	351.25
Storage Permit \$100 x _____	_____
Optional Premise \$100 x _____	_____
Related Resort \$75 x _____	_____
Amount Due/Paid	

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

PLEASE VERIFY & UPDATE ALL INFORMATION BELOW

RETURN TO CITY OR COUNTY LICENSING AUTHORITY BY DUE DATE

Licensee Name ASPEN YOGA INC		DBA LOUIE'S PIZZA MY HEART		
Liquor License # 28-42099-0000	License Type Beer & Wine (city)	Sales Tax License # 28420990000	Expiration Date 02/20/2019	Due Date 01/06/2019
Operating Manager Louis Hayes	Date of Birth [REDACTED]	Home Address [REDACTED]		
Manager Phone Number 970 527 8977	Email Address hayes@epcinc.com			
Street Address 202 GRAND AVE PAONIA CO 81428				Phone Number 9705278977
Mailing Address PO BOX 1713 PAONIA CO 81428				

- Do you have legal possession of the premises at the street address above? YES NO
 Is the premises owned or rented? Owned Rented* *If rented, expiration date of lease _____
- Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. YES NO
NOTE TO CORPORATION, LIMITED LIABILITY COMPANY AND PARTNERSHIP APPLICANTS: If you have added or deleted any officers, directors, managing members, general partners or persons with 10% or more interest in your business, you must complete and return immediately to your Local Licensing Authority, Form DR 8177: Corporation, Limited Liability Company or Partnership Report of Changes, along with all supporting documentation and fees.
- Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. YES NO
- Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation. YES NO
- Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. YES NO

AFFIRMATION & CONSENT

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

Type or Print Name of Applicant/Authorized Agent of Business Louis Hayes	Title Owner
Signature 	Date 12/4/18

REPORT & APPROVAL OF CITY OR COUNTY LICENSING AUTHORITY

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 12, Articles 46 and 47, C.R.S. THEREFORE THIS APPLICATION IS APPROVED.

Local Licensing Authority For	Date
Signature	Title
	Attest



Governmental Affairs Committee Appointment

Summary:

Mayoral appointment to fill vacancy on governmental affairs & public safety committee.

Notes:



Planning Commission Letter of Interest Deadline

Summary:

The setting of the deadline to submit interest to fill vacant planning seat.

Notes:

Recommended deadline date of 4pm January 2, 2019



Regular Meeting Cancellation

Summary:

Mayoral cancellation of Regular Board Meeting – December 25, 2018

Notes:



Appointment of Christmas Light Contest Judges

Summary:
Annual Christmas Light Judge Appointment

Notes:

Possible Motions: N/A

Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Hart:	Trustee Knutson	Mayor Stewart:

AGENDA SUMMARY FORM



Administrator's Report

Summary:

Notes:

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Hart:	Trustee Knutson:	Mayor Stewart:

AGENDA SUMMARY FORM



Public Works Report

Summary:

Notes:

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Hart:	Trustee Knutson:	Mayor Stewart:

AGENDA SUMMARY FORM



Police Report

Summary:

Notes:

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Hart:	Trustee Knutson:	Mayor Stewart:

Paonia Police Department

Law Incident Table, by Date and Time

Date Occurred: 11/15/18

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
13:30:33	AGENCY ASSIST	200 Block of 2nd St., Paonia, CO	PPD	PPD	
14:07:55	Wanted Person	200 Block of 2nd St., Paonia, CO	PPD	PPD	CAA

Total Incidents for this Date: 2

Date Occurred: 11/16/18

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
12:04:00	VIN INSPECTION	GRAND AVE; PPD, Paonia, CO	PPD	PPD	
12:17:49	Parking Problem	3RD ST, Paonia, CO	PPD	PPD	
14:58:47	Information	GRAND AVE, Paonia, CO	PPD	PPD	
17:57:54	Traffic Stop	200 BLOCK GRAND AVE, Paonia, CO	PPD	DIST3	CIT

Total Incidents for this Date: 4

Date Occurred: 11/17/18

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
16:39:24	Ped Contact	50 3RD ST, Paonia, CO	PPD	PPD	
19:38:16	CITIZEN ASSIST	GRAND AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 2

Date Occurred: 11/18/18

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
17:09:30	ANIMAL CONTROL	2ND ST, Paonia, CO	PPD	PPD	VW

Total Incidents for this Date: 1

Date Occurred: 11/19/18

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
07:59:40	CIVIL PROBLEM	GRAND AVE, Paonia, CO	PPD	PPD	
14:10:25	Certified Vin	PRICE RD, Paonia, CO	PPD	DIST3	
14:21:01	SUSPICIOUS	7TH ST, Paonia, CO	PPD	PPD	
17:38:54	Medical/transfe	MAIN AVE;, Paonia, CO	PPD	PPD	
18:46:59	SUSPICIOUS	MAIN AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 5

Date Occurred: 11/20/18

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
09:28:12	CIVIL PROBLEM	NORTH FORK AVE, Paonia, CO	PPD	PPD	
10:58:11	VIN INSPECTION	Back River RD, ,	PPD		

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
14:26:18	WELFARE CHECK	OAK AVE, Paonia, CO 200	PPD	PPD	
16:53:17	Traffic Stop	GRAND AVE, Paonia, CO	PPD	PPD	CIT
17:36:55	Medical/transfe	ONARGA AVE, Paonia, CO	PPD	PPD	
21:52:19	Traffic Stop	800 GRAND AVE, Delta, CO	PPD	DPD	VW
Total Incidents for this Date: 6					

Date Occurred: 11/21/18

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
14:55:30	Traffic Stop	2nd St./Grand AVE., Paonia,	PPD	PPD	VW
18:25:06	Traffic Stop	200 BLOCK GRAND AVE, Paonia, CO	PPD	PPD	CIT
18:49:17	Traffic Stop	300 SAMUEL WADE RD, Paonia, CO	PPD	DIST3	VW
19:37:50	Traffic Stop	500 Block of 2nd St., Paonia, CO	PPD	PPD	VW
20:01:01	Wanted Person	DELTA AVE, Paonia, CO	PPD	PPD	CAA
Total Incidents for this Date: 5					

Date Occurred: 11/22/18

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
11:44:10	Disturbance	MEADOWBROOK BLVD, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 1					

Date Occurred: 11/23/18

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
14:54:36	THEFT	BOX ELDER AVE, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 1					

Date Occurred: 11/24/18

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
00:04:02	Traffic Stop	500 Block of 2nd St., Paonia,	PPD	PPD	VW
05:55:36	SUSPICIOUS	NORTH FORK AVE, Paonia, CO	PPD	PPD	
07:38:09	Traffic Stop	200 Block of 2nd St., Paonia, CO	PPD	PPD	VW
10:21:42	AGENCY ASSIST	HIGHWAY 133; mm 7.5 wb, Paonia, CO	PPD	DIST3	
18:39:44	AGENCY ASSIST	HIGHWAY 133, Hotchkiss, CO	PPD	DIST3	
Total Incidents for this Date: 5					

Date Occurred: 11/25/18

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
09:36:00	ANIMAL CONTROL	300 Block of 3rd St., Paonia, CO	PPD	PPD	WW
10:56:59	ANIMAL CONTROL	2ND ST, Paonia, CO	PPD	PPD	VW
14:10:41	SHOPLIFTING	2ND ST; DONS SUPERMART, Paonia, CO	PPD	PPD	RP
17:04:32	ANIMAL CONTROL	MINNESOTA AVE, Paonia, CO	PPD	PPD	CIT
Total Incidents for this Date: 4					

Date Occurred: 11/26/18

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
09:32:23	Disturbance	HIGHWAY 133, Paonia, CO	PPD	DIST3	

Total Incidents for this Date: 1

Date Occurred: 11/27/18

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
16:33:40	TRAFFIC	800 Block of Grand AVE., Paonia,	PPD	DIST3	CIT
20:36:17	ABANDONED VEHIC	200 Block of Onarga AVE., Paonia, CO	PPD	PPD	WW

Total Incidents for this Date: 2

Date Occurred: 11/28/18

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
02:09:58	SUSPICIOUS	ORCHARD AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 1

Date Occurred: 11/29/18

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
07:55:38	ANIMAL PROBLEM	GRAND AVE; PHS, Paonia, CO	PPD	PPD	
09:48:01	Parking Problem	3RD ST, Paonia, CO	PPD	PPD	WW
11:32:09	SUICIDE/ATTEMPT	BOX ELDER AVE, Paonia, CO	PPD	PPD	
14:41:20	VIN INSPECTION	MAIN ST; , CO	PPD	HOT	
17:54:56	SUSPICIOUS	4TH ST, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 5

Date Occurred: 11/30/18

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
07:04:09	SUSPICIOUS	4TH St, Paonia, CO	PPD		
10:22:16	THEFT	NIAGARA AVE; ROCKY MOUNTAIN INN MOTEL;, Paonia, CO	PPD	PPD	
12:15:15	ALARM	BOX ELDER AVE, Paonia, CO	PPD	PPD	
21:12:29	WELFARE CHECK	BOX ELDER AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 4

Total reported: 49

VW=8 CAA=2
 WW=3 RP=1
 CIT=5

Report Includes:

All dates between `00:00:01 11/15/18` and `00:00:01 12/01/18`, All agencies matching `PPD`, All disposition's, All natures, All location codes, All cities

AGENDA SUMMARY FORM



Treasurer's Report

Summary:

Notes:

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Hart:	Trustee Knutson:	Mayor Stewart:

AGENDA SUMMARY FORM



Disbursements

Summary:
Current Disbursements

Notes:
REMINDER: disbursements need to be approved in a second motion through December 31st.

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Hart:	Trustee Knutson:	Mayor Stewart:



Independent Auditing Firm Selection

Summary:

Review and Recommendation of new Auditing Firm from Finance & Personnel Committee, Town Administrator & Treasurer, and Finance Officer.

Notes:



Final Town Hall Repair for 2018 – Community Room Carpet

Summary:
Previously discussed carpet replacement for Community Room.

Notes:

Guthries Floor Coverings, LLC

1552 Hwy 50
Delta, CO 81416

QUOTATION

Quote Number: 549
Quote Date: Feb 28, 2018
Page: 1

Voice: 970-874-0828
Fax: 970-874-7404

Quoted To:
City of Paonia 214 Grand Ave Paonia, CO 81428

Customer ID	Good Thru	Payment Terms	Sales Rep
cityofpaonia	3/30/18		ng

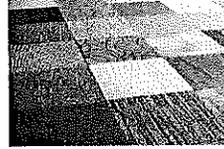
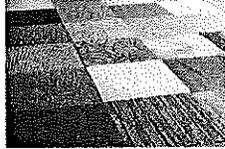
Quantity	Item	Description	Unit Price	Amount
209.33	materials	Materials-Carpet Tile	21.95	4,594.79
209.33	installation	Installation	7.00	1,465.31
209.33	tearout	Remove Existing Carpet	2.00	418.66
250.00	materials	Materials-Rubber Cove Base	1.50	375.00
250.00	installation	Installation of Rubber Cove Base	1.00	250.00
1.00	freight	Freight	150.00	150.00
		BID DOES NOT INCLUDE FLOOR PREP UNDER EXISTING CARPET IF NEEDED.		
			Subtotal	7,253.76
			Sales Tax	
			TOTAL	7,253.76

[Home](#)



Product Comparison

[Back to Product List](#)



\$1.09 / sq. ft.

\$1.00 / sq. ft.

Versatile Assorted
Commercial Pattern 24
in. x 24 in. Carpet Tile
(10 Tiles/Case)

Versatile Assorted
Pattern Commercial
Peel and Stick 2 ft. x 2
ft. Carpet Tile (10
Tiles/Case)

Model NCVT002

Model NCVT001

(20)

(278)

*Ships FREE with
\$45.00 Order*

*Ships FREE with
\$45.00 Order*

**Buy Online,
Ship to Store**

**Buy Online,
Ship to Store**

ADD TO CART

ADD TO CART

Based on My Store Location: [Montrose #1537](#) [\(Change\)](#)

**Buy Online, Ship to
Store**

**Eligible for Free
Shipping to Home***

SPECIFICATIONS DIMENSIONS

Approximate Width (in.)	24	24	-	-
Carpet Width (ft.)	-	12	-	-
Pile height (in.)	.2	.2	-	-
Product Length (in.)	24	24	-	-

FREE PARCEL SHIPPING WITH MYLOWE'S. GET STARTED >



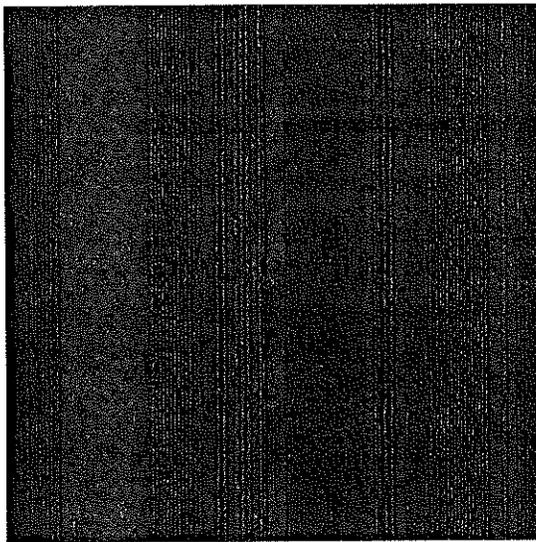
Open until 9PM!
Grand Junction Lowe's

Prices, promotions, styles, and availability may vary. Our local stores do not honor online pricing. Prices and availability of products and services are subject to change without notice. Errors will be corrected where discovered, and Lowe's reserves the right to revoke any stated offer and to correct any errors, inaccuracies or omissions including after an order has been submitted.

New Age 15-Pack 24-in x 24-in Black Ice Needlebond Peel-And-Stick Carpet Tile

Item # 841424 Model # 7SDMN0915PK

☆☆☆☆ No reviews



Actual item may vary in color from screen representation; accessories not included

\$1.85 / Sq. Ft.

Purchase Price: \$111.00 (Covers 60.00 Sq. Ft.)

Manufacturer Color/Finish



Black Ice



Ships to Store FREE

Ready for pickup:
Estimated by
02/12/2018



Delivery

Ready for delivery:
Estimated on
02/12/2018



Get 5% OFF* Every Day

Subject to credit approval. Exclusions apply. Cannot be combined with Special Financing.

[Get Details >](#)

FREE PARCEL SHIPPING WITH MYLOWE'S. GET STARTED >



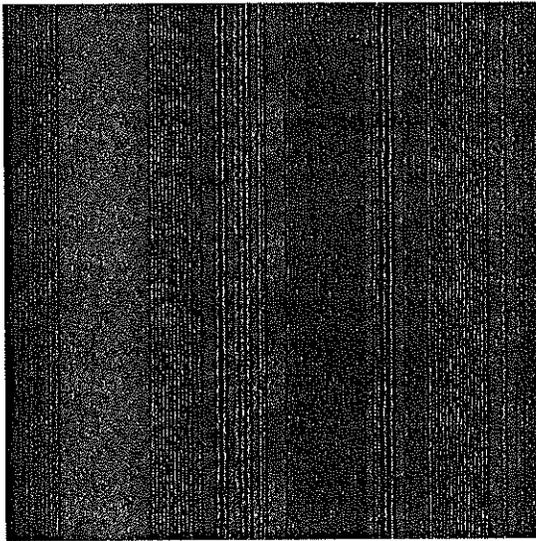
Open until 9PM!
Grand Junction Lowe's

Prices, promotions, styles, and availability may vary. Our local stores do not honor online pricing. Prices and availability of products and services are subject to change without notice. Errors will be corrected where discovered, and Lowe's reserves the right to revoke any stated offer and to correct any errors, inaccuracies or omissions including after an order has been submitted.

New Age 15-Pack 24-in x 24-in Mocha Needlebond Peel-And-Stick Carpet Tile

Item # 841424 Model # 7SDMN1715PK

☆☆☆☆ No reviews



Actual item may vary in color from screen representation; accessories not included

\$1.85 / Sq. Ft. ①

Purchase Price: \$111.00 (Covers 60.00 Sq. Ft.)

Manufacturer Color/Finish



Mocha



Ships to Store FREE

✓ Ready for pickup:
Estimated by
02/12/2018



Delivery

✓ Ready for delivery:
Estimated on
02/12/2018



Get 5% OFF* Every Day

Subject to credit approval. Exclusions apply. Cannot be combined with Special Financing.

[Get Details >](#)



North Fork Cellars LLC Liquor Sales Room

Summary:
Liquor Sales Room Application Review

Notes:

BE ADVISED: Pay close attention to the Local Licensing authority section of the application. The object/do not object criteria for a local authority is very limited.

TOWN OF PAONIA
REQUEST TO BE PLACED ON AGENDA

PO Box 460
Paonia, CO
81428
970/527-4101
paonia@townofpaonia.co

Here are things you need to know:

- You must contact the Town Clerk prior to coming to Board. Quite often the issue can be resolved by staff action.
- No charges or complaints against *individual* employees should be made. Such charges or complaints should be sent to the employee's Department Head in writing with your signature.
- Remarks that discriminate against anyone or adversely reflect upon the race, color, ancestry, religious creed, national origin, political affiliation, disability, sex, or marital status of any person are *out of order* and may end the speaker's privilege to address the Board.
- Defamatory, abusive remarks or profanity are *out of order* and will not be tolerated.

Please complete the following information and return this form no later than the Tuesday prior to the Board meeting to the above address or bring it to the Town Hall at 214 Grand Avenue.

Office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m.

Regular Board meetings are scheduled for the second and fourth Tuesdays of each month.

Name of person making presentation: Jessie Zimmerman / Lillia McClure

Organization, if speaking on behalf of a group: Trader Mags

Is this a request for Board action? Yes No

Please provide a summary of your comments:

Permanent testing room in 211 Grand Ave ste 101 + 104

What staff member have you spoken to about this? Please summarize your discussion:

Contact information:

Name: Lillia McClure

Mailing Address: 4030 8 0 Rd
Paonia

E-mail: lil@bigbs.com

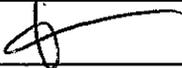
Daytime Phone: 970 417 3952

COPY-

DR 8057 (03/24/17)
COLORADO DEPARTMENT OF REVENUE
Liquor Enforcement Division - 108
PO Box 173350
Denver, CO 80217-3350
Fax (303) 205-2341
Phone (303) 205-2300

Application for Colorado Liquor Sales Room

Regulation 47-428, 1 C.C.R. 203-2

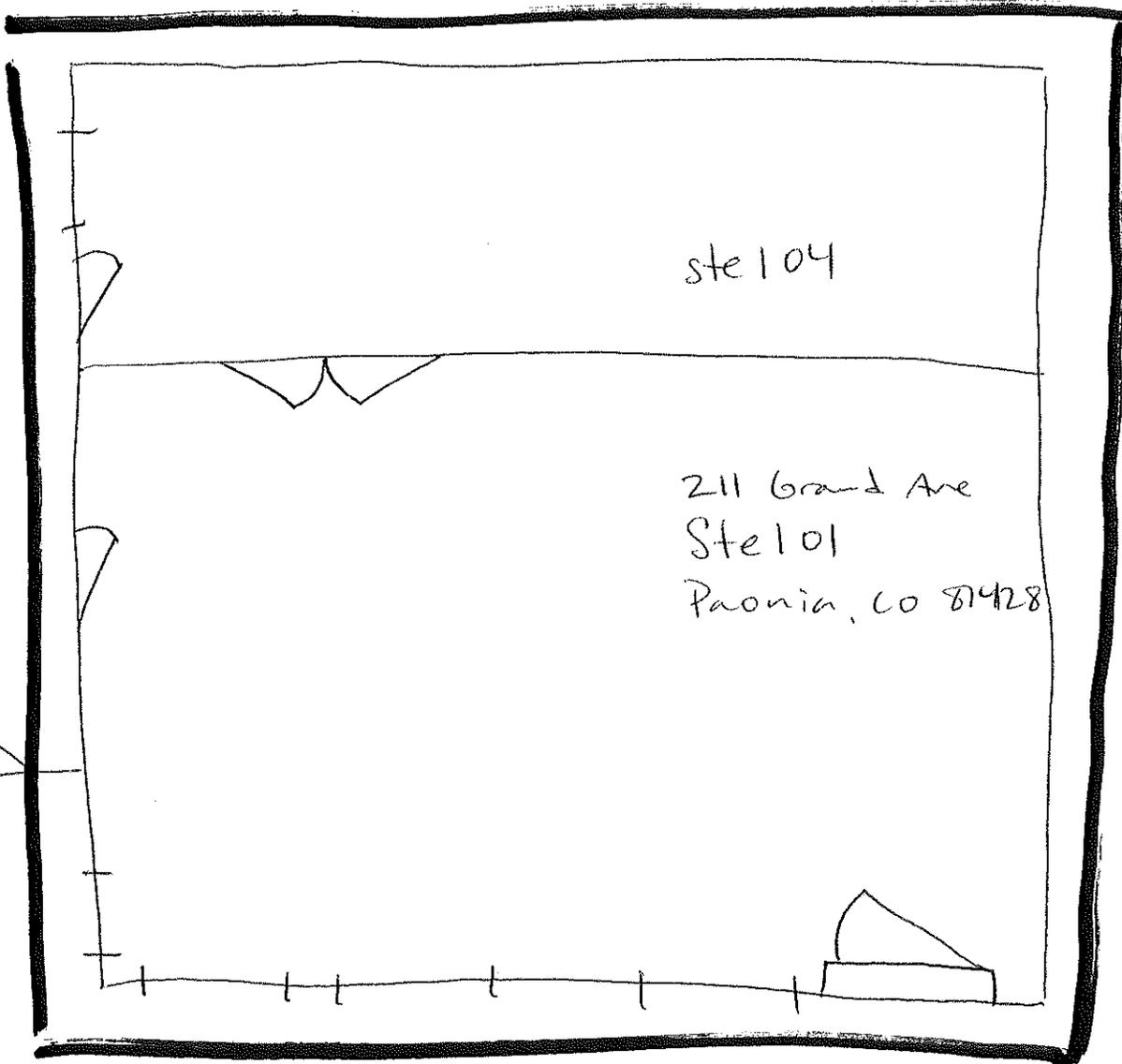
<input type="checkbox"/> Malt Liquor		<input checked="" type="checkbox"/> Limited Winery		<input type="checkbox"/> Winery		<input type="checkbox"/> Distillery		<input type="checkbox"/> Temporary (3 days or less)		<input checked="" type="checkbox"/> Permanent	
1. Name of Applicant exactly as it appears on your current Colorado Liquor License. <p style="text-align: center;">North Fork Cellars LLC</p>											
2. Trade Name of Applicant <p style="text-align: center;">Big B's Hard Cider</p>											
3. State Sales Tax No. <p style="text-align: center;">2862394001</p>						Applicant Liquor License No. <p style="text-align: center;">28623940001</p>					
4. Business Address of Applicant (Number and Street) <p style="text-align: center;">386 High Street</p>						City <p style="text-align: center;">Hotchkiss</p>		State <p style="text-align: center;">CO</p>		ZIP <p style="text-align: center;">81419</p>	
5. Mailing Address (Number and Street) <p style="text-align: center;">386 High Street</p>						City <p style="text-align: center;">Hotchkiss</p>		State <p style="text-align: center;">CO</p>		ZIP <p style="text-align: center;">81419</p>	
6. Phone Number <p style="text-align: center;">720-255-1801</p>						7. Email Address <p style="text-align: center;">seth@bigbs.com</p>					
8. Sales Room Location (Full Address) <p style="text-align: center;">211 Grand Ave, Ste 101, Paonia, CO 81428</p>						9. Dates of Events: From Date: _____ Time: _____ <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM To Date: _____ Time: _____ <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM					
10. Rights to Premises Granted by: (attach a copy of the Premises Use Authorization letter or lease if not previously submitted) <p style="text-align: center;">Trader Mags LLC</p>											
11. Renting/Leasing % Basis <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			12. If Yes, List % and Interested Party. Use Additional Sheet if Necessary.								
13. Alcohol will be sold (check all that apply) <input checked="" type="checkbox"/> For on-premises consumption (if selected, please file this application with the Local Licensing Authority and the State Licensing Authority) <input checked="" type="checkbox"/> For off-premises consumption											
14. The Sales Room Applicant affirms they have complied with local zoning restrictions? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No											
15. Additional Required Documents <input checked="" type="checkbox"/> Attach an outlined diagram of proposed premises <input checked="" type="checkbox"/> Attach a copy of the premises control plan describing how the premises will be controlled to ensure compliance with liquor code and rules. It must include restricting sales to minors and visibly intoxicated persons and insuring that customers cannot leave the premises with an open container of alcohol. <input type="checkbox"/> Attach a copy of any contracts and/or operating agreements pertaining to the sales room.											
Local Licensing Authority Name <p style="text-align: center;">Town of Paonia</p>						Date Application Copy Submitted to Local Licensing Authority <p style="text-align: center;">11/26/2018</p>					
Oath of Applicant: I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor, Beer Code and Liquor Rules which affects my permit.											
Applicant Signature 						Title <p style="text-align: center;">Manager</p>			Date <p style="text-align: center;">11/26/2018</p>		
Notice to Local Licensing Authority											
This application for a Sales Room will be granted to the above name applicant unless any of the below listed conditions apply. If any of these conditions apply please contact the State Licensing Authority immediately.											
<input type="checkbox"/> Issuance of this permit would impact traffic, noise, or other neighborhood concerns in a manner that is inconsistent with local regulations or ordinances.											
<input type="checkbox"/> If granted this permit would result in violations of the Colorado liquor code or the laws of the local government. (specify)											
<input type="checkbox"/> Issuance of this permit would violate local zoning laws.											
For events lasting <u>three consecutive days or less</u> , the Local Licensing Authority has ten (10) business days to submit its determination to the State Licensing Authority.											
For events lasting <u>four or more consecutive days</u> , the Local Licensing Authority has forty-five (45) days to submit its determination to the State Licensing Authority.											
Local Licensing Authorities can send the approval via mail or email to dor_led@state.co.us											
If the Local Licensing Authority does not submit a response or determination within the time specified, the State Licensing Authority shall deem that the Local Licensing Authority has determined that the proposed sales room will not impact traffic, noise, or other neighborhood concerns in a manner that is inconsistent with local regulations or ordinances or that the applicant will sufficiently mitigate any impacts identified by the Local Licensing Authority.											
Licensing Authority Signature <input type="checkbox"/> Object <input type="checkbox"/> Do Not Object						Local Licensing Authority Contact Name			Phone Number		

If the Local Licensing Authority objects to the sales room, provide a separate page with details of the objection.

Diagram of premises:

211 Grand Ave Paonia, CO 81428

Suite 101 and 104 are attached by a double doorway that remains open.



Grand Ave

Alcohol Control Plan:

North Fork Cellars will sell closed bottles of wine and glasses of wine from 211 Grand Ave Ste 101. All tasting will occur in the confines of the building in the presence of an employee trained in Colorado state liquor rules and regulations.

- 1. No alcohol will be sold to minors.**
- 2. Wine will be sold in closed containers and by the glass.**
- 3. No one will leave the confines of the building with an open container.**
- 4. No alcohol will be sold to intoxicated persons.**

North Fork Cellars has permission to use the premises of Trader Mags LLC (211 Grand Avenue
Ste 101 and 104, Paonia CO 81428) to serve and sell wine.
All sales of alcohol will be processed through North Fork Cellars LLC.


Lillian McClure, Owner

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF DOCUMENT FILED

I, Wayne W. Williams, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office, the attached document is a true and complete copy of the

Articles of Organization

with Document # 20181808012 of
Trader Mag's LLC

Colorado Limited Liability Company

(Entity ID # 20181808012)

consisting of 4 pages.

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 11/21/2048 that have been posted, and by documents delivered to this office electronically through 11/26/2018@ 15:19:24.

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 11/26/2018 @ 15:19:24 in accordance with applicable law. This certificate is assigned Confirmation Number 11243042 .



A handwritten signature in blue ink that reads "Wayne W. Williams". The signature is written in a cursive style and is positioned above a horizontal line.

Secretary of State of the State of Colorado

*****End of Certificate*****

Notice: A certificate issued electronically from the Colorado Secretary of State's Web site is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's Web site, <http://www.sos.state.co.us/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our Web site, <http://www.sos.state.co.us/> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."



Resolution 2018-18 Budget

Summary:
Final adoption of the approved 2019 Town of Paonia Budget

Notes:

RESOLUTION 2018-18
Resolution to Adopt Budget

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE TOWN OF PAONIA, COLORADO, FOR THE CALENDAR YEAR BEGINNING THE FIRST DAY OF JANUARY 2019 AND ENDING THE LAST DAY OF DECEMBER 2019.

WHEREAS, the Board of Trustees for the Town of Paonia, Colorado, appointed Ken Knight, Town Administrator and Cindy Jones, Finance Officer to prepare and submit a proposed budget to said governing body at the time; and

WHEREAS, Ken Knight, Town Administrator and Cindy Jones, Finance Officer, has submitted a proposed budget to this governing body on October 23, 2018 for its consideration; and

WHEREAS, upon due and proper notice, published and posted in accordance with the law, said proposed budget was open for inspection by the Public at a designated place, a public hearing was held on November 13, 2018, interested taxpayers were given the opportunity to file or register objection to said proposed budget; and

WHEREAS, the Board of Trustees has made provision therein for the balance on hand and probable revenues equal to or greater than the total proposed expenditures as set forth in said budget, and;

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, so as not to impair the operations of the Town, and;

NOW, THEREFORE, be it resolved by the Board of Trustees of the Town of Paonia, Colorado;

Section 1. That estimated expenditures for each fund are as follows:

• General Fund	\$1,197,424
• Space-to-Create Fund	\$ 150,000
• Conservation Trust	\$ 8,015
• Capital Improvement Fund	\$ 153,250
• Enterprise Fund	<u>\$1,547,100</u>
For a total of	\$3,055,789

Section 2. That estimated revenues and prior year surplus for each fund are as follows:

• General Fund	\$1,197,424
• Prior Year Surplus	<u>\$ 492,761</u>
• Total	\$1,690,185
• Space-to-Create Fund	\$ 150,000
• Prior Year Surplus	<u>\$ 47,300</u>
• Total	\$ 197,300
• Conservation Trust	\$ 8,015
• Prior Year Surplus	<u>\$ 0</u>
• Total	\$ 8,015
• Capital Improvement Fund	\$ 145,600
• Prior Year Surplus	<u>\$ 37,242</u>
• Total	\$ 182,842
• Enterprise Fund	\$1,547,100
• Prior Year Surplus	<u>\$2,140,183</u>
• Total	\$3,687,283

For a total of \$5,765,625

- Section 3. That the budget as submitted and herein above summarized by fund, the same is hereby approved and adopted as the Budget of the Town of Paonia, Colorado, for the year 2019.
- Section 4. For the purpose of meeting all expenditures of the General Fund during the 2019 budget year, there is hereby levied a tax of 8.322 mills upon each dollar of the total valuation for assessment of all taxable property within the Town for the year 2019; and
- Section 5. The Town Administrator and the Finance Officer of the Town of Paonia are hereby authorized and directed to immediately certify to the Board of County Commissioners of Delta County, Colorado, the gross mill levy and the net mill levy for the Town of Paonia hereinabove determined and set.
- Section 6. For the purpose of paying the necessary expenses and liabilities of the Town of Paonia for the fiscal year beginning January 1, 2019, and for the purpose of appropriating monies to pay the sums set forth in the Budget of the Town, there is hereby appropriated from the balance on hand and the probable revenue of each fund to each fund for the ensuing year, the sum hereafter set for the following purposes:

GENERAL FUND: For the purpose of paying for General Government, Public Safety, Streets and Highways, Health and Welfare, Culture and Recreation, Inter-fund Transfers, maintaining and improving the sidewalks, maintaining and improving the streets, and other legal purposes, the sum of \$1,197,424;

SPACE-TO-CREATE FUND: For the purpose of collaborative effort to provide affordable workforce housing and working spaces for creative sector and other acceptable uses as determined by the State of Colorado, the sum of \$150,000;

CONSERVATION TRUST FUND: For the purpose of improving open space and other acceptable uses as determined by the State of Colorado, the sum of \$8,015;

SALES TAX CAPITAL IMPROVEMENT FUND: For the purpose of acquiring, constructing, improving, extending, and maintaining capital facilities of the Town funded by a 1% sales tax, the sum of \$145,600;

ENTERPRISE FUND: For the purpose of maintaining, operating, improving and extending the water and sewer systems of the Town the sum of \$1,547,100;

- Section 7. That the Budget as hereby approved and adopted, shall be signed by the Board of Trustees and made part of the public records of the Town.

Adopted this 11th day of December 2018

Attest:

J. Corinne Ferguson, Town Clerk

Charles Stewart, Mayor

TOWN OF PAONIA

2019

Budget



TABLE OF CONTENTS

Introduction

Budget Transmittal Letter
Elected, Appointed, and Exempt Officials
Organization Chart & Advisory Committees
About Paonia
Economic Characteristics
Population and Demographics
Services and Goals

Policies & Procedures

Budget Process
Budget Calendar
Budget Guide
Fund Types
Basis of Budget and Accounting

Budget Overview

Resolution to Adopt Budget
Resolution to Set Mill Levies
Summary of All Funds
Personnel Summary

General Fund

Administration Income
Administration Expenditures
Building Income/Expenditures
Police/Public Safety Income
Police/Public Safety Expenditures
Parks Income/Expenditures
Streets Income/Expenditures
Streets Capital Income/Expenditures
Bridge Income/Expenditures
Sidewalk Income/Expenditures
General Fund Balance Summary

Space-to-Create Fund

Space-to-Create Information
Space-to-Create Income/Expenditures
Space-to-Create Fund Balance Summary

Conservation Trust Fund

Conservation Trust Fund Information
Conservation Trust Income/Expenditures
Conservation Trust Fund Balance Summary

Capital Improvement Fund

Income/Expenditures
Fund Balance Summary

Enterprise Fund (Water, Sewer, Trash)

Income
Expenditures
Enterprise Fund Balance Summary

INTRODUCTION

Budget Transmittal Letter

Elected, Appointed, and Exempt Officials

Organization Chart & Advisory Committees

About Paonia

INTRODUCTION

2019 BUDGET TRANSMITTAL LETTER

November 13, 2018

Honorable Mayor and Members of the Board of Trustees:

In accordance with the Town of Paonia policies, we, Ken Knight and Cindy Jones, present to you the proposed 2019 Budget for the Town of Paonia. This budget strives to implement the goals and objectives of the 2019 Board of Trustees in a fiscally responsible manner.

The budget is one of the clearest policy statements the Board of Trustees makes. The document prioritizes the resources available and ensures a course of action to implement the goals set by the Board of Trustees.

In order to work toward the Board of Trustees 2019 goals, the following critical areas have been identified on which to focus. Each of those areas are listed below. Addressing these areas will take far more than a simple allocation of dollars; they will require strong leadership and direction from the Board of Trustees. With that understood, steps are outlined beneath each critical area on how each area will be addressed.

ORGANIZATION AND STAFFING

While we work toward the Board of Trustees 2019 staffing goals, it is important to keep expectations realistic relative to the resources available.

Salary and benefits for 2019 are being proposed as follows:

Board of Trustees	\$ 10,334
Town Administrator	\$101,665
Finance Officer	\$ 75,355
Town Clerk	\$ 61,191
Deputy Clerk	\$ 37,492
Town Treasurer	\$ 1,295
Total Office Staff	\$276,998
Police Chief	\$ 75,853
(3) FTE – Officers	\$152,043
(1) PTE – Officers	\$ 28,416
PTE - Judge	\$ 3,886
Total Police Staff	\$260,198
Public Works Director	\$102,087
(4) FTE – Laborer	\$178,714
(1) Trash Truck Driver/Laborer	\$ 45,862
(1) PTE – Trash Laborer/Laborer	\$ 21,283
Total Public Works	\$347,946
Total Payroll	<u>\$895,476</u>

The Town will be changing providers in November 2018 from MetLife to The Hartford for Life Insurance benefits and adding Short-Term Disability.

AQUIRE AN INTERN TO ASSIST WITH THE UPDATE OF THE MASTER PLAN (STRATEGIC PLAN)

The Town must begin the process of updating the Master Plan. At over twenty years old, the current plan no longer is acceptable to many of the organizations that provide grant funding. The process of updating the plan requires the compilation of data collected for other purposes as well as public input and meetings. Current town staffing makes this work very difficult to achieve without additional help. The hiring of an intern to perform the day-to-day functions, compilation of data, record keeping, and moderating of public meetings will allow the process to move forward. Staff envisions the update of the plan being done in stages with one or two chapters being worked on at any one time. While this will extend the time period to have a fully updated plan in place; it will allow for the most important of the chapters to be updated first and allow for staff to prioritize chapters should it become necessary to meet the needs for certain grant funding.

ANNEXATION

Annexation has been identified as a priority by the Board of Trustees. First to annex the 'enclaves' that currently exist within the Town and then to extend the Town's boundaries for economic development purposes and to give the Town more control over how the properties in close proximity to the Town are developed. Annexation, however, can be controversial and, possibly, challenged by the property owner or others who may oppose the annexation. Legal fees, election expenses, and reports by a professional planner may be required to successfully complete the process. The Town's plans to extend the Town's sewer collections system to Highway 133 will open up many more properties that the Town may target for annexation so budgeting for the process is a necessity.

TOWN OF PAONIA SIGNAGE PROJECT

The North Fork Valley Creative District has funded a plan for signage for the Town. This will greatly increase the Town's visibility from Highway 133 and provide a clear and attractive image to bring people into the Town. The Board of Trustees has supported this program and while the North Fork Valley Creative District will proceed with the labor of doing the major fund raising; the Town is showing its support by budgeting a contribution to the project.

HOSTING OF 2019 PHILANTHROPY DAYS

Rural Philanthropy Days brings several hundred people to the community hosting it as well as many of the most important private foundations in the state to the community. The North Fork Valley has been chosen to host the June 2019 event. Most communities see a positive increase the amount of funds that they received from the visiting foundations after hosting the event. The Town wholeheartedly supports the hosting of the 2019 Rural Philanthropy Days and will budget time, space, and money to see to it that it is a successful event.

TOWN BUILDING CODE

In 2016, a Building Inspector was hired to handle Building code issues as well as issuing building permits. In 2017, revenue for Building Permits and Inspections were up significantly over prior years due to having a Building Inspector. In 2018, the search began for a new Building Inspector. Dan Reardon was contracted from the City of Delta to help out the Town in December 2017. He then became a part time employee of the Town in February 2018. In March of 2018 Mr. Reardon went to work for Colorado Code Consulting, LLC and the Town signed a temporary contract maintaining Mr. Reardon as the Building Inspector. In October 2018, the Town approved continuing with Colorado Code Consulting, LLC and Mr. Reardon. It was also requested that Building Code and Fees be reviewed.

PUBLIC SAFETY

- TRAINING GRANTS
Police Officer's Standards and Training (POST) provides police departments reimbursable funding for training of their officers. They cover the training costs, lodging, and out of town travel and meals. They will also reimburse for training ammo.

- **MARIJUANA ENFORCEMENT GRANT (DOLA) \$TBD**
Financial assistance to local law enforcement agencies for the investigation and prosecution costs associated with unlicensed marijuana cultivation or distribution operations.
- **VICTIMS ADVOCATE**
The Victims Advocate (VA) agreement is between the municipalities of Cedaredge, Hotchkiss, and Paonia victim services subcontractors, the Cedaredge Police Department, Hotchkiss Marshal Office and the Paonia Police Department.

The purpose is to provide the municipalities with a consistent approach to victim advocacy by providing two part-time advocates who will respond to the needs of domestic violence/sexual assault/death notification and other victim related crimes. A VALE grant of \$18,512.00 has been obtained to cover the majority of costs associated with this program. The Town will provide a cell phone for the advocate and an additional \$1,000 for incidentals.

- **SCHOOL RESOURCE OFFICER (SRO)**
The purpose of the School Resource Officer (SRO) is to formalize the relationship between the Town and the Delta County School District in order to foster an efficient and cohesive program that will build a positive relationship between law enforcement officers and the youth of Paonia and surrounding area, with goals aimed toward providing a safe learning environment for students, a safe working environment for educational staff, and preventing and reducing offenses committed by juveniles and young adults. The School District will Provide \$20,000 to help obtain this goal.

PARKS

- **ARBOR DAY & TREE CITY USA**
Arbor Day participation is a requirement for Tree City USA Designation. The Tree City designation is a necessary function for multiple grant and funding opportunities for parks and Town-owned property. Participation in Arbor Day celebrations and Tree City projects has been found to reduce costs for energy, storm water management and erosion control, boost property values, build ties with neighbors and the community, and provides education about sustainable tree management. Participation in Arbor Day must include the planting of a tree in a public space, and an additional requirement for Tree City USA designation is a \$2 contribution per capita.
- **TREE BOARD**
Per Article 7 of the Municipal Code the Tree Board holds the responsibility of maintaining both the Arbor Day tradition as well as the annual updating for Tree City designation. Funds are allocated to help support advertisement and celebration costs associated.
- **POULOS PARK GRANTS \$38,850**
Landscape and provide infrastructure improvements to a small pocket park to encourage activities in the park and to direct visitors to recreational activities around the Town.
- **PARK PLANNING GRANT \$57,000**
The Town of Paonia needs a written plan to guide development and upgrades to town parks and trails. The Plan will position the Town with a shared vision and goals and define implementation steps and resources to coordinate and connect enhancements to existing parks and open spaces.

STREET, BRIDGE, ALLEYS & CAPITAL IMPROVEMENTS

The Town of Paonia has limited resources for funding the General Fund of which Streets & Alleys are funded. Staff recommendation is the creation of an Impact Fee for the Town's 'public' utilities similar to the Franchise Fee the Town charges 'private' utilities for the use of the Town's Rights-of-Way. Staff recommendation is an Impact Fee of 3% to be paid either out of existing revenues or the creation of a 3% Impact Fee to be added onto the utility bills. Each Enterprise fund - Water, Wastewater, and Sanitation - would be charged the Impact Fee for use and impact of the Town's Streets and Alleys.

STORM WATER GRANT \$89,462

The Town received a grant from the Department of Public Health and Environment Water Quality Control Division to convert the existing sanitary sewer VCP to a storm sewer line between 100 and 200 block of Clark Street at 2nd Street. This project serves to improve water quality and public health by completing construction to improve Storm Water drainage and inflow/infiltration issues in the Town of Paonia. Engineering started in May 2018, bid process is expected to be held in January 2019, and Construction expected to be completed no later than June 30, 2019.

SAFE ROUTE TO SCHOOLS GRANT (CDOT) \$484,505

The project will provide sidewalk, curb ramps and bike lanes for routes that connect the Paonia Elementary and Paonia Jr. High Schools with the Town (including residential, commercial areas and Town parks). The project will make walking and biking safer and appealing and will encourage children to walk and bike to school.

US DOT STREET GRANT \$18,307,800

The project will repair and expand the existing bridge over the North Fork of the Gunnison River on Samuel Wade Road to include ADA sidewalk access and safe passage for bicycles and pedestrians. The Project will also include repair and paving of Samuel Wade/3rd Street (main access to the Town and primary East-West arterier), Grand Avenue (Paonia's Main Street) and 2nd Street (Secondary East-West artery) all connecting major commercial and residential areas.

AND/OR

OFF SYSTEM BRIDGE GRANT (CML) \$TBD

The Town is submitting an application to The Special Highway Committee for municipalities with off-system bridges that are eligible for rehabilitation or replacement. Approximately \$2.6 million will be available for allocation to municipalities and counties between 2019 and 2021. Priority will be given to projects on bridges that have been deemed scour critical, have the lowest sufficiency ratings, and are ready for construction.

OUR TOWN NEA (NATIONAL ENDOWMENT FOR THE ARTS) GRANT \$95,000

The Our Town NEA Grant program will support the design of an area creating the Town of Paonia's "Grand Avenue Corridor" linking the Town Center with the North Fork of the Gunnison River Park. The Paonia Creative District (administered by the North Fork Valley Creative Coalition) will work with the Town of Paonia to engage a design firm to provide development and schematic designs for the half mile corridor that includes the Paonia Creative District. Additionally, the Town and Creative Coalition will select a consultant/artist to facilitate community planning sessions with the goal of engaging local artists and artisans in the implementation phase of the project. The project is expected to provide increased green space, public art and improved walkability along Paonia's "main street" and to encourage pedestrians to travel along a beautifully developed roadway (TBD) to visit and enjoy the River Park.

SIDEWALK FUND

In 2013, voters approved a \$3.00 per month fee to be dedicated to the repair and replacement of existing sidewalks sunsetting in 10 years or 2023. In 2014 the \$3.00 fee was implemented collecting a total of \$29,046. In 2015, CN&N was issued the Contract to begin sidewalk repairs, total expenditures were \$40,299. In 2016, CN&N was also issued the Contract for sidewalk repairs. In 2017, due to the depletion of the Sidewalk Fund, expenditures were limited to 'emergency' repairs which were performed by CN&N totaling \$11,530. Due to the increased costs in mobilization staff has recommended that starting in 2018 sidewalk projects are conducted every other year to allow for the fund to be replenished and allow for more substantial work. Therefore, expenditures will be limited to 'emergency' repairs for 2019.

SPACE TO CREATE

In 2017, the Town received a grant from the Boettcher Foundation for \$35,000 to begin the Space to Create project. Space to Create Paonia will advance a feasibility analysis of creative sector workforce space in the Town of Paonia. The initiative will begin with a preliminary feasibility study and community engagement work, followed by an arts market survey.

In 2018:

- The Town applied for \$25,000 REDI Grant from DOLA for the feasibility study
- A \$17,500 REDI Grant from DOLA for the Arts Market Survey
- A \$50,000 Grant from CCI

In 2019:

- The Town is preparing to apply for a VISTA Interim through Downtown Colorado Industries (DCII) to assign capacity building for Space to Create; and
- The Town is working with the North Fork Valley Creative Coalition to create a working partnership via a MOU to promote Space to Create; and
- The Space to Create working group is preparing for a fund-raising campaign for Space to Create.

CAPITAL IMPROVEMENTS

The 2019 Budget recommends a capital improvement budget of \$145,600 in new projects plus the carry-over of the 2018 Budget Goal statement as follows:

Paonia Airport (completely supported by Cell Phone Tower Rent)	\$ 44,892
Town Hall Repairs	\$ 18,000
PD Vehicles (2)	\$ 50,000
Replace Electric Car	\$ 8,000
PW	\$214,292
3 rd Street Carry-Over	<u>\$109,451</u>
Total Capital Improvements	\$444,635

ENTERPRISE FUNDS:

While no additional revenue increases are being recommended in this budget for 2019 the Board may want to consider a small incremental increase each year rather than larger increases less often.

Grants will be needed to be obtained in order to complete several of the priorities under water and sewer. The Town will be working with the different agencies in order to secure these funds.

Water

Water rates were increased by 2% in 2017.

Water Company Agreements

System Pressure Analysis

Repair & Maintenance Priorities:

1MG Tank

3rd Street Loop

300 Orchard

2MG Lining

Debt Service

Sewer

In 2017, wastewater rates were increased by \$3.00

In 2017, the town completed engineering to extend the Town's sewer line on down Stahl Road down Highway 133 and also up Price Road. The Town will secure funding to process with the construction of this project.

Repair & Maintenance Priorities:

Auto Trash Cleaner

Manhole Lining

Slip Lining

Aerators

Debt Service

The Town did sell sewer property in 2017 totaling \$511,155(including interest earned), and as a condition set by USDA, these funds must be used for sewer projections.

Trash

Solid waste (trash) rates were increased \$1.00 in 2018.

There have been no priorities set in this breakeven budget.

MOVING FORWARD

It is impossible to know how the fluctuating economy and fiscal outlook for Paonia will be in the coming years. Looking to the future the Town needs to ensure that we are capable of handling any unforeseen negative financial situations.

Moving forward into 2019 and beyond, the following security measures need to be maintained or worked into the budget document:

- The continued allocation of 1% of the Town's 3% sales tax toward the Capital Improvement Plan;
- Increase dwindling reserves to cover at least six (6) months' worth of expense;
- Investigate the possibility of allocating funds for Capital Equipment Replacement Fund (CERF) funding from revenues; and
- Investigate other possible revenue opportunities;
- Investigate grant opportunities.

These are bold ambitions and as such, it will take several years to achieve these financial goals. But, by committing to them, the Town will have measures in place to help responsibly address any negative fiscal situations that may arise in the future.

CONCLUSION

The proposed 2019 budget puts forth an implementation plan that actively addresses the goals adopted by the Board of Trustees. Budgetary 'wish' lists exceed the funds available. But, with proper planning, the creation of a long-term Capital Improvement Budget that incorporates the items eliminated from this budget plus planned replacement of capital items (rather than always responding to 'emergency' appropriations) can create budgetary continuity and improve long-term planning. This is a budget that pushes forward to achieve the goals set by the Board of Trustees, while reflecting an increase in planning for the future based upon those same goals. The Town must not rest on the laurels of past accomplishments but continue to ensure that the high levels of service provided to the community remain. It is with these goals in mind that we respectfully submit this budget for review.

Respectfully,

Kenneth D Knight
Town Administrator

Cindy Jones
Finance Officer

INTRODUCTION

ELECTED OFFICIALS

Charles Stewart, Mayor

Chelsea Bookout, Mayor Pro-Tem

William Bear Jr., Trustee

Mary Bachran, Trustee

Karen Budinger, Trustee

Samira Hart, Trustee

Dave Knutson, Trustee

APPOINTED OFFICIALS

J. David Reed, PC (Bo Nerlin), Town Attorney

Brad Kolman, Judge

Ross King, Treasurer

Corinne Ferguson, Town Clerk

EXEMPT OFFICIALS

Ken Knight, Town Administrator

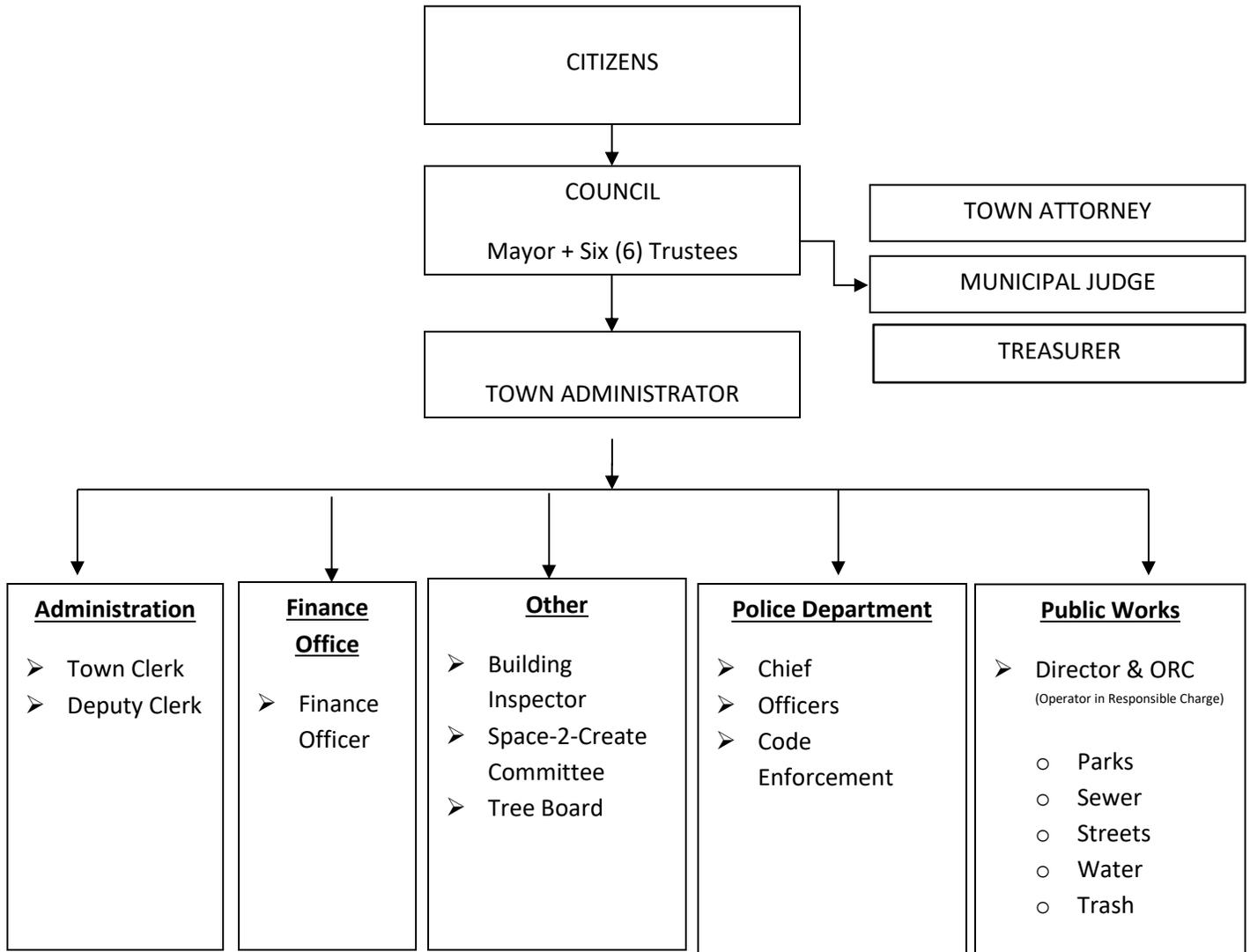
Travis Loberg, Public Works Director

Cindy Jones, Finance Officer

Neil Ferguson, Chief of Police

INTRODUCTION

Town of Paonia ORGANIZATIONAL CHART



Advisory Committees

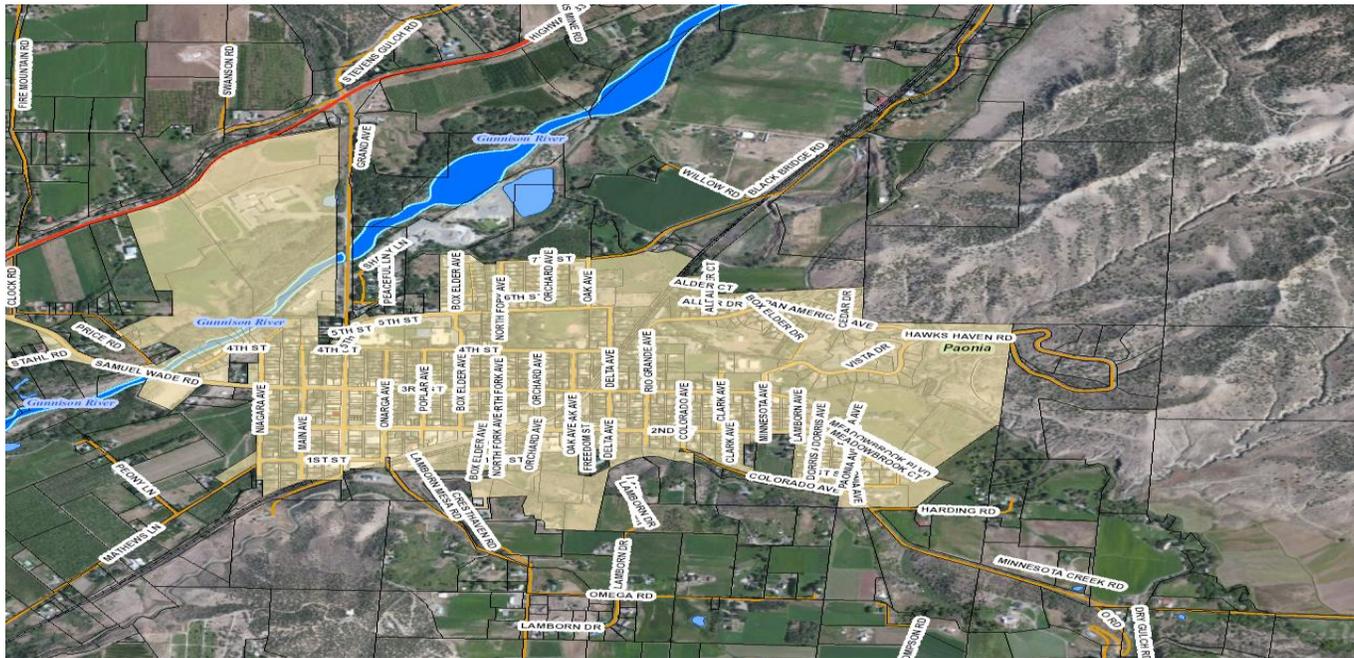
Finance and Personnel
 Public Safety/ Governmental Affairs
 Public Works/Utilities/Facilities

Karen Budinger, Chelsea Bookout
 Samira Hart, Vacant
 William Bear Jr, Mary Bachran

Planning: Charles Stewart, William Bear Jr, Barbara Heck, Lucy Hunter, and one vacant seat
 Zoning: William Bear Jr, Barbara Heck, Dave Knutson, Thomas Markle, and James Normandin
 Tree Board: Paula Martin, Tamie Meck, Roger Baril, and Karen Hinkel

INTRODUCTION

Welcome to Paonia; the gem of the North Fork Valley.



History

The area was first explored in 1853 by Captain John W. Gunnison of the United States Army. Gunnison was on an expedition to locate a suitable pass through the Rocky Mountains for the Topographical Engineers.

The Valley was inhabited by Ute Indians until 1880, when the Ute Indian Reservation was closed by the federal government.

Following the closure of the reservation, the site itself was settled in 1880 by Samuel Wade and William Clark, who had accompanied Enos Hotchkiss to the area from Ohio. The town was officially incorporated in 1902. The peony roots that Samuel Wade brought with him to Colorado in 1881 inspired him to submit the Latin name for peony, "Paeonia" as a town name. The post office wouldn't allow the extra vowel, so Paeonia became Paonia. Significant industries include ranching, mining and orchard farming.

Cattle came first, but in 1893, sheep were introduced to the valley. Cowboys organized a secret society called the Cattle Growers Protective Association. When sheep appeared on a cattle range, if legal persuasion failed, sheep were stampeded over bluffs or massacred.

Vast reserves of coal lay buried in the area. The advent of the railroad made the shipping of coal economical and today, coal mining is one of our major industries.

Paonia is naturally air conditioned by warm air flowing up the valley at night and cool air from the mountains during the day resulting in optimal conditions for growing cherries, apricots, grapes, peaches, plums, pears, nectarines, and apples.

Other Attractions:
Paonia Cherry Days Festival



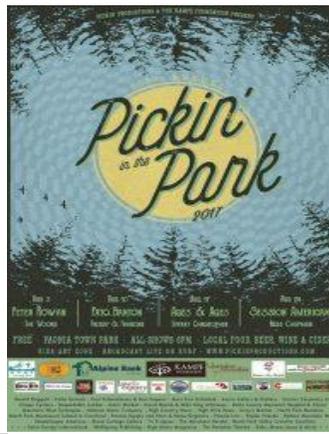
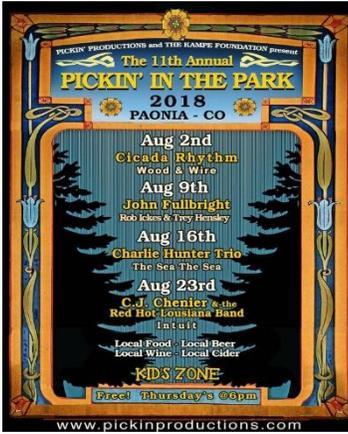
Paonia celebrates its "Cherry Days" festival annually during the week of July 4. It features parades, family and class reunions, games, arts and crafts, and musical performances. Paonia Cherry Days is one of the longest running outdoor festivals in Colorado. Started by the Paonia Lions Club in 1946, the festival continues to be run by community volunteers.

BMW Rally



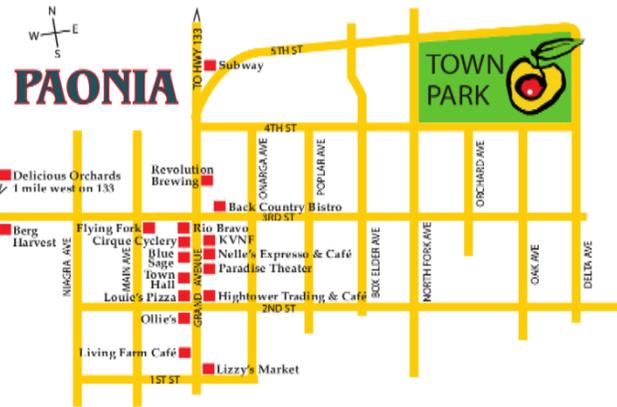
Paonia hosts an annual rally for motorcycle enthusiasts, who descend upon the town in mid-summer and stay for several days. This location permits riders to see the beautiful Black Canyon of the Gunnison and challenges them to navigate through winding canyon and mountain roads. It is one of the more desirable rides and locations in Colorado.

Pickin' in the Park



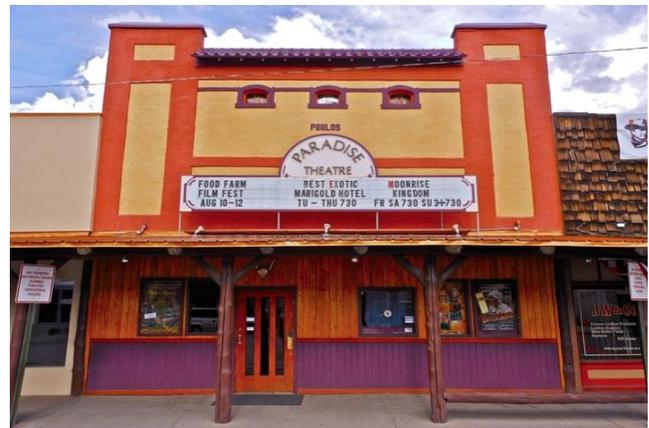
Pickin' Production goal is to feature some of the very best National (and sometimes International) acts, both established and up and coming, along with strong regional & National openers. The shows start at 6pm, and goes well into the evening. Good times and lots of dancing is guaranteed.

Mountain Harvest Festival



The **Mountain Harvest Festival** is a three-day event in downtown Paonia held during the last weekend of September. There are over 20 musical acts, poetry, an art show, a **chili** cook-off, a street dance, crafts, wine tasting, as well as classes on canning, raising livestock and sustainable living.

The Blue Sage Center for the Arts and The Paradise Theatre - host: concerts, movies, meetings, art exhibits, recitals, community theatre, and classes.



Paonia River Park



The River Park, located near the entrance to the Town of Paonia off of Grand Ave, was once an in-stream gravel pit and is currently the only public river access point in 30 miles of the North Fork of the Gunnison River. The restoration project restored the river to a single meandering channel. Aquatic habitat was improved along the river banks, thousands of willows were planted, fish retention pools were installed, and the floodplain was rehabilitated with new vegetation to control flood erosion. The park is more welcoming than ever to wildlife and human visitors.

Economic Characteristics

GLOBAL

At 3.8%, global growth in real gross domestic product (GDP) in 2017 was the strongest since 2011. With financial conditions still supportive, global growth is expected to increase to 3.9% in both 2018 and 2019.

According to the International Monetary Fund (IMF) October 2017 World Economic Outlook, 2018 is projected to record respectable growth throughout much of the world. Growth in the advanced economies is expected to remain in the 2% range, unchanged from the previous year's forecast, although 2017 growth rates are expected to come in about 0.2% higher than 2016. The 2018 U.S. forecast is for 2.3% growth. It should be noted, however, that even with a positive growth forecast, the IMF acknowledges the risk of recession.

US ECONOMY

The U.S. economy exhibited accelerating growth of 1.7% in 2013, 2.6% in 2014, and 2.9% in 2015. However, real gross domestic product (GDP) growth stalled in 2016, posting growth of 1.5%. Slow growth continued during first quarter in 2017 (1.2%), but picked up in the latter part of the year—3.1% growth in Q2 2017 and 3% growth in Q3 2017 (advance estimate).

According to the National Bureau of Economic Research (NBER), the United States has experienced 11 business cycles post-World War II. The nation is nearly 8½ years into an expansion, making it currently the third-longest expansion over the past 70 years. The longest expansion during this period occurred in the 1990s, lasting 10 years. The shortest expansion occurred in the early 1980s, lasting 12 months. The average length of an expansion since 1945 (including the current expansion) has averaged just over 5 years.

The current long, sustained recovery persists with the backing of many positive underpinnings to the economy—notably, employment, income, and wealth. As of October, employment growth continued uninterrupted for 85 consecutive months.

Personal income rose 2.8% year-over-year in Q3 2017, reaching a seasonally adjusted annual rate of almost \$16.5 billion. Per capita personal income, both real and nominal, also reached a new peak in Q3 2017. Employee wages, too, increased, up between 2% and 3% each month of 2017. Personal consumption expenditures are expected to grow 2.7% in 2017 and 2.6% in 2018.

COLORADO

Over the past 47 years in Colorado, employment, labor force composition, and the economy have shifted dramatically.

While Colorado continues to outperform most states economically, key economic metrics show that Colorado's rebounding real GDP growth in the first half of 2017, total personal income rose 3.9% in Q2 2017 year-over-year, and per capita personal income increased 2.2%. The state's labor force increased 3.7% year-over-year in September—the fastest rate in the country—and the unemployment rate stood at 2.5%, the second-lowest rate nationally.

Following three consecutive years of employment growth in excess of 3%, the pace of growth slowed to 2.3% in 2016. The state continued the job-building momentum in 2017, adding an estimated 56,300 jobs, or 2.2%. In 2018, Colorado's pace of employment growth is projected to slow further, to 1.8%, as Colorado increases employment by 47,100.

Inflation is reported by the Bureau of Labor Statistics for the Denver-Boulder-Greeley combined metropolitan statistical areas, which is often used as a proxy for Colorado. A reflection of the hot local economy, prices increased faster than the rest of the nation. After growing by 57,300 jobs (2.3%) in 2016, the pace of employment growth decreased in Colorado in 2017, the state adding 56,300 jobs, or 2.2% growth. This trend will continue in 2018, with the state adding 47,100 jobs, or 1.8% growth—a pace that will likely keep Colorado in the top 10 nationally. Three industries that will record the most jobs added in 2018 are Professional and Business Services (10,000 jobs); Trade, Transportation, and Utilities (8,700 jobs); and Education and Health Services (8,400 jobs). The slowest growing sectors are projected to be Information (300 jobs) and Natural Resources and Mining (1,100 jobs). Overall, growth is projected in every industry.

POPULATION

Colorado's population is forecast to continue to grow but at a slowing rate. The population is forecast to increase by an estimated 91,500 between 2016 and 2017 and 90,600 between 2017 and 2018. Through 2019 natural increase is forecast to remain around 30,000, and net migration is forecast to remain around 60,000. The slowing growth is forecast due to a slowing economy, slowing birth rates, aging population, and slowing labor force growth. Although Colorado's growth is forecast to slow, it is forecast to continue to outpace the nation growing at roughly twice the rate. Colorado is forecast to increase from 1.7% of the U.S. population currently to 2.1% by 2050.

Colorado has seen economic development across a variety of industries, including technology and information, professional and business services, and leisure and hospitality. These industries have been important to moving Colorado forward, and will continue to expand with Colorado's well-educated populace and business-friendly environment.

AGRICULTURE

As projected, Colorado's 2017 total agricultural income will be lower than in 2016. The decline is not as steep as expected; however, profitability is highly concentrated among only a few sectors of Colorado's diverse food and agriculture value chain, most notably, cattle feeders. Net farm income for 2017 is expected to fall to \$1.16 billion from \$1.23 billion in 2016. An expected revision of 2017 farm production expenses by the USDA's Economic Research Service may drive this even lower.

Colorado hemp farmers are expected to harvest up to 9,000 acres of hemp, compared with just 200 acres in 2014. Hemp is still a risky crop because there is a lack of marketing and processing to use it and it is still federally illegal, leaving growers without crop insurance.

Feeders that used the futures market as a risk management tool to lock in margins early likely missed out on capturing the full benefit of market conditions. Low calf prices, low corn (feed) prices, and high fed cattle (the end result) prices created this scenario, which is not likely to recur in 2018. The cattle sector is so large in proportion to the rest of Colorado agriculture that it leads the way in economic impact. While beef has the largest impact to the farm income bottom line, dairy, egg, and pork producers also showed some gains. Wheat prices are predicted to continue at levels less than half of the prices received in 2012–2014. The corn price for 2018 is forecast at less than half that of 2012. Corn farmers would have to look back to 2006 to see lower prices. Based on the cowherd, both the 2018 and 2019 calf crops are expected to be even bigger, creating downward pressure on prices.

COAL MINING

Coal mining in Colorado dates back to 1864. Colorado's clean, high-quality coal reserves help utilities meet the stringent requirements of the Clean Air Act. Production peaked at 40 million tons in 2004. Data provided to the Colorado Mining Association (CMA) indicate that in 2014 the industry accounted for \$900 million in sales. With reduced production and lower prices, sales fell to an estimated \$510 million in 2016 but are expected to increase in 2017 and 2018 based on forecast increases in production.

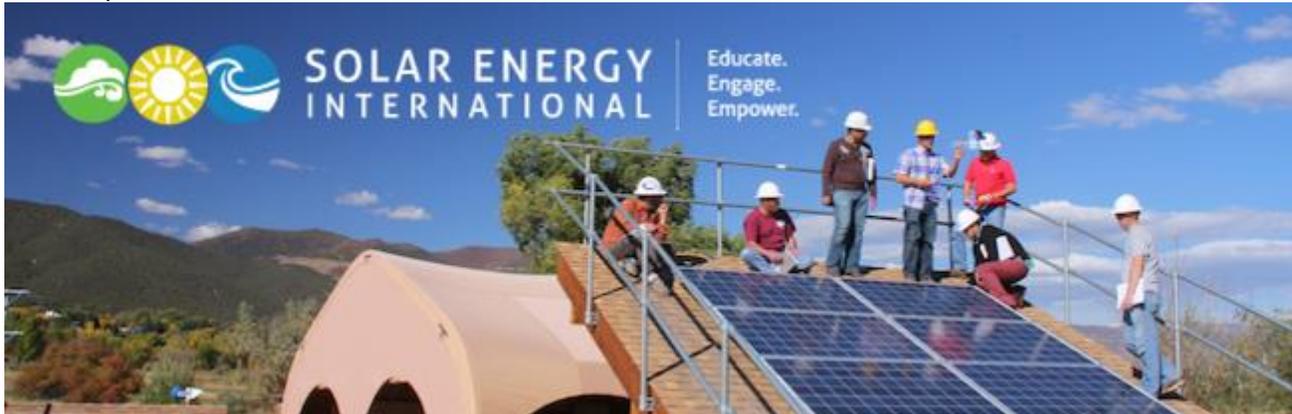
Gunnison County was the leading coal producing county between 2001 and 2016, producing 149 million tons.



Solar Energy

Colorado is a leader in solar energy. In terms of cumulative installed solar electric capacity, Colorado ranks 11th nationally, with over 950 MW of installed capacity (roughly 2.25% of the state's net generation). Of that capacity, 374 MW was installed in 2016—nearly 40% of the state's total. Over the next five years, the Solar Energy Industries Association (SEIA) estimates the annual installed capacity will increase by another 956 MW, doubling the state's total capacity by 2022.

Like many states, the rooftop solar community in Colorado has been thriving with installation costs dropping more than 60% since 2010. For Q1 2017, Colorado had below national-average installation costs—modeled by NREL to be an estimated \$2.66 per watt for residential PV systems. EnergySage, an online solar marketplace, estimates the average cost to install a 6 KW system in the state, after deducting the 30% federal solar tax credit, to be between \$13,000 and \$17,000.



Media

The publishing sector includes any firm that issues print or electronic copies of original works for which they own a copyright, excluding internet firms. Products include software, newspapers, periodicals, books, directories, databases, calendars, and greeting cards. The types of products produced by the publishing industry has diversified to include an increasing amount of electronic and internet-based products, such as audio, downloadable files, digital books, and mobile device applications. The publishing sector is expected to continue to modestly shed jobs in 2017 and 2018.

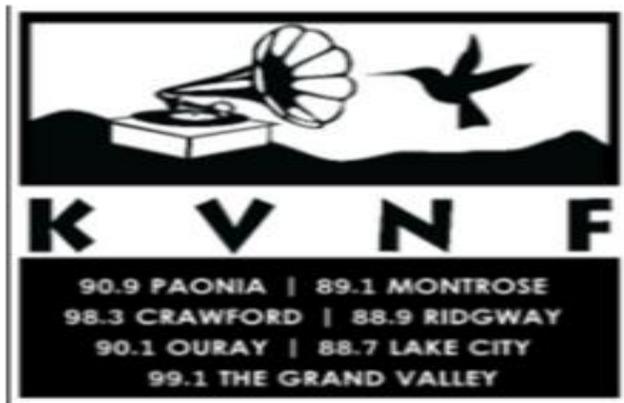


The noted Western newspaper, *High Country News*, is based in Paonia. *High Country News* covers 12 Western states and is the leading source for regional environmental news, analysis and commentary — an essential resource for those who care about this region. Their print and online magazine has nearly 33,000 subscribers, including policymakers, educators, public land managers, environmental professionals, outdoor enthusiasts and thousands of other “people who care about the West.” Our website attracts nearly 330,000 sessions each month, and our [online archives](#) are unusually deep, from the first issue in 1970 to today.



Paonia does not have a local newspaper. It is served by a section in the *Delta County Independent*. The area is also served by the monthly *North Fork Merchant Herald* founded in 1996 by the Hotchkiss Community Chamber of Commerce, was taken private by Raven Rumours Press in 1999 published in nearby Hotchkiss and *The High Country Shopper*, is published in Paonia.

Pew Research Center reported that the share of U.S. adults who “often” get their news from print newspapers fell from 20% in 2016 to 18% in 2017, while the percent who often get their news from online sources increased from 38% to 43%. Facebook was the social media site most often used to access news, with 45% of U.S. adults using Facebook for news in 2016—half of which relied solely on it for their news.



Community radio station [KVNF](#) was founded in Paonia and continues to have studios in downtown Paonia. KVNF Community Radio has been serving the western slope of Colorado since 1979 with news programs from National Public Radio, alternative news programming, local news and current affairs and an eclectic mix of musical genres with an emphasis on independent recording artists. It’s a rural service network providing public radio programming for the Western Slope region of Colorado. Starting with 10 watts of power in a garage on a mesa overlooking the town of Paonia, KVNF has grown to serve parts of 6 rural counties with two transmitters and five translators and thousands of watts of power.

Broadband



Broadband has emerged as a critical component of economic development. Economic research shows the introduction of broadband services boosts employment growth, reduces unemployment rates, and helps attract and retain high value-added firms and workers. These positive impacts are particularly large in rural or isolated areas.

Colorado has developed a program through the Department of Local Affairs (DOLA) that has awarded over \$20 million in matching grants for a statewide investment of \$34 million to numerous rural communities through the state to help with strategic broadband planning and deployment of middle-mile broadband projects.

Broadband access allows many rural communities the potential to attract remote workers and location-neutral businesses that can help diversify the economic base, but there are many other benefits, including public safety and health care. Many rural areas of the state would benefit greatly from tele-medicine and remote health care monitoring that have the promise to reduce health care costs while improving outcomes. Broadband availability to schools and educators across the state, especially in rural areas, is also a critical need that has been addressed over the past decade by the state.

Elevate Fiber, powered by DMEA, is building a 100% fiber network that will give you a whole new internet experience. We're delivering blazing fast speeds on an ultra-reliable fiber network:

- 100 Mbps and 1 Gig (1,000 Mbps) plans
- Unlimited local and long distance calling, plus advanced features
- The ability to take advantage of the latest streaming applications and devices.

Elevate is building the fiber network from the ground up—this is a long-term project that will take up to six years to complete. What's our goal? To bring truly high-speed fiber broadband to all DMEA communities. We will only build to zones that meet their preregistration goal. DMEA's service territory is divided into 50 different zones.

Brewing

Paonia is home to [Paonia United Brewing Co.](#), a microbrewery. Paonia United Brewing Company is dedicated to making and serving high quality, small-batch craft beer in the town of Paonia to be enjoyed by local patrons and visitors of the North Fork Valley.



Government

The Government Supersector includes federal, state, and local workers and is the second-largest provider of jobs in Colorado, representing roughly one in six jobs. Government activities include a variety of services ranging from space research and technology to public safety, program administration, and education. In 2016, Government employment in Colorado increased 2.4%, to 427,300. Local government, including public K–12 education, represented 60% of government employment, followed by state government, including higher education, with 27.3%. Federal government made up the remaining 12.6%. Government employment is expected to increase 2%, to 435,800, in 2017, then rise 1.1%, to 440,400, in 2018.

Local governments generally derive their revenues from property taxes, sales and use taxes, fees, and intergovernmental sources. More than 3,000 local governments in Colorado provide a variety of services through counties, school districts, special districts, cities, and towns. Their powers and duties are defined by state law and range in authority from maintaining park programs, providing public safety, serving judicial functions, and regulating land use. State and federal governments transfer various revenues to local governments, such as state-collected highway revenues derived from gas tax and motor vehicle registration fees that are transferred to counties and municipalities. A state-run lottery returns net proceeds back to parks and recreation districts for open space and recreation improvements. The majority of revenue available to local governments is collected locally in Colorado through property, sales, and use taxes. Although the availability of federal and state grant funding continues to decline, local governments in Colorado apply for grants if the program's purpose and conditions fit local government needs and priorities.

Each year, the Colorado Municipal League (CML) conducts a statewide survey entitled The State of Our Cities and Towns as a way to measure the economic outlook of Colorado's communities compared to previous years. CML groups the responses received into three categories according to a municipality's size (i.e., population of less than 2,000, between 2,000 and 24,999, and 25,000 or greater). It also groups responses regionally, providing a more realistic snapshot of what is happening on the Eastern Plains versus the Front Range or Colorado's mountain communities. The results of this year's survey paint an optimistic portrait of Colorado emerging from the Great Recession fully recovered and with economic confidence at a record high. Of the 105 municipalities that participated, half felt their local economy is better than it was in 2016, and 37% said their economy is performing at roughly the same level as it did the year before. Only 13% reported a weaker economic outlook.

Gallagher Amendment and Property Taxes:

Property taxes are the largest source of government revenue in Colorado, generating over \$8 billion in revenue for schools and local governments. Property taxes are determined by three things: the value of property, the assessment rate, and mills set by local governments. In 2017, the constitution required the assessment rate for residential property to decrease for the first time since 2003, impacting the tax base in every county and school district in the state.

The Gallagher Amendment in the Colorado Constitution, approved by voters in 1982, requires that the proportion of taxable value for residential and nonresidential property remain constant between each reassessment cycle. This proportion is known as the target percentage and is adjusted for any new construction and mineral production that occurs during the reassessment cycle. When the amendment passed, residential property constituted about 45% of the tax base. After adjusting for new construction and changes in mineral production, the Division of Property Taxation calculated a new target percentage of 45.67%. The vehicle for achieving the target percentage is the adjustment of the residential assessment rate. Based on estimated 2017 property values, a residential assessment rate of 7.20% is necessary so that residential property will constitute 45.67% of the statewide property tax base in 2017.

Paonia Government Overview

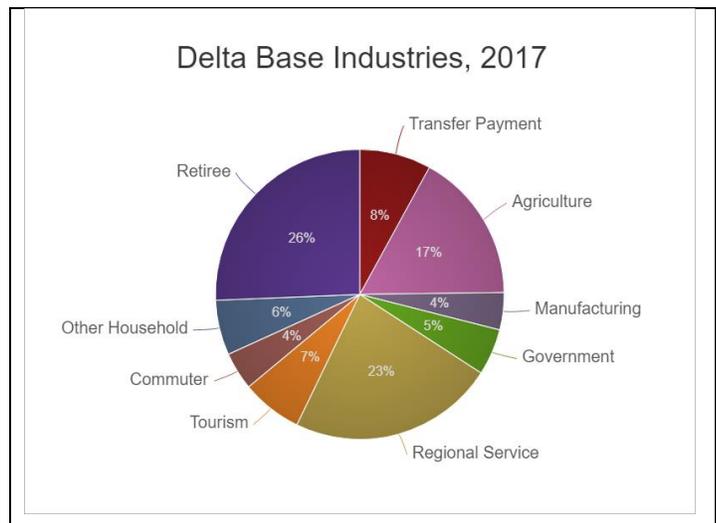
Paonia has been a Mayor-Board of Trustees form of government. Board incorporated a Town Administrator into its Municipal code. The Town Administrator is responsible for the day to day operations of the town. There are four positions which are appointed by the Board: Treasurer, Judge, Town Attorney and Town Clerk. There are 7 Board of Trustee members including the Mayor who are elected at large. Board of Trustee meetings are held the 2nd and 4th Tuesday of each month with workshop items being handled at various posted times.

Other boards and commissions of the Town include the Planning Commission and Development and Review. Members of these boards and commissions are appointed by the Council.

The Town has three major departments: General Government/Administration, Public Works and Police (Public Safety).

Population and Demographics

Statistic	Value	Percent
Population 1970:	15,316	
Population 2016:	30,377	
Total Population Change:	15,061	98.30%
Avg Population Change:	327	1.50%
Total Births:	13,779	
Birth Rate per 1,000 Pop:	12.3	
Total Deaths:	12,988	
Death Rate per 1,000 Pop:	11.5	
Total Natural Increase:	791	0.08%
Total Migration:	14,269	
Migration Rate per 1,000:	13.68	

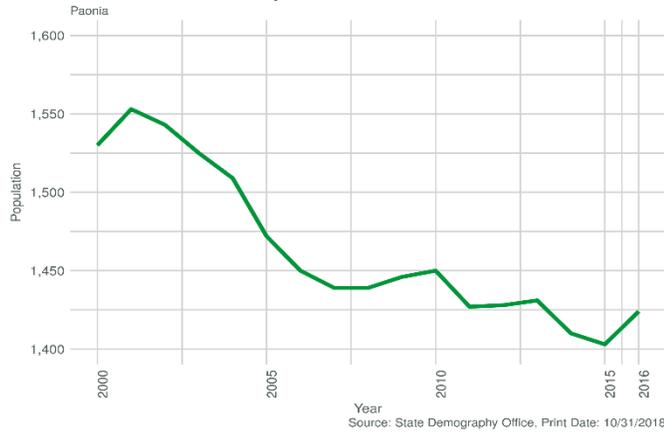


State Demography Office Population Estimates

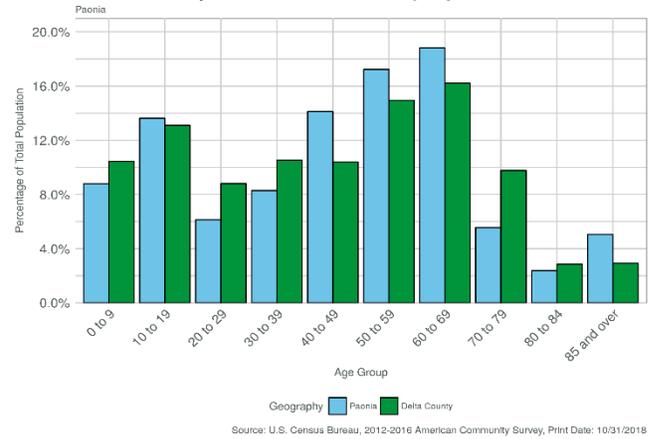
Variable	2010 Census	2010 Adj. Census	July 2010	July 2011	July 2012	July 2013	July 2014	July 2015	July 2016	July 2017
Total Population	8,915	8,915	8,897	8,767	8,838	8,843	8,692	8,731	8,838	8,888
Group Quarters Population	136	136	136	136	136	136	136	136	136	136
Household Population	8,779	8,779	8,761	8,631	8,702	8,707	8,556	8,595	8,702	8,752
Persons Per Household	2.49	2.49	2.49	2.49	2.49	2.49	2.49	2.49	2.49	2.49
Total Housing Units	3,825	3,825	3,826	3,830	3,866	3,864	3,867	3,903	3,892	3,893
Occupied Housing Units	3,530	3,530	3,523	3,470	3,499	3,501	3,440	3,456	3,499	3,519
Vacant Housing Units	295	295	303	360	367	363	427	447	393	374
Vacancy Rate	7.71	7.71	7.92	9.40	9.49	9.39	11.04	11.45	10.10	9.61

Population and Demographics Continued

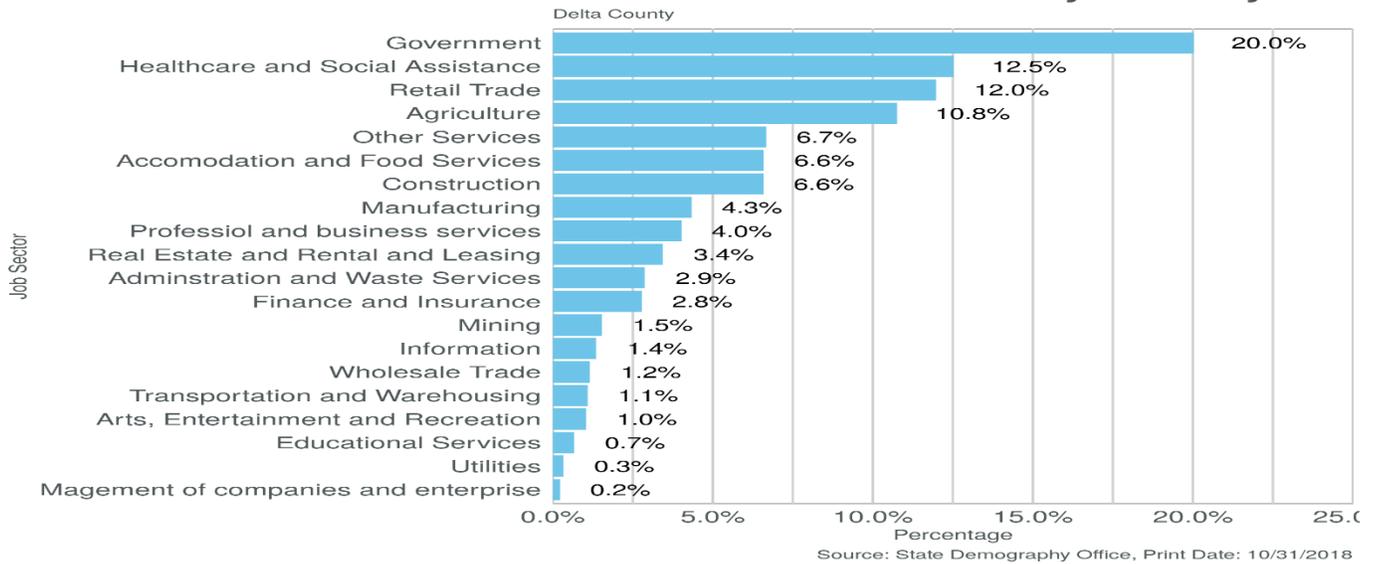
Population, 2000 to 2016



Population Distribution by Age for 2016



2016 Share of Jobs by Industry



YEA	PLACE	Total Population	Household Population	Household Size	Total Housing Units	Occupied Housing Units	Vacant Housing Units
2017	Cedaredge	2,229	2,229	2.11	1,192	1,057	135
2017	Crawford	422	422	2.4	212	176	36
2017	Delta	8,888	8,752	2.49	3,893	3,519	374
2017	Hotchkiss	927	927	2.24	472	414	58
2017	Orchard City	3,103	3,048	2.34	1,439	1,301	138
2017	Paonia	1,433	1,396	2.15	749	649	100
2017	Unincorp. Area	13,576	13,080	2.41	6,724	5,424	1,300
2017	Paonia	1,433	1,396	2.15	749	649	100

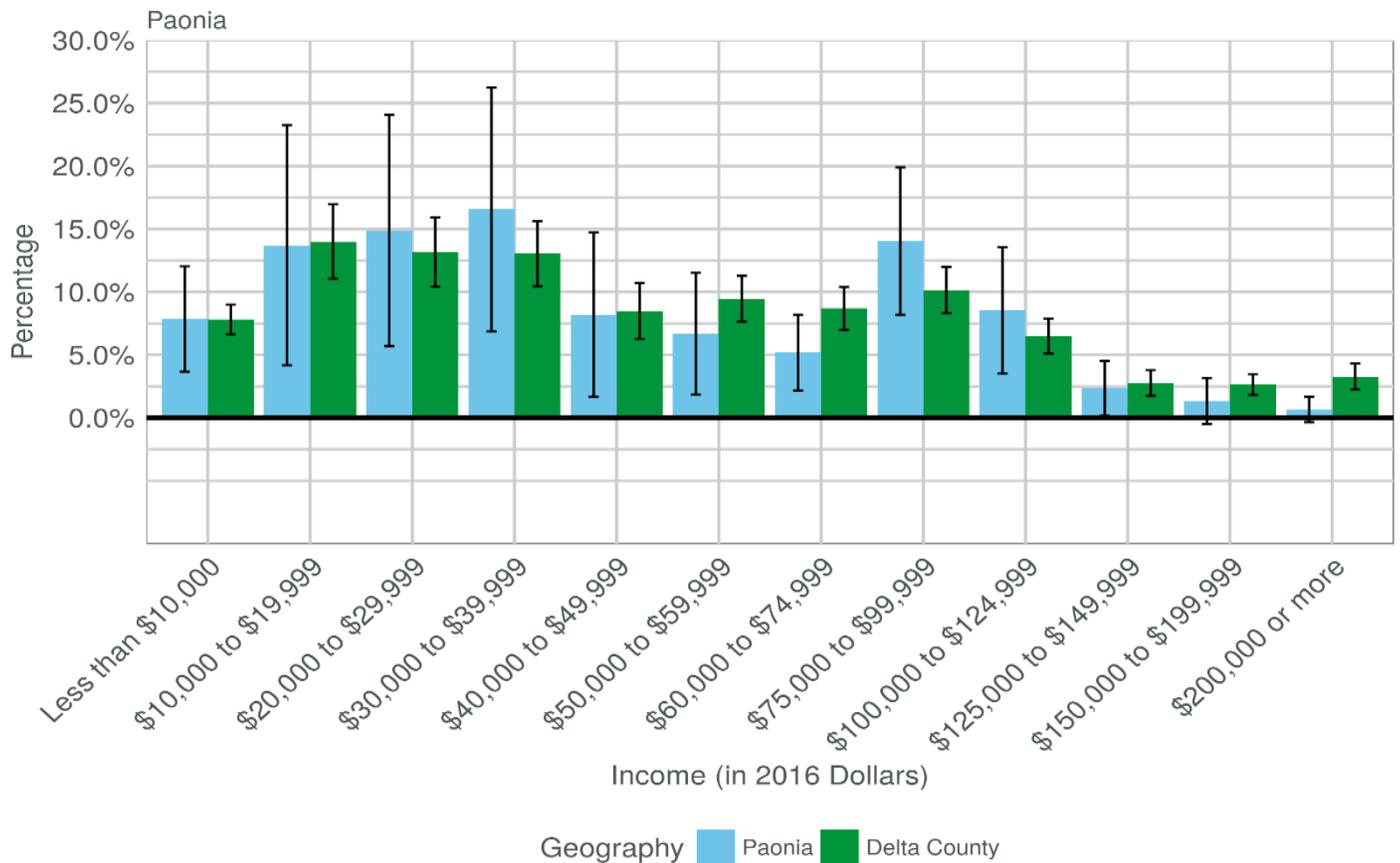
Population and Demographics Continued

Basic Statistics Table

	Paonia	Delta County	Colorado
Population (2016) *	1,424	30,377	5,534,240
Population Change (2010 to 2016) *	-26	-512	483,908
Total Employment (2016) *	667	12,453	3,231,769
Median Household Income ^	\$38,676	\$42,011	\$62,520
Median House Value ^	\$154,200	\$196,200	\$264,600
Percentage of Population with Incomes lower than the Poverty Line ^	13.8%	16.8%	12.2%
Percentage of Population Born in Colorado ^	42.5%	52.4%	42.8%

* State Demography Office || ^Source: U.S. Census Bureau, 2012-2016 American Community Survey, Print Date: 10/31/2018

Household Income Distribution



Source: U.S. Census Bureau, 2012-2016 American Community Survey, Print Date: 10/31/2018

Population and Demographics Continued

Employees in Paonia living elsewhere		
Location	Count	Percent
Delta City CO	53	17.3%
Paonia CCD (Delta CO)	35	11.4%
Somerset CCD (Gunnison CO)	29	9.4%
Hotchkiss CCD (Delta CO)	16	5.2%
Hotchkiss Town CO	15	4.9%
Grand Junction City CO	12	3.9%
Denver City CO	10	3.3%
Cedaredge Town CO	8	2.6%
Montrose City CO	8	2.6%
Colorado Springs City CO	6	2.0%
Other Municipalities/Places	115	37.5%
Total	307	100.0%

Source: U.S. Census Bureau On the Map, Print Date: 10/31/2018

Employees in Paonia living elsewhere		
Location	Count	Percent
Paonia CCD (Delta CO)	144	35.9%
Hotchkiss CCD (Delta CO)	73	18.2%
Delta City CO	21	5.2%
Delta CCD (Delta CO)	16	4.0%
Hotchkiss Town CO	16	4.0%
Cedaredge Town CO	14	3.5%
Denver City CO	9	2.2%
Crawford Town CO	8	2.0%
Orchard City Town CO	8	2.0%
Montrose City CO	6	1.5%
Other Municipalities/Places	86	21.4%
Total	401	100.0%

Source: U.S. Census Bureau On the Map, Print Date: 10/31/2018

Municipal Services provided by the Town of Paonia include: police protection, trash removal, water and wastewater collection and treatment, road maintenance and improvements, drainage, parks maintenance, and community development.

Other governmental services are provided through various agencies include: fire protection through the Paonia Volunteer Fire Department (Delta County FPD #2), North Fork Volunteer Ambulance Association, Paonia Public Library a branch office of the Delta County Library District, mosquito control through the Mosquito Abatement District. Recreation: Public swimming pool with Red Cross swimming lessons; lap swim time; water aerobics. Kids Kingdom playground. Paonia Skate Park and Apple Valley Park tennis courts in Paonia provided by North Fork Pool Park and Recreation District, and two cemetery's Paonia's Bethlehem Cemetery and Cedar Hill Cemetery are provided by the Cemetery Districts.

Schools include Paonia Elementary, Paonia Junior High School, the Vision Charter Academy and Paonia High School, Tech College of the Rockies, North Fork School of Integrate Studies (NFSIS); all part of Delta County School District #50.

Health services include: doctors, dentists, pain management, osteopathic and occupational medicine, as well as a variety of holistic practitioners.

Transportation services are provided by All Points Transit. Private air transportation is available at the Paonia Airport; a Fixed Based Operation (FBO). Commercial transportation by air, bus and train are also readily accessible from Grand Junction and Montrose.

Space to Create Colorado is the first state driven initiative for affordable housing for artists and creative sector workers in the nation. Our mission is to develop affordable housing and work space, including commercial space, for artists and arts organizations and to position Colorado as the nation's leader in artist led community transformation in rural communities. Space to Create will facilitate the development of nine projects in eight regions in Colorado's rural, small town and mountain communities. This effort is led by the Colorado Office of Economic Development's Colorado Creative Industries, the Colorado Department of Local Affairs, the Boettcher Foundation, ArtSpace and History Colorado.

ELIGIBILITY SNAPSHOT

- Concentration of creative sector workforce
- Availability of historic buildings for adaptive re-use
- Available property for development
- Commitment of resources by local governing body
- Demonstrated ability to execute community-based initiatives
- Community with less than 50,000 population and geographically distant from urban areas.

GOALS

- Stimulate community and economic development in rural, small town and mountain communities by providing permanently affordable and financially sustainable workforce housing and working spaces for creative sector employment.
- Nine projects initiated across Colorado by 2019 will culminate in roughly \$45 million of investment in direct capital investment by multiple partners and agencies.

Paonia was the community selected for the Space to Create program in northwest Colorado recently, selected by the Colorado Office of Economic Development and International Trade, Colorado Creative Industries Division, and many others at the Mountain Harvest Festival. Space to Create Paonia will advance the creative sector workforce space by starting with a feasibility study and community engagement work, followed by an arts market survey.

POLICIES AND PROCEDURES

Budget Process

Fund Types

Basis of Budget and Accounting

Budget Policies

Goals and Objectives

POLICIES AND PROCEDURES

BUDGET PROCESS

The mission of the budget process is to help the Board of Trustees make informed choices for the provision of services, acquisition and development of capital assets, and to promote citizen participation in the decision process.

The development of the budget is an on-going process that takes place throughout the entire year.

There are four principle elements to the budget process.

1. Development of broad long-term goals that provide overall direction for the Town and serve as a basis for decision making.
2. Development of specific policies and strategies to assist the Town in achieving its goals.
3. Development of a financial plan and budget that allocates resources necessary to implement the specific policies and strategies to achieve long term goals.
4. Ongoing assessment of performance and progress that has been made towards achievement of the Town's goals.

BUDGET CALENDAR

Description	Administration	Department Head	Finance Officer	Public	Board of Trustees
Department Head Meetings	8/7-8/30	8/7-8/30	8/7-8/30		
Approval of the Budget Calendar	8/14		8/14		8/14
Preliminary Certification of Values due from County Assessor			8/25		
Prepare Initial Budget by Town Administrator/Finance Officer	9/11		9/11		
Budget Workshop (5:00 – 6:15)	8/28	8/28	8/28		8/28
Budget Workshop (5:00 – 6:15)	9/11	9/11	9/11		9/11
Budget Workshop (If needed) (6:00 – 9:00)	9/18	9/18	9/18		9/18
Budget Workshop (5:00 – 6:15)	9/25	9/25	9/25		9/25
Proposed Budget due to the Board	10/5		10/5		
Publish Notice of Budget Hearing	10/9		10/9		
Budget Workshop (If needed) (5:00 – 6:15)	10/9	10/9	10/9		10/9
Budget Workshop (If needed) (5:00 – 6:15)	10/23	10/23	10/23		10/23
Final Adjustments by Town Administrator to Finance Officer	11/9		11/9		
Public Hearing of Proposed 2019 Budget	11/13	11/13	11/13	11/13	11/13
Final Budget Review by Board	11/13	11/13	11/13		11/13
Preparation of Final Budget	11/20	11/20	11/20		
Final Certification of Values Due from County Assessor			12/10		
Resolution Adopting Budget	12/11		12/11		12/11
Resolution setting of Mill Levy	12/11		12/11		12/11
Resolution to Appropriate Sums of Money to Various Funds	12/11		12/11		12/11
Mill Levy Certification due to County			12/15		
Final Budget Document to State			12/31		

* Mill Levy will be determined based on good faith estimate and is subject to minor changes upon final certification.

(Note: Shaded areas indicate items that require Board of Trustee participation, discussion, or decision)

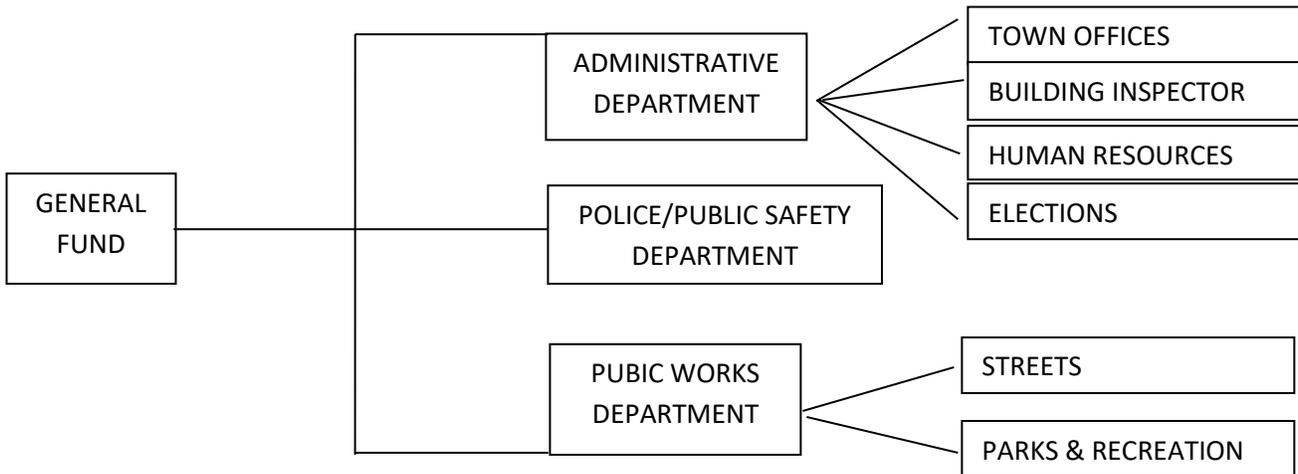
BUDGET GUIDE

The Annual Budget is an operational and financial plan designed to account for the provision of a number of services to the community and provide accountability for the appropriation of taxpayer funds. The focus of the budget is on programs and services provided by the Town.

The Annual Budget is broken down by fund and within each fund by functional area (department) and/or program. Departments include broad categories such as Administrative. Programs describe a specific area of the Department such as Building Inspector.

Each FUND contains a summary of all fund expenditures, each DEPARTMENT contains a summary of the program expenditures and each PROGRAM contains a summary of the program expenses, a narrative on the purpose of the program, goal and objectives, and line item budget information.

Example:



FUND TYPES

Governmental Funds

General Fund: The General Fund is the Town's major operating fund. All revenues, by law or administrative control, that are not in otherwise designated funds are deposited in the General Fund. The General Fund is used to provide for Administration, Community Development, General Government, Public Safety, and Parks and Recreation services. The primary source of revenue for the General Fund is taxes.

Space to Create Fund: The Space to Create Fund is used to account for monies received by the Town from Grants specifically designated for the Space to Create Campaign.

Conservation Trust Fund: The Conservation Trust Fund is used to account for monies received by the Town from Lottery proceeds. These funds are restricted for use in the acquisition, development and maintenance of new park and conservation sites or for capital improvements and maintenance of any existing public site for recreational purposes.

Capital Improvement Fund: The Capital Improvement Fund is funded by 1% of the 2% town sales tax and used to account for capital projects or capital purchases.

Sidewalk Fund: The Sidewalk Fund is funded by a \$3.00 fee assessed monthly on in-town residents only, via utility billing, and will be used to repair and replace existing sidewalks.

Enterprise Funds

Enterprise funds are defined as being government owned businesses authorized to issue its own revenue bonds and receiving under ten percent of its annual revenue in grants from all Colorado state and local governments. These are self-sustaining funds. Revenues are generated from fees and expenses disbursed from the same fund. Funds are not intermingled with other enterprise funds.

Water Fund: The Town operates two water treatment facilities. The upper system, also known as the 2-Million Gallon (2MG) water treatment plant services mostly the out-of-town water companies and the northeast end of town. The lower system, also known as the 1-Million Gallon (1MG) water treatment plant services mostly Town proper. The primary sources of revenue are charges for service for operational expenses. This fund is used to account for the revenues and expenses associated with the water treatment and delivery system. Repayment of loans for the upper and lower (2MG/1MG) water treatment facilities are included in this fund.

Sewer Fund: The Town operates a wastewater treatment and collection system. This fund is used to account for the revenues and expenses associated with the wastewater system. The sewer system is funded by revenues received from charges for service. Repayment of loans for the Wastewater Treatment facility is included in this fund.

Trash Fund: The Trash fund is technically part of the Sewer Enterprise fund, however to keep appropriations and expenses from intermingling, the Town budgets these funds separately. The Trash Fund is used to account for revenues and expenses associated with the collection of trash. Charges for the service are the only revenue source.

BASIS OF BUDGET AND ACCOUNTING

Formal budget accounting is used as a management control tool by the Town. An annual operating budget is adopted each year through passage of an annual budget resolution. The basis of accounting used to prepare the governmental and proprietary fund type budget is the same method as used for financial statement purposes (GAAP) except that non-cash transactions such as depreciation and amortization, are excluded from the budget. Expenditure appropriations are adopted by the Board of Trustees and may not be exceeded on a total fund basis, unless a supplementary appropriation resolution is approved by the Board of Trustees. The Board of Trustees must also approve transfers of appropriated funds from one department to another department by resolution. The Finance Committee is authorized to transfer budgeted amounts from one program to another within a department.

The modified accrual basis of accounting is used by all governmental fund types. Principal and interest on general long-term debt are recorded as fund liabilities when due. Revenues susceptible to accrual are property taxes, sales taxes, franchise taxes, licenses, interest revenue and charges for services. Fines and permit revenues are not susceptible to accrual because generally they are not measurable until received in cash. The accrual basis of accounting is utilized by enterprise fund types. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. Principal and interest on enterprise long-term debt are recorded as fund liabilities when due.

FINANCIAL POLICIES

The Town is accountable to its citizens for the use of public funds. Resources need to be used wisely to ensure adequate funding for current and long term needs of the community. Financial policies are developed in order to provide the resources necessary to accomplish the Town's goals while maintaining fiscal stability. These policies should be reviewed and updated annually to ensure their applicability toward achievement of the Town's goals.

Balanced Operating Budget

The Town is required to adopt a balanced budget where operating revenues are equal to, or exceed, operating expenditures. Any increase in expenses, decrease in revenues, or combination of the two that would result in a budget imbalance will require budget revision, rather than spending un-appropriated surpluses or designated reserves to support ongoing operations. Any year end operating surpluses will revert to un-appropriated balances for use in maintaining reserve levels set by policy and the balance will be available for capital projects and/or “one-time only” expenditures.

Reserve Policies

Operating Reserves - An operating reserve will be maintained in the General Fund and Enterprise Funds in an amount equal to 50% of the current year's expenditures, excluding transfers. This reserve may be used to provide a temporary source of funds to offset unanticipated reductions in revenues or short-term increase in expenditures. Revenue shortfalls or ongoing increases in operational expenses need to be addressed quickly in order to avoid negative impacts on the Town's fiscal stability. Operating reserves also provide a source of funds to provide for adequate cash flow needs of the Town. Operating reserves should be replaced as soon as possible after use.

Other Reserves - Reserves in other funds will be established in amounts required by law, bond and loan documents, or as deemed appropriate by the Board of Trustees.

Emergency Reserves - An emergency reserve in the amount of 3% of the Fiscal Year Spending Limit, excluding debt service, as required by TABOR (Article X, Section 20 of the Colorado Constitution) will be maintained. Emergency reserves are limited in use and cannot be used to offset a downturn in economic conditions, revenue shortfalls, and increases in salaries and benefits.

Capital Policies

A five-year Capital Improvement Plan is prepared and updated on an annual basis. Revenue sources for each project will be identified in the Plan as well as ongoing operating requirements for each capital investment.

Debt Policies

Although a portion of the Town's capital investments are funded from grants, general tax revenues, and user fees, the Town may borrow funds to finance capital improvements. The issuance of bonds or other securities generates financial resources to fund capital projects and also obligates future revenue for repayment of the bonds. Debt service is the annual payment of principal and interest on these borrowed funds.

Pursuant to the Colorado Revised Statute, the Town of Paonia may borrow money and issue securities for short-term notes, general obligation bonds, revenue bonds, industrial development revenue bonds, bonds for special or local improvement districts and any other like securities. There is no limitation on the amount of bonds or other securities the Town may issue except as may be stated in the documents related to issuance of debt and subject to voter approval in the case of general obligation debt. The issuance of debt may limit the Town's flexibility to respond to changing service priorities and revenue flows and therefore should be managed prudently in order to maintain a sound fiscal position and protect credit quality.

The amount of debt that the Town has at any given time will be a function of its ability to service that debt through the operating budget or a dedicated revenue source without diminishing the resources necessary for other non-capital priorities and the desire to maintain a high-quality credit rating while sustaining overall financial health. Yet, at the same time, the Town recognizes that in order to meet its mission and strategic objectives, investment in the form of capital is often necessary and such investment may necessitate the incurrence of debt.

Revenue Policies

Property Taxes - Statutory and Constitutional Limitations. Due to imposition of limitations on the mill levy and tax revenues through statutory and constitutional requirements, the mill levy has been reduced by a temporary tax credit over the last 10 years. In 2013 the town approved a ballot issue removing the Town from the statutory property tax revenue limitations of CRS 29-1-301, et seq. (the “5.5%” limit), allowing the town to earn the entire mill levy of 8.322%. Approval by the voters is required for an increase in the mill levy. Property tax revenues increase as a result of growth in the Town from new construction and annexations.

One-time Revenues. On-going revenues should equal or exceed on-going expenditures. To the extent feasible, one-time revenues will be applied toward one-time expenditures and not used to finance ongoing programs.

Charges for Services. Charges for services shall be reviewed on an annual basis and may be adjusted periodically in order to offset the cost of providing those services.

Diversification of Revenues. The Town shall continue to diversify its revenue sources in order to encourage financial stability and avoid becoming overly reliant on a specific segment of the Town’s revenue base.

Expenditure Policies

Personnel Costs - Salaries. Town of Paonia employee compensation will be comparable to other governmental entities with similar characteristics to Paonia including population, services provided, and economic conditions. In addition, positions with similar duties and responsibilities in the private sector in the relevant recruiting area will be taken into account. Salary and pay range adjustments are based on a ratio of increases in the market and individual employee performance.

Performance Measurements. The Board of Trustees and staff will identify areas where the measurement of performance will provide them and the public with useful information about the effectiveness and efficiency of the Town’s use of resources. The purpose of performance measures is to provide data to improve quality of services and/or provide services in a more cost-effective manner.

Contingency Policies

Unanticipated Expenses, Revenue Shortfalls. Maintain a contingency fund equal to 50% of current year’s General Fund expenditures, excluding transfers, for contingency to be used to offset unanticipated expenses or shortfalls in revenue.

Use of Contingency Funds. Use of contingency funds for unanticipated expenses are to be approved by the Board of Trustees.

Goals and Objectives

The establishment of goals and objectives is the most critical component of preparing and adopting a budget. These goals and objectives help guide the development of the budget and allocation of resources. Goals and objectives take into account input from the public, elected officials and staff. A summary of the goals and critical issues identified as part of this process are included in the budget transmittal letter.

BUDGET OVERVIEW

Resolution to Adopt Budget

Resolution to Set Mill Levies

Summary of All Funds

Personnel Summary

RESOLUTION 2018-18

Resolution to Adopt Budget

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE TOWN OF PAONIA, COLORADO, FOR THE CALENDAR YEAR BEGINNING THE FIRST DAY OF JANUARY 2019 AND ENDING THE LAST DAY OF DECEMBER 2019.

WHEREAS, the Board of Trustees for the Town of Paonia, Colorado, appointed Ken Knight, Town Administrator and Cindy Jones, Finance Officer to prepare and submit a proposed budget to said governing body at the time; and

WHEREAS, Ken Knight, Town Administrator and Cindy Jones, Finance Officer, has submitted a proposed budget to this governing body on October 23, 2018 for its consideration; and

WHEREAS, upon due and proper notice, published and posted in accordance with the law, said proposed budget was open for inspection by the Public at a designated place, a public hearing was held on November 13, 2018, interested taxpayers were given the opportunity to file or register objection to said proposed budget; and

WHEREAS, the Board of Trustees has made provision therein for the balance on hand and probable revenues equal to or greater than the total proposed expenditures as set forth in said budget, and;

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, so as not to impair the operations of the Town, and;

NOW, THEREFORE, be it resolved by the Board of Trustees of the Town of Paonia, Colorado;

Section 1. That estimated expenditures for each fund are as follows:

• General Fund	\$1,197,424
• Space-to-Create Fund	\$ 150,000
• Conservation Trust	\$ 8,015
• Capital Improvement Fund	\$ 153,250
• Enterprise Fund	<u>\$1,547,100</u>
For a total of	\$3,055,789

Section 2. That estimated revenues and prior year surplus for each fund are as follows:

• General Fund	\$1,197,424
• Prior Year Surplus	<u>\$ 492,761</u>
• Total	\$1,690,185
• Space-to-Create Fund	\$ 150,000
• Prior Year Surplus	<u>\$ 47,300</u>
• Total	\$ 197,300
• Conservation Trust	\$ 8,015
• Prior Year Surplus	<u>\$ 0</u>
• Total	\$ 8,015
• Capital Improvement Fund	\$ 145,600
• Prior Year Surplus	<u>\$ 37,242</u>
• Total	\$ 182,842
• Enterprise Fund	\$1,547,100
• Prior Year Surplus	<u>\$2,140,183</u>
• Total	\$3,687,283
For a total of	\$5,765,625

- Section 3. That the budget as submitted and herein above summarized by fund, the same is hereby approved and adopted as the Budget of the Town of Paonia, Colorado, for the year 2019.
- Section 4. For the purpose of meeting all expenditures of the General Fund during the 2019 budget year, there is hereby levied a tax of 8.322 mills upon each dollar of the total valuation for assessment of all taxable property within the Town for the year 2019; and
- Section 5. The Town Administrator and the Finance Officer of the Town of Paonia are hereby authorized and directed to immediately certify to the Board of County Commissioners of Delta County, Colorado, the gross mill levy and the net mill levy for the Town of Paonia hereinabove determined and set.
- Section 6. For the purpose of paying the necessary expenses and liabilities of the Town of Paonia for the fiscal year beginning January 1, 2019, and for the purpose of appropriating monies to pay the sums set forth in the Budget of the Town, there is hereby appropriated from the balance on hand and the probable revenue of each fund to each fund for the ensuing year, the sum hereafter set for the following purposes:
- GENERAL FUND:** For the purpose of paying for General Government, Public Safety, Streets and Highways, Health and Welfare, Culture and Recreation, Inter-fund Transfers, maintaining and improving the sidewalks, maintaining and improving the streets, and other legal purposes, the sum of \$1,197,424;
- SPACE-TO-CREATE FUND:** For the purpose of collaborative effort to provide affordable workforce housing and working spaces for creative sector and other acceptable uses as determined by the State of Colorado, the sum of \$150,000;
- CONSERVATION TRUST FUND:** For the purpose of improving open space and other acceptable uses as determined by the State of Colorado, the sum of \$8,015;
- SALES TAX CAPITAL IMPROVEMENT FUND:** For the purpose of acquiring, constructing, improving, extending, and maintaining capital facilities of the Town funded by a 1% sales tax, the sum of \$145,600;
- ENTERPRISE FUND:** For the purpose of maintaining, operating, improving and extending the water and sewer systems of the Town the sum of \$1,547,100;
- Section 7. That the Budget as hereby approved and adopted, shall be signed by the Board of Trustees and made part of the public records of the Town.

Adopted this 11th day of December, 2018

Attest:

Corinne Ferguson, Town Clerk

Charles Stewart, Mayor

RESOLUTION 2018-19
Resolution to Set Mill Levies

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2018 TO HELP DEFRAID THE COST OF GOVERNMENT FOR THE TOWN OF PAONIA, COLORADO FOR THE 2019 BUDGET YEAR.

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from property tax revenue is \$100,999; and

WHEREAS, the 2018 valuation for assessment for the Town of Paonia, Colorado as certified by the County Assessor(s) is \$12,073,777; and

NOW, THEREFORE, be it resolved by the Board of Trustees of the Town of Paonia, Colorado;

That for the purpose of meeting all general operating expenses of the Town of Paonia, Colorado during the 2019 budget year, there is hereby levied a tax of 8.322 mills upon each dollar of the total valuation for assessment of all taxable property within the Town for the year 2018; and

That the Town Clerk is hereby authorized and directed to immediately certify to the Board of County Commissioner of Delta County, Colorado, the mill levies for the Town of Paonia, Colorado as herein above determined and set.

Adopted this 11th day of December, 2018.

Attest:

Corinne Ferguson, Town Clerk

Charles Stewart, Mayor

SUMMARY OF ALL FUNDS

Revenues for all funds for 2019 are budgeted at \$2.1 million. Expenditures are budgeted at \$2.4 million. The following tables summarize the revenues and expenses for the Town of Paonia by fund.

SUMMARY BY FUND

DRAFT @ 11/13/18	2017	2018	2018	2018	10 2018	2019
ACCOUNT DESCRIPTION	ACTUAL	BUDGET	BUDGET	ACTUAL	ANNUALIZED	BUDGET
BEGINNING RESERVE	4,959,440.85	5,993,490.91	5,993,490.91	5,993,490.91	5,993,490.91	5,341,131.92
INCOME	4,813,740.98	2,503,621.64	3,245,163.64	2,903,804.14	3,276,792.76	3,055,797.00
EXPENSE	2,627,186.32	2,839,472.81	3,566,285.64	2,605,400.43	3,078,876.36	3,095,446.76
AUDIT ADJUSTMENT	(36,637.00)	-	-	-	-	-
NET CHANGE	2,149,917.66	(335,851.17)	(321,122.00)	298,403.71	197,916.40	(39,649.76)
ENDING RESERVE	7,109,358.51	5,657,639.73	5,672,368.91	6,291,894.62	6,191,407.31	5,301,482.15

PERSONNEL SUMMARY

STAFFING LEVELS

The Administration Department is staffed by the Town Administrator, Town Clerk, Deputy Clerk, and Finance Officer. In addition, there are six Trustee members, the Mayor, and the Town Attorney.

FULL TIME	2011	2012	2013	2014	2015	2016	2017	2018	2019
Town Administrator	0	0	0	1	1	1	1	1	1
Town Clerk	1	1	1	1	0	1	1	1	1
Deputy Clerk	0	1	1	1	1	0	0	0	1
Finance Officer	1	1	1	1	1	1	1	1	1
PART TIME									
Deputy Clerk	1	0	0	0	0	0	0	0	0
Assistant	0	0	0	0	0	1	1	1	0
Building Official	0	1	1	1	1	1	1	1	0
Treasurer	0	0	0	0	0	1	1	1	1
Elected Officials	7	7	7	7	7	7	7	7	7
CONTRACT SERVICES									
Town Attorney	1	1	1	1	1	1	1	1	1
TOTAL	11	12	12	13	12	13	13	13	12

The following table shows the total staffing for all operations of the Police/Public Safety Department. Staffing for Police/Public Safety operations is 3.5 employees which includes 3 full time employees and 1 part time employee, and 1 Municipal Judge.

FULL TIME	2011	2012	2013	2014	2015	2016	2017	2018	2019
Police Chief	1	1	1	1	1	0	1	1	1
Sergeant	1	1	1	1	1	1	0	0	1
Investigator	0	0	1	1	1	0	1	1	0
Police Officers	3	3	2	1	0	1	1	1	2
PART TIME									
Municipal Judge	1	1	1	1	1	1	1	1	1
Police Officer	0	0	0	0	0	0	1	1	1
Code Enforcement Officer	0	1	1	1	1	0	0	0	0
TOTAL	7	7	7	6	5	3	5	5	5

The Public Works Department includes staffing for General Fund operations as well as Enterprise Fund operations. The following table shows the total staffing for all operations of the Department.

FULL TIME	2011	2012	2013	2014	2015	2016	2017	2018	2019
Public Works Director	1	1	1	1	1	1	1	1	1
Maintenance Worker	6	6	6	6	5	4	4	4	5
PART TIME									
Maintenance Worker	1	1	1	1	1	0	1	1	1
Seasonal Maint. Worker	1	1	1	0	0	0	0	0	0
TOTAL	9	9	9	8	7	5	6	6	7

SALARY LEVELS & BENEFITS

The following table shows salaries only (without benefits) by position. Annual salaries are derived by multiplying hourly wages by 2080, the number of regular hours a full-time employee works in a year.

PR RPT DETAIL	ANNUAL	ADMIN 10-41-03	BUILDING 12-43-03	STREETS 1-45-02	PARKS 1-46-02	WATER 2-50-03	SEWER 3-51-03	GARBAGE 3-52-03
ADMINSTRATOR	2080	10%				45%	30%	15%
TOTAL WAGES	80,000.13	8,000.01	-	-	-	36,000.06	24,000.04	12,000.02
TOTAL TAXES	6,360.01	636.00	-	-	-	2,862.00	1,908.00	954.00
TOTAL BENEFITS	15,304.92	1,530.49	-	-	-	6,887.21	4,591.48	2,295.74
TOTAL	101,665.06	10,166.51	-	-	-	45,749.28	30,499.52	15,249.76
FINANCE OFFICER	2080	15%				35%	35%	15%
TOTAL WAGES	59,850.99	8,977.65	-	-	-	20,947.85	20,947.85	8,977.65
TOTAL TAXES	4,758.15	713.72	-	-	-	1,665.35	1,665.35	713.72
TOTAL BENEFITS	10,746.08	1,611.91	-	-	-	3,761.13	3,761.13	1,611.91
TOTAL	75,355.23	11,303.28	-	-	-	26,374.33	26,374.33	11,303.28
TOWN CLERK	2080	15%	5%			35%	35%	10%
TOTAL WAGES	46,264.09	6,939.61	2,313.20	-	-	16,192.43	16,192.43	4,626.41
TOTAL TAXES	3,678.00	551.70	183.90	-	-	1,287.30	1,287.30	367.80
TOTAL BENEFITS	11,249.01	1,687.35	562.45	-	-	3,937.15	3,937.15	1,124.90
TOTAL	61,191.09	9,178.66	3,059.55	-	-	21,416.88	21,416.88	6,119.11
DEPUTY CLERK	2080	5%				40%	40%	15%
TOTAL WAGES	31,678.40	1,583.92	-	-	-	12,671.36	12,671.36	4,751.76
TOTAL TAXES	2,518.43	125.92	-	-	-	1,007.37	1,007.37	377.76
TOTAL BENEFITS	3,295.31	164.77	-	-	-	1,318.13	1,318.13	494.30
TOTAL	37,492.15	1,874.61	-	-	-	14,996.86	14,996.86	5,623.82
TREASURER		5%				40%	40%	15%
WAGES	1,200.00	60.00	-	-	-	480.00	480.00	180.00
TOTAL WAGES	1,200.00	60.00	-	-	-	480.00	480.00	180.00
TOTAL TAXES	95.40	4.77	-	-	-	38.16	38.16	14.31
TOTAL	1,295.40	64.77	-	-	-	518.16	518.16	194.31
ADMIN								
WAGES	218,993.61	25,561.20	2,313.20	-	-	86,291.70	74,291.68	30,535.84
TAX COSTS	17,409.99	2,032.12	183.90	-	-	6,860.19	5,906.19	2,427.60
BENEFIT COSTS	40,595.32	4,994.52	562.45	-	-	15,903.62	13,607.88	5,526.85
TOTAL	276,998.93	32,587.83	3,059.55	-	-	109,055.51	93,805.75	38,490.28
PR RPT DETAIL	ANNUAL	ADMIN 10-41-03	BUILDING 12-43-03	LAW 1-42-02	LAW 1-42-03	STREETS 1-45-02	PARKS 1-46-02	

CHIEF	2080			100%			
TOTAL WAGES	59,318.53	-	-	59,318.53	-	-	-
TOTAL TAXES	7,139.42	-	-	7,139.42	-	-	-
TOTAL BENEFITS	9,395.62	-	-	9,395.62	-	-	-
TOTAL	75,853.57	-	-	75,853.57	-	-	-
OFFICER	2080			100%			
TOTAL WAGES	40,897.48	-	-	40,897.48	-	-	-
TOTAL TAXES	4,906.51	-	-	4,906.51	-	-	-
TOTAL BENEFITS	6,576.27	-	-	6,576.27	-	-	-
TOTAL	52,380.26	-	-	52,380.26	-	-	-
OFFICER	2080			100%			
TOTAL WAGES	39,906.40	-	-	39,906.40	-	-	-
TOTAL TAXES	4,760.08	-	-	4,760.08	-	-	-
TOTAL BENEFITS	5,781.68	-	-	5,781.68	-	-	-
TOTAL	50,448.16	-	-	50,448.16	-	-	-
OFFICER	2080			100%			
TOTAL WAGES	35,000.96	-	-	35,000.96	-	-	-
TOTAL TAXES	4,217.99	-	-	4,217.99	-	-	-
TOTAL BENEFITS	9,995.76	-	-	9,995.76	-	-	-
TOTAL	49,214.71	-	-	49,214.71	-	-	-
OFFICER (PTE)	1664			100%			
TOTAL WAGES	25,740.72	-	-	25,740.72	-	-	-
TOTAL TAXES	2,046.39	-	-	2,046.39	-	-	-
TOTAL BENEFITS	628.63	-	-	628.63	-	-	-
TOTAL	28,415.74	-	-	28,415.74	-	-	-
JUDGE				100%			
WAGES	3,600.00	-	-	3,600.00	-	-	-
TOTAL WAGES	3,600.00	-	-	3,600.00	-	-	-
TOTAL TAXES	286.20	-	-	286.20	-	-	-
TOTAL	3,886.20	-	-	3,886.20	-	-	-
POLICE & MUNICIPAL JUDGE							
WAGES	204,464.09	-	-	200,864.09	3,600.00	-	-
TAX COSTS	23,356.59	-	-	23,070.39	286.20	-	-
BENEFIT COSTS	32,377.96	-	-	32,377.96	-	-	-
TOTAL	260,198.64	-	-	256,312.44	3,886.20	-	-
PR RPT DETAIL	ANNUAL	ADMIN 10-41-03	STREETS 1-45-02	PARKS 1-46-02	WATER 2-50-03	SEWER 3-51-03	GARBAGE 3-52-03
PUBLIC WORKS DIRECTOR	2080		11%	4%	54%	29%	2%

TOTAL WAGES	76,376.16	-	8,401.38	3,055.05	41,243.13	22,149.09	1,527.52
TOTAL TAXES	6,071.90	-	667.91	242.88	3,278.83	1,760.85	121.44
TOTAL BENEFITS	19,639.20	-	2,160.31	785.57	10,605.17	5,695.37	392.78
TOTAL	102,087.26	-	11,229.60	4,083.49	55,127.12	29,605.31	2,041.75
LABORER	2080		12%	18%	49%	8%	13%
TOTAL WAGES	37,168.92	-	4,460.27	6,690.41	18,212.77	2,973.51	4,831.96
TOTAL TAXES	2,954.93	-	354.59	531.89	1,447.92	236.39	384.14
TOTAL BENEFITS	9,052.22	-	1,086.27	1,629.40	4,435.59	724.18	1,176.79
TOTAL	49,176.07	-	5,901.13	8,851.69	24,096.28	3,934.09	6,392.89
CDL/LABORER	2080					25%	75%
TOTAL WAGES	34,509.00	-	-	-	-	8,627.25	25,881.75
TOTAL TAXES	2,743.47	-	-	-	-	685.87	2,057.60
TOTAL BENEFITS	8,609.38	-	-	-	-	2,152.34	6,457.03
TOTAL	45,861.84	-	-	-	-	11,465.46	34,396.38
LABORER (PTE)	1560					25%	75%
TOTAL WAGES	19,593.60	-	-	-	-	4,898.40	14,695.20
TOTAL TAXES	1,557.69	-	-	-	-	389.42	1,168.27
TOTAL BENEFITS	131.76	-	-	-	-	32.94	98.82
TOTAL	21,283.05	-	-	-	-	5,320.76	15,962.29
CDL/LABORER	2080		47%	33%	15%	2%	3%
TOTAL WAGES	35,668.33	-	16,764.12	11,770.55	5,350.25	713.37	1,070.05
TOTAL TAXES	2,835.63	-	1,332.75	935.76	425.34	56.71	85.07
TOTAL BENEFITS	5,788.29	-	2,720.50	1,910.14	868.24	115.77	173.65
TOTAL	44,292.26	-	20,817.36	14,616.45	6,643.84	885.85	1,328.77
LABORER	2080		16%	10%	42%	21%	11%
TOTAL WAGES	35,568.38	-	5,690.94	3,556.84	14,938.72	7,469.36	3,912.52
TOTAL TAXES	2,827.69	-	452.43	282.77	1,187.63	593.81	311.05
TOTAL BENEFITS	-	-	-	-	-	-	-
TOTAL	38,396.07	-	6,143.37	3,839.61	16,126.35	8,063.17	4,223.57
LABORER	2080		5%	5%	70%	15%	10%
TOTAL WAGES	39,241.44	-	1,962.07	1,962.07	27,469.01	5,886.22	3,924.14
TOTAL TAXES	3,119.69	-	155.98	155.98	2,183.79	467.95	311.97
TOTAL BENEFITS	5,979.28	-	298.96	298.96	4,185.50	896.89	597.93
TOTAL	48,340.41	-	2,417.02	2,417.02	33,838.29	7,251.06	4,834.04
PUBLIC WORKS							
WAGES	278,125.84	-	37,278.78	27,034.91	107,213.88	52,717.19	55,843.15
TAX COSTS	22,111.00	-	2,963.66	2,149.28	8,523.50	4,191.02	4,439.53

BENEFIT COSTS	49,200.13	-	6,266.04	4,624.07	20,094.50	9,617.49	8,897.00
TOTAL	349,436.97	-	46,508.48	33,808.26	135,831.88	66,525.70	69,179.68

PR RPT DETAIL	ANNUAL	ADMIN 10-41-01	ADMIN 10-41-03	BUILDING 12-43-03	LAW 1-42-02	LAW 1-42-03	STREETS 1-45-02	PARKS 1-46-02
TOWN BOARD								
WAGES	9,600.00	7,200.00	-	-	-	-	-	-
TAX COSTS	734.40	550.80	-	-	-	-	-	-
BENEFIT COSTS								
TOTAL	10,334.40	7,750.80	-	-	-	-	-	-

PR RPT DETAIL	ANNUAL	ADMIN 10-41-01	ADMIN 10-41-03	BUILDING 12-43-03	LAW 1-42-02	LAW 1-42-03	STREETS 1-45-02	PARKS 1-46-02	WATER 2-50-03	SEWER 3-51-03	GARBAGE 3-52-03
WAGES	711,183.54	7,200.00	25,561.20	2,313.20	200,864.09	3,600.00	37,278.78	27,034.91	194,705.57	128,208.87	86,378.99
INCREASES	24,402.56										
TAX COSTS	63,611.99	550.80	2,032.12	183.90	23,070.39	286.20	2,963.66	2,149.28	15,475.49	10,189.01	6,867.13
BENEFIT COSTS	122,173.41	-	4,994.52	562.45	32,377.96	-	6,266.04	4,624.07	35,998.12	23,225.37	14,423.85
TOTAL	896,968.94	7,750.80	32,587.83	3,059.55	256,312.44	3,886.20	46,508.48	33,808.26	246,179.18	161,623.25	107,669.97

Benefits for full time town staff (after their six (6) month probation) include the following:

- Administrator cell phone provided, PW Director and Chief receive \$100.00/mo. cell phone allowance, Town Clerk and Finance Officer receive \$40.00/mo. Cell phone allowance, all other employees receive a \$25.00/mo. cell phone allowance;
- Paid time off (PTO);
- Health Insurance (currently with Rocky Mountain Health Plans - RMHMO) (exception: eligible the first of the month following sixty (60) days);
- \$10,000 Life Insurance (up to 2014 with Kansas City Life, changed to MetLife as of 2015, changed to The Hartford as of 2019);
- In 2014, the Town converted from a 401(a) Money Purchase Plan with Dreyfus to a 457(b) Plan with Mutual of Omaha. The Town contributes 5% of base salary for Administration and Public Works and 2% contribution of base salary for Public Safety;
- For Public Works employees a \$200.00 clothing allowance paid at the beginning of each year;
- For Public Works employees a \$100.00 boot allowance reimbursed after purchase;
- For Public Safety employees uniforms are provide;

Optional Benefits:

- Dental and Vision Insurance (2014 was paid by employees but included with Health Insurance, 2015 are now optional individual plans.)
- AFLAC and additional Life Insurance (up to 2014 with Liberty National changed to MetLife as of 2015 changed to The Hartford as of 2019)

GENERAL FUND

Administration Income / Expenditures

Building Income/Expenditures

Public Safety Income / Expenditures

Park Income / Expenditures

Street Income / Expenditures

Street Capital Income / Expenditures

Sidewalk Capital Income / Expenditures

General Fund Balance Summary

GENERAL FUND

Administration-Income

					10	
DRAFT @ 11/13/18	2017	2018	2018	2018	2018	2019
ACCOUNT DESCRIPTION	ACTUAL	BUDGET	BUDGET	ACTUAL	ANNUALIZED	BUDGET
GENERAL FUND - ADMINISTRATION						
PROPERTY TAXES	102,170.11	100,133.00	100,133.00	98,693.87	100,133.00	101,007.00
SALES TAX - TOWN			21,500.00	20,543.08	24,651.70	45,090.00
SALES TAX - TOWN	20,000.00				-	20,400.00
PENALTY & INTEREST	484.35	450.00	450.00	199.98	239.98	450.00
DELINQUENT TAX	121.22	100.00	100.00	6.43	7.72	100.00
LIQUOR LICENSES	4,452.00	3,950.00	7,225.00	6,207.00	7,448.40	4,500.00
SPECIAL REVIEWS	500.00	500.00	1,450.00	2,200.00	2,640.00	2,000.00
INTEREST INCOME	7,967.30	8,000.00	9,400.00	10,397.04	12,476.45	12,800.00
LATE CHARGES	7,575.96	7,000.00	7,300.00	5,496.45	6,595.74	7,500.00
OTHER INCOME	449.37	250.00	275.00	564.25	677.10	500.00
REFUND OF EXP	4,044.13	-	-	3,585.52	4,302.62	-
RESTITUTION	9,526.33	9,000.00	9,000.00	7,537.96	9,045.55	3,000.00
	157,562.25	129,383.00	156,833.00	155,431.58	168,218.25	197,347.00

GENERAL FUND

Administration-Expenditures

					10	
--	--	--	--	--	----	--

DRAFT @ 11/13/18	2017	2018	2018	2018	2018	2019
ACCOUNT DESCRIPTION	ACTUAL	BUDGET	BUDGET	ACTUAL	ANNUALIZED	BUDGET
GENERAL FUND - ADMINISTRATION						
TOTAL PAYROLL	22,496.23	30,565.38	26,835.08	12,136.25	14,563.50	40,337.00
WORK COMP				349.00		350.00
INTERN						5,000.00
OFFICE SUPPLIES	3,152.54	3,075.00	3,900.00	3,385.81	4,062.97	3,535.00
OPERATING SUPPLIES	1,220.18	1,085.00	1,085.00	502.91	603.49	1,100.00
POSTAGE	524.15	700.00	150.00	40.80	48.96	250.00
LEGAL SERVICES	69,150.22	38,900.00	57,600.00	47,431.70	56,918.04	75,000.00
ELECTIONS	-	2,000.00	2,000.00	-	-	-
AUDIT & BUDGET EXPENSE	8,300.00	7,250.00	7,250.00	6,750.00	8,100.00	6,500.00
TOWN HALL EXPENSE	13,266.92	2,790.00	12,020.00	11,353.63	13,624.36	11,850.00
JANITORIAL	-	9,230.00	-	-	-	-
TRAVEL & MEETINGS	5,117.49	5,562.73	5,600.00	1,843.97	2,212.76	7,000.00
INSURANCE & BONDS	4,528.75	4,252.64	4,255.00	2,341.76	2,810.11	5,300.00
UTILITIES	5,041.80	5,450.00	5,725.00	4,374.87	5,249.84	5,400.00
TELEPHONE	1,684.40	1,900.00	1,900.00	1,542.51	1,851.01	1,900.00
PUBLISHING & ADS	1,307.14	2,850.00	2,850.00	944.96	1,133.95	3,200.00
DUES & SUBSCRIPTIONS	3,852.10	8,245.00	8,245.00	6,339.00	7,606.80	8,325.00
DATA PROCESSING	17,108.60	16,000.00	7,750.00	3,207.26	3,848.71	9,300.00
CULTURAL EVENTS	-	-	-	-	-	5,000.00
HUMAN SERVICES	9,660.00	7,150.00	7,150.00	7,075.00	8,490.00	5,800.00
TREASURER'S FEE	2,184.10	2,500.00	2,500.00	2,104.90	2,525.88	2,200.00
	168,594.62	149,505.75	156,815.08	111,724.33	133,650.40	197,347.00
	(11,032.37)	(20,122.75)	17.92	43,707.25	34,567.86	(0.00)

GENERAL FUND

Building-Income/Expenditures

DRAFT @ 11/13/18	2017	2018	2018	2018	10 2018	2019
------------------	------	------	------	------	------------	------

ACCOUNT DESCRIPTION	ACTUAL	BUDGET	BUDGET	ACTUAL	ANNUALIZED	BUDGET
GENERAL FUND - BUILDING						
BUILDING PERMITS	41,708.01	20,600.00	26,000.00	21,897.95	26,277.54	56,925.00
	41,708.01	20,600.00	26,000.00	21,897.95	26,277.54	56,925.00
GENERAL FUND - BUILDING						
TOTAL PAYROLL	18,944.00		15,190.00	38,636.90	46,364.28	3,050.00
BUILDING INSPECTOR	-	4,240.00		441.00	529.20	50,000.00
OFFICE SUPPLIES			825.00	322.02	386.42	500.00
OPERATING SUPPLIES	5,109.85		525.00	511.36	613.63	
POSTAGE	13.88		50.00	25.00	30.00	50.00
LEGAL SERVICES	1,996.50		2,500.00	2,047.50	2,457.00	2,500.00
VEHICLE EXPENSE			30.00	12.15	14.58	
TRAVEL & MEETINGS			500.00			
INSURANCE & BONDS			210.00	817.16	980.59	825.00
PUBLISHING & ADS	54.00					
DUES & SUBSCRIPTIONS			100.00			
	26,118.23	4,240.00	19,930.00	42,813.09	51,375.71	56,925.00
	15,589.78	16,360.00	6,070.00	(20,915.14)	(25,098.17)	(0.00)

GENERAL FUND

Public Safety-Income

	2017	2018	2018	2018	10 2018	2019
DRAFT @ 11/13/18						

ACCOUNT DESCRIPTION	ACTUAL	BUDGET	BUDGET	ACTUAL	ANNUALIZED	BUDGET
GENERAL FUND - PUBLIC SAFETY						
S.O. AUTO TAXES	17,842.40	15,500.00	15,150.00	13,049.35	15,659.22	16,700.00
SALES TAX - TOWN	144,033.80	137,500.00	136,600.00	107,947.96	143,930.61	145,600.00
SALES TAX - COUNTY	82,344.64	97,800.00	100,500.00	70,601.41	94,135.21	102,000.00
CIGARETTE TAX	1,157.61	1,100.00	1,100.00	1,108.64	1,330.37	1,200.00
MOTOR VEHICLE - \$1.50	2,526.00	2,400.00	2,160.00	1,869.62	2,243.54	2,500.00
MOTOR VEHICLE - \$2.50	3,570.00	3,400.00	3,140.00	2,595.69	3,114.83	3,500.00
COURT FINES	369.44	100.00	100.00	54.25	65.10	100.00
POLICE FINES	15,714.00	20,500.00	16,600.00	17,149.25	20,579.10	20,500.00
MISC FINES-BONDS	840.50	1,100.00	1,400.00	832.00	998.40	1,200.00
DOG TAGS	415.00		250.00	245.00	294.00	400.00
PD GRANT	3,541.25	3,500.00	5,372.00	3,272.84	3,927.41	9,500.00
SCHOOL (SRO)						20,000.00
VIN INSPECTIONS	1,100.00	950.00	950.00	995.00	1,194.00	1,200.00
	273,454.64	283,850.00	283,322.00	219,721.01	287,471.79	324,400.00

GENERAL FUND

Public Safety-Expenditures

	2017	2018	2018	2018	10 2018	2019
DRAFT @ 11/13/18						

ACCOUNT DESCRIPTION	ACTUAL	BUDGET	BUDGET	ACTUAL	ANNUALIZED	BUDGET
GENERAL FUND - PUBLIC SAFETY						
TOTAL PAYROLL	196,671.56	204,434.46	225,908.50	166,765.35	200,118.42	260,204.00
WORK COMP				7,326.00		7,400.00
OFFICE SUPPLES	986.01	1,600.00	1,600.00	871.59	1,045.91	1,875.00
OPERATING SUPPLIES	6,228.37	1,922.00	3,494.00	3,130.96	3,757.15	5,330.00
UNIFORMS	-	200.00	1,300.00	-	-	-
POSTAGE	350.18	100.00	100.00	69.13	82.96	125.00
LEGAL SERVICES	1,948.00	500.00	500.00	562.50	675.00	1,500.00
REPAIRS & MAINTENANCE	435.00	265.00	265.00	-	-	250.00
VEHICLE EXPENSE	10,285.17	12,750.00	12,750.00	8,499.02	10,198.82	11,850.00
TRAVEL & MEETINGS	2,506.40	1,500.00	1,500.00	2,554.94	3,065.93	3,500.00
OFFICER TRAINING	-	3,000.00	3,000.00	-	-	-
INSURANCE & BONDS	12,113.75	13,930.69	14,450.00	13,034.76	15,641.71	15,346.00
UTILITIES	1,940.75	1,950.00	1,950.00	1,711.49	2,053.79	2,000.00
TELEPHONE	1,834.17	1,350.00	1,350.00	1,433.05	1,719.66	2,570.00
PUBLISHING & ADS	471.12	-	-	8.00	9.60	100.00
DUES & SUBSCRIPTIONS	3,426.00	1,945.00	3,510.00	3,336.00	4,003.20	4,375.00
JUVENILE DIVERSION	-	1,565.00	-	-	-	-
DATA PROCESSING	12,550.39	6,810.00	7,810.00	7,897.76	9,477.31	7,375.00
LAW ENFRCMNT ALLOC	-	100.00	100.00	-	-	100.00
VET FEES	-	475.00	475.00	421.00	505.20	500.00
PUBLIC SAFETY	251,746.87	254,397.15	280,062.50	217,621.55	252,354.66	324,400.00
	21,707.77	29,452.85	3,259.50	2,099.46	35,117.13	(0.00)

GENERAL FUND

Parks-Income/Expenditures

GENERAL FUND - PARKS						
SALES TAX - TOWN			17,000.00	17,000.00	17,000.00	66,056.00
SEVERANCE TAX	7,547.58	7,500.00	7,500.00	7,093.79	7,093.79	7,050.00
MINERAL LEASING	9,372.72	9,300.00	9,300.00	6,002.47	6,002.47	6,000.00

RENTS & ROYALTIES	10,706.50	10,841.00	10,841.00	3,860.00	4,632.00	5,900.00
PARK CONTRIBUTIONS			300.00	7,600.00	9,120.00	-
	27,626.80	27,641.00	44,941.00	41,556.26	43,848.26	85,006.00

GENERAL FUND - PARKS

TOTAL PAYROLL	2,772.69	2,679.05	9,607.07	850.18	1,020.22	33,811.00
WORK COMP				467.00		475.00
OFFICE SUPPLIES	-	-	125.00	80.93	97.12	100.00
OPERATING SUPPLIES	4,968.23	3,710.00	3,710.00	3,460.33	4,152.40	4,750.00
POSTAGE	-	100.00	100.00	25.00	30.00	100.00
LEGAL SERVICES	-	3,500.00	3,500.00	125.00	150.00	500.00
REPAIRS & MAINTENANCE	7,546.74	9,545.00	9,545.00	5,641.48	6,769.78	14,470.00
VEHICLE EXPENSE	42.77	1,000.00	1,000.00	407.56	489.07	500.00
RENTALS	80.00	500.00	1,501.50	1,651.50	1,981.80	2,000.00
SHOP EXPENSE	-	100.00	100.00	1,321.64	1,585.97	1,775.00
INSURANCE & BONDS	4,179.91	3,382.27	3,474.00	3,473.18	4,167.82	3,500.00
UTILITIES	7,303.72	7,200.00	7,200.00	6,018.66	7,222.39	7,200.00
TELEPHONE	105.68	106.00	106.00	88.06	105.67	100.00
PUBLISHING & ADS	-	-	10.00	9.50	11.40	25.00
FEES & PERMITS	749.75	490.00	510.00	658.74	790.49	700.00
CONTRACT SERVICES	43,928.00	2,000.00	2,000.00	2,000.00	2,400.00	2,000.00
CAPITAL OUTLAY	-	-	-	-	-	13,000.00
PARKS	71,677.49	34,312.32	42,488.57	26,278.76	30,974.11	85,006.00
	(44,050.69)	(6,671.32)	2,452.43	15,277.50	12,874.15	0.00

GENERAL FUND

Street-Income/Expenditures

DRAFT @ 11/13/18 ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 BUDGET	2018 ACTUAL	10	2019 BUDGET
					2018 ANNUALIZED	
GENERAL FUND - STREETS						
SALES TAX - TOWN			27,800.00		-	17,704.00

FRANCHISE TAX	56,709.53	61,500.00	61,500.00	41,046.30	49,255.56	58,325.00
MISCELLANEOUS PERMITS	2,660.00	2,500.00	1,225.00	1,290.00	1,548.00	1,500.00
HIGHWAY USERS TAX	48,082.29	48,000.00	48,000.00	44,312.23	59,082.97	48,150.00
ROAD & BRIDGE	6,161.73	6,200.00	6,200.00	6,344.77	7,613.72	6,400.00
MOTOR FUEL TAX REFUND	1,285.33	1,475.00	1,000.00	766.39	919.67	1,300.00
	114,898.88	119,675.00	145,725.00	93,759.69	118,419.93	133,379.00

GENERAL FUND - STREETS

TOTAL PAYROLL	5,189.57	15,019.51	18,069.41	2,896.40	3,475.68	46,509.00
WORK COMP				3,679.00		3,700.00
OFFICE SUPPLIES	123.19	100.00	100.00	137.30	164.76	150.00
OPERATING SUPPLIES	4,025.69	712.00	712.00	117.28	140.74	250.00
POSTAGE	84.07	100.00	100.00	31.00	37.20	100.00
LEGAL & ENGINEERING SERV	6,562.63	1,800.00	10,135.00	10,695.00	12,834.00	5,000.00
REPAIRS & MAINTENANCE	3,928.41	56,000.00	56,000.00	15,010.73	18,012.88	17,335.00
VEHICLE EXPENSE	11,407.78	10,000.00	10,000.00	6,937.36	8,324.83	9,200.00
RENTALS	-	3,200.00	3,200.00	-	-	2,500.00
SHOP EXPENSE	921.56	2,000.00	2,000.00	3,048.67	3,658.40	4,000.00
INSURANCE & BONDS	4,829.83	5,137.27	5,105.00	5,113.53	6,136.24	5,200.00
UTILITIES	21,124.04	22,025.00	22,025.00	15,645.15	18,774.18	21,000.00
TELEPHONE	165.68	900.00	900.00	119.24	143.09	160.00
PUBLISHING & ADS	50.34	200.00	200.00	7.44	8.93	25.00
DUES & SUBSCRIPTIONS	-	-	550.00	550.00	660.00	550.00
SNOW REMOVAL	8,539.95	19,000.00	19,000.00	243.64	292.37	17,700.00
STREETS	66,952.74	138,693.78	148,096.41	64,231.74	72,663.29	133,379.00
	47,946.14	(19,018.78)	(2,371.41)	29,527.95	45,756.64	(0.00)

GENERAL FUND

Street Capital-Income/Expenditures

DRAFT @ 11/13/18	2017	2018	2018	2018	10	2019
					2018	
ACCOUNT DESCRIPTION	ACTUAL	BUDGET	BUDGET	ACTUAL	ANNUALIZED	BUDGET

GENERAL FUND - STREET CAPITAL

SALES TAX - TOWN			2,000.00	-	16,750.00
HIGHWAY USERS TAX				13,062.94	5,000.00
IMPACT FEE			41,200.00	29,694.06	43,225.00
	-	-	43,200.00	42,757.00	64,975.00
GENERAL FUND - STREET CAPITAL					
STREET CAPITAL				17,022.00	64,975.00
	-	-	-	17,022.00	64,975.00
	-	-	43,200.00	25,735.00	-

GENERAL FUND

Bridge-Income/Expenditures

					10	
DRAFT @ 11/13/18	2017	2018	2018	2018	2018	2019
ACCOUNT DESCRIPTION	ACTUAL	BUDGET	BUDGET	ACTUAL	ANNUALIZED	BUDGET

GENERAL FUND - BRIDGE

INTEREST INCOME	831.78	3,000.00	2,375.20	2,850.24	2,500.00
BRIDGE RESERVE	40,000.00	-	-	-	297,500.00
	40,831.78	3,000.00	2,375.20	2,850.24	300,000.00

GENERAL FUND - BRIDGE

TOWN MATCH					300,000.00
BRIDGE REPAIR	29,344.99	-	783.00	939.60	-
	29,344.99	-	783.00	939.60	300,000.00
	11,486.79	3,000.00	1,592.20	1,910.64	-

GENERAL FUND

Sidewalk

					10	
DRAFT @ 11/13/18	2017	2018	2018	2018	2018	2019
ACCOUNT DESCRIPTION	ACTUAL	BUDGET	BUDGET	ACTUAL	ANNUALIZED	BUDGET

GENERAL FUND - SIDEWALK

SIDEWALK REVENUE	29,950.07	29,500.00	30,000.00	22,783.26	30,377.68	35,400.00
TOTAL INCOME	29,950.07	29,500.00	30,000.00	22,783.26	30,377.68	35,400.00
GENERAL FUND - SIDEWALK						
OFFICE SUPPLIES			62.95	62.95	83.93	125.00
LEGAL SERVICES	1,934.80	522.84	459.89	-	-	500.00
REPAIRS & MAINTENANCE	452.52	47,000.00	47,000.00	13,687.33	18,249.77	34,800.00
PUBLISHING & ADS	73.33	400.00	400.00	-	-	100.00
TRANSFER	11,530.00				-	
TOTAL EXPENDITURES	13,990.65	47,922.84	47,922.84	13,750.28	18,333.71	35,400.00
	15,959.42	(18,422.84)	(17,922.84)	9,032.98	12,043.97	-

GENERAL FUND

Fund Balance Summary

	2017	2018	2018	2018	10 2018	2019
	ACTUAL	BUDGET	BUDGET	ACTUAL	ANNUALIZED	BUDGET
ACCOUNT DESCRIPTION						
GENERAL BEGINNING RESERVE	421,990.60	364,383.76	364,383.76	364,383.76	364,383.76	367,159.01
GENERAL INCOME	686,032.43	610,649.00	733,021.00	600,281.95	713,096.56	1,197,432.00

GENERAL EXPENSE	628,425.59	629,071.84	695,315.40	494,224.75	580,717.87	1,197,432.00
AUDIT ADJUSTMENT						
NET CHANGE	57,606.84	(18,422.84)	37,705.60	106,057.20	132,378.69	0.00
GENERAL ENDING RESERVE	364,383.76	382,806.60	326,678.16	258,326.56	232,005.07	367,159.01
LESS CLASSIFIED FUND BALANCE						
NONSPENDABLE						
RESTRICTED						
TABOR	20,580.97	18,319.47	21,990.63	18,008.46	21,392.90	35,922.96
COMMITTED						
BRIDGE RESERVE	560,000.00	560,000.00	560,000.00	560,000.00	560,000.00	262,500.00
AIRPORT						
ASSIGNED						
CAPITAL PURCHASES						
CAPITAL PROJECTS						
TOTAL CLASSIFIED FUND BAL	580,580.97	578,319.47	581,990.63	578,008.46	581,392.90	298,422.96
UNASSIGNED FUND BAL	(216,197.21)	(195,512.87)	(255,312.47)	(319,681.90)	(349,387.83)	68,736.05
EST UNASSIGNED						
10%	62,842.56	62,907.18	69,531.54	49,422.48	58,071.79	119,743.20
25%	157,106.40	157,267.96	173,828.85	123,556.19	145,179.47	299,358.00
50%	314,212.80	314,535.92	347,657.70	247,112.38	290,358.94	598,716.00

SPACE-TO-CREATE FUND

Information

Space-to-Create Income

Space-to-Create Expenditures

Space-to-Create Fund Balance Summary

SPACE-TO-CREATE FUND

Space to Create Colorado is a collaborative effort of multiple organizations to provide affordable workforce housing and working spaces for creative sector entrepreneurs and artists in rural, small town and mountain communities in Colorado. On July 28, 2015, Governor John Hickenlooper announced the first state-driven initiative in the U.S. for affordable housing for artists. Space to Create Colorado will advance mixed-use projects that blend affordable live/work space for artists and their families with non-residential space for creative enterprises and organizations that serve a critical community need.

Nine new Space to Create projects will be initiated in eight regions of the state. The first Demonstration Project is in Trinidad. Ridgway was selected as the next community in the Southwestern Colorado region.

And, Paonia was selected as the third Space to Create community. Future sites will be determined through a competitive process.

Space to Create Colorado is directed by a steering committee comprised of invested partners. Artspace provides market, feasibility and predevelopment consulting services on behalf of Space to Create Colorado. Each of the projects will be customized to meet community needs for workforce housing and commercial space for creative sector entrepreneurs, artists and arts-friendly organizations.

Artspace staff will meet with members of the community and the region in focus groups, representing Creatives, creative enterprises, arts and culture organizations, civic and nonprofit leaders, and the finance sector. A preliminary feasibility study report was published in March 2018 ([Feasibility Study](#)).

The [Preliminary Feasibility Study](#) provides preliminary feedback about the feasibility of creating a live/work, multi-use, or other arts facility development. There are six areas of consideration:

1. Project Concept
2. Arts Market
3. Local Leadership
4. Funding and Finance
5. Potential Sites
6. Alignment with Community Goals

The study kick-starts the process of creating affordable spaces for artists. As part of this fact-finding process, the Artspace team met with artists, city officials, funders, and local business owners January 16-18, 2018. They looked at potential properties and held a public meeting to welcome community participation, answer questions, and generate buzz.

The Artspace team provided a written report summarizing their findings and recommending next steps.

On September 27th, 2018, an [Arts Market Survey](#) launched and is available to take online until November 7th, 2018. All creatives and community supporters in our region are invited to respond to this survey. The information gathered from the survey will directly impact the next phases of the project.

As a crucial step in the pre-development process, it is instrumental to determine the size and nature of a market. Artspace Consulting worked with the Paonia team to customize the online survey to reflect the unique characteristics of the project, local arts scene, and broader community. Developing the questionnaire, publicizing it, collecting data and analyzing the results takes about four to six months.

The Purpose of the Survey:

- Quantify the overall demand for arts and creative spaces.
- Identify the types of spaces, amenities and features that artists want/need.
- Inform site selection, design, and programmatic decisions.
- Maintain community involvement throughout the project.
- Help build support and secure additional funding.

We held a Survey Launch Party on September 27th in Poulos Park, Downtown Paonia. During Mountain Harvest Festival weekend, the Paonia team set up a booth in Town Park where people were encouraged to take the online survey. The survey is available online until November 7th, 2018.

By being selected by Colorado Creative Industries, Paonia received commitments from the Boettcher Foundation (\$250,000) and DOLA (\$35,000) matching grant to start the process. In July 2018, Colorado Creative Industries awarded the Town \$50,000 for pre-development.

The Town of Paonia has committed some money and the NFVCC has received some funding from an anonymous donor and a grant from the Anschutz Family Foundation for staff support for the project. At this point, most local work has been on a volunteer basis.

Once we have a direction for how the development will go, Artspace and CCI will work with us to define sources of funding. These could come from federal or state economic development or housing programs or from private investors. There is a lot of interest around the country to support rural areas in creative placemaking projects.

So far there has been very little cost to the Town of Paonia. The Feasibility and Market studies are being funded by the Boettcher Foundation and DOLA. Once sites and facilities are identified, we will be looking for creative ways to finance the projects. It is fully recognized that the Town budget is tight and that roads, infrastructure and safety take priority.

SPACE TO CREATE

Space-to-Create Income/Expenditures

DRAFT @ 11/13/18	2017	2018		2018	2018	10 2018	2019
ACCOUNT DESCRIPTION	ACTUAL	BUDGET	BUDGET	ACTUAL	ANNUALIZED	BUDGET	
SPACE-TO-CREATE							
CONSERVATION TRUST-REV.	8,175.67	7,800.00	7,800.00	6,248.68	8,331.57	8,000.00	

INTEREST	9.44	9.00	9.00	7.33	11.00	15.00
TOTAL INCOME	8,185.11	7,809.00	7,809.00	6,256.01	8,342.57	8,015.00
SPACE-TO-CREATE						
EXPENDITURES-CTF	4,221.50	26,050.00	26,050.00	25,150.00	30,180.00	8,015.00
TOTAL EXPENDITURES	4,221.50	26,050.00	26,050.00	25,150.00	30,180.00	8,015.00
	3,963.61	(18,241.00)	(18,241.00)	(18,893.99)	(21,837.43)	-

Space-to-Create Fund Balance Summary

DRAFT @ 11/13/18	2017	2018	2018	2018	10 2018	2019
ACCOUNT DESCRIPTION	ACTUAL	BUDGET	BUDGET	ACTUAL	ANNUALIZED	BUDGET
BEGINNING RESERVE	-	37,409.77	37,409.77	37,409.77	37,409.77	47,299.77
INCOME	37,500.36	25,010.00	25,010.00	75,944.72	50,963.81	150,000.00
EXPENSE	90.59	25,000.00	25,000.00	40,652.65	40,652.65	197,299.77
AUDIT ADJUSTMENT						
NET CHANGE	37,409.77	10.00	10.00	35,292.07	10,311.16	(47,299.77)
ENDING RESERVE	37,409.77	37,419.77	37,419.77	72,701.84	47,720.93	0.00

CONSERVATION TRUST FUND

Information

Conservation Trust Income

Conservation Trust Expenditures

Conservation Trust Fund Balance Summary

CONSERVATION TRUST FUND

The Conservation Trust Fund is a special revenue fund established to account for the receipt of Lottery Funds received from the State. These funds are restricted in use to the acquisition, development, and maintenance of new conservation sites or for capital improvements for recreational purposes on any public site. Conservation Trust Fund revenues are distributed by the State from Lottery proceeds based on population estimates for the entity receiving the funds.

In order for an expenditure to be eligible for Conservation Trust Fund spending, it must fall into specific categories. Specifics can be found at:

www.colorado.gov/cs/Satellite/DOLA-Main/CBON/1251591555779#newacq

All eligible expenditures **must occur** on a new conservation site or a public site. A public site is defined by the department as a publicly owned site.

CONSERVATION TRUST FUND

Conservation Trust Fund Income/Expenditures

DRAFT @ 11/13/18	2017	2018		2018	10 2018	2019
ACCOUNT DESCRIPTION	ACTUAL	BUDGET	BUDGET	ACTUAL	ANNUALIZED	BUDGET
CONSERVATION TRUST FUND						
CONSERVATION TRUST-REV.	8,175.67	7,800.00	7,800.00	6,248.68	8,331.57	8,000.00
INTEREST	9.44	9.00	9.00	7.33	11.00	15.00
TOTAL INCOME	8,185.11	7,809.00	7,809.00	6,256.01	8,342.57	8,015.00

CONSERVATION TRUST FUND						
EXPENDITURES-CTF	4,221.50	26,050.00	26,050.00	25,150.00	30,180.00	8,015.00
TOTAL EXPENDITURES	4,221.50	26,050.00	26,050.00	25,150.00	30,180.00	8,015.00
	3,963.61	(18,241.00)	(18,241.00)	(18,893.99)	(21,837.43)	-

Conservation Trust Fund Balance Summary

ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 BUDGET	2018 ACTUAL	10	2019 BUDGET
					2018 ANNUALIZED	
CONS TRUST BEGINNING RESERVE	14,940.89	18,904.50	18,904.50	18,904.50	18,904.50	0.00
CONS TRUST INCOME	8,185.11	7,809.00	7,809.00	6,256.01	8,342.57	8,015.00
CONS TRUST EXPENSE	4,221.50	26,050.00	26,050.00	25,150.00	30,180.00	8,015.00
AUDIT ADJUSTMENT						
NET CHANGE	3,963.61	(18,241.00)	(18,241.00)	(18,893.99)	(21,837.43)	-
CONS TRUST ENDING RESERVE	18,904.50	663.50	663.50	10.51	(2,932.93)	0.00

CAPITAL IMPROVEMENT FUND

Income

Expenditures

Fund Balance Summary

CAPITAL IMPROVEMENT FUND

Capital Improvement Income/Expenditures

DRAFT @ 11/13/18	2017	2018	2018	2018	10 2018	2019
ACCOUNT DESCRIPTION	ACTUAL	BUDGET	BUDGET	ACTUAL	ANNUALIZED	BUDGET
CAPITAL IMPROVEMENT FUND						
SALES TAX - CAP. IMPROVEMENTS	144,033.72	137,500.00	137,500.00	93,291.73	111,950.08	145,600.00
MISCELLANEOUS	7,650.00	7,650.00	7,650.00	5,737.50	6,885.00	7,650.00
TOTAL INCOME	151,683.72	145,150.00	145,150.00	99,029.23	118,835.08	153,250.00
CAPITAL IMPROVEMENT FUND						
CAPITAL OUTLAY	36,608.84	444,422.33	444,422.33	185,220.20	222,264.24	145,600.00
CAPITAL PROJECTS	87,725.56	-	-	-	-	-
TOTAL EXPENDITURES	124,334.40	444,422.33	444,422.33	185,220.20	222,264.24	145,600.00

Capital Improvement Fund Balance Summary

DRAFT @ 11/13/18 ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 BUDGET	2018 ACTUAL	10	2019 BUDGET
					2018 ANNUALIZED	
CAPITAL FUND BEGINNING RESERVE	327,595.99	354,945.31	354,945.31	354,945.31	354,945.31	37,242.00
CAPITAL INCOME	151,683.72	145,150.00	145,150.00	99,029.23	118,835.08	153,250.00
CAPITAL EXPENSE	124,334.40	444,422.33	444,422.33	185,220.20	222,264.24	145,600.00
AUDIT ADJUSTMENT						
NET CHANGE	27,349.32	(299,272.33)	(299,272.33)	(86,190.97)	(103,429.16)	7,650.00
CAPITAL FUND ENDING RESERVE	354,945.31	55,672.98	55,672.98	268,754.34	251,516.15	44,892.00
LESS CLASSIFIED FUND BALANCE						
RESTRICTED - TABOR						
COMMITTED						
AIRPORT	33,333.00	37,242.00	37,242.00	37,242.00	37,242.00	44,892.00
TOTAL CLASSIFIED FUND BAL	33,333.00	37,242.00	37,242.00	37,242.00	37,242.00	44,892.00
UNASSIGNED FUND BAL	321,612.31	18,430.98	18,430.98	231,512.34	214,274.15	(0.00)

ENTERPRISE FUND

Water Income

Water Expenditures

Water Fund Balance Summary

Sewer Income

Sewer Expenditures

Sewer Fund Balance Summary

Trash Income

Trash Expenditures

Trash Fund Balance Summary

ENTERPRISE FUND

WATER INCOME

DRAFT @ 11/13/18	2017	2018	2018	2018	10 2018	2019
ACCOUNT DESCRIPTION	ACTUAL	BUDGET	BUDGET	ACTUAL	ANNUALIZED	BUDGET
WATER FUND - INCOME						
WATER CHARGES-RECEIVED	763,209.16	755,225.00	755,225.00	679,856.91	815,828.29	765,200.00
WATER TAPS	100,000.00	21,000.00	71,000.00	62,000.00	74,400.00	21,000.00
SALES & SERVICES	594.70	1,500.00	1,600.00	893.22	1,071.86	800.00
STANDBY TAP FEES	48,011.79	46,100.00	48,400.00	36,964.29	44,357.15	45,000.00
WATER TANK MONEY	2,643.10	1,000.00	3,200.00	3,425.00	4,110.00	2,500.00
PENALTIES	6,292.00	6,500.00	5,675.00	4,690.00	5,628.00	5,500.00
RENTS	1,000.00	1,000.00	1,000.00	500.00	600.00	1,000.00

WATER INCOME	921,750.75	832,325.00	1,419,100.00	788,329.42	945,995.30	841,000.00
--------------	------------	------------	--------------	------------	------------	------------

ENTERPRISE FUND

WATER EXPENDITURES

DRAFT @ 11/13/18 ACCOUNT DESCRIPTION	2017	2018	2018	2018	10 2018	2019
	ACTUAL	BUDGET	BUDGET	ACTUAL	ANNUALIZED	BUDGET
WATER FUND - EXPENDITURES						
TOTAL PAYROLL	346,988.70	334,636.74	343,641.60	229,985.37	275,982.44	246,179.00
NORRIS RETIREMENT				15,120.00		15,120.00
WORK COMP				5,162.00		5,200.00
OFFICE SUPPLIES	379.68	325.00	325.00	380.44	456.53	500.00
OPERATING SUPPLIES	32,641.15	25,700.00	25,700.00	15,347.93	18,417.52	19,350.00
POSTAGE	3,180.13	3,500.00	3,500.00	3,131.05	3,757.26	4,000.00
LEGAL & ENGINEERING SERVICES	797.50	3,000.00	3,500.00	3,229.27	3,875.12	30,600.00
AUDIT	14,225.50	13,250.00	18,250.00	18,464.99	22,157.99	13,000.00

REPAIRS & MAINTENANCE	34,109.15	146,000.00	146,000.00	654,871.66	785,845.99	181,795.00
VEHICLE EXPENSE	5,465.73	7,000.00	7,000.00	7,466.53	8,959.84	10,000.00
RENTALS	5,217.50	3,000.00	3,000.00	-	-	3,000.00
SHOP EXPENSE	6,231.38	7,000.00	7,000.00	3,170.22	3,804.26	4,500.00
TRAVEL & MEETINGS	461.66	1,105.25	3,500.00	802.72	963.26	3,500.00
INSURANCE & BONDS	25,636.83	14,968.26	18,710.00	18,718.70	22,462.44	20,000.00
UTILITIES	23,759.48	24,300.00	24,300.00	17,365.05	20,838.06	23,000.00
TELEPHONE	4,188.23	3,800.00	3,800.00	3,109.03	3,730.84	3,800.00
PUBLISHING & ADS	799.74	1,100.00	1,100.00	651.22	781.46	1,100.00
DUES & SUBSCRIPTIONS	137.50	200.00	200.00	137.50	165.00	200.00
FEES & PERMITS	8,762.04	9,500.00	9,500.00	4,926.50	5,911.80	11,000.00
DATA PROCESSING	1,828.02	1,300.00	6,490.00	8,044.16	9,652.99	6,000.00
WRITEOFF-UNCOLLECTABLE	304.56	250.00	250.00	-	-	250.00
WATER POWER AUTHORITY LOAN	180,980.69	185,000.00	185,000.00	181,155.68	217,386.82	191,250.00
DRINKING WATER REVOLVING FUNDS	23,343.40	23,350.00	23,350.00	11,671.70	14,006.04	23,350.00
PASS THRU	-	24,039.75	24,039.75	21,504.65	25,805.58	24,306.00
WATER EXPENDITURES	500,326.96	832,325.00	1,500,356.35	1,062,761.63	1,250,975.56	841,000.00
	421,423.79	-	(81,256.35)	(274,432.21)	(304,980.25)	(0.00)

ENTERPRISE FUND

WATER FUND BALANCE SUMMARY

ACCOUNT DESCRIPTION	2017 ACTUAL	2018 BUDGET	2018 BUDGET	2018 ACTUAL	10	2019 BUDGET
					2018 ANNUALIZED	
WATER BEGINNING RESERVE	819,179.00	1,203,965.79	1,203,965.79	1,203,965.79	1,203,965.79	850,371.29
WATER INCOME	921,750.75	832,325.00	1,419,100.00	788,329.42	945,995.30	841,000.00
WATER EXPENSE	(500,326.96)	832,325.00	1,500,356.35	1,062,761.63	1,250,975.56	841,000.00
AUDIT ADJUSTMENT	(36,637.00)					
NET CHANGE	384,786.79	-	(81,256.35)	(274,432.21)	(304,980.25)	(0.00)
WATER ENDING RESERVE	1,203,965.79	1,203,965.79	1,122,709.44	929,533.58	898,985.54	850,371.29
AVAILABLE RESOURCES	1,203,965.79	1,203,965.79	1,122,709.44	929,533.58	898,985.54	850,371.29
COMMITTED- DEBT RESERVE (3MO)	(125,081.74)	208,081.25	375,089.09	265,690.41	312,743.89	210,250.00
TOTAL CLASSIFIED FUND BAL	(125,081.74)	208,081.25	375,089.09	265,690.41	312,743.89	210,250.00

UNASSIGNED FUND BAL	1,329,047.53	995,884.54	747,620.35	663,843.17	586,241.65	640,121.28
EST UNASSIGNED	(50,032.70)	83,232.50	150,035.64	106,276.16	125,097.56	84,100.00
	(125,081.74)	208,081.25	375,089.09	265,690.41	312,743.89	210,250.00
	(250,163.48)	416,162.50	750,178.18	531,380.82	625,487.78	420,500.00
DEBT RATIO CALCULATION						
OPERATING REVENUE	921,750.75	832,325.00	1,419,100.00	788,329.42	945,995.30	841,000.00
OPERATING EXPENDITURES	(500,326.96)	832,325.00	1,500,356.35	1,062,761.63	1,250,975.56	841,000.00
NET	1,422,077.71	-	(81,256.35)	(274,432.21)	(304,980.25)	(0.00)
ADJUSTMENT	(230,062.05)	(238,800.00)	(240,360.00)	(181,527.63)	(241,639.74)	(251,300.00)
NET AFTER ADJ	1,192,015.66	(238,800.00)	(321,616.35)	(455,959.84)	(546,619.99)	(251,300.00)
SALES TAX - TOWN	144,033.80	137,500.00	136,600.00	107,947.96	143,930.61	145,600.00
SALES TAX - COUNTY	82,344.64	97,800.00	100,500.00	70,601.41	94,135.21	102,000.00
CIGARETTE TAX	1,157.61	1,100.00	1,100.00	1,108.64	1,330.37	1,200.00
MOTOR VEHICLE - \$1.50	2,526.00	2,400.00	2,160.00	1,869.62	2,243.54	2,500.00
DEBT SERVICE	51,188.91	208,350.00	208,350.00	192,827.38	231,392.86	214,600.00
CALCULATED COVERAGE RATIO	2328.66%	-114.61%	-154.36%	-236.46%	-236.23%	-117.10%
REQUIRED RATIO	110%	110%	110%	110%	110%	110%

ENTERPRISE FUND

SEWER INCOME

	2017	2018	2018	2018	10 2018	2019
DRAFT @ 11/13/18	ACTUAL	BUDGET	BUDGET	ACTUAL	ANNUALIZED	BUDGET
ACCOUNT DESCRIPTION						
SEWER FUND -INCOME						
SEWER CHARGES - RECEIVED	430,041.46	444,630.00	460,400.00	347,409.87	416,891.84	468,900.00
SEWER TAPS	90,000.00	10,000.00	13,750.00	15,000.00	18,000.00	15,000.00
INTEREST	1,429.63	150.00	8,200.00	7,889.56	9,467.47	11,500.00
SALE OF ASSETS	502,515.73	-	-	-	-	-
SANITATION INCOME	1,023,986.82	454,780.00	482,350.00	370,299.43	444,359.32	495,400.00

ENTERPRISE FUND

SEWER EXPENDITURES

	2017	2018	2018	2018	10 2018	2019
DRAFT @ 11/13/18	ACTUAL	BUDGET	BUDGET	ACTUAL	ANNUALIZED	BUDGET
ACCOUNT DESCRIPTION						
SEWER FUND-EXPENDITURES						
TOTAL PAYROLL	99,385.56	149,267.37	142,724.08	95,078.05	114,093.66	161,625.00
WORK COMP				1,677.00		1,700.00
OFFICE SUPPLIES	322.00	250.00	250.00	364.11	436.93	500.00
OPERATING SUPPLIES	34,930.27	18,450.00	26,100.00	27,288.02	32,745.62	36,400.00
POSTAGE	2,056.34	2,200.00	2,500.00	2,041.87	2,450.24	2,750.00
LEGAL & ENGINEERING SERVICES	37,698.61	21,000.00	22,000.00	31,840.49	38,208.59	9,550.00
AUDIT	7,974.50	7,000.00	10,000.00	6,435.00	7,722.00	4,000.00
REPAIRS & MAINTENANCE	20,090.93	75,500.00	75,500.00	20,687.10	24,824.52	65,675.00
VEHICLE EXPENSE	5,270.74	7,000.00	7,000.00	6,349.98	7,619.98	8,500.00

RENTALS	-	1,000.00	1,000.00	-	-	1,000.00
SHOP EXPENSE	855.65	1,000.00	2,200.00	1,720.12	2,064.14	2,300.00
TRAVEL & MEETINGS	431.67	1,000.00	1,500.00	681.72	818.06	2,000.00
INSURANCE & BONDS	7,158.67	6,898.73	6,594.56	6,603.31	7,923.97	6,800.00
UTILITIES	35,641.53	33,500.00	33,500.00	27,736.29	33,283.55	37,000.00
TELEPHONE	1,324.08	1,400.00	1,400.00	1,256.26	1,507.51	1,675.00
PUBLISHING & ADS	20.77	50.00	50.00	17.66	21.19	50.00
DUES & SUBSCRIPTIONS	137.50	200.00	200.00	137.50	165.00	200.00
FEES & PERMITS	8,520.14	7,800.00	7,800.00	8,385.08	10,062.10	11,200.00
DATA PROCESSING	1,778.36	1,200.00	5,710.00	1,659.23	1,991.08	22,500.00
WRITEOFF-UNCOLLECTABLE	156.00	250.00	250.00	-	-	250.00
GAGING STATION	3,781.00	3,900.00	3,900.00	3,855.00	3,855.00	3,900.00
RURAL DEVELOPMENT P&I	101,042.00	102,500.00	102,500.00	50,521.00	60,625.20	102,500.00
PASS THRU FUNDS	-	13,338.90	13,339.00	9,255.23	11,106.28	13,325.00
SEWER EXPENDITURES	443,157.79	454,705.00	466,017.64	303,590.02	361,524.62	495,400.00
	580,829.03	75.00	16,332.36	66,709.41	82,834.69	0.00

ENTERPRISE FUND

SEWER FUND BALANCE SUMMARY

	2017	2018	2018	2018	10 2018	2019
DRAFT @ 11/13/18	ACTUAL	BUDGET	BUDGET	ACTUAL	ANNUALIZED	BUDGET
ACCOUNT DESCRIPTION						
SEWER BEGINNING RESERVE	3,224,514.47	3,805,343.50	3,805,343.50	3,805,343.50	3,805,343.50	3,805,343.50
SEWER INCOME	1,023,986.82	454,780.00	482,350.00	370,299.43	444,359.32	495,400.00
SEWER EXPENSE	443,157.79	454,705.00	466,017.64	303,590.02	361,524.62	495,400.00
AUDIT ADJUSTMENT						
NET CHANGE	580,829.03	75.00	16,332.36	66,709.41	82,834.69	0.00
SEWER ENDING RESERVE	3,805,343.50	3,805,418.50	3,821,675.86	3,872,052.91	3,888,178.19	3,805,343.50
SOURCE (USE) OF FUNDS						
LESS CLASSIFIED FUND BALANCE						
RESTRICTED						
COMMITTED						
DEBT RESERVE (3MO)						
10% DEBT PAYMENT RES	101,040.00	101,040.00	101,040.00	101,040.00	101,040.00	101,040.00

ASSIGNED						
CAPITAL PURCHASES						
CAPITAL PROJECTS						
TOTAL CLASSIFIED FUND BAL	101,040.00	101,040.00	101,040.00	101,040.00	101,040.00	101,040.00
UNASSIGNED FUND BAL	3,704,303.50	3,704,378.50	3,720,635.86	3,771,012.91	3,787,138.19	3,704,303.50
EST UNASSIGNED	44,315.78	45,470.50	46,601.76	30,359.00	36,152.46	49,540.00
	110,789.45	113,676.25	116,504.41	75,897.51	90,381.16	123,850.00
	221,578.90	227,352.50	233,008.82	151,795.01	180,762.31	247,700.00

ENTERPRISE FUND

TRASH INCOME/EXPENDITURES

	2017	2018	2018	2018	10 2018	2019
DRAFT @ 11/13/18	ACTUAL	BUDGET	BUDGET	ACTUAL	ANNUALIZED	BUDGET
ACCOUNT DESCRIPTION						
SANITATION FUND - TRASH						
GARBAGE FEES - RECEIVED	203,662.24	204,500.00	209,200.00	156,505.72	187,806.86	209,200.00
SALES & SERVICE	1,588.60	1,575.00	1,700.00	1,178.00	1,413.60	1,500.00
INCOME	205,250.84	206,075.00	210,900.00	157,683.72	189,220.46	210,700.00
SANITATION FUND - TRASH						
TOTAL PAYROLL	103,536.39	134,522.37	73,828.93	70,946.81	85,136.17	107,670.00
WORK COMP			7,718.00	7,718.00	9,261.60	7,800.00
OFFICE SUPPLIES	74.20	150.00	375.00	325.08	390.10	450.00
OPERATING SUPPLIES	972.22	1,300.00	1,300.00	1,003.48	1,204.18	1,350.00
POSTAGE	962.20	1,000.00	1,000.00	720.30	864.36	1,000.00

LEGAL SERVICES	270.00	600.00	600.00	-	-	500.00
AUDIT	-	-	10,000.00	6,435.00	7,722.00	4,000.00
REPAIRS & MAINTENANCE	2.94	1,200.00	1,200.00	88.69	106.43	125.00
VEHICLE EXPENSE	10,427.59	15,000.00	15,000.00	10,358.91	12,430.69	13,800.00
SHOP EXPENSE	162.63	400.00	400.00	317.58	381.10	425.00
INSURANCE & BONDS	4,353.23	3,812.63	3,988.35	4,183.10	5,019.72	4,500.00
UTILITIES	2,276.90	2,700.00	2,700.00	2,431.50	2,917.80	3,250.00
TELEPHONE	105.64	150.00	150.00	79.17	95.00	125.00
PUBLISHING & ADS	-	200.00	200.00	36.64	43.97	100.00
DATA PROCESSING	331.66	-	23,800.00	183.30	219.96	23,800.00
WRITEOFF-UNCOLLECTABLE	95.61	-	-	-	-	250.00
LANDFILL FEES	23,761.25	36,405.00	36,405.00	25,704.00	30,844.80	34,355.00
CLEAN-UP DAY	600.00	2,500.00	2,500.00	600.00	720.00	1,000.00
PASS THRU FUNDS		6,135.00	6,135.00	4,155.90	4,987.08	6,200.00
TRASH EXPENDITURES	147,932.46	206,075.00	187,300.28	135,287.46	162,344.95	210,700.00
	57,318.38	-	23,599.72	22,396.26	26,875.51	0.00

ENTERPRISE FUND

TRASH FUND BALANCE SUMMARY

	2017	2018	2018	2018	10 2018	2019
DRAFT @ 11/13/18						
ACCOUNT DESCRIPTION	ACTUAL	BUDGET	BUDGET	ACTUAL	ANNUALIZED	BUDGET
GARBAGE BEGINNING RESERVE	151,219.90	208,538.28	208,538.28	208,538.28	208,538.28	233,716.35
GARBAGE INCOME	205,250.84	206,075.00	210,900.00	157,683.72	189,220.46	210,700.00
GARBAGE EXPENSE	147,932.46	206,075.00	187,300.28	135,287.46	162,344.95	210,700.00
AUDIT ADJUSTMENT						
NET CHANGE	57,318.38	-	23,599.72	22,396.26	26,875.51	0.00
GARBAGE ENDING RESERVE	208,538.28	208,538.28	232,138.00	230,934.54	235,413.79	233,716.35
CAPITAL PURCHASES						
TOTAL CLASSIFIED FUND BAL	-	-	-	-	-	-
UNASSIGNED FUND BAL	208,538.28	208,538.28	232,138.00	230,934.54	235,413.79	233,716.35
EST UNASSIGNED	14,793.25	20,607.50	18,730.03	13,528.75	16,234.50	21,070.00

36,983.12	51,518.75	46,825.07	33,821.87	40,586.24	52,675.00
73,966.23	103,037.50	93,650.14	67,643.73	81,172.48	105,350.00

THE END



Resolution 2018-19 Mill Levy

Summary:
Setting of the 2019 Mill Levy

Notes:

RESOLUTION 2018-19
Resolution to Set Mill Levies

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2018 TO HELP DEFRAY THE COST OF GOVERNMENT FOR THE TOWN OF PAONIA, COLORADO FOR THE 2019 BUDGET YEAR.

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from property tax revenue is \$100,999; and

WHEREAS, the 2018 valuation for assessment for the Town of Paonia, Colorado as certified by the County Assessor(s) is \$12,073,777; and

NOW, THEREFORE, be it resolved by the Board of Trustees of the Town of Paonia, Colorado;

That for the purpose of meeting all general operating expenses of the Town of Paonia, Colorado during the 2019 budget year, there is hereby levied a tax of 8.322 mills upon each dollar of the total valuation for assessment of all taxable property within the Town for the year 2018; and

That the Town Clerk is hereby authorized and directed to immediately certify to the Board of County Commissioner of Delta County, Colorado, the mill levies for the Town of Paonia, Colorado as herein above determined and set.

Adopted this 11th day of December 2018.

Attest:

J. Corinne Ferguson, Town Clerk

Charles Stewart, Mayor



Memorandum of Understanding – School Resource Officer

Summary:
MOU for school resource officer for Paonia schools.

Notes:

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE PAONIA POLICE DEPARTMENT
AND THE DELTA COUNTY SCHOOL DISTRICT
FOR THE SCHOOL RESOURCE OFFICER PROGRAM**

Formatted: Top: (Single solid line, Auto, 0.5 pt Line width), Bottom: (Single solid line, Auto, 0.5 pt Line width), Left: (Single solid line, Auto, 0.5 pt Line width), Right: (Single solid line, Auto, 0.5 pt Line width)

THIS MEMORANDUM OF UNDERSTANDING (this “MOU”) is made and entered into this ___ day of December, 2018, by and between the Town of Paonia (the “Town”), by and through its Police Department (the “Paonia Police Department”), and the Delta County School District (the “District”).

It is the intention of the Paonia Police Department and the District to maintain collaborative efforts to provide a safe and healthy school environment for students, staff, faculty and visitors.

NOW THEREFORE, in consideration of the promises contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Goals and Objectives. For the purposes of this MOU, the goals and objectives between the parties shall be as follows:

- Establish a positive working relationship in a cooperative effort to prevent juvenile delinquency and assist in student development;
- Maintain a safe and secure environment on school campuses which will be conducive to learning; and
- Promote positive attitudes regarding the police role in society.

2. Assignment of School Resource Officer. The Paonia Police Department agrees to provide one School Resource Officer (“SRO”) to the following schools within the District:

- Paonia JR/SR High School
- Paonia Elementary School

The Paonia Police Department shall determine which Paonia Police Officer will assume the roles and responsibilities of the SRO. The Paonia Police Department may use different officers as the SRO; however, not more than one SRO will be deployed at a time.

All SROs shall be employees of the Town and shall not be employees of the District. The Paonia schools acknowledge that the SRO will remain responsive to the command of the Paonia Police Department.

The Paonia Police Department will supply the SRO with the usual and customary office supplies and forms required in performance of his or her duty

3. Duties of the SRO Supervisor. For purposes of this MOU, the SRO Supervisor will be the Paonia Chief of Police or his or her designee.

The responsibilities of the SRO Supervisor will include, but will not be limited to, the following:

- Coordinating work assignments of the SROs;
- Ensuring the SROs' compliance with the Paonia Police Department's directives;
- Coordinating and scheduling work hours of the SRO (leave, court-required appearances, etc.); and
- Working with the District to make any needed adjustments to the School Resource Officer Program (the "Program") throughout the school year.

4. Duties of the SRO. The SRO shall have the following duties:

- Assist the superintendent, principals, faculty and staff in developing plans and strategies to prevent and/or minimize dangerous situations that may occur on school grounds;
- Present topics to students on various law enforcement/safety issues;
- Contact the principal of the school about any juvenile delinquency, incidents, charges and arrests within a timely manner;
- Take law enforcement action when necessary;
- Conduct investigations of crimes that occur at any school and use other resources, if needed, for follow up investigations;
- Follow the guidelines of case law, Delta County School Board ("School Board") policy, and the Paonia Police Department's general orders in regard to investigations, interviews and searches relating to juveniles;
- Assist the superintendent, principals, faculty and staff in enforcing the campus Code of Conduct and other school rules in order to maintain a safe learning environment. When it pertains to preventing a disruption that would, if ignored, place students, faculty and staff at risk of harm, the SRO will resolve the problem to preserve the school climate. IN ALL OTHER CASES, disciplining students is a District responsibility, and the SRO will intervene and take students who violate the Code of Conduct to the principal where school discipline can be meted out.
- Conduct patrol activity in and around the schools mentioned above; and
- Follow and adhere to Federal and State law, Town Ordinances, Town policies and procedures, Paonia Police Department policies and procedures and orders, and School Board policies. In the event of a conflict between District and Town policies, the SRO's conduct shall be controlled by Town policy.

In addition:

- The SRO shall not conduct any interviews with the news media or post any social media statements regarding a school incident.
- The SRO is not to be used for regularly assigned lunchroom duties, hall monitoring or other monitoring duties. If there is a problem area, the SRO may assist school personnel until the problem is resolved.

- It is the responsibility of the SRO to notify the superintendent and school principals of his or her work schedule each month, and the SRO shall provide such work schedule before the commencement of each month.

5. **Rights and Duties of District Personnel.** Under this MOU the District Personnel shall have the following rights and duties:

- The principal of each school shall notify the SRO of suspected illegal activity as required by State and Federal law. Any principal or other staff member who locates a dangerous weapon or drugs in the course of a search shall turn it over to the SRO. The principal or his or her designee may contact the SRO regarding other conduct in accordance with the principal's discretion. In the event that the SRO is not available, the principal or staff member shall contact the Paonia Police Department for notification of suspected illegal activities or to deliver dangerous weapons or drugs that come into their possession.
- When school personnel discover weapons, drugs, alcohol or other illegal contraband on school property, the SRO shall be notified as soon as reasonably possible. If no juvenile or criminal charges are to be filed and no administrative action is to be taken by the District, the contraband shall be confiscated by the SRO according to Paonia Police Department policy and properly disposed of by policy. If school personnel take possession of any type of contraband, said contraband shall be immediately turned over to the SRO as soon as reasonably possible.
- District personnel shall timely notify the SRO with the names of specific individuals who are not allowed on school property and shall notify the SRO of any anticipated parental problems resulting from disciplinary action taken against a student.
- In situations involving student conduct where the SRO was involved, District personnel shall provide reasonable advanced notice to the SRO of the student's disciplinary hearing so the SRO may attend the hearing. The parties to this MOU acknowledge that the SRO's participation in these hearings is subject to the Disciplinary Hearing Authority's discretion.
- The District shall provide the Town, from time to time, with copies of all laws, rules, regulations, School Board and District policies applicable to employees of the District, including but not limited to, laws, rules, regulations and policies regarding access to confidential student records and/or the detention, investigation and searching of students on school premises.
- The District shall provide the following materials and facilities, which are deemed necessary to the performance of the SRO: access to a private office containing a telephone line to be used for general business purposes; a desk with drawers; a chair and filing drawers; and access to a computer terminal or computer hookup.

6. **Compensation.** The District agrees to pay to the Town \$20,000.00 per school calendar year for the School Resource Officer Program (the "Program"). Payment shall be made _____.

7. **Dismissal of a School Resource Officer.** In the event a principal of a school to which the SRO is assigned feels that the assigned SRO is not effectively performing his or her duties and responsibilities, the principal shall contact the District Superintendent. Within a

reasonable amount of time after the Superintendent receives this information, the Superintendent shall notify the Chief of Police or his or her designee. A meeting shall be conducted with the SRO to mediate or resolve any problems. The Chief of Police may dismiss or reassign a SRO based up on the Paonia Police Department's rules, regulations and general orders.

The Paonia Police Department and the District agree to provide their employees with training relative to this MOU, the Program, and its purpose. The parties also agree to maintain regular and open communication to evaluate the effect of this MOU and the Program and suggest improvements and adjustments that may be necessary.

- 8. Term.** This MOU shall be in place through the end of the 2018-2019 school year. Thereafter, the parties shall enter into a new MOU regarding the Program beginning in the fall of 2019.

This Memorandum of Understanding constitutes a final written expression of all terms of this agreement and is a complete an exclusive statement of those terms.

IN WITNESS WHEREOF, the parties have caused this agreement to be signed by their duly authorized officers.

Signed, sealed, and delivered in the presence of:

THE DELTA COUNTY SCHOOL BOARD

_____, Superintendent

DELTA COUNTY SCHOOL DISTRICT

Caryn Gibson, _____

PAONIA POLICE DEPARTMENT

Neil Ferguson, Police Chief



Building Department – Colorado Code Consulting Contract

Summary:
Approval and Administrator signature authorization for the annual CCC contract.

Notes:

**INDEPENDENT CONTRACTOR AGREEMENT
BETWEEN
THE TOWN OF PAONIA, COLORADO,
AND
COLORADO CODE CONSULTING, LLC**

THIS INDEPENDENT CONTRACTOR AGREEMENT (this “Agreement”) is entered into this ___ day of December 2018, by and between the Town of Paonia, a Colorado statutory town and political subdivision of the State of Colorado (the “Town”), and Colorado Code Consulting, LLC, a Colorado limited liability company (“Contractor”).

RECITALS

- A.** The Town, as a Colorado statutory town located in Delta County, Colorado, has the power and authority, in accordance with the enumerated powers granted to it under the Colorado Constitution and those enumerated powers granted to statutory towns pursuant to C.R.S. 31-15-101 et. seq., to enact and enforce municipal ordinances as codified in the Town’s Municipal Code.
- B.** The Town is in need of an interim Building Official to conduct building inspection, review certain building permits and demolition permits, provide guidance and feedback on applicant design criteria, and to enforce certain provisions of the Town’s Building Code and Zoning Code.
- C.** Contractor is in the business of providing professional level building inspection, plan review and code consultation for a number of municipalities in the State of Colorado.
- D.** At the March 27, 2018, regularly scheduled meeting of the Town Board of Trustees, the Board directed the Town Administrator to enter into an interim agreement with Contractor, wherein the Contractor shall serve as the Town’s Building Official for an interim period of time.
- E.** Contractor is duly licensed to serve as the Town’s interim Building Official.
- F.** The Town and Contractor wish to enter into this Agreement, wherein Contractor shall act as an independent contractor, serving as interim Building Official when needed.

NOW THEREFORE, in consideration of the promises contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

**ARTICLE 1
TERM OF CONTRACT**

1. 1.01. This Agreement shall become effective January 1, 2019 (the “Effective Date”), and shall continue in effect until December 31, 2019, unless otherwise extended by mutual agreement between the parties. This Agreement shall automatically renew for successive one-year terms periods unless terminated by either party upon sixty (60) days’ written notice prior to the expiration of the then-current term. Notwithstanding the foregoing, this Agreement is subject to annual appropriation by the Board of Trustees for the Town and does not create a multi-year fiscal obligation of the Town.

**ARTICLE 2
SERVICES TO BE PERFORMED BY CONTRACTOR**

2.01. Contractor shall perform shall serve as the Town’s Interim Building Official.

2.03. Contractor shall determine the method, details and means of performing the above described services; however, the specific work schedule for Contractor shall be agreed upon from time to time between the Town and Contractor.

2.04. Contractor enters into this Agreement, and will remain throughout the term of this Agreement, as an independent contractor. Contractor agrees that Contractor is not and will not become an employee, partner, agent or principal of the Town while this Agreement is in effect. Contractor is not entitled to the rights or benefits afforded to the Town’s employees, including disability or unemployment insurance, worker's compensation, medical insurance, sick leave, retirement benefits or any other employment benefits. Contractor is responsible for providing, at Contractor's own expense, disability, unemployment, worker's compensation and other insurance, training, permits and licenses for Contractor.

2.05. Contractor is responsible for paying when due all income taxes, including estimated taxes incurred as a result of the compensation paid by the Town to Contractor for services under this Agreement. Contractor agrees to indemnify the Town against any claims, costs, losses, fees, penalties, interest or damages suffered by Contractor resulting from Contractor's failure to comply with this provision.

**ARTICLE 3
FEES AND OTHER COMPENSATION**

3.01. Contractor agrees to provide the following services for the Town as outlined on the Exhibit A, attached hereto and incorporated herein, hereinafter the “Services”). Contractor shall provide the Services at the following rates:

Building Inspection - \$50.00 per inspection.

Plan Review - \$120.00 an hour. It is anticipated that the actual costs incurred by Contractor in undertaking plan review shall be 65% of a Building Permit Fee for the plans being reviewed, and the Town shall be free to pass on such fees to the Building Permit applicant.

General Consulting Services - \$120.00 an hour

In addition to the foregoing, Contractor shall charge the Town and the Town shall be responsible for reimbursing Contractor's travel time at a flat fee of \$93.00 per visit to the Town by Contractor.

ARTICLE 4 TERMINATION

4.01 Termination by Mutual Agreement or Unilaterally: This Agreement may be terminated at any time by mutual agreement in writing or by either party's giving not less than ten (10) days' notice to the other party, specifying the date of termination.

4.02 Automatic Termination: This Agreement shall automatically terminate, without notice, upon the occurrence of any one of the following events: bankruptcy of Contractor, legal disqualification to serve as the Town's Building Official by Contractor, conviction of a crime involving moral turpitude by Contractor or any of Contractor's employees, including fraud, theft, embezzlement or substance abuse, or breach by either party of the terms, conditions, obligations or duties under this Agreement.

ARTICLE 5 GENERAL PROVISIONS

5.01. Entire Agreement: This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the engagement of Contractor by the Town and contains all of the covenants and agreements between the parties with respect to that hiring in any manner whatsoever. Each party to this Agreement acknowledges that no representation, inducements, promises or agreements, orally or otherwise, have been made by any party or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement or promise not contained in this Agreement shall be valid or binding on either party, except that any other written agreement dated concurrent with or after this Agreement shall be valid as between the signing parties thereto.

5.02. Modifications: Any modification of this Agreement shall be effective only if it is in writing and signed by the party to be charged.

5.03. Waiver: The failure of either party to insist on strict compliance with any of the terms, covenants or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

5.04. Partial Invalidity: If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

5.05. Governing Law: This Agreement shall be governed by the laws of the State of Colorado.

5.06. Attorney's Fees: If any legal action is commenced or necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees, costs, and necessary disbursements in addition to any other relief to which that party may be entitled.

This Agreement is executed in the Town of Paonia, County of Delta, State of Colorado, on this ____ day of _____, 20__.

TOWN OF PAONIA, COLORADO, a Colorado statutory town:

By: _____
Ken Knight, **Town Administrator**

CONTRACTOR: Colorado Code Consulting, LLC, a Colorado limited liability company

_____, **Authorized Signer**



Resolution 2018 – 17 Multi-Jurisdictional Hazard Mitigation Plan

Summary:

A resolution confirming the Town participation in the County Hazard Mitigation Plan.

Notes:



Delta County Hazard Mitigation Plan 2018 Update

Town of Paonia



Why have a Mitigation Plan?

- A mitigation plan can reduce exposure and increase protection for county, city, and district infrastructure.
- Assist public to become more self-sustaining and self-reliant through education and resources.
- Will contain specific information to support FEMA / DHSEM grant opportunities.
- Will provide the ability for the County to apply directly to DHSEM for funding.
- Ensure safe development into future years by aligning efforts with other planning initiatives.



Planning Process

Improvements

- **HMP Planning Process Included:**
 - 4 Facilitated Meetings
 - 3 Delta County Master Plan Open Houses w/ Mitigation Planning Booth
 - Multiple adds in the Newspaper
 - Community Surveys
 - Multiple plan reviews and jurisdictional tweaks
- **Plan Improvements**
 - More detail for each participating jurisdiction
 - Exposure and loss estimation to the parcel level
 - Improvements to Executive Summary
 - New website for plan hosting and other information
 - Better aligned with intent of FEMA grant program



2018 Improvements

General Risk Assessment Improvements

- Updated and improved all mapping within document
- Updated and improved all tables, text and graphics
- Significantly improved jurisdictional Annexes to contain more detail.
- Used localized land values to provide increased accuracy of actual risk rather than nationally provided data sets
- Improved essential facilities to include Day Cares, Adult Care Facilities and other high potential loss facilities.
- Provided Vulnerability “Snap Shots” for each priority hazard when available.

Exposed Population	Exposed Market Value (\$)
8,888	\$ 654,744,368
21.43%	19.20%
<i>total pop.</i>	<i>total value</i>

Exposed Content Value (\$)	Exposed Critical Facilities
\$ 454,541,284	253
19.20%	44.46%
<i>total cost</i>	<i>total count</i>

Exposed Miles of Lifeline	Hazus Loss Estimation
342	\$ 347,481,350
5.54%	4.36%
<i>total mileage</i>	<i>inventory</i>



2018 Improvements

Website Development and e-Tools

- Mitigatehazards.com long term solution for implementation, monitoring and outreach.
- Used to communicate planning process and distribute information to stakeholders.
- E-Newsletters will be used to update stakeholders over the next 5 years!!!
- Tools will assist County and participating jurisdictions to stay informed and on-track.

www.mitigatehazards.com

MITIGATE HAZARDS



E-newsletter, Issue #4 Wednesday, June 28th, 2017

Upcoming Event

The 4th Planning Committee Meeting for the Tehama County MJHMP Update will be held on **Thursday, July 13th** from **10:00 AM – 12:30 PM** at the **Tehama County Agriculture Department Building**, Walnut Room. Please check your inbox later this afternoon for the official meeting invitation.

Our draft Mitigation Action Plan will be reviewed and enhanced during this meeting based on the finalized problem statements from PC Meeting #3 and follow up conference calls. **Lunch will be provided!**



Final Steps

- **CO DHSEM (the State) has approved the plan!!!**
- **Federal Review and Approval (~30 days)**
- **Adoption proceeding from all Participating Jurisdictions.**
- **FEMA Approval**
- **Submit Adoption Records back to State and Feds.**



Next 5 Years

- **Grant Monitoring**
- **Technical Assistance**
- **Pre- and Post-Disaster mitigation support**
- **Bi-Annual Check-Ins of Planning Committee**
- **Reports to Board of Supervisors and others**
- **Updates to Website**
- **Updates to community regarding available resources**



360 Main St. • Delta, Colorado 81416 • Phone (970) 874-7566 • Fax (970) 874-8776

Date: December 5 for December 11 Council Work Session
To: City Council
From: Betsy Suerth, Public Works and Utilities Director
Cc: David Torgler, City Manager
Subject: Delta County Multi-Jurisdictional Hazard Mitigation Plan (MJHMP)

Background: In January of this year, Delta County began a planning process to update the County's 2009 MJHMP. Both Chief Fedler and I represented the City of Delta by participating in the planning meetings throughout 2018. The product of that process is the 2018 Delta County MJHMP, a plan that was prepared jointly by the County, the municipalities and fire districts in the County, and the Delta County School District. The plan presents comprehensive approaches to mitigation hazards that cross jurisdictional boundaries. It also includes appendices containing a detailed description of each jurisdiction (e.g., its history, economy, demographics, etc.), specific hazard information, and proposed mitigation strategies for implementation. Ethan Mobley of DP+S, the consultant who led the process, will be presenting a summary of the process and the plan to the Council in the December 11 work session. His recent memo to the County is attached to provide more detail.

In order to maintain eligibility for FEMA grants under the Hazard Mitigation Assistance program (HMA), the governing board for each participating jurisdiction is required to adopt this MJHMP by passing a resolution. That draft resolution is attached for your review.

Cost to City: Delta County received an award of funds from the Hazard Mitigation Grant Program (HMGP) for developing the plan. The County used these funds to help cover the costs associated with the plan development. The City's cost was only the approximately 25 hours of staff time to participate.

Alignment with the 2018 Strategic Plan: The MJHMP provides actions that will assist with *maintaining City infrastructure*, under the core priority of **Keeping and Improving Quality of Life**. It also contributes to the Core Priority of being **Business and Builder Friendly** by *updating planning documents*.

Recommendation: Adoption of the Delta County Multi-Jurisdictional Hazard Mitigation Plan by Resolution.

2018 Delta County MJHMP Adoption Memorandum:

To: Kris Stewart, Emergency Manager

From: Ethan Mobley

Date: December 3, 2018

Re: 2018 Delta County MJHMP Update Adoption

Summary of Content

Delta County along with each participating jurisdiction developed an update to the 2009 Multi-jurisdiction Hazard Mitigation Plan (MJHMP) to reduce losses resulting from natural disasters. Hazard mitigation is the use of long-term actions to reduce the loss of life, personal injury, and property damage that can result from a disaster. Benefits of mitigation planning include:

- Identifying actions for risk reduction that are agreed upon by stakeholders and the public,
- Focusing resources on the greatest risks and vulnerabilities,
- Building partnerships by involving citizens, organizations, and businesses,
- Increasing education and awareness of threats and hazards, as well as their risks,
- Communicating priorities to State and Federal officials, and
- Aligning risk reduction with other community objectives.

Planning efforts could include capital projects and other pragmatic activities that can mitigate the impacts of hazards. The 2017-18 MJHMP Update covered each of the major natural hazards that pose risks to County infrastructure and residents. Recognizing that successful mitigation planning efforts must be communicated and understood by the public, the County approach included stakeholder participation and input with the use of cutting edge GIS technology to map and updated the hazard information for each hazard profiled in 2017–18 MJHMP.

Participating Jurisdictions

The 2017-18 update included the jurisdictions listed below. It is understood that fifty-five percent of the County's 740,000 acres of land is federally owned and managed by the Grand Mesa, Uncompahgre, and Gunnison National Forest and the Uncompahgre Resource Area of the Bureau of Land Management. While the federal government ultimately has jurisdiction in these parts of the County, the Delta County Hazard Mitigation Plan could also be used to support local efforts with federal hazard mitigation projects. In addition, it was important to invite organizations such as public and private utility companies to be stakeholders during the update process. The following jurisdictions met FEMA guidelines and requirements as a formal participating agency:

Municipalities

- Delta County
- City of Delta
- Town of Cedaredge
- Town of Hotchkiss
- Town of Paonia
- Town of Crawford
- Town of Orchard City

Fire Protection Districts

- Delta Fire Protection District
- Delta Fire Protection District #3
- Hotchkiss Fire Protection District
- Paonia Fire Protection District
- Delta County School District

Important to note: Each participating Agency has a standalone Annex as part of the 2017-18 updates and enhancements located in Vol. 2 of the Draft Plan.

Update Requirements and DMA 2000

A current and approved hazard mitigation plan is a prerequisite for jurisdictions wishing to pursue funding under the Hazard Mitigation Grant Program (HMGP) if a State or Federal disaster should occur. The Robert T. Stafford Act constitutes the statutory authority for most Federal disaster response and recovery activities especially as they pertain to FEMA and FEMA programs.

On October 30, 2000, the Robert T. Stafford Disaster Relief and Emergency Assistance Act was amended by Public Law 106-390 and is referred to as the Disaster Mitigation Act of 2000 (DMA 2000). As a DMA 2000 requirement, the Delta County MJHMP must be updated every five (5) years to remain in compliance with regulations and Federal mitigation grant conditions. Federal regulations require hazard mitigation plans to include a plan for monitoring, evaluating, and updating the hazard mitigation plan. A current and approved hazard mitigation plan is a prerequisite for jurisdictions wishing to pursue funding under the Robert T. Stafford Act.

Project Funding Information

Delta County received an award of funds from the Hazard Mitigation Grant Program (HMGP) for developing a local Hazard Mitigation Plan (HMP). Using these funds, the County contracted with Dynamic Planning + Science (DP+S) to update the County's previous local Multi-Jurisdictional Hazard Mitigation Plan. DP+S provided on-site process facilitation, stakeholder outreach, data collection and analysis, plan writing, and strategy development.

Reason for Action

The purpose of formally adopting this plan is to secure buy-in from Delta County and participating jurisdictions, raise awareness of the plan, and formalize the plan's implementation. The adoption of this plan completes Planning Step 9 of the 10-step FEMA planning process: Adoption of the Plan, in accordance with the requirements of DMA 2000, will maintain a participating jurisdiction's eligibility and access to FEMA grants under Hazard Mitigation Assistance (HMA). In order to maintain eligibility to FEMA grants the governing board for each participating jurisdiction is required to adopt this Local Hazard Mitigation Plan by passing a resolution.

Federal Code of Requirement §201.6(c)(5): The local hazard mitigation plan shall include documentation that the plan has been formally approved by the governing body of the jurisdiction requesting approval of the plan (e.g., City Council, county commissioner, Tribal Council).



Memorandum of Understanding – DMEA/Elevate Public Access

Summary:
MOU for cable public access as requested at last Board meeting.

Notes:

**MEMORANDUM OF UNDERSTANDING CONCERNING THE PROVISION OF A
PUBLIC ACCESS, EDUCATIONAL ACCESS AND GOVERNMENT ACCESS
CHANNEL BY DMEA UTILITIES SERVICES, LLC, A COLORADO LIMITED
LIABILITY COMPANY, TO THE TOWN OF PAONIA**

THIS MEMORANDUM OF UNDERSTANDING CONCERNING THE PROVISION OF A PUBLIC ACCESS, EDUCATIONAL ACCESS AND GOVERNMENT ACCESS CHANNEL BY DMEA UTILITIES SERVICES, LLC, A COLORADO LIMITED LIABILITY COMPANY, TO THE TOWN OF PAONIA (this “MOU”) is made and entered into this _____ day of December, 2018, by and between the Town of Paonia, a Colorado statutory town, (the “Town”); and DMEA Utilities Services, LLC, a Colorado limited liability company (“Elevate”), regarding the provision of a public access, educational access and government access channel by DMEA to the Town. Hereinafter, DMEA or the Town shall be referred to individually as “Party” or combined as the “Parties.”

RECITALS

WHEREAS, Pursuant to the passage of Town of Paonia Ordinance No. 2018-05, the Town provided to Elevate a cable franchise wherein Elevate shall deliver video programming or other programming service (“Cable Service”) to subscribers within the Town (the “Franchise Agreement”); and

WHEREAS, Elevate is willing to provide, and the Town desires to use, a dedicated channel on the Cable Service to provide public access, educational access and government access.

NOW THEREFORE, in consideration of the mutual covenants and stipulations hereinafter set forth, the adequacy of which is hereby acknowledged, the Town and Elevate agree as follows:

**I.
PEG ACCESS**

For so long as Ordinance 2018-05 is in effect, Elevate shall make available to the Town one downstream channel for public access, educational access, and government access (“PEG Access”). The Town will be solely responsible for the production of all content, the proper formatting of all content and the delivery of all content that it wishes to broadcast. The required content can either be a live digital feed or a digital recording provided to Elevate in digital standard definition format, or up to 1080 digital high definition format. The Town will be required to deliver any live streaming content over the Elevate fiber Infrastructure by way of a private secured IP VLAN. It is the Town’s responsibility, to maintain at a minimum, Elevate service with the upload rate of 100 mbps.

II.
MISCELLANEOUS PROVISIONS

1.1 Effect. This MOU shall remain in effect for so long as Elevate operates Cable Services within the Town, in accordance with Town of Paonia Ordinance No. 2018-05, and the Franchise Agreement is in effect.

1.2 Assignment. Neither Party to this MOU shall voluntarily or involuntarily assign, delegate, subcontract, pledge, hypothecate or encumber any right, duty, obligation or interest, in whole or in part, in or to this MOU without the prior written consent of the other Party.

1.3 Waiver. The waiver of any breach of any of the provisions of this MOU by either Party shall not constitute a continuing waiver of any subsequent breach by that Party, either of the same, or of another provision of this MOU, or of the Franchise Agreement.

1.4 No Third-Party Beneficiaries. Nothing expressed or implied in this MOU is intended or shall be construed to confer upon or to give any person other than the Parties hereto any right, remedy or claim under or by reason of this MOU.

IN WITNESS WHEREOF, the Parties to this MOU have caused their names to be affixed by proper officers hereof, as of the date and year first above written.

TOWN OF PAONIA, COLORADO, a
Municipal Corporation

By: _____
CHARLES STEWART, Mayor

ATTEST:

J. CORINNE FERGUSON, Town Clerk

DMEA UTILITIES SERVICES, LLC, a
Colorado limited liability company

By: _____
JASEN BRONEC, President

MEMORANDUM OF UNDERSTANDING CONCERNING THE PROVISION OF A PUBLIC ACCESS, EDUCATIONAL ACCESS AND GOVERNMENT ACCESS CHANNEL BY DMEA UTILITIES SERVICES, LLC, A COLORADO LIMITED LIABILITY COMPANY, TO THE TOWN OF PAONIA

THIS MEMORANDUM OF UNDERSTANDING CONCERNING THE PROVISION OF A PUBLIC ACCESS, EDUCATIONAL ACCESS AND GOVERNMENT ACCESS CHANNEL BY DMEA UTILITIES SERVICES, LLC, A COLORADO LIMITED LIABILITY COMPANY, TO THE TOWN OF PAONIA (this “MOU”) is made and entered into this ____ day of December, 2018, by and between the Town of Paonia, a Colorado statutory town, (the “Town”); and DMEA Utilities Services, LLC, a Colorado limited liability company (“Elevate”), regarding the provision of a public access, educational access and government access channel by DMEA to the Town. Hereinafter, DMEA or the Town shall be referred to individually as “Party” or combined as the “Parties.”

RECITALS

WHEREAS, Pursuant to the passage of Town of Paonia Ordinance No. 2018-05, the Town provided to Elevate a cable franchise wherein Elevate shall deliver video programming or other programming service (“Cable Service”) to subscribers within the Town (the “Franchise Agreement”); and

WHEREAS, Elevate is willing to provide, and the Town desires to use, a dedicated channel on the Cable Service to provide public access, educational access and government access.

NOW THEREFORE, in consideration of the mutual covenants and stipulations hereinafter set forth, the adequacy of which is hereby acknowledged, the Town and Elevate agree as follows:

**I.
PEG ACCESS**

For so long as Ordinance 2018-05 is in effect, Elevate shall make available to the Town one downstream channel for public access, educational access, and government access (“PEG Access”). The Town will be solely responsible for the production of all content, the proper formatting of all content and the delivery of all content that it wishes to broadcast. The required content can either be a live digital feed or a digital recording provided to Elevate in digital standard definition format, or up to 1080 digital high definition format. The Town will deliver content to Elevate via the Town’s internet service at a minimum upload rate of 100 mbps.

**II.
MISCELLANEOUS PROVISIONS**

1.1 Effect. This MOU shall remain in effect for so long as Elevate operates Cable Services within the Town, in accordance with Town of Paonia Ordinance No. 2018-05, and the Franchise Agreement is in effect.

1.2 Assignment. Neither Party to this MOU shall voluntarily or involuntarily assign, delegate, subcontract, pledge, hypothecate or encumber any right, duty, obligation or interest, in whole or in part, in or to this MOU without the prior written consent of the other Party.

1.3 Waiver. The waiver of any breach of any of the provisions of this MOU by either Party shall not constitute a continuing waiver of any subsequent breach by that Party, either of the same, or of another provision of this MOU, or of the Franchise Agreement.

1.4 No Third-Party Beneficiaries. Nothing expressed or implied in this MOU is intended or shall be construed to confer upon or to give any person other than the Parties hereto any right, remedy or claim under or by reason of this MOU.

IN WITNESS WHEREOF, the Parties to this MOU have caused their names to be affixed by proper officers hereof, as of the date and year first above written.

TOWN OF PAONIA, COLORADO, a
Municipal Corporation

By: _____
CHARLES STEWART, Mayor

ATTEST:

J. CORINNE FERGUSON, Town Clerk

DMEA UTILITIES SERVICES, LLC, a
Colorado limited liability company

By: _____
JASEN BRONEC, President

AGENDA SUMMARY FORM



Ordinance 2018/2019-TBD De-Annexation/Disconnection Municipal Code Addition

Summary:

Necessary process establishment to guide a de-annexation request. This was reviewed by planning commission 12/4 with a recommendation for topics of discussion and Board approval.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Hart:	Trustee Knutson	Mayor Stewart:

ORDINANCE NO. 2019-TBD

**AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF
PAONIA ADDING CHAPTER 15, ARTICLE 2 - DISCONNECTION TO
THE TOWN OF PAONIA MUNICIPAL CODE**

RECITALS:

WHEREAS, the Town of Paonia (the “**Town**”), in the County of Delta and State of Colorado, is a municipal corporation duly organized and existing under the laws of the State of Colorado; and

WHEREAS, there is a statutory right for a citizen to apply for disconnection from a statutory town, pursuant to C.R.S. 31-12-501, et. seq.; and

WHEREAS, the Board of Trustees determines that it is in the best interest of the community and the public health, safety and welfare of the citizens of the Town to amend the Town Code to add this disconnection provision to the Municipal Code.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO, AS FOLLOWS:

Section 1. Legislative Findings.

The recitals to this Ordinance are adopted as findings of the Board of Trustees in support of the enactment of this Ordinance.

Section 2. Amendment of Town Code.

Sec. 15-2-10 through 15-2-80 shall be added to the Town Code as follows:

Sec. 15-2-10 Purpose

The purpose of this Article 2 is intended to provide for policies and procedures for the disconnection of lands from the corporate boundaries of the Town of Paonia.

Sec. 15-2-20 Citizen Petition for Disconnection

When the owner of a tract of land within and adjacent to the municipal boundary of the Town of Paonia desires to have said tract disconnected from the Town, said owner shall file a petition for disconnection with the Town Administrator, to be reviewed by the Town of Paonia Board of Trustees for the passage of an ordinance disconnecting the applicant’s property from the Town of Paonia.

Sec. 15-2-30 Contents of Petition

Any petition for disconnection shall include all of the following materials:

- (1) The name and address of the property owner.
- (2) Completed petition for disconnection form provided by the Town.
- (3) A legal description of the property.
- (4) A list of the names and property owners within two hundred (200) feet of the property.
- (5) The location of all ways of ingress to and egress from the property.
- (6) Service and refuse collection areas for the property.
- (7) A title policy indicating that the property is free and clear of all ownership disputes, liens or encumbrances whatsoever which would be impaired by the disconnection of the property.
- (8) A copy of the notice of disconnection provided to Delta County Board of County Commissioners.
- (9) A copy of the notice of disconnection provided to any affected special district as defined under C.R.S. § 31-12-501.
- (10) Payment of the petition fee.
- (11) A statement from the petitioner as to whether they were annexed into the Town.

Sec. 15-2-40 Other Governmental or Agency Comment Period

Not more than thirty (30) days after the Town Administrator has received a petition for disconnection and confirmed that the petition meets the requirements of Sec. 15-2-30, in accordance with C.R.S. § 31-12-501, the Delta County Board of County Commissioners, and the Board of Directors of any affected special district may request a meeting with the owner and the Town Administrator, as an appointee for the Town of Paonia, to discuss and address any negative impacts on Delta County that would result from the disconnection. If such meeting is requested, the petitioner and the Town Administrator shall meet with either the Delta County Board of County Commissioners, or its appointee, or the Board of any affected special district, or its appointee, not more than thirty (30) days after the meeting was requested. Failure by either the Delta County Board of County Commissioners or the Board of any affected special district to request a

meeting constitutes an acknowledgment by the particular Board that the disconnection will not adversely affect Delta County or the special district, as applicable.

Sec. 15-2-50 Planning Commission Review

After the thirty (30) day period as defined in Sec. 15-2-40 has expired, the Town Administrator shall refer this matter to the Town of Paonia Planning Commission. The Town Planning Commission shall then review the petition for disconnection to discuss and address any negative impacts on the Town and on Delta County that would result from the disconnection. The Planning Commission shall then provide its recommendation to the Board of Trustees.

Sec. 15-2-60 Board of Trustee Review

After review by the Planning Commission, the Board of Trustees shall give due consideration to the disconnection petition taking into consideration any comments provided by the Planning Commission and any other governmental entity in accordance with Sec. 15-2-40. In the event it is the opinion of the Board of Trustees that the best interests of the Town of Paonia will not be prejudiced by the disconnection of the subject property, the Board of Trustees shall enact an ordinance effecting such disconnection. In reviewing a disconnection petition, the Board shall consider if they petitioner received any water or sewer tap rates at lower rate in the event they were annexed into the Town; and, in such event, the Town may require that the applicant pay the full water and sewer tap rates upon disconnection.

Sec. 15-2-70 Effect of Disconnection

In the event the Board of Trustees enacts an ordinance for disconnection, it is immediately effective upon the required filing with the Delta County Clerk and Recorder to accomplish the disconnection, and two certified copies thereof shall be filed by the Clerk in the Office of the County Clerk and Recorder of the county in which such tract lies.

Sec. 15-2-80 Taxes

Any real property disconnected in accordance with this Article shall not be exempt from the payment of any taxes or utilities lawfully assessed against it for the purpose of paying any indebtedness lawfully contracted by the Town of Paonia while such land was within the limits of the Town of Paonia.

Section 3. Severability.

If any provision, clause, sentence or paragraph of this Ordinance or the application thereof to any person or circumstance shall be held invalid, such invalidity shall not affect the other provisions of this Ordinance which can be given effect without the invalid provision or application, and, to this end, the provisions of this Ordinance are declared to be severable.

Section 4. Ordinance Effect.

Existing ordinances or parts of ordinances covering the same matters as embraced in this Ordinance are hereby repealed and any and all ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed; provided, however, that the repeal of any ordinance or parts of ordinances of the Town shall not revive any other section of any ordinance or ordinances heretofore repealed or superseded, and further provided that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the taking effect of this Ordinance.

Section 6. Effective Date.

This Ordinance shall take effect on _____.

INTRODUCED, READ AND REFERRED to public hearing before the Board of Trustees of the Town of Paonia, Colorado on the ___ day of December 2018.

TOWN OF PAONIA, COLORADO, A MUNICIPAL CORPORATION

By: _____
CHARLES STEWART, Mayor

ATTEST:

CORINNE FERGUSON, Town Clerk

HEARD AND FINALLY ADOPTED by the Board of Trustees of the Town of Paonia, Colorado, this _____ day of _____, 2019.

TOWN OF PAONIA, COLORADO, A MUNICIPAL CORPORATION

By: _____
CHARLES STEWART, Mayor

ATTEST:

DRAFT

Minutes
Planning Commission Regular Meeting
Town of Paonia, Colorado
Dec 04, 2018

RECORD OF PROCEEDINGS

The Regular Meeting of the Planning Commission held Tuesday, December 04, 2018, was called to order at 6:00 PM by Chairperson Barbara Heck, followed by the Pledge of Allegiance.

Roll Call:

Commission members present were as follows:

Barbara Heck
Lucy Hunter
Bill Bear
Charles Stewart

Town Staff present were as follows:

Administrator Ken Knight
Town Clerk Corinne Ferguson
Deputy Clerk Amanda Mojarro

A quorum was present, and Chairperson Heck proceeded with the meeting.

Approval of Agenda

Motion by Mr. Stewart, supported by Chairperson Heck to approve the agenda as presented. Motion carried unanimously.

Unfinished Business

Minutes – July 9, 2018

Motion by Ms. Hunter, supported by Mr. Bear to accept the planning commission minutes for – July 9, 2018, as amended. Motion carried unanimously.

Disconnection/De-Annexation Draft Ordinance 2019-TBD

Chairperson Barbara Heck opened the meeting to address the Disconnection/De-Annexation Ordinance 2019 and addition to the municipal code.

Administrator Knight communicated to the planning commission that property owners, by state statute can petition to have a disconnection/de-annexation from the Town.

The Disconnection/De-Annexation Draft Ordinance 2019 presented by Attorney Nerlin, explained the draft ordinance recitals to the planning committee.

Discussion points:

- Purpose of the ordinance
- Re-Annexation
- In Town discount cost
- Out of Town cost
- Cost of difference required subject to disconnection/de-annexation from Town.
- Disconnection/De-Annexation fees

Administrator Knight recommended presenting the ordinance to the Board for approval.

Motion by Ms. Hunter, supported by Mr. Bear to recommend approval of Disconnection/De-Annexation Draft Ordinance 2019 with changes discussed for Board approval. Motion carried unanimously.

Motion by Mr. Stewart, supported by Mr. Bear to modify Disconnection/De-Annexation Draft Ordinance 2019 to include provisions, for out-of-Town tap cost. Motion carried unanimously.

Motion by Mr. Stewart, supported by Mr. Bear to include proposed payment requirement of the difference of an in-Town tap and an out-of-Town tap. Motion carried unanimously.

Discussion ensued about the Disconnection/De-Annexation Draft Ordinance 2019 fee to be set by the Board. Staff recommends adding it to the agenda for the December 11, 2018, Board meeting.

Discussion ensued regarding scheduling a tentative meeting January 15, 2019, at 6:00 pm to discuss enclave annexations.

Adjournment

The meeting was adjourned by Ms. Heck at 6:49 pm

Amanda Mojarro, Deputy Clerk

Barbara Heck, Chairperson

DRAFT



Resolution 2018-20 Town Fee Schedule

Summary:

Amending fee schedule to include updated records request fees and de-annexation application fees.

Notes:

TOWN OF PAONIA, COLORADO

RESOLUTION 2018-20

A RESOLUTION OF THE TOWN OF PAONIA AMENDING RESOLUTION 2015-13 THE TOWN FEE SCHEDULE.

WHEREAS, the Town of Paonia by and through its Board of Trustees has determined it is necessary and appropriate to clearly and accurately demonstrate the costs certain fees charged by the Town; and

WHEREAS, the Town of Paonia has previously established fees; now requires an update and properly notice to its citizens the cost of certain fees.

NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE TOWN OF PAONIA, to adopt the Town of Paonia Fee Schedule line item amendments and additions as follows:

De-Annexation/Discontinuation: \$1000 + actual costs

Public Record Request: \$.35 per page/\$20 per hour after first hour/\$30 attorney review

BE IT FURTHER RESOLVED by the Board that Town Administrator is hereby authorized and directed to take all necessary and appropriate action to implement and administer the adopted Town of Paonia Fee Schedule.

BE IT FURTHER RESOLVED by the Board that the adoption of this Resolution is for clarification only, and it is not the intent of the Board to apply the updated Fee Schedule retroactively.

ADOPTED this ____ day of December 2018, by the Board of Trustees of the Town of Paonia.

TOWN OF PAONIA, COLORADO

Charles Stewart, Mayor

ATTEST:

J. Corinne Ferguson Town Clerk



Tree Board Advisory Member Appointment

Summary:

A Board appointed member of the Board of Trustees to serve in an advisory capacity on the Tree Board.

Notes:



Community Member Request – Presentation to the Board

Summary:

A presentation to the Board from Mr. Bill Brunner regarding public vs. Town ruminations on appeal of custodian vs. Brunner case.

Notes:

TOWN OF PAONIA
REQUEST TO BE PLACED ON AGENDA

PO Box 460
Paonia, CO
81428
970/527-4101
paonia@townofpaonia.com

Here are things you need to know:

- You must contact the Town Clerk prior to coming to Board. Quite often the issue can be resolved by staff action.
- No charges or complaints against *individual* employees should be made. Such charges or complaints should be sent to the employee's Department Head in writing with your signature.
- Remarks that discriminate against anyone or adversely reflect upon the race, color, ancestry, religious creed, national origin, political affiliation, disability, sex, or marital status of any person are *out of order* and may end the speaker's privilege to address the Board.
- Defamatory, abusive remarks or profanity are *out of order* and will not be tolerated.

Please complete the following information and return this form no later than the Tuesday prior to the Board meeting to the above address or bring it to the Town Hall at 214 Grand Avenue.

Office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m.

Regular Board meetings are scheduled for the second and fourth Tuesdays of each month.

Name of person making presentation Bill Brunner _____

Organization, if speaking on behalf _____

Is this a request for Board action? Yes No

For the Dec.11 meeting: Presentation to the Board and Public v Town ruminations on appeal of Custodian v Brunner. I can do this over the next several meetings as a "Guest", but offer the opportunity for the presentation in a single, 15, minute agenda item.

What staff member have you spoken to about this? Please summarize your discussion:

Contact information

Name: Bill Brunner _____

Mailing Address po box 172 _____

E-mail: bill@paoniairon.com _____

Daytime Phone: 5274641 _____

AGENDA SUMMARY FORM



Continued Executive Session

Summary:

Executive Session: Continuance: Conference with the Town attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b); specific to Case 2017 CV 30118 Findings of Fact, Conclusions of Law, & Judgement

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Hart:	Trustee Knutson	Mayor Stewart: