



**TOWN OF PAONIA**  
**TUESDAY, NOVEMBER 23, 2021**  
**REGULAR TOWN BOARD MEETING AGENDA**  
**6:30 PM**

**APPROPRIATE AND CORRECTLY WORN FACE MASKS ARE REQUIRED WHILE ATTENDING BOARD MEETINGS. SHOULD YOU BE UNABLE TO WEAR A FACE MASK YOU CAN VIEW THE MEETING VIA THE TOWN OF PAONIA YOUTUBE CHANNEL.**

**Roll Call**

**Approval of Agenda**

**Announcements**

**Recognition of Visitors & Guests**

1. Delta Area Chamber of Commerce
2. Visitors & Guests

**Staff Reports**

3. Administrator's Report  
Public Works & Utilities Report  
Finance Report  
Attorney Report

**Disbursements**

4. Disbursements

**Consent Agenda**

5. Regular Minutes: 11/09/2021  
Special Meeting Minutes: 11/16/2021

**Unfinished Business**

6. Resolution 2021-08 Town Participation in the National Opioid Settlement Support of The State of Colorado
7. Town of Paonia Purchasing Policy Updates including Non-Essential Purchases
8. Town Treasurer Position – Continued

**Public Hearing**

9. Public Hearing - 2022 Proposed Budget

**New Business**

10. Grand Avenue Street Closure Request - Paonia Creative District Holiday Arts Fair
11. Community Member Request - Permission to Place Giving Library in Poulos Park - Ms. B. Chambliss
12. Community Member Request - Discussion of Multiple Items Attributed to Members of Town Staff and Mayor Bachran - Mr. W. Brunner
13. Delta County School District 50J Amended Contract for Apple Valley Tennis Court Use
14. Resolution 2021-09 Water Rates & Charges
15. Board Consideration of Mayor Pro-Tem Appointment
16. Board Consideration of Trustee Open Seats
17. Board Consideration of CIRSA Optional Coverages
18. Board Consideration of DOLA Housing Assessment Grant Application & Board Clarification of the Grant Review Process
19. Letter of Support Request - RCAC Federal Grant Through USDA
20. Police Chief Recruiter Update and Recommendation Moving Forward
21. Board Consideration of Town Attorney Proposal
22. Town Hall Holiday Closure Request

**Adjournment**

I. RULES OF PROCEDURE

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

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

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

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

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

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

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

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

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

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

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

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

## **II. CONSENT AGENDA**

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

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

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

## **III. EXECUTIVE SESSION**

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

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


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

## **IV. SUBJECT TO AMENDMENT**

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


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

AGENDA SUMMARY FORM

	Roll Call		
Summary:			
Notes:			
Possible Motions:			
Motion by: _____ 2 <sup>nd</sup> : _____ vote: _____			
Vote:	Trustee Bear	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Pattison	Mayor Bachran


November 17, 2021

AGENDA SUMMARY FORM

	Approval of Agenda		
Summary:			
Notes:			
Possible Motions:			
Motion by: _____ 2 <sup>nd</sup> : _____ vote: _____			
Vote:	Trustee Bear	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Pattison	Mayor Bachran


November 17, 2021

AGENDA SUMMARY FORM

	Announcements		
Summary:			
Notes:			
Possible Motions:			
Motion by: _____ 2 <sup>nd</sup> : _____ vote: _____			
Vote:	Trustee Bear	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Pattison	Mayor Bachran

November 17, 2021

AGENDA SUMMARY FORM

	Delta Area Chamber of Commerce		
<p>Summary: Delta Area Chamber of Commerce Director introduction and discussion regarding the Paonia Chamber.</p>			
<p>Notes:</p>			
<p>Possible Motions:</p> <p>Motion by: _____ 2<sup>nd</sup>: _____ vote: _____</p>			
Vote:	Trustee Bear	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Pattison	Mayor Bachran:

November 17, 2021

**TOWN OF PAONIA**  
**REQUEST TO BE PLACED ON AGENDA**

PO Box 460  
Paonia, CO  
81428  
970/527-4101

[paonia@townofpaonia.com](mailto: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: Mitchell Gronenthal

Organization, if speaking on behalf of a group: DTCC / Paonia Chamber of Commerce

Is this a request for Board action?      Yes       No

Please provide a summary of your comments:

Introduction of ED and speak about a few other things.

Requesting to be on agenda for November 23rd.

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

Amanda Mojarro

Contact information:

Name: Mitchell Gronenthal

Mailing Address: 301 Main St.  
Delta, CO

E-mail: Director@delta.colorado.org


Daytime Phone: 970-874-8666 or 970-483-0675

**RECEIVED**

**NOV 12 2021**




AGENDA SUMMARY FORM

	Visitors & Guests		
Summary:			
Notes:			
Possible Motions:			
Motion by: _____ 2 <sup>nd</sup> : _____ vote: _____			
Vote:	Trustee Bear	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Pattison	Mayor Bachran

November 17, 2021

AGENDA SUMMARY FORM

	Administrator's Report Public Works & Utilities Report Police Report Finance Report Attorney Report		
Summary:			
Notes:			
VW – verbal warning WW – written warning CIT - citation CAA – clear adult arrest UTL – unable to locate UNF - unfounded			
Possible Motions:			
Motion by: _____ 2 <sup>nd</sup> : _____ vote: _____			
Vote:	Trustee Bear:	Trustee Budinger:	Trustee Johnson:
Trustee Knutson:	Trustee Meck:	Trustee Pattison:	Mayor Bachran:

November 17, 2021

***“Don’t dwell on what went wrong. Instead, focus on what to do next. Spend your energy moving forward together towards an answer.” Denis Waitley***

Administrators Report for November 23, 2021

***Please note: This report is not a comprehensive list of all projects but acts as a highlight for included packet documents, ongoing, and upcoming projects.***

**Last meeting follow-up:**

1. At the last meeting during discussion of the administrator contract it was stated several times that a letter regarding the administrator review was suppressed from the packet and discussion during the executive session at the July 27<sup>th</sup> regular meeting. I could not recall during the meeting what letter was being referenced. Upon review I found that no letter was submitted to staff for inclusion in the packet for the July 27<sup>th</sup> Board meeting and interim administrator review discussion. During the July 27<sup>th</sup> meeting visitors and guests section a community member provided a letter written regarding accusations made at the July 13<sup>th</sup> meeting. The accusation, at the July 13<sup>th</sup> regular meeting, had been rendered via a motion from the trustees to be investigated by the Town attorney. The letter, presented at the meeting was not included in the interim review process as it was an open investigation and was not part of the public record for the executive session.
2. Public Works and Public Utilities Director updated job descriptions are attached for informational purposes as requested.
3. The master plan update funding has been moved from the general fund and included in the capital improvement fund. The standard definition of a capital improvement is a tangible item. Staff, through auditor review, legal review and the Town Manager list serve has confirmed this is a permitted use as a capital expenditure through capital improvement fund. The capital improvement account is funded via 1% of the Town sales tax revenues.

**Updates:**

- 1b.** Attached is a preliminary list of projects. I will be modifying this list as it falls under the Board set goals and bring the project list to the Board for quarterly reporting and goal updates.
- 2b.** Town has received the renewal to continue the Axon Taser Agreement for the police department. The cost is \$3,250 – invoice anticipated via usps.
- 3b.** Town received updated pricing guidance from United Companies (sand, gravel, concrete) for 2022. The increase is 10 to 12%.
- 4b.** The Planning Commission met and made a recommendation regarding the master plan and dark skies ordinance. The Ordinance will be on the next regular agenda.

From the desk of Corinne Ferguson  
Town Administrator/Clerk

**5b.** CVRF business grant application closing date is November 24<sup>th</sup>.

**6b.** The current meter system, Badger meter, is transitioning to a BEACON system. I have requested pertinent information from Nation Meter Company.

**7b.** A draft agreement regarding the shared building depart is anticipated for 12/14/2021 meeting.

**8b.** The introduction of the amending ordinance for 2018 building code is anticipated for the 12/14/2021 meeting.

Table 1

Task Number	Priority Level	Background	Who will handle	Last date addressed	Status	Next Steps	Estimated Completion	Final Update
1	Medium	JDS Hydro report shows vulnerable water/sewer assets	Travis	07/13/2021	Board asked for what we redact from engineering reports on water/sewer	Include in packet for 10/12/2021	Aspirational date of 10/12 to include in packet	Included in Administrators Report 11/23/2021
2	HIGH	JDS Hydro Infrastructure Analysis Change Order 1 & 2	Corinne, Travis	09/28/2021	September, October, and November data needed	Data being submitted monthly to JDS, Board, and Advisory Water Committee.	Report Expected late January 2022	
3	HIGH	Review Marijuana License applications	Corinne	08/24/2021	Applications reviewed by Corinne and Bo	Public Hearings in October	11/23/2021 Public Hearings	passed with provisions - follow-up at December meeting.
4	HIGH	Comprehensive Plan Update	Corinne, Consultant	08/11/2021	Currently Budgeted to use a consultant	Approve RFP	01/25/2022	
5	HIGH	Parks Recreation and Trails - Comprehensive Plan Update Piece	Consultant, Corinne, Board, Community Group	10/26/2021	In final stages prior submittal to Town	Board review and decision on final draft	Grant Expires 3/31/2022	
6	HIGH	Hire Police Chief	Board, Corinne, Bo	09/14/2021	Board required hiring a recruiter specifically for this position	Get RFP or referrals from CML	Recruiter RFP Deadline 11/18/2021 - Next Steps on 11/23/2021 Agenda 2023	
7	Medium	Pedestrian Bridge for River trail	Corinne/WSCC/ and Nature Connection	To be published RFP in DCI 09/30/2021	Proposal Deadline and Bid Opening 11/4/2021	Corinne, TNC Review - Present to Board		
8	Low	Wrap up Boettcher funds for Creative District	Corinne and Paonia Creative District	10/26/2021	Approx \$5,000 Remaining	Board Approval for Expenditure 10/26/2021 meeting	Spring 2022 - Sign Installation	Funds release approval in disbursements for PCD 11/23/2021

9	HIGH	SGM Asset Inventory & CIP	Corinne	09/28/2021	Final Draft received and published	SGM presentation and Decision by the Board - Implementation of SGM Recommendations into Town Formal Strategic Plan	SGM Presentation 1/11/2022 Formal Strategic Plan - See item 10	
10	HIGH	Town of Paonia Formal Strategic Plan	Corinne, Travis, Cindy, Police Chief	11/16/2021 Discussed during Budget Special Meeting	Preliminary Stages	Draft Strategic Plan Sections and present to Board for information and direction	Final Draft to Board for Review 3/22/2022 or 04/12/2022	
11	Medium	Water Rate Study	Corinne, Cindy	11/02/2021	Presented to Board - Scenario 6 Implemented in 2022 Draft Budget		11/16/2021 - Accepted by Board	11/16/2021 Board Accepted and implemented Scenario 6
12	Low	Brownsfield Grant for Twin Lakes	Corinne	10/12/2021	Scheduled to begin on-site assessment	Confirm Scheduling with Brownsfield Team	Unclear at this time	
13	Low	CORA Request Cost Analysis	Corinne	08/24/2021	Compile Estimate of Costs associated with previous Requests	Make an estimate based on prior CORAs	02/08/2022	
14	HIGH	Audit report listed challenges in producing monthly reports to Board	Cindy	10/26/2021	Provided Auditor approve plan of action	Schedule training time and produce reports that comply	Ongoing through Remainder of Year	Ongoing project
15	Medium	Town Treasurer Position	Corinne, Bo, Board	09/28/2021	Scheduled for 11/23/2021 Agenda	Compile options and present to Board for appointment	11/23/2021 Board Packet and on Agenda	
16	HIGH	ClearGov operational with transparency module	Cindy	9/2020 when we approved ClearGov	Functional to Date	Continue to Update	Ongoing through Remainder of Year	Ongoing - This always requires updates to keep current

17	Low	Costs of bulk fill station	Corinne	10/26/2021	Analysis Provided to the Board	n/a	Completed 10/26/2021	Completed
18	Low	Plan for electronic billing for utilities	Corinne	11/09/2021	Evaluating Alternative Providers	Present findings to Board and determine if this is a priority	01/25/2022	
19	Low	Spend final \$5,300 CDOT revitalize grant	Corinne				12/31/2021	
20	HIGH	Building Inspector replacement	Corinne	11/16/2021 at Special Meeting	City of Delta IGA anticipated by 12/14/2021	Review IGA - Board decision on how to proceed	01/25/2022	
21	HIGH	Planning Commission Review of Dark Skies Ordinance	Corinne	10/21/2021	Completed - Back to Board on Upcoming Agenda	Board Review and decision on first read	12/14/2021	
22	HIGH	Building Code Update to 2018	Corinne	10/26/2021	Provided to Town Attorney to Draft Code Ordinance Update	Take Ordinance Review to Planning Commission	First Planning meeting in January - then to Board for review and first read	
23	Low	Current Unapproved Accessory dwelling units	Corinne	Each Administrators Report	Slow moving in-person process to view and record each location	Complete visual assessment and begin investigation	3/31/2022 - No further action while under Moratorium	
24	Extremely low	Geothermal study by CO Rocky Mtn School	Corinne	09/28/2021	Determined by Study Planner	No action from Town or Staff - School will provide data following completion	March, 2022	
25	HIGH	Budget for 2022 including presentation of Administrator reorganized staffing structure	Corinne, Cindy	Ongoing Work Sessions and Special Meetings - 11/16/2021	Received approval to move with presented budget for hearing 11/23/2021	Budget Hearing and final budget approval - mill levy submittal and state budget submittal	11/23/2021 12/14/2021 12/31/2021	

26	Low	Resolution Addressing Provedures for Sale of Town Property	Corinne, Town Attorney	Summer, 2021	No Current Movement	Wait for New attorney to begin and re-address		
27	Medium	Riverbank Subdivision - prelim approval by Board - applicant may want to amend approval	Corinne, Bo	10/26/2021	In applicants hands for decision-making on how to proceed	wait for applicant decision on direction	unknown	
28	HIGH	Fence Ordinance/Fence Review Procedures	Corinne	11/09/2021	Tabled to December 14, 2021 meeting	Present encroachment process to Board for discussion		
29	Low	Commercial Business Registration	Corinne	12/01/2020	Simplify Ordinance and Bring back to Board for Review	Confer with new attorney and present in 2022		
30	High	RCAC Cost of Service Sewer Analysis	Corinne, Ty Long	11/02/2021	Pending in 2022	Begin timeline and information submittal to RCAC after new year.	05/01/2022	
31	Medium	Board Requested TA to place active contracts in Munidocs	Corinne	ongoing	Attaching contracts regularly	have support staff pull filed contracts for scanning and attachment	ongoing	n/a
32	Medium	Town Insurance Quotes	Corinne, Cindy	10/12/2021	Due to Board by end of March, 2022	Solicit quotes	03/31/2022	



33	High	Grand Ave Public Restroom Discussion	Corinne	11/09/2021	Motion to have on Agenda in January	Evaluate options for Board review	02/29/2021	
34	High	Town Attorney Remote Meeting Access	Corinne, Bo	11/09/2021	Motion to have on Agenda in January	Evaluate system and educate on how to run in-person and remote meeting simultaneously	02/29/2021	
35	High	Continued Public Hearing - DMT Paonia medicinal MJ License	Corinne	11/09/2021	Motion to continue to January 11, 2022	Re-publish and post signage at location	01/11/2022	
36	High	Paonia Purple MJ License Conditional Approval	Corinne	11/09/2021	Conditional approval contingent on addressing and receipt of surety bond	Surety bond - complete addressing	surety bond received 11/10/2022 Addressing est complete 12/16/2021	
37	High	Valley High MJ License Conditional Approval	Corinne	11/09/2021	Conditional approval contingent on addressing and receipt of surety bond	confirm surety bond receipt	12/01/2022	Received 11/19/2021



Town of Paonia

## Job Description/Role and Responsibilities

**Position Title:** Public Works Director

**Reports to:** Town Administrator

**Direct reports to this position:** Streets and Grounds and Waste Management staff

**FLSA Status:** Exempt

**Pre-Hire Requirements:** Minimum of 5 years of related construction and equipment operations experience and 3 years of supervisory experience. Must possess a valid Colorado driver and CDL licenses and a satisfactory motor vehicle record. High school diploma or equivalent. Preferred to live within thirty (30) minutes of Town of Paonia. This position requires passing of a motor vehicle and a criminal background check.

**Job Summary:** The Public Works Director provides leadership and performs a variety of supervisory, administrative, skilled technical and maintenance work in the planning construction, operation, repair, maintenance and replacements of the Towns' streets, sidewalks, fleet, parks, open space, waste management, building maintenance and storm drainage as well as several program areas including snow and ice control, weed and brush control and all landscape services. Is responsible for the overall administration, management, and operations of assigned areas, outside vendor contract management, contractual relationships and performance delivered through external services. This position also assists in planning, scheduling, budgeting, and implementation of new construction projects. The director is further responsible for ensuring proper compliance with all department and Town values, policies, and procedure as well as applicable state and federal laws.

### **Essential Functions:**

1. Supervises and directs assigned personnel within Public Works. Makes decisions regarding hiring, discipline, termination, or advancement in conjunction with the Town Administrator
2. Establishes and maintains collaborative relationships with representatives of the community, citizens, employees, and public interest groups
3. Determines work schedules, assigns work, and monitors progress; guides, trains, and develops employees in the accomplishment of their duties and professional growth; writes and conducts annual evaluations
4. Conducts routine inspections of Town's infrastructure, including street, and drainage areas to identify deficiencies and safety hazards; recommends and implements projects and repairs to remedy the deficiencies
5. Operates a variety of power tools, meters and gauges, light and heavy equipment associated with the construction, reconstruction, and maintenance of Town right-of-way, snow removal and ice control

6. Ensures workers maintain a safe work area and performing duties in a safe manner, and maintaining awareness of others in work area, assists as assigned with department safety and equipment training programs
7. Assists with installation and maintenance of drainage systems in conjunction with the Public Utilities Director, pavement markings and signs, public rights-of-way, guardrail installation, traffic control signs, barricades and flagging as assigned
8. Compiles data for budget preparations. Assists with budget preparation and implementation, authorizes and reviews expenditures to assure budget compliance, Assures effective and efficient use of budgeted funds
9. Manages contracts, administers terms of agreements, and approves payment for work completed
10. Assesses division needs for capital improvements and manages assigned projects, prepares bid packages for maintenance and capital projects
11. Responds to common inquiries or complaints from residents, regulatory agencies, and members of the business community
12. Acts as project manager on Town-wide maintenance projects
13. Provides 24-hour on call response for emergencies
14. Ability to model Town of Paonia staff values of integrity, respect, commitment, responsibility, collaboration, and leadership
15. Supports and champions building and sustaining a culture focused on continuous improvement
16. Fosters innovative ideas and streamlines operations to provide meaningful value for customers and the community
17. Performs other related duties and manual labor duties, as required

**Fleet Management**

18. Oversees repair, maintenance, and purchase of vehicles, equipment and fueling system for the Town’s Public Works Department. Records history of vehicle and equipment use to support budget recommendations.
19. Writes justifications for vehicle and equipment replacement; develops specifications and orders all new vehicles and equipment. Coordinates option specifications with department directors when ordering new vehicles.
20. Monitors the Town’s fuel system, reorders fuels. Manages all warranty claims and factory recalls. Assists with insurance damage claims. Schedules all vehicles for estimates and repairs after accidents.
21. Reports equipment problems to Public Works Director; arranges for maintenance of equipment

**Other Duties:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

1. Assists in preparations and setup for Town and department special events which may require flexed scheduling and working some holidays
2. Provides labor and support for special events as needed

**Core Competencies:**

- Leadership
- Motivational
- Multi-Tasking
- Communication

- Organization
- Change Management
- Budgeting/Resource Management
- Coaching/Motivating/Developing Others
- Teamwork
- Safety/Liability Management
- Adaptability/Flexibility
- Customer Service
- Learning
- Conflict Resolution
- Decision Making
- Strategic Thinking
- Innovation/Creativity

**Education, Training and Certifications:**

Minimum of 5 years of related construction and equipment operations experience, and 3 years supervisory experience managing a staff of 5 or more direct reports. An equivalent combination of experience and training may be considered, experience in the public works field for a municipal county or state government preferred.

High School diploma or equivalent

Possess a valid Colorado CDL driver’s license and satisfactory MVR

**Knowledge, Skill and Ability Requirements:**

1. Knowledge of principles of supervision, training, and performance management
2. Knowledge and experience in the design, construction and maintenance of streets, sidewalks, curbs, gutters, asphalt, concrete, storm sewers, drainage facilities culverts
3. Knowledge of asphalt mixes and applications, fleet operations and maintenance
4. Skill using various hand tools and performing maintenance and minor repair of machinery and equipment
5. Skill using Microsoft Office applications and working knowledge of computers
6. Ability to function and make good decisions in the absence of a supervisor
7. Strengths in written and oral communication and ability to communicate with proficiency in the English language
8. Ability to prepare and present both oral and written reports on projects, skill in performing recordkeeping and reporting requirements
9. Ability to organize and plan work schedules, both long and short term
10. Ability to give work direction and obtain compliance with subordinates
11. Ability to resolve employee complaints and take appropriate personnel actions when required
12. Ability to effectively supervise all staff including assigning, reviewing, and scheduling work and evaluating performance
13. Ability to read Material Safety Data Sheets (MSDS) before handling toxic or caustic chemicals or any other material requiring an MSDS
14. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
15. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
16. Ability to define problems, collect data, establish facts, and draw valid conclusions
17. Knowledge of safety practices and ability to implement them
18. Ability to work overtime if needed
19. Ability to be “On Call” during nonregular hours

20. Collaborates with surrounding communities to assure coordinated repair strategies and projects as well as shared understanding of work quality
21. Identifies and integrates new technologies into Town operations
22. Ability to communicate in a professional, courteous, and timely manner, both verbally and in written format, when dealing with staff, citizens, customers and vendors with local, State, and Federal agencies, utility companies, elected officials, consultants, contractors, and developers

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job:

- Employee is regularly required to use hands and arms to handle, feel, reach; and talk, hear, taste or smell.
- Employee is frequently required to sit, stand, walk, bend, stoop, kneel, crouch, crawl, climb or balance.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Ability to distinguish objects in low and bright light using visual acuity.
- Employee must be able to lift and carry moderate heavy materials, supplies, and equipment (25-50 lbs.) frequently; and to push or pull objects weighing 50-75 lbs. occasionally.
- Ability to perform routine to strenuous physical work for extended periods of time.
- Ability to participate in routine conversation in person or via telephone and to distinguish telephone, voice, and other auditory tones.

**Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position, the employee will have exposure to the following:

- Indoor/Outdoor environment exposure
  - moderately quiet office environment with regulated temperatures
  - will also travel to local offsite meetings after normal work hours and frequently required to visit work sites in inclement weather on unpaved or uneven terrain.
- Exposure to trenching, confined space entry, risk of electrical shock and exposure to dirt, dust, etc., can be expected
- Exposure to fumes, odors and hazards associated with equipment, machinery, etc., can be expected

**Position Type and Expected Hours of Work**

This is a full-time, benefits eligible position. Normal days and hours of work are Monday through Friday 8:00 a.m. to 4:30 p.m. This position requires ability to provide 24-hour on call response for emergency maintenance and snow and ice removal. May require evening and weekend hours.

*NOTE: Nothing in this job description restricts the Town of Paonia's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. This job description reflects the Town*

*of Paonia's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. Critical features of this job have been described. Those features may be changed at any time due to reasonable accommodation or other reasons deemed appropriate by the Town of Paonia.*

The employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

---

Employee Signature Date

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Print Name



Town of Paonia  
Job Description/Role and Responsibilities

**Position Title:** Public Utilities Director

**Reports to:** Town Administrator

**Direct reports to this position:** Water and Wastewater staff

**FLSA Status:** Exempt

**Pre-Hire Requirements:** Minimum of 1 years of related water and wastewater systems operations experience and supervisory experience. Must possess or can possess necessary operating licenses within sixty (60) days of employment as determined by CDPHE, a valid Colorado driver and CDL licenses and a satisfactory motor vehicle record. High school diploma or equivalent. Preferred to live within thirty (30) minutes of Town of Paonia. This position requires passing of a motor vehicle and a criminal background check.

**Job Summary:** The Public Utilities Director provides leadership and performs a variety of supervisory, administrative, skilled technical and maintenance work in the planning construction, operation, repair, maintenance and replacements of the Towns' water and wastewater system. Is responsible for the overall administration, management, and operations of assigned areas, outside vendor contract management, contractual relationships and performance delivered through external services. This position also assists in planning, scheduling, budgeting, and implementation of new department-related projects. The Public Utilities Director is further responsible for ensuring proper compliance with all department and Town values, policies, and procedure as well as applicable state and federal laws.

**Essential Functions:**

1. Supervises and directs assigned personnel within Public Utilities. Makes decisions regarding hiring, discipline, termination, or advancement in conjunction with the Town Administrator
2. Establishes and maintains collaborative relationships with representatives of the community, citizens, employees, and public interest groups
3. Determines work schedules, assigns work, and monitors progress; guides, trains and develops employees in the accomplishment of their duties and professional growth; conducts annual evaluations
4. Conducts routine inspections of Town's infrastructure, including sewer and drainage areas, in conjunction with the Public Works Director, to identify deficiencies and safety hazards; recommends and implements projects and repairs to remedy the deficiencies
5. Operates a variety of power tools, meters and gauges, light and heavy equipment associated with the construction, reconstruction, and maintenance of Town water and wastewater systems
6. Ensures workers maintain a safe work area and performing duties in a safe manner, and maintaining awareness of others in work area, assists as assigned with department safety and equipment training programs

7. Responds to complaints regarding water leaks, sewer blockages, pressure loss or no water; evaluates situation, determines if responsibility lies with the Town or the property owner; provides findings to Town Administrator and notifies appropriate crew if necessary
8. Supervises, instructs and assists assigned crews in installing new water and sewer lines, installing and relocating fire hydrants and meters and maintaining the existing water and wastewater systems
9. Compiles data for budget preparations. Assists with budget preparation and implementation, authorizes and reviews expenditures to assure budget compliance, Assures effective and efficient use of budgeted funds
10. Manages contracts, administers terms of agreements and approves payment for work completed
11. Assesses department needs for capital improvements and manages assigned projects, prepares bid packages for maintenance and capital projects
12. Acts as project manager on maintenance projects
13. Provides 24-hour on call response for emergencies
14. Ability to model Town of Paonia staff values of integrity, respect, commitment, responsibility, collaboration, and leadership
15. Supports and champions building and sustaining a culture focused on continuous improvement
16. Fosters innovative ideas and streamlines operations to provide meaningful value for customers and the community
17. Performs other related duties and manual labor duties, as required

**Other Duties:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

1. Assists in preparations and setup for Town and department special events which may require flexed scheduling and working some holidays
2. Provides labor and support for special events as needed

**Core Competencies:**

- |   |                         |
|---|-------------------------|
| ○ Leadership                            | ○ Multi-Tasking         |
| ○ Motivational                          | ○ Communication         |
| ○ Organization                          | ○ Customer Service      |
| ○ Change Management                     | ○ Learning              |
| ○ Budgeting/Resource Management         | ○ Conflict Resolution   |
| ○ Coaching/Motivating/Developing Others | ○ Decision Making       |
| ○ Teamwork                              | ○ Strategic Thinking    |
| ○ Safety/Liability Management           | ○ Innovation/Creativity |
| ○ Adaptability/Flexibility              |                         |

**Education, Training and Certifications:**

Minimum of 1 years of related water and wastewater systems operations experience and supervisory experience. Must possess or can possess necessary operating licenses within sixty (60) days of employment as determined by CDPHE, a valid Colorado driver and CDL licenses and a satisfactory motor vehicle record. High school diploma or equivalent. An equivalent combination of experience and training may be considered, experience in a municipal county or state government preferred.

High School diploma or equivalent

Possess a valid Colorado CDL driver’s license and satisfactory MVR



**Knowledge, Skill and Ability Requirements:**

1. Knowledge of principles of supervision, training, and performance management
2. Knowledge and experience in the design, construction and maintenance of water systems, wastewater systems, storm sewers, drainage facilities culverts
3. Skill using various hand tools and performing maintenance and minor repair of machinery and equipment
4. Skill using Microsoft Office applications and working knowledge of computers
5. Ability to function and make good decisions in the absence of a supervisor
6. Ability to prepare and present both oral and written reports on projects, skill in performing recordkeeping and reporting requirements
7. Ability to organize and plan work schedules, both long and short term
8. Ability to give work direction and obtain compliance with subordinates
9. Ability to resolve employee complaints and take appropriate personnel actions when required
10. Ability to effectively supervise all staff including assigning, reviewing and scheduling work and evaluating performance
11. Ability to read Material Safety Data Sheets (MSDS) before handling toxic or caustic chemicals or any other material requiring an MSDS
12. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations
13. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
14. Ability to define problems, collect data, establish facts, and draw valid conclusions
15. Knowledge of safety practices and ability to implement them
16. Ability to work overtime if needed
17. Ability to be "On Call" during nonregular hours
18. Collaborates with surrounding communities to assure coordinated repair strategies and projects as well as shared understanding of work quality
19. Identifies and integrates new technologies into Town operations
20. Ability to communicate in a professional, courteous and timely manner, both verbally and in written format, when dealing with staff, citizens, customers and vendors with local, State, and Federal agencies, utility companies, elected officials, consultants, contractors and developers

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- Exposure to trenching, confined space entry, risk of electrical shock and exposure to dirt, dust, etc., can be expected
- Exposure to fumes, odors and hazards associated with equipment, machinery, etc., can be expected

**Position Type and Expected Hours of Work**

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The employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

---

Employee Signature Date

---

Print Name

11/19/2021

Public Works Report

Leaf vac has been running and will continue until weather shuts it down

Unscheduled main waterline shut down for a couple hours in Lee's Court for a repair after a contractor broke a line while removing a mobile home

Started cold weather ammonia treatment at the wastewater treatment plant

One-million-gallon tank was cleaned and inspected

Park bathrooms have been winterized

On the mapping of the water system and in engineering reports the PRV vault locations is the only information that is redacted.

## Finance Report as of 11/18/21 presented at the 11/23/21 meeting:

### Monthly:

Payroll has been completed, reviewed, and released.

Bank accounts through 9/30/2021 have been reconciled and reviewed.

Chase credit card bill for 10/24/21 – 11/23/21 has not cycled yet.

Norris Retirement is pending with an effective date of 11/26/21.

### Banking:

Bank Balances provided on the Disbursement Report as of 11/18/21.

Working with the bank to extend the LOC-Matured 9/05/21.

### Required Filings:

Nothing to report

### Year-End:

No changes to report

### Audit:

No changes to report

### Budget:

DRAFT Budget was presented at the 10/12/2021 meeting. Updated DRAFT Budget was presented 11/16/2021 at the special meeting. Updated transmittal letter is attached.

### Other (Continued):

The Fleet Card Account program application has been submitted and being processed pending additional information regarding drivers and equipment.

The Fund Balance and Financial Policy was reviewed by the board at the 5/25/21 meeting with suggested changes. Changes are in process. Plan to have an updated policy for the second meeting in February 2022.

Training of the new Finance Clerk – Ongoing.

ClearGov – The requested changes have been made for 2020 Budget and Actual, 2021 Budget and Actual and 2022 Budget. Update numbers were sent and are being processed.

ClearGov – Transparency module has been completed and is available. The checkbook will have to be updated monthly.

### Other (New):

None to report

**OTHER TO DO ITEMS:**

PTO still needs reviewed regarding the new mandated requirements created from the Family Act. Finance Committee started discussion at the 3/10/21. There was further discussion at the 3/24/21 meeting. Dave Knutson has provided link to changes and required timeline that are expected by the new mandated regulations. Further review and timeline determination continues.

**GRANT UPDATES:**

Current Grants:

ARP-received \$184,616.40.

2020 Grants:

CVRF Grant from DOLA for COVID relief has a balance available till 12/31/2021 of \$16,193.58. Business Grant Application deadline is November 24,2021.


Tier I Grant from DOLA for Asset Inventory and Mapping Total Grant amount \$48,629.00 + Town match \$48,629.00 -submitted through 5/31/2021. Invoices paid to date: \$1,027.25 + 1,556.00. Remaining amount is \$15,067.45. Grant expiration date is 05/31/2022.

CDOT Grant for Revitalizing Main Street – Revised Inv#2 for \$4,303.59, Inv#3 for \$5997.72, and Inv#4 for \$11,409.42 were submitted and accepted on 3/17/21. Invoices paid to date = \$20,512.20. Remaining = \$4,987.71. Project end date is 12/31/2021

GOCO Park, Recreation, and Trails Master Plan (Completion Date = 09/26/2021\* Extended to 03/31/2022). Submission pending. Invoice paid to date: \$5,128.50 + 13,850.59 + \$15,817.15+5.29+174.63+765.00+21.09+6038.55 = \$41,800.80. Remaining = \$34,039.20.

**Please note:** This report is not a comprehensive list of all projects but acts as a highlight of included packet documents, ongoing, and upcoming projects.

AGENDA SUMMARY FORM

	Disbursements		
Summary:			
Notes:			
Possible Motions: Motion by: _____ 2 <sup>nd</sup> : _____ vote: _____			
Vote:	Trustee Bear:	Trustee Budinger:	Trustee Johnson:
Trustee Knutson:	Trustee Meck:	Trustee Pattison:	Mayor Bachran:

FOR: 11/23/2021

UBB OPS DISBURSEMENT SUMMARY		
DESCRIPTION	DATES	AMOUNT
CURRENT FSBC OPS BALANCE		281,214.58
ACCOUNTS PAYABLE	11/06/21 - 11/19/21	(63,808.96)
LOAN PAYMENT		
NORRIS RETIREMENT PAYMENT	SCHEDULED 11/26/2021-APPROVED 11/9/21	(1,680.00)
CHASE CREDIT CARD	10/24/21 - 11/23/21	
AMAZON	10/1/21 - 10/31/21-APPROVED 11/9/21	(342.49)
TRANSFER TO SUMMIT		(100,000.00)
TRANSFER TO PAYROLL	11/19/2021	(25,825.98)
PAYROLL TAXES	11/19/2021	(20,853.44)
BALANCE AFTER PAYMENT		68,703.71

2  
1

UBB SUMMIT/PAYROLL DISBURSEMENT SUMMARY		
DESCRIPTION	DATES	AMOUNT
CURRENT FSBC SUMMIT BALANCE		1,292,187.06
TRANSFER FROM OPS		100,000.00
TRANSFER FROM INT. GRANTS		-
CURRENT FSBC PAYROLL BALANCE		25.00
TRANSFER FROM OPS		25,825.98
PAYROLL (DIRECT DEPOSIT)	11/19/2021	(25,825.98)
BALANCE AFTER PAYMENT		1,418,038.04

2  
1  
1

UBB INTERNAL GRANT DISBURSEMENT SUMMARY		
DESCRIPTION	DATES	AMOUNT
CURRENT INTERNAL GRANT BALANCE		25.00
BALANCE AFTER PAYMENT		25.00

	BANK BALANCES			DESCRIPTION
	FSBC	COLOTRUST	TOTAL	
As of: 11/18/2021				
GENERAL		532,370.89		COMBINED FUNDS
SEWER RESTRICTED		530,460.23		PROPERTY SALE-RESTRICTED
DEBT RESERVE		106,885.64		AMKO BOND REQUIRED RESERVE
BRIDGE RESERVE		588,679.78		BRIDGE RESERVE
CONS.TRUST	10,404.36			RESTRICTED TO PARK USE ONLY
GRANT PASS THRU	25.00			PLACE HOLDER-COMBINED FUNDS
INT GRANT	25.00			MOVING TO CD-AMKO BOND RESERVE
OPS	297,439.52			COMBINED FUNDS
PARK CONTRIBUTIONS	12,563.11			SPECIFIC PARK PROJECTS
PAYROLL	25.00			PLACE HOLDER-COMBINED FUNDS
SPACE-TO-CREATE	13,181.70			SPACE TO CREATE ONLY
SUMMIT	1,292,187.06			COMBINED FUNDS
WWTP	58,458.30			OLD SEWER REHAB ONLY
CD#2-402	203,060.69			COMBINED FUNDS-LOC COLLATERAL
CD#3-2578	260,073.18			COMBINED FUNDS
	2,147,442.92	1,758,396.54	3,905,839.46	

	CASH POSITION			DESCRIPTION
	COMBINED	RESTRICTED	TOTAL	
As of: 11/18/2021				
GENERAL	532,370.89			
SEWER RESTRICTED		530,460.23		RESTRICTED TO SEWER CAPITAL PROJECT
DEBT RESERVE		106,885.64		RESTRICTED LOAN REQUIREMENT
BRIDGE RESERVE		588,679.78		RESTRICTED TO BRIDGE REPAIRS
CONS.TRUST		10,404.36		RESTRICTED TO PARK CAPITAL PROJECT
GRANT PASS THRU	25.00			
INT GRANT		25.00		RESTRICTED LOAN REQUIREMENT
OPS	297,439.52			
PARK CONTRIBUTIONS		12,563.11		SPECIFIC PARK PROJECTS AS DONATED
PAYROLL	25.00			
SPACE-TO-CREATE		13,181.70		SPACE TO CREATE ONLY
SUMMIT	1,292,187.06			
WWTP		58,458.30		OLD SEWER REHAB ONLY
CD#2-402	203,060.69			
CD#3-2578	260,073.18			
	2,585,181.34	1,320,658.12	3,905,839.46	



Due Date	Vendor Number	Vendor Name	Invoice Number	Invoice Amount	Discount Amount	Partial Payments	Net Due Amount	Pay	Partial Pmt Amt	Part Pmt Disc Amt	
11/24/2021	987	Black Hills Energy	NOV-21	658.22	.00	.00	658.22				UTILITIES
11/24/2021	23	CIRSA	211978	175.00	.00	.00	175.00				BOND-CJONES
11/24/2021	1183	Column Software	61503A55-00	27.53-	.00	.00	27.53-				CR DOUBLE PAYMENT
11/24/2021	1183	Column Software	B49F975A-0	30.73	.00	.00	30.73				LEGAL NOTICE
11/24/2021	1016	Commercial Cleani	588	175.00	.00	.00	175.00				WINDOW CLEANING
11/24/2021	801	Delta County	2021PA	45,573.77	.00	.00	45,573.77				STREET OVERLAY
11/24/2021	368	Double J Disposal	47549	96.00	.00	.00	96.00				PORTAPOTTY 1 MG
11/24/2021	368	Double J Disposal	47550	241.00	.00	.00	241.00				PORTAPOTTY PARKS
11/24/2021	1221	ENVIRO-CHEM A	14170309	68.00	.00	.00	68.00				SEWER SAMPLES
11/24/2021	888	Filter Tech System	9042	2,120.00	.00	.00	2,120.00				2 MG VALVE REPAIR
11/24/2021	82	High Country Shop	92004	110.20	.00	.00	110.20				CLASSIFIED ADS
11/24/2021	98	Lasting Impression	26724	42.00	.00	.00	42.00				PD HATS
11/24/2021	645	Mail Services, LLC	1812970	114.09	.00	.00	114.09				UTILITY BILLING
11/24/2021	1083	North Fork Valley	11/17/2021	5,756.00	.00	.00	5,756.00				PEDESTRIAN KIOSK SIGN
11/24/2021	821	ONE TIME	100	454.50	.00	.00	454.50				REIMBURSEMENT
11/24/2021	737	Ricoh USA Inc	35784795	127.42	.00	.00	127.42				COPIER CONTRACT
11/24/2021	145	Robert's Enterprise	11/01-12/31	100.00	.00	.00	100.00				TRASH SERVICE
11/24/2021	931	Roop Excavating L	1199	7,020.00	.00	.00	7,020.00				SEWER REPAIR
11/24/2021	156	TDS Telecom	11-2021	324.53	.00	.00	324.53				TELEPHONE/INTERNET
11/24/2021	162	United Companies	1435104	360.74	.00	.00	360.74				SEWER REPAIR
11/24/2021	491	Winwater Corp	06161601	289.29	.00	.00	289.29				SEWER REPAIR
Grand Totals:			21	63,808.96	.00	.00	63,808.96				

Cash Requirements Summary

Date	Invoice Amount	Discount Amount	Partial Payments	Net Due Amount	Net Cumulative Amount
11/24/2021	63,808.96	.00	.00	63,808.96	63,808.96
Grand Totals:		63,808.96	.00	.00	63,808.96

Employee Number	Name	85-00 Net Pay Emp Amt	
1056	Cecil, Raymond Cole	962.76	
1052	Edwards, Roger	965.93	
1002	Ferguson, J. Corinne	4,671.49	INCLUDES PTO PAYOUT
1026	Heiniger, Kaden D	1,325.50	ACADEMY PAY+FTO HOURS
1022	Hinyard, Patrick	1,650.16	
1012	Huffman, Julie J	484.84	
1001	Jones, Cynthia	3,679.96	INCLUDES PTO PAYOUT
1027	Kramer, Lance W	932.53	NEW PT OFFICER
1050	Loberg, Travis	5,404.17	INCLUDES PTO PAYOUT
1003	Mojarro-Lopez, Amanda	1,017.31	
1051	Reich, Dennis	982.81	
1057	Rose, Clinton A.	1,234.54	
1021	Winnett, Lorin E	1,455.90	
1004	Wuollet, Candice C	1,058.08	
Grand Totals:		14	25,825.98

Report Criteria:  
 Unpaid transmittals included  
 Begin Date: ALL  
 End Date: ALL



Transmittal Number	Name	Invoice Number	Pay Per Date	Pay Code	Description	GL Account	Amount
<b>2</b>							
2	IRS Tax Deposit		11/12/2021	74-00	Federal Tax Deposit Social Security	10-0216	1,804.29
2	IRS Tax Deposit		11/12/2021	74-00	Federal Tax Deposit Social Security	10-0216	1,804.29
2	IRS Tax Deposit		11/12/2021	75-00	Federal Tax Deposit Medicare Pay P	10-0216	485.44
2	IRS Tax Deposit		11/12/2021	75-00	Federal Tax Deposit Medicare Pay P	10-0216	485.44
2	IRS Tax Deposit		11/12/2021	76-00	Federal Tax Deposit Federal Withhold	10-0216	2,865.21
Total 2:							7,444.67
<b>4</b>							
4	Aflac		10/29/2021	63-01	Aflac Pre-Tax Pay Period: 10/29/2021	10-0225	136.50
4	Aflac		10/29/2021	63-02	Aflac After Tax Pay Period: 10/29/202	10-0225	24.90
4	Aflac		11/12/2021	63-01	Aflac Pre-Tax Pay Period: 11/12/2021	10-0225	136.50
4	Aflac		11/12/2021	63-02	Aflac After Tax Pay Period: 11/12/202	10-0225	24.90
Total 4:							322.80
<b>6</b>							
6	Colorado Dept of Labor		10/01/2021	98-00	SUTA State Unemployment Tax Pay	10-0218	80.10
6	Colorado Dept of Labor		10/15/2021	98-00	SUTA State Unemployment Tax Pay	10-0218	84.73
6	Colorado Dept of Labor		10/29/2021	98-00	SUTA State Unemployment Tax Pay	10-0218	74.20
6	Colorado Dept of Labor		11/12/2021	98-00	SUTA State Unemployment Tax Pay	10-0218	103.05
Total 6:							342.08
<b>9</b>							
9	Colorado Dept of Revenue		10/29/2021	77-00	State Withholding Tax Pay Period: 10/	10-0217	798.00
9	Colorado Dept of Revenue		11/12/2021	77-00	State Withholding Tax Pay Period: 11/	10-0217	1,152.00
Total 9:							1,950.00
<b>30</b>							
30	Empower Retirement		11/12/2021	51-01	Retirement Plan Retirement Plan Pa	10-0220	589.40
30	Empower Retirement		11/12/2021	51-01	Retirement Plan Retirement Plan Pa	10-0220	1,191.20
30	Empower Retirement		11/12/2021	51-02	Retirement Plan Retirement Loan Pa	10-0220	273.67
Total 30:							2,054.27
<b>33</b>							
33	FPPA - Fire & Police Pensi		11/12/2021	50-00	FPPA Pay Period: 11/12/2021	10-0219	432.40
33	FPPA - Fire & Police Pensi		11/12/2021	50-00	FPPA Pay Period: 11/12/2021	10-0219	319.60
33	FPPA - Fire & Police Pensi		11/12/2021	90-00	Death & Disability Pay Period: 11/12/	10-0219	112.80
Total 33:							864.80
<b>70</b>							
70	Rocky Mountain HMO		10/29/2021	60-01	RMHMO - Employee Only Pay Period	10-0223	251.84
70	Rocky Mountain HMO		10/29/2021	60-01	RMHMO - Employee Only Pay Period	10-0223	4,155.14
70	Rocky Mountain HMO		10/29/2021	60-03	RMHMO - Employee + Family Pay Pe	10-0223	133.80
70	Rocky Mountain HMO		10/29/2021	60-03	RMHMO - Employee + Family Pay Pe	10-0223	3,356.42
70	Rocky Mountain HMO		10/29/2021	60-07	RMHMO - Employee + Spouse Pay P	10-0223	93.98
70	Rocky Mountain HMO		10/29/2021	60-07	RMHMO - Employee + Spouse Pay P	10-0223	874.38

QTR

Transmittal Number	Name	Invoice Number	Pay Per Date	Pay Code	Description	GL Account	Amount
70	Rocky Mountain HMO		11/12/2021	60-01	RMHMO - Employee Only Pay Period	10-0223	230.44
70	Rocky Mountain HMO		11/12/2021	60-03	RMHMO - Employee + Family Pay Pe	10-0223	133.80
70	Rocky Mountain HMO		11/12/2021	60-07	RMHMO - Employee + Spouse Pay P	10-0223	93.98
70	Rocky Mountain HMO		11/12/2021	60-01	Adjustment for 11_2021	10-0223	1,624.17-
Total 70:							7,699.61
71							
71	The Harford		10/29/2021	65-01	Group#013307460001 Hartford Basic	10-0226	19.08
71	The Harford		10/29/2021	65-02	Group#013307460001 Hartford Suppl	10-0226	25.16
71	The Harford		10/29/2021	65-03	Group#013307460001 Hartford Disab	10-0226	85.06
71	The Harford		11/12/2021	65-02	Group#013307460001 Hartford Suppl	10-0226	25.14
71	The Harford		11/12/2021	65-02	Adjustment November	10-0226	62.65-
Total 71:							91.79
73							
73	Delta Dental of Colorado		10/29/2021	60-05	Dental RMHMO - Dental Pay Period:	10-0223	219.33
73	Delta Dental of Colorado		11/12/2021	60-05	Dental RMHMO - Dental Pay Period:	10-0223	200.93
73	Delta Dental of Colorado		11/12/2021	60-05	Adjustment November 2021	01-0223	145.20-
Total 73:							275.06
75							
75	VSP Insurance CO (CT)		10/29/2021	60-04	RMHMO - Vision Pay Period: 10/29/2	10-0223	81.75
75	VSP Insurance CO (CT)		11/12/2021	60-04	RMHMO - Vision Pay Period: 11/12/2	10-0223	75.23
75	VSP Insurance CO (CT)		11/12/2021	60-04	Adjustment November 2021	10-0223	6.54-
Total 75:							150.44
Grand Totals:							

Report Criteria:  
 Unpaid transmittals included  
 Begin Date: ALL  
 End Date: ALL

Handwritten calculations and notes:

7,444.67+  
 322.80+  
 1,950.00+  
 2,054.27+  
 864.80+  
 0.08+  
 0.08-  
 7,699.61+  
 91.79+  
 275.06+  
 150.44+  
 011  
 20,853.44\*

AGENDA SUMMARY FORM



Summary:

Notes:

Possible Motions:

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

Vote:	Trustee Bear	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Pattison	Mayor Bachran

November 19, 2021

**Minutes**  
**Work Session and Regular Town Board Meeting**  
**Town of Paonia, Colorado**  
**November 09, 2021**

**YouTube Link:**

<https://studio.youtube.com/video/xx4AFualTpU/edit>

**MAYOR AND TOWN COUNCIL MEMBERS**

**Mayor Bachran**  
**Trustee Knutson**  
**Trustee Budinger**  
**Trustee Bear**  
**Trustee Pattison**  
**Trustee Johnson**  
**Trustee Meck**

**November 09, 2021**

**5:00 pm**

**RECORD OF PROCEEDINGS**

**Work Session**

1. Work Session Roll Call – Trustee Bear Absent.
2. 2022 Proposed Budget – Continued  
RCAC – Cost of Service Analysis Report – The written report was included in the packet. The scenarios presented were discussed. Trustee consensus for staff to present scenario six (6) at the next meeting.

1. **Roll Call**

PRESENT

Mayor Mary Bachran  
Trustee Karen Budinger  
Trustee Dave Knutson  
Trustee Michelle Pattison  
Trustee Mick Johnson  
Trustee Tamie Meck

**Approval of Agenda**

2. Approval of Agenda  
Motion made by Trustee Knutson, Seconded by Trustee Budinger to approve the agenda, moving Town Administrator Contract Review prior to Executive Session. Motion carried unanimously.

**Announcements**

3. Announcements

Mayor Bachran informed the Board of the immediate resignation of Trustee Bill Bear for reasons beyond his control. Recognition of his time and service was acknowledged by trustees and community members.

4. Oath of Office - Police Officer Lance Kramer

Town Administrator/Clerk introduced and welcomed officer Lance Kramer who then received the oath of office.

Motion made by Trustee Budinger, Seconded by Trustee Meck to temporarily appoint Trustee Knutson as Mayor Pro-Tem, should Mayor Bachran need to leave the meeting. Motion carried unanimously.

Mayor Bachran read rules for citizen comments.

**Recognition of Visitors & Guests**

1. Visitors & Guests

Bill Brunner - notified Board and Community of the initiative petition being circulated in the community.

Joan Hunt - asked how to receive notification for planning commission meetings and noted concern with potential water rate increase.

Chris Kendall - voiced issues regarding water rate increase.

Suzanne Watson - Suggested the Board think about completing the strategic plan and comprehensive plan prior to implementing a one-hundred-year capital improvement plan.

Motion made by Trustee Pattison, Seconded by Trustee Knutson to include allocation table to next work session packet. Motion carried unanimously.

Motion made by Trustee Pattison, Seconded by Trustee Meck to review additional information to be included on agendas regarding how to request to be on an agenda. Motion carried unanimously.

Motion made by Trustee Pattison, Seconded by Trustee Meck to include a Grand Avenue public restroom access discussion to an agenda in January 2022. Motion carried unanimously.

**Staff Reports**

2. Administrator's Report was included in the packet. Administrator Ferguson answered Board and public questions.

Town Attorney Report was included in the packet.

Motion made by Trustee Pattison, Seconded by Trustee Meck to include electronic participation policy for the Town Attorney to the agenda in January. Motion carried unanimously.

Public Works Report – Director Loberg was present to answer Board and public questions.

**Disbursements**

3. Disbursements

The agenda item was opened to Board and public for questions and discussion.

Motion made by Trustee Budinger, Seconded by Trustee Knutson to approve Disbursements. Motion carried unanimously.

**Consent Agenda**

4. Regular Minutes:

10/26/2021

Special Minutes:

11/02/2021

Motion made by Trustee Knutson, Seconded by Trustee Johnson to accept the consent agenda. Motion carried unanimously.

**Public Hearing**

5. Public Hearing - DMT Paonia, LLC Regulated Marijuana License

The Public Hearing opened at 7:15pm.

Administrator Ferguson provided a brief overview of the application process and submittal from DMT Paonia.

Thomas Scudder and Dale Cecil provided history of the submittal and information regarding the expertise in the business.

The Hearing was opened to the Board for staff and applicant questions.

The Hearing was opened to the community for questions.

Suzanne Watson - noted improper noticing at location and within the newspaper. Stated administrator "made up" regulation for a public hearing. Town Attorney provided information from Ordinance 2021-01 that included the public hearing portion as approved by the Board. Issue with signage has not been evaluated.

Hearing closed at 7:40pm

Board deliberation opened for the license. Discussion ensued regarding a continuance of the hearing to the December 14th meeting. Trustee Knutson suggested allowing the recreational and properly post the medical marijuana license request.



Discussion ensued regarding conditional approval on retail license and continuance for medical license hearing until January 11, 2022, meeting.

Motion made by Trustee Budinger, Seconded by Trustee Knutson to provide conditional approval subject to receipt of surety bond for the recreational license and continuance of public hearing subject to proper signage noticing at the January 11, 2022 regular meeting. Motion carried unanimously.

6. Public Hearing - Paonia Purple, Inc. Regulated Marijuana License  
The Public Hearing opened at 7:52pm.

Administrator Ferguson provided a brief overview of the application process and submittal from Paonia Purple, Inc.

Applicants provided history of their experience in the business and the intent to educate on illicit drug use.

The Hearing was opened to the Board for staff and applicant questions.

The Hearing was opened to the community for questions.

Hearing closed at 8:03 pm.

Motion made by Trustee Pattison, Seconded by Trustee Budinger to approve contingent upon signage location on Second Street only, updated street address and receipt of surety bond. Motion carried unanimously.

7. Public Hearing – Valley High, LLC Regulated Marijuana License  
The Public Hearing opened at 8:06 pm.

Administrator Ferguson provided a brief overview of the application process and submittal from Valley High, LLC.

Applicants provided history of their long-term residency within the community and plan to support other local businesses within the Town and surrounding areas.

The Hearing was opened to the Board for staff and applicant questions.

Trustees Knutson and Budinger acknowledged ex-parte communications to the extent of the applicant informing of their submittal of application to the Town.

The Hearing was opened to the community for questions.

Hearing closed at 8:15 pm.

Motion made by Trustee Budinger, Seconded by Trustee Meck to approve the application contingent on receipt surety bond. Motion carried unanimously.

Motion made by Trustee Knutson, Seconded by Trustee Budinger to take a five (5) minute recess. Motion carried unanimously.

Meeting resumed at 8:24.

### **New Business**

#### 8. Town Administrator Contract Review

Mayor Bachran noted changes needed in the contract agreement.

Motion made by Trustee Pattison to table discussion to a later meeting. Motion failed for lack of a second.

Motion made by Trustee Pattison, Seconded by Trustee Meck to limit discussion to contract review only. Motion carried unanimously.

Motion made by Trustee Knutson, Seconded by Trustee Budinger to extend meeting 45 minutes. Motion carried unanimously.

Motion made by Trustee Budinger, Seconded by Trustee Knutson to remove section 2(c) regarding oversight of chief of police from contract. Motion carried unanimously.

Discussion ensued regarding the number of reviews that occurred throughout 2021 outside the administrator contract and the option to review goals on a regular basis.

Motion made by Trustee Budinger, Seconded by Trustee Knutson to remove personnel committee and replace with ad hoc committee to provide performance annual review of Town administrator. Motion carried with three (3) ayes and two (2) nays.

Motion made by Trustee Budinger, Seconded by Trustee Knutson to amend the job description with the removal of section prohibiting chief of police management, modification of language to state facilitates development of the comprehensive plan. Motion carried unanimously.

Motion made by Trustee Budinger, Seconded by Trustee Knutson to modify language to coordinates grant applications and supervises awards. Motion carried unanimously.

#### 9. Executive Session

For discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not

require the discussion of matters personal to particular employees; specific to the Town Administrator Corinne Ferguson Administrator Contract.

10. Impact Fee from Enterprise Funds to Streets Capital Fund Discussion

Trustee Pattison, Seconded by Trustee Knutson to keep impact fee out of budget until 2023 budget discussion. Motion carried unanimously.  
Mayor Bachran excused herself from the meeting.

**Unfinished Business**

11. Main Avenue Fence

Discussion ensued regarding the fence ordinance, steps taken to remedy fence height approval error and potential encroachment application ordinance. No action taken. Fence encroachment to be on the December 14, 2021, agenda.

Motion made by Trustee Pattison, Seconded by Trustee Meck to table remaining items to next meeting. Motion carried unanimously.

**Adjournment**

16. Adjournment at 11:20pm

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J. Corinne Ferguson, Town Administrator/Clerk

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Mary Bachran, Mayor

**TOWN OF PAONIA**



**Special Board Meeting, November 16, 2021  
MAYOR AND TOWN COUNCIL MEMBERS**

**Mayor Bachran  
Trustee Knutson  
Trustee Budinger  
Trustee Pattison  
Trustee Johnson  
Trustee Meck**

**November 16, 2021,**

**Special Board Minutes**

**5:00 pm**

**Mayor Mary Bachran** called the Special Meeting of the Town of Paonia to order at 5:00 pm. A link to the formal video of the Special Meeting - <https://www.youtube.com/watch?v=lp6qmABU8gE>

**ROLL CALL:**

**Mayor Mary Bachran** asked **Deputy Clerk Amanda Mojarro** to call the roll.

**Deputy Clerk Mojarro** called the roll and those present were **Mayor Bachran, Trustee Pattison, Trustee Knutson, and Trustee Meck, and Trustee Johnson. Trustee Budinger was absent.**

**1. Approval of the Agenda:**

Trustee Pattison moved to amend the agenda to add announcements, seconded by Trustee Knutson. A verbal was taken with all Trustee voting “Aye,” motion passed.

Trustee Knutson moved to approve the agenda as presented, seconded by Trustee Johnson. A verbal was taken with all Trustee voting “Aye,” motion passed.

**2. Announcements:**

Trustee Pattison announced her resignation effective immediately.

**ADJOURNMENT:**

- The Regular Council Meeting was adjourned at 5:03 pm.
- Trustee Budinger arrived at 5:15 pm.
- Meeting resumed at 5:16 pm.

**Unfinished Business**

**2022 Proposed Budget - Continued.**

**TOWN OF PAONIA**



The Board discussed the ability to have meetings with only three (3) Trustees and the Mayor present. The Town Attorney was contacted via telephone and will be presenting his findings and discuss this matter at the November 23<sup>rd</sup> meeting.

Discussion ensued by Trustee Meck regarding her objection to the budget message not being included in the special meeting packet.

Town Administrator Ferguson and Finance Director Jones discussed the budget spreadsheets. The Finance Director went over the water revenue and discussed scenario 6 from Ty Long's water cost of service analysis.

Other items discussed:

Water altitude valve

Lamborn Mesa tank storage and lining

Lead testing and abatement

Public hearing processes

Community member questions were received and answered.

Town Administrator Ferguson and Finance Director Jones requested any additional questions from the Board and community.

Motion made by Trustee Meck, seconded by Trustee Knutson to present the current 2022 proposed budget at the November 23, 2021, budget hearing contingent upon conformation from Attorney Bo Nerlin on our ability to pay for the updated comprehensive plan through the capital improvement fund, and contingent upon verification of what makes a quorum. A verbal vote was taken with all Trustees voting "Aye." Motion passed.

**ADJOURNMENT:**

The Special Council Meeting was adjourned at 6:47 pm.

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Amanda Mojarro, Deputy Clerk

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Mary Bachran, Mayor

AGENDA SUMMARY FORM



Resolution 2021-08 Town Participation in the National Opioid Settlement Support of The State of Colorado

**Summary:**  
State of Colorado request for municipality to support benefits for the national opioid settlement.

**Notes:**  
  
The state needs 95% subdivision participation to receive full funding from two settlements. There is no obligation or requirement for the municipalities to budget or expend funds.

**Possible Motions:**

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

Vote:	Trustee Bear	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Pattison	Mayor Bachran:

**TOWN OF PAONIA, COLORADO  
RESOLUTION 2021-08**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN  
OF PAONIA APPROVING COLORADO'S OPIOID SETTLEMENT  
AND RECOVERY**

WHEREAS, the Colorado Department of Law has come to an agreement with Colorado's local governments for distributing opioid settlement and recovery funds to local counties and municipalities; and

WHEREAS, to maximize the settlement funds within Colorado, it is important that all Colorado counties and municipalities participate in these settlements and the distribution process.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF PAONIA, COLORADO:

1. Recitals. The foregoing recitals are incorporated herein as findings and determinations of the Board of Trustees of the Town of Paonia ("Board").
2. Approval. The Board approves for execution by the Mayor and Town Clerk the following documents:
  - (1) The Memorandum of Understanding that lays out the allocation of Opioid recoveries in the State of Colorado;
  - (2) The Subdivision Settlement Participation Form that releases subdivisions' legal claims against Johnson & Johnson;
  - (3) The Subdivision Settlement Participation Form that releases subdivisions' legal claims against AmerisourceBergen, Cardinal Health, and McKesson; and
  - (4) The Colorado Subdivision Escrow Agreement that ensures subdivisions' legal claims are released only when 95% participation by certain local governments has been reached.
3. Effective Date. This Resolution shall take effect upon adoption hereof.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

PAONIA Board of Trustees

By: \_\_\_\_\_  
Mary Bachran, Mayor

ATTEST:

\_\_\_\_\_  
Corinne Ferguson, Town Administrator/ Clerk

AGENDA SUMMARY FORM



Town of Paonia Purchasing Policy Updates including Non-Essential Purchases

Summary:  
Continued from July 27<sup>th</sup> and November 9, 2021, Board meeting.

Notes:

Possible Motions:

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

Vote:	Trustee Bear	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Pattison	Mayor Bachran

November 17, 2021



# DRAFT #2 - 2021

## Town of Paonia Purchasing Policy

### 1. PURPOSE:

To provide guidance to the Town Board and staff to set forth a standard of integrity when purchasing goods and services on behalf of the Town, provide for the most efficient use of taxpayers' dollars, provide for timely purchases, and follow common sense and good business practices.

### 2. PRIORITIES:

In selecting products and service providers, the Town considers and weighs all the following criteria:

- A. Pricing: Ensure that the Town receives the required product or service at the lowest possible costs and highest value.
- B. Quality: Using the purchasing and bidding parameters identified within this policy document, it will be the intent to acquire the highest quality product and service for the Town.
- C. Competition: Provide vendors an equal opportunity to sell to the Town. The Town does not discriminate based on race, creed, color, or sexual orientation. Purchasing decisions are based on the product or service itself.
- D. Environmentally Preferable Purchasing (EPP): EPP is the purchase of products and services that have a lesser or reduced effect on human health and the environment when compared to competing products and services that serve the same purpose. This policy will give preference to products that minimize environmental impacts over the lifetime of the product.
- E. Local Preference: Purchasing goods and services from local vendors is desired because it stimulates the local economy and recognizes that our local vendors are valued members of our community. If factors such as quality, previous performance, and availability are equal among vendors, a vendor whose business is in Paonia shall be awarded a contract if their quote or bid is within 5% of the low bid. Notwithstanding the foregoing, any existing, potential, or perceived conflict of interest on the part of the vendor and/or the Town or its employees having to do with the proposed purchase must be disclosed prior to entering into an agreement for the purchase.

# DRAFT #2 - 2021

1. PROCESS:

To acquire the highest quality products and services at the lowest cost, the following purchasing processes will be used:

- A. Quotes: For purchases between \$2,000 and \$10,000, a minimum of three (3) quotes will be solicited from qualified vendors. If, despite solicitation for quotes, fewer than three (3) quotes are received, the Town Administrator may choose a vendor from the quotes that were received.
  
- B. Request for Bids and Proposals: For capital purchases greater than \$5,000, a bidding process soliciting formal bids or a request for proposals (“RFP”) will be used. Specifications or a scope of services will be developed and included in the bid request or RFP. Bidding levels, RFP development, bonding and insurance requirements are more fully described in the Purchasing manual.
  
- C. Advertising: At a minimum, all formal bids and RFPs will be advertised in at least one of the following locations:
  - A newspaper of general circulation in the Town
  - Other publications of limited circulation or trade journals
  - Electronic purchasing web sites

In addition, all formal bids and RFPs will be posted on the Town’s website. Also, any vendor who requests to be included on the Town’s bid list will receive copies of relevant solicitations.

- D. Term/Duration: For non-recurring and one-time acquisitions, depending on the monetary level of the purchases (see Table in 4.A.), a competitive procurement process will be used. For the purchase of recurring products and services, formal bids will be solicited at least every five (5) years, if not more frequently, as determined by the Town Administrator.
  
- E.

2. PURCHASING AUTHORITY:

- A. Purchasing Levels/Approval Requirements for Budgeted Items: Find below a table which establishes purchasing/bidding levels and approval requirements for all budgeted acquisitions:

# DRAFT #2 - 2021

## Approved Budget Items

Dollar Limit	Bids/Proposal	Approvals
Up to \$2,000	None Required	Department Head
\$2,001 to \$10,000	Minimum of three (3) Quotes solicited (RFP for Cap Exp \$5,000)	Department Head Town Administrator
\$10,001 to \$20,000	Formal Bid or Proposal Required	Department Head Town Administrator Town Board
\$20,001 to \$100,000	Formal Bid or Proposal Required	Town Administrator Town Board
Over \$100,000	Formal Bid or Proposal Required	Town Board

B. Contracts/Record Maintenance: Any contract for \$12,001 or more annually must be submitted to the Town Board for its approval. The Town Administrator, or his or her designee, is authorized to enter into and sign on behalf of the Town. All original agreements/contracts shall be provided to the Town Clerk for maintenance with the Town records.

C. Change Orders: Any change order which in total increases the aggregate acquisition cost by more than 15% will require approval by the party who originally approved the purchase. Additionally, any change order which increases the cost to the next dollar limit threshold will require approvals of the appropriate individual/entity at that threshold.

D. Multi-year Contracts: A contract for supplies or services may be entered into for any period of time deemed to be in the best interest of the Town, provided that the term of the contract and renewal provisions are included in the original solicitation process. Adequate funds must be available to fulfill the first fiscal year’s obligation at the time of contract execution. Subsequent years’ appropriations are subject to authorization by the Town Board of Trustees.

### 3. EXCEPTIONS:

A. Cooperative Purchasing: products or services for which other public agencies have gone through a competitive bidding process and are able to have their bid prices

# DRAFT #2 - 2021

extended to the town are exempt from the competitive bidding guidelines. The town may also participate in joint bidding with other agencies if it is in the best interest of Paonia to do so.

- B. Sole Source Purchasing: Purchase of products or services which can be provided by only one (1) supplier or only from one (1) source due to patent, copyright or other issues are exempt from the competitive bidding guidelines. Examples would include utility providers, upgrade to existing software, water share/ditch assessments, travel, and education expenses.
  
- C. Emergencies: The provisions of the Purchasing Policy may be suspended by the Town Administrator for emergency needs. Emergency needs are those unforeseeable purchases necessary to be made on the day of the need to continue uninterrupted service to the citizens of Paonia. In the event of an emergency need, the Board of Trustees will be notified if the purchase exceeds \$20,000 and retroactive approval will be sought at the next Board meeting.
  
- D. Non-Budgeted Purchases: Any non-budgeted purchases in excess of \$10,000 will require Board of Trustees approval. For purposes of this subsection, “non-budgeted” means operating or capital expenses not included in the Town’s annual budget.
  
- E. Discretionary Spending:

## 4. FEDERAL FUNDING:

Purchases of goods or services which are funded by Federal grants, or which may subsequently be submitted to FEMA for reimbursement under disaster relief programs, must follow guidelines promulgated under 2 C.F.R. §§ 200.317 – 200.326. In the case of exigent or emergency circumstances, FEMA may waive bidding requirements and allow noncompetitive procurements. All contracts subject to Federal regulations should be reviewed by the Town Attorney.

***Purchase coffee/beverages/snacks for staff***

***How allocated in budget***

***Additional Information provided***

Elizabeth

Office Supplies

Provided at each facility in each department

Johnstown

Office Supplies

Provided at each facility in each department

Glendale

Office Supplies

Provided at each facility in each department

Minturn

Office Supplies

Provided at each facility in each department

Provided at each facility in each department,  
provided to Board at Board meetings, pays for  
meals between work session and regular  
meetings

Bennett

Office Supplies

Eagle

Meeting Expense

LaSalle

Public Relations

Eaton

Office Supplies

Cedaredge

Office Supplies

Daily use and all meetings

Daily use and all meetings


coffee for staff office and water & tea for Board  
meetings

Federal Heights

Crestone

Meeting Snacks

AGENDA SUMMARY FORM

	Town Treasurer Position - Continued		
Summary: Continued discussion regarding the position of Town Treasurer for the Town of Paonia.			
Notes:  From 10/12/2021: Prior to 2015 the finance officer was the appointed treasurer, as the finance officer oversees and completes all duties outlined in statute and municipal code. The addition of an appointed treasurer added oversight and signor authority with the removal of the finance officer signing ability as an additional guard against any impropriety. After reaching out to other municipalities, most report the finance officer is the appointed treasurer.  <a href="#">CRS Title 31: 31-20-301</a> <a href="#">Paonia Municipal Code: 2-3-10 Appointment of Officers</a> <a href="#">Paonia Municipal Code: 4-2-10 Custody and Management of Funds</a>			
Possible Motions:  Motion by: _____ 2 <sup>nd</sup> : _____ vote: _____			
Vote:	Trustee Bear	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Pattison	Mayor Bachran:

November 19, 2021

MEMORANDUM

To: Board of Trustees, Town of Paonia  
From: Bo James Nerlin, Esq.  
Re: Town Treasurer Position  
Date: 11/8/2021  
CC: Ms. Corinne Ferguson

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TOWN TREASURER POSITION

The Board has elected to place an item on the agenda regarding the discussion of the Town Treasurer role. For the purpose of discussion, I have conferred with the Town Administrator, and we came up with the following three approaches:

1. Hire a Town Treasurer

The Town could hire a Town Treasurer with the requirement of performing the statutory duties as outlined under Section 31-20-301:

(2)The treasurer shall

(a) Receive all moneys belonging to the city or town and shall keep his books and accounts in such manner as may be prescribed by ordinance. Such books and accounts shall always be subject to the inspection of any member of the governing body.

(b) Keep a separate account of each fund or appropriation and the debits and credits belonging thereto;

(c) Give every person paying money into the treasury a receipt therefor specifying the date of payment and upon what account paid, and he shall also file statements of such receipts with the city or town clerk on the date of his monthly report;

(d) Render an account to the governing body or such officer as may be designated by ordinance, at the end of each month and more often if required, showing the state of the treasury at the date of such account and the balance of money in the treasury. He shall also accompany such accounts with a statement of all moneys received into the treasury and on what account during the preceding month, together with all warrants redeemed and paid by him. Said warrants, with any vouchers held by the treasurer, shall be delivered to the clerk and filed with his account in the clerk's office upon every day of such statement. He shall return all warrants paid by him stamped or marked "paid". He shall keep a register of all warrants redeemed and paid, which shall describe such

warrants and show the date, amount, number, the fund from which paid, and the name of the person to whom and when paid.

2. Assign the role of Treasurer to the Town Finance Director

The Town could update the job description of the Town Finance Director to have the Finance Director also serve as the Town Treasurer.

3. Independent Oversight

The Town could assign the basic duties of the Town Treasurer to the Finance Director, and also hire a Treasurer that would be responsible for undertaking oversight and review of the Finance Director. This new Treasurer would serve the Town in a manner similar to the role previously served by Mr. Ross King.



AGENDA SUMMARY FORM



Public Hearing - 2022 Proposed Budget

Summary:  
The public hearing of the proposed 2022 budget.

Notes:

[Paonia Drinking Water Cost of Service Analysis Link](#)

Possible Motions:

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

Vote:	VACANT	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	VACANT	Mayor Bachran:



# Town of Paonia 2022 Budget



**Revised version**

Last updated 11/19/21



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# **INTRODUCTION**

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## 2022 BUDGET MESSAGE

### Transmittal Letter

Updated November 19, 2021  
Original Provided October 8, 2021

Dear Honorable Mayor and Members of the Board of Trustees:

In accordance with the Town of Paonia's policies, we, Corinne Ferguson, Cindy Jones, and Travis Loberg, present to you the proposed 2022 Budget for the Town of Paonia.

This budget message provides readers with an overview of the regular municipal government services and the projects to be completed in the coming year and how this work is paid for. The narrative tells the story behind the numbers by describing goals, priorities, underlying assumptions, and other factors considered in determining how the Town's available resources are budgeted to be spent. Information is provided to better understand the schedules and supplemental information that comprise the annual budget package.

The Board of Trustees formally adopts a budget and appropriates money to run the Town of Paonia each year. By state law, the governing body must adopt a budget each year and submit a mill levy to the Board of County Commissioners. The Trustee formal budget review began October 12, 2021, and a public hearing on the proposed budget will be held during the regular Board meeting on November 23, 2021.

Budget work sessions included discussions of revenues, sales tax growth assumptions, fees for services, operating expenditures, staffing levels, compensation, capital expenditures, priorities of the community, changes in procedure for preparing the annual budget and capital projects. The Board exercises the most significant degree of flexibility and discretion in one-time spending on capital purchases and capital projects. However, it is important to note that many projects require years of advanced planning and may already have funds committed for design, engineering, and/or matching grant funds. A list of capital projects is included in the budget report. The list includes items that will be classified as fixed assets as well as allowable expenditures for maintenance of assets.

Should readers seek additional information not included in the budget package, it may be requested from the Town Administrator/Clerk or the Finance Director at Town Hall.

#### **BUDGET ASSUMPTIONS AND CHANGES FROM PREVIOUS YEARS**

The budget is based on historical trends, current data, and assumptions about the upcoming year. With very few exceptions, we do not know which vendors will be utilized for products and services during 2022. We look back at recent experience and use that data, along with indicators for the future, to estimate costs for many different supplies, utilities, contracted services, repairs, and maintenance. Likewise, the revenue budget is based on limited known data and projections based on several sources for projecting trends.

#### **KNOWN ASSUMPTION PROVIDED BY QUOTE/NEWS NOTIFICATIONS:**

Budget assumptions based on historical data are anticipated to remain flat – otherwise defined as stable with minimal change. This is the assumption that the current budget period is a reasonable basis for predicting the future budget period, regardless of any positive or negative factors (external or internal) that may have an effect on the current performance.

CIRSA Workers Compensation – Quote – 8% Increase  
CIRSA P&C Coverage - Quote – 13% Increase  
Black Hills Energy, DMEA, and Elevate – Notification – 7% Increase

In addition, the Asset Inventory underway by SGM includes grant funds which will carry forward from 2021 to 2022 through completion of the project.

#### **GENERAL FUND 2022 BUDGET HIGHLIGHTS**

## **ORGANIZATION, STAFFING AND BENEFITS**

While we work toward 2022 staffing goals, it is important to keep expectations realistic relative to the resources available and services rendered. An updated salary study was conducted for 2022, as was done in 2020 and 2021, using Colorado Municipal League data. The ranges were vetted by the finance committee (Dave Knutson and Karen Budinger). All salaries are now within the ranges provided. In addition, the fact that the employment market is currently an employee market, we have budgeted for replacement wages for existing staff. Additionally, we have reviewed the current cost of living in Paonia to ensure the Town salary base will attract potential employees.

Throughout 2021, the Town faced an unusual amount of employee turnover. Current information shows the employee market is slim and those looking for work expect higher wages than what the Town can offer. Open positions have been budgeted at a higher starting salary within the range than in previous years.

At the direction of the Board of Trustees, a substantial percentage of trustee compensation and administrative employee salaries and benefits were adjusted from enterprise funds to the general fund for the 2022 budget.

The Town Administrator approved the addition of two new positions in 2022:

- Public Utilities Director/ORC – Operates and supervises the water and wastewater systems
- Public Utilities Assistant –Water and Wastewater department

A modification of duties has taken place for the following position:

- Public Works Director – Operates and supervises the Parks, Streets, and Trash Departments

In addition, the 2022 budget includes a minimal hour, seasonal position, should contract labor be needed during peak season.

- Seasonal Laborer

Hartford continues to provide life insurance and short-term disability benefits in 2022. Health insurance was provided through Rocky Mountain Health Plans until July of 2021, when the provider changed to United Health Plans. Health Insurance is paid at 90% for employees (except Town Administrator at 95%) and on a tier basis for dependents and family plans.

The Town also provides the opportunity for employees to purchase and are deducted from their paycheck each pay period for the following benefits: Dental Insurance is provided through Delta Dental. Vision Insurance is provided through VSP. Optional coverage is provided through AFLAC.

### **ATTORNEY**

In 2021, the Town contracted with Attorney Bo James Nerlin for legal service at a fixed price of \$50,000.00 per year, divided into twelve (12) monthly payments. Attorney Nerlin's contract ends December 31, 2021. A request for proposal has been issued in search of a new Town Attorney. The budget includes attorney services across the various funds for a total of \$80,716.00. Prior to 2021, the attorney contract was billed hourly, and this budget reflects the expected change.

### **MASTER PLAN**

The Town continues the process of updating the Master Plan. At twenty-four years old, the current plan no longer effectively leads governmental decisions nor is it acceptable to many organizations that provide grant funding. To date, the process of updating the plan has required the compilation of data collected for other purposes as well as public input meetings. The staff envisioned the update of the plan being done in stages with one or two chapters being worked on at any one time. The age of the existing plan and timeliness for the completion of the update has caused a change in the plan update. The Town has budgeted to contract the completion of the master plan process. Staff will attempt to secure grant funding to defer the cost at a 50/50 match. The matching funds will come from the Capital Improvement Fund.

### **SIGN PROJECT IN COLLABORATION WITH THE NORTH FORK CREATIVE COALITION**

The Town, in conjunction with participating agencies, continued to support the Wayfinding Sign project with funding from the 2021 budget and installation of one sign in Poulos Park and approval of the second kiosk to be located at 3<sup>rd</sup> Street and Grand Avenue intersection. No additional funds are included in the 2022 budget.

### **TOWN BUILDING CODE**

The Town has had several building inspectors over the years. In 2016, a new building inspector was hired. In 2017, revenue for building permits and inspections was significantly more than in prior years, which could have contributed to the change in economic conditions at that time. Initially, the Town contracted with the City of Delta to assist the Town in December 2017. In 2018, the search began for a permanent building official. Mr. Dan Reardon then became a part-time employee of the Town in February 2018 after leaving the City of Delta. In March 2018, Mr. Reardon went to work for Colorado Code Consulting, LLC

(CCC). The Town signed a contract for building official services with CCC. In October 2018, the Town approved continuing contract services with CCC. Building Permit fee revenues have remained stable from 2018 through 2020. In 2019, CCC and Mr. Reardon began the process of updating the building code to the 2018 IBC, which is in the final stage. As of January 2021, the Town entered a month-to-month contract with CCC. Administration anticipates an inter-governmental agreement (IGA) with the City of Delta for shared building department services to begin in 2022. The Town has budgeted \$28,500.00 for 2022 building services, whether internal or contracted.

## **PUBLIC SAFETY**

### **BACK THE BADGE COUNTY INITIATIVE**

In November 2020, the county voted on a ballot question, known as Back the Badge, requesting a .8% county sales tax increase which directly funds the Law Enforcement Agencies in Delta County. This measure passed and the Town began receiving .8% increase in sales tax revenue in 2021. Fiscal year 2022 will mark the first full year of sales tax collected from the successful Back the Badge Campaign.

### **TRAINING GRANTS**

Police Officer's Standards and Training (POST) provides police departments with reimbursable funding for the training of their officers. They cover training costs, lodging, and travel and meals. This budget includes \$200.00 per officer for non-reimbursed training and \$1,000.00 per officer for reimbursed training.

### **VICTIMS ADVOCATE**

The Victims Advocate (VA) agreement is between the municipalities of Cedaredge, Hotchkiss, Paonia and Delta County Coroner. The victim services subcontractors service the Cedaredge Police Department, Hotchkiss Police Department, the Paonia Police Department, and Delta County Coroners.

The purpose is to offer municipalities a consistent approach to victim advocacy by providing two part-time advocates who respond to the needs of domestic violence/sexual assault/death notification and other victim-related crimes. A Victim's Assistance Law Enforcement (VALE) grant of \$18,512.00 was obtained in 2019 and \$8,500.00 in 2020 to cover most costs associated with this program. A fully funded VALE grant was also obtained for 2021 in the amount of \$20,200.00. The Town continues to provide cell phones for advocates in 2022. In addition, the Town has contributed additional fund out of the budget to cover any expenses not covered by the VALE grant. In 2020 the town contributed \$5,000.00, 2021 \$1,500.00 and in 2022 the town has budgeted \$1,000.00.

### **TASER PLAN**

In 2017, the Town contracted with Taser International, now known as AXON Enterprise Inc., for a five (5) year Taser plan. The benefits include maintenance, batteries, and cartridges. Additional Tasers can be purchased and added to the plan. The Town has included the renewal costs of the five (5) year plan at \$3,250.00 per year.

### **BODY CAMERA PLAN**

In 2019, the Town contracted with AXON Enterprise Inc. for a five (5) year Flex Two Replacement Plan. The plan is for five (5) body cameras and will include maintenance, upgraded cameras annually, docking stations, and 1000 GB of offsite data storage with set purge dates. This plan continues at \$3,670.00 per year.

### **PUBLIC DEFENDER**

A new program at the Office of the Alternate Defense Counsel, that ensures indigent defendants charged with municipal ordinance violations are represented by constitutionally effective counsel, was launched in January 2020. Municipal Courts in Colorado are responsible for providing court-appointed counsel to indigent defendants as the statewide public defender's office and the Office of the Alternate Defense Counsel are only able to provide counsel at the state court level. The Town budgeted \$2,500.00 toward this program in 2021 and it will continue in 2022.

### **COMPUTERS**

The Town has budgeted to replace up to seven (7) desktop computers in the public safety department as the current computers are outdated and will no longer be supported. The budget for replacement is \$10,000.00. Appropriate in-car laptops were purchased in 2021. Additional computers are budgeted under the Capital Improvement Fund for administrative offices and the server room.

## **PARKS**

### **TREE BOARD - ARBOR DAY & TREE CITY USA**

Per Article 7 of the Municipal Code, the Tree Board holds the responsibility of maintaining both the Arbor Day tradition and the annual updating of the Tree City designation. Funds are allocated to help support the advertisement and celebration costs associated. The Tree Board has submitted a budget request for 2022 of \$1,195.00 which includes the planting of a tree for Arbor Day. This budget supports the request.

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 includes the planting of a tree in a public space, and an additional requirement for Tree City USA designation is a \$2 contribution per capita. This equates to a minimum budget of \$3000.00 in tree-related expenditures. Tree trimming expenses also count toward the per capita amount and is budgeted out of the Conservation Trust Fund.

OTHER FUNDED PROJECTS IN PARKS are as follows:

Started in 2020 and will carry over to 2022:

The Miner Memorial Plaza – the memorial wall is complete. There are spaces still available for personalized brick installation.  
Improvement to the Peony Beds at Town Park \$1,200.00  
Hill stabilization in Apple Valley Park at \$2,800.00  
Completed walking path and/or removal of park tool shed at Apple Valley Park at \$3,500.00

Projects planned for 2022:

Tree Trimming at \$10,000.00  
Bathroom Upgrades (Fixtures) Town Park at \$3,000.00  
Open space improvements at \$3,000.00

Projects requested for 2021 that will not carry over to 2022:

Lee's Park fencing  
Curbing at Lee's Park (recommended by CIRSA)

### **STREET, BRIDGE, ALLEYS, STORM DRAINS & STREET CAPITAL IMPROVEMENTS**

The Town of Paonia has limited resources in the General Fund, by which streets & alleys are funded. In 2018, staff recommended the creation of an Impact Fee for the Town's public utilities, like a Franchise Fee. The Town charges private utilities for the use of the Town's rights-of-way. Staff recommended an Impact Fee of 3% to be paid out of existing enterprise fund revenues. Each enterprise fund - Water, Wastewater, and Sanitation - is charged the Impact Fee for use and impact of the Town's Streets and Alleys. For 2022, the Impact Fee was removed from the budget.

In addition, the Marijuana initiative passed in November 2020. In 2021, an estimated revenue amount was added to the Street Capital Fund of \$25,000.00 for processing applications. The Town has received \$25,000.00 in application fees. In 2022, the operational tax revenue has been estimated and added to the Street Capital Fund of \$117,000.00. This is based on three (3) stores, twenty-five (25) transactions per day, twenty-six (26) days per month, at \$5.00 per transaction.

In 2022, proposed street projects include:

Engineering for Pan American Bridge \$36,500  
Resurfacing the Samuel Wade Bridge \$120,300.00

The Town plans to continue to accumulate funds toward a complete reconstruction of Third Street a few blocks at a time. The engineering estimate for two blocks was \$500,000.00 in 2021. At the end of fiscal year 2022, the Town anticipates having accumulated the \$500,000.00 necessary to begin the reconstruction project.

### **SPECIALTY FUND 2022 BUDGET HIGHLIGHTS**

#### **SIDEWALK FUND**

In 2013, voters approved a \$3.00 per month fee, with a sunset provision for December 2024, to be dedicated to the repair and replacement of existing sidewalks. In 2014, the \$3.00 fee was implemented collecting a total of \$29,046. In 2015, C&N Construction (Montrose-based) was issued the contract to begin sidewalk repairs. The total expenditure was \$40,299. In 2016, C&N was also issued a contract for sidewalk repairs. In 2017, due to the depletion of the Sidewalk Fund, expenditures were limited to emergency repairs which were performed by C&N, totaling \$11,530.00. 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 were limited to 'emergency' repairs for 2019, which included three (3) sections of sidewalk. In 2020, more substantial sidewalk repairs were completed on Box Elder, 3<sup>rd</sup> Street, 4<sup>th</sup> Street, 3<sup>rd</sup> & Delta, 3<sup>rd</sup> and Grand, under the planters on Grand. In 2021, expenditures were limited to emergency repairs and sidewalk grants. There was also an amount budgeted for expenditures for possible tree removal directly affecting infrastructure and safety after receiving the survey from the Forest Service. In 2022, the Town estimates a total of \$64,103.00 for sidewalk repairs.



**PASS THROUGH GRANTS**

Pass-through grant participation initiated in 2021 will continue in 2022 and will include the Paonia Skate Park and Lone Cabin & Turner Ditch Wildlife Rehabilitation efforts.

**CONSERVATION TRUST FUND**

In 2019, conservation trust funds were used for tree trimming in the Town Park. In 2020, conservation trust funds were used to improve the Town Park Playground. In 2021, conservation trust funds were slated for Poulos Park upgrades and bike racks in Town Park. However, these items were paid for out of the park budget. In 2022 the balance is expected to be \$25,582.00 and will be used for tree trimming (included in the per capita calculation for Tree City USA requirements), Town Park playground shelter pad, and Town Park playground upgrade from wood chips to pea gravel.

**CAPITAL IMPROVEMENTS**

The 2022 Budget recommends a capital improvement budget of \$230,000.00 in new projects, in addition to the incomplete projects in the 2021 Budget allocations:

Paonia Airport \$67,842.00 Delta County has requested approximately \$19,842.00 for infrastructure upgrades. (This is completely supported by Cell Phone Tower Rent, which began in 2014.)

Master Plan Update at \$70,000.00

Administration and Server Computer Upgrades \$15,416.00

Public Works Projects and Equipment \$576,650.00

Total Capital Improvements \$729,908.00

**ENTERPRISE FUNDS 2021 BUDGET HIGHLIGHTS**

A Cost-of-Service Analysis and recommendation was prepared by Rural Community Assistance Corporation in November 2021. During the Budget work sessions, the Board of Trustees elected to incorporate Scenario #6 as presented in the Paonia Drinking Water Cost-of-Service Analysis.

Grants will need to be obtained to complete several of the priorities for water and sewer in a timely manner. The Town will work with the different agencies to secure funds.

**WATER**

Water base rates were increased in 2021 (6.67%), 2020 (8.89%), and 2017 (2%). In addition, the tier structure for usage was modified.

Water base rate increase of \$5.00 in 2022 is a 15.63% increase and is as follows:

- o In-Town Residential + Stand By increased base rate of \$5.00 to \$37.00/mo.
- o Out-of-Town Residential + Stand By increased base rate of \$5.00 to \$47.00/mo.
- o In-Town Commercial + Stand By increased base rate of \$5.00 to \$47.00/mo.
- o Out-of-Town Commercial + Stand By increased base rate \$5.00 to \$62.00/mo.

In-Town Residential – Out of Town Residential – Out of Town Commercial - In-Town Commercial  
2022 Usage Rates Tiers per 1,000 Gallons are as follows:

USAGE RATE

0-1,000	Gallons	\$0.00	No charge
1,000-3,000	Gallons	\$2.40	Per 1,000 Gallons
3,000-10,000	Gallons	\$3.30	Per 1,000 Gallons
10,000-25,000	Gallons	\$4.20	Per 1,000 Gallons
25,000-50,000	Gallons	\$5.50	Per 1,000 Gallons
50,000-75,000	Gallons	\$10.00	Per 1,000 Gallons
75,000-100,000	Gallons	\$11.00	Per 1,000 Gallons
100,001-99,999,999	Gallons	\$12.00	Per 1,000 Gallons

The total projected revenue, per the Paonia Drinking Water Cost-of-Service Analysis done by RCAC November 2021, is approximately \$1,503,926.00.

Water funding priorities include:  
Debt Service

Repair & Maintenance Priorities:  
General Maintenance \$117,750.00  
Spring Repair \$30,000.00  
Meter Installation Project \$45,000.00  
Pressure Reducer Vault & Valve Repair \$25,000.00  
Pressure/Temp Sensors \$10,000.00  
Total \$227,750.00

Major Projects for 2022 carried forward from 2021:  
The cost of the altitude valve project (\$50,000.00) which is currently in the engineering phase and must be completed before the 2MG tank lining project can be started.

The 2MG tank lining cost estimate from the engineers has increased substantially. Therefore, water rate increases are proposed as well as the use of the ARP Grant Funds (\$369,232.00) and the excess in reserve (\$335,500.00) are budgeted for use as a match to secure grant funds. Project costs are estimated between \$1,200,000.00 - 2,000,000.00, subject to lead abatement. In this budget scenario the town has up to \$1,278,395 available for the tank lining project.

The Town continues to budget \$25,000.00 for engineering for raw water storage. This is supported in the draft infrastructure analysis report provided by JDS Hydro. These funds will only be available if they are not needed to complete the tank lining project.

Projects not completed from 2020 and not carried forward as 2021 or 2022 priorities:  
2MG Floor Drain Improvement  
Water Company Agreements

Bond (Debt Service) requirements for our Bond agreements are as follows:  
Colorado Water Resources & Power Development Authority (WPA) Bond  
WPA requires water and sewer debt service to be budgeted at 110% of the annual payment.  
WPA requires between water and sewer a 110% debt ratio.  
WPA requires 25% between water and sewer expenditures in Available Working Capital (calculated during audit).

## **SEWER (WASTEWATER)**

There are no sewer rate increases included in 2022.  
In 2020, sewer rates were increased by \$4.00.  
In 2017, sewer rates were increased by \$3.00.

In 2017, the Town initiated engineering to extend the Town's sewer line creating a loop on Stahl Road, Highway 133, and Price Road to service the citizens within 133 corridors per the MOU with the county. The engineering was substantially completed in 2018. The Town will need to update engineering cost projections and secure funding to proceed with the construction of this project at a later date.

Sewer funding priorities include:  
Debt Service  
Repair & Maintenance Priorities:  
General Maintenance \$59,965.00  
Total \$59,965.00

Future funding priorities include:  
Sludge removal \$500,000.00  
Nitrification Treatment \$500,000.00

Bond (Debt Service) requirements for our Bond agreements are as follows:  
WPA requires water and sewer debt service to be budgeted at 110% of the annual payment.  
WPA requires between water and sewer a 110% debt ratio.  
WPA requires 25% between water and sewer expenditures in Available Working Capital (calculated during audit).  
AMKO Bond (sewer only) requires the equivalent of one payment in a reserve account to cover the last payment.  
The Town sold sewer property in 2017. At the time of the sale, it was stated that as a condition set by USDA, these funds must be used for future sewer capital projects. However, since the Town no longer holds any debt with USDA this is no longer a requirement. The total as of September 2021 is \$530,452.70. These funds need to remain in the sewer fund to meet debt reserve requirements with the withdrawal of reserve funds in water for the 2mg tank lining.

Projects continued in 2020, but not carried forward as 2021 or 2022 priorities:  
Auto Trash Cleaner

**SOLID WASTE (TRASH)**

There are no rate increases included in this budget for 2022.

Trash rate increases in 2021 were as follows:

(The increases were primarily due to the County increase in dump rates for the land fill of \$5.00 per ton)

Single Can – No increase

Standard User - \$3.00 increase from \$20.00 to \$23.00.

Heavy User - \$3.00 increase from \$27.00 to \$30.00.

2-Yard Dumpster - \$15.00 increase from \$35.00 to \$50.00.

3-Yard Dumpster - \$23.00 increase from \$37.00 to \$60.00.

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

A new trash truck was purchased in 2019.

Trash funding priorities for 2022 are:

Replacement of Town Dumpsters totaling \$3,500.00.

The Town has budgeted to continue modified Clean-Up Days at a cost of \$3,000.00 which includes dumping fees.

**SUMMARY**

The following is an explanation of the revenues in the budget:

FUNDS	2021 EST ACTUAL	2022 BUDGET	REASON OF INCREASE
ADMINISTRATION	220,276	246,928	PROPERTY TAX INCREASE 11.94% ADD SALES TAX-CNTY ALLOCATION SALES TAX-TOWN INCREASED ALLOCATION CARRY FORWARD OF GRANT FUNDS TOTAL REVENUE INCREASE 55.59%
BUILDING	36,974	35,288	SALES TAX-TOWN INCREASED ALLOCATION TOTAL REVENUE INCREASE 13.12%
PUBLIC SAFETY	449,282	576,561	SO AUTO TAX INCREASE 22.71% SALES TAX-TOWN INCREASED 4.62% SALES TAX-CNTY INCREASED 12.867% POLICE FINES INCREASE 60.52% TOTAL REVENUE INCREASE 10.06%
PARKS	165,071	184,592	SALES TAX-TOWN DECREASE 6.07% SEVERANCE TAX DECREASE 10.60% RENT & ROYALTIES INCREASE 11.14% TOTAL REVENUE INCREASE 0.51%
STREETS <i>(INCLUDES BRIDGE, STREET CAPITAL IMPROVEMENT, AND SIDEWALKS)</i>	192,399	991,327	SALES TAX-TOWN INCREASE 22.72% FRANCHISE TAX INCREASE 4.77% HIGHWAY USER TAX INCREASE 13.16% ROAD & BRIDGE INCREASE 23.85% ADD GRANT FUNDS OF \$18,250. RESERVES USED FOR MATCHING FUNDS TOTAL REVENUE INCREASE 32.48%
GRANT PASS THROUGH	0	460,000	BOTH PASS THROUGH GRANTS ARE BEING CARRIED FORWARD FROM 2021
<b>GENERAL FUND</b>	<b>1,064,002</b>	<b>2,494,696</b>	<b>TOTAL REVENUE INCREASE 26.65%</b>
SPACE TO CREATE	13,183	0	THIS ACCOUNT HAS BEEN CLOSED AND NOT CARRIED FORWARD
CONSERVATION TRUST	0	25,582	CONSERVATION TRUST INCREASE 13.45% RESERVES BEING CARRIED FORWARD TOTAL \$17,067. TOTAL REVENUE INCREASE 84.95%
CAPITAL IMPROVEMENT	565,792	681,908	SALES TAX-TOWN INCREASE 9.37% RESERVES CARRIED FORWARD 83.28% TOTAL REVENUE INCREASE 40.16%
<b>SPECIALTY FUNDS</b>	<b>578,975</b>	<b>707,490</b>	<b>TOTAL REVENUE INCREASE 37.77%</b>
WATER	1,212,857	2,558,533	RATE INCREASE ADDS 20.32% OF REVENUE ADDED GRANT FUND \$369,232. OTHER POSSIBLE GRANT FUNDS \$335,500 RESERVES USED FOR MATCHING FUNDS TOTAL REVENUE INCREASE 102.76%
SEWER	562,354	542,256	TOTAL REVENUE DECREASED 2.75%
SOLID WASTE	260,040	283,100	SALES & SERVICE INCREASE 669.23% RESERVES BEING USED \$18,760. TOTAL REVENUE INCREASE 9.27%
<b>ENTERPRISE FUNDS</b>	<b>2,035,251</b>	<b>3,383,889</b>	<b>TOTAL REVENUE INCREASE 62.80%</b>
<b>TOTAL BUDGET</b>	<b>3,678,228</b>	<b>6,586,075</b>	<b>TOTAL BUDGET INCREASE 44.37%</b>

### 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 it can handle any unforeseen negative financial situations.

Moving forward into 2022 and beyond, the following security measures need to be maintained or worked into the budget document in the future:

- o The continued allocation of 1% of the Town's 3% sales tax toward the Capital Improvement Plan.
- o Increase dwindling reserves to cover at least three (3) months' worth of expenses (in future years six (6) months' worth of expenses would be reserved). Excess reserves are needed for any future grant opportunities as a match.

- 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 2022 budget puts forth an implementation plan that actively addresses the goals adopted by the Board of Trustees. The budgetary 'wish' list exceeds the funds that are available. The planned creation of a long-term Capital Improvement Budget for 2022 will incorporate items that were eliminated from this budget and plan for the replacement of capital items (rather than always responding with 'emergency' appropriations), to 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,

Corinne Ferguson Cindy Jones  
Town Administrator/Town Clerk Finance Director

In cooperation with:

Travis Loberg Neil Ferguson  
Public Works Director Former Police Chief

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2020 BUDGET	2020 AUDITED ACTUAL	2021 BUDGET	YTD (07) 2021 ACTUAL	EST 2021 ACTUAL	2022 BUDGET	REVISED 2022 BUDGET	\$ CHANGE	REVISED 2022 BUDGET NOTES
<b>GENERAL FUND - ADMINISTRATION</b>														
10	31	01	11	00	PROPERTY TAXES	133,063.00	132,257.46	134,107.00	132,997.50	135,279.78	150,121.00	150,121.00	-	THIS WILL CHG IN DEC
10	31	03	18	00	SALES TAX - TOWN	17,730.00	75,247.95	991.00	991.00	10,491.00	10,651.00	13,224.00	2,573.00	RE ALLOCATION-PAYROLL
10	31	04	17	00	SALES TAX - COUNTY	-	-	-	-	-	45,000.00	45,000.00	-	
10	31	08	11	00	PENALTY & INTEREST	300.00	408.33	330.00	257.07	399.07	400.00	400.00	-	
10	31	09	11	00	DELINQUENT TAX	50.00	-	30.00	14.26	14.26	25.00	15.00	(10.00)	CURRENT YR VS PERVIOUS YR
10	31	10	15	00	ABATEMENTS	-	1,215.27	-	-	-	-	-	-	
10	32	01	11	00	LIQUOR LICENSES	4,000.00	4,240.50	3,650.00	3,209.00	5,009.00	4,200.00	5,000.00	800.00	EXPECTING SAME AS CURRENT YR
10	32	04	11	00	SPECIAL REVIEWS	2,000.00	1,666.30	1,000.00	539.35	789.35	500.00	750.00	250.00	EXPECTING SAME AS CURRENT YR
10	35	04	11	00	INTEREST INCOME	11,200.00	9,690.27	10,400.00	6,604.56	7,744.63	10,800.00	7,200.00	(3,600.00)	DON'T EXPECT RATE TO INCREASE
10	35	05	11	00	LATE CHARGES	8,500.00	2,522.11	2,500.00	4,920.00	7,075.00	7,500.00	7,075.00	(425.00)	BASED ON CURRENT YR
10	35	06	11	00	OTHER INCOME	250.00	1.00	-	45.00	73.25	66.00	75.00	9.00	BASED ON CURRENT YR
10	35	15	11	00	REFUND OF EXP	-	10,706.23	-	2,915.70	4,842.76	-	1,500.00	1,500.00	BASED ON CIRSA AUDIT
10	35	16	13	00	RESTITUTION	-	7,544.35	5,700.00	1,543.85	1,474.71	2,000.00	1,500.00	(500.00)	EXPECTING SAME AS CURRENT YR
10	35	18	13	00	SALES OF ASSETS	10,200.00	-	-	-	-	-	-	-	
10	35	20	11	00	GRANT REVENUE	-	61,728.00	-	16,878.95	47,083.78	35,000.00	15,068.00	(19,932.00)	MOVED MASTER PLAN TO CAP.IMP
						<b>187,293.00</b>	<b>307,227.77</b>	<b>158,708.00</b>	<b>170,916.24</b>	<b>220,276.59</b>	<b>266,263.00</b>	<b>246,928.00</b>	<b>(19,335.00)</b>	-

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2020 BUDGET	2020 AUDITED ACTUAL	2021 BUDGET	YTD (07) 2021 ACTUAL	EST 2021 ACTUAL	2022 BUDGET	REVISED 2022 BUDGET	\$ CHANGE	REVISED 2022 BUDGET NOTES
<b>GENERAL FUND - ADMINISTRATION</b>														
10	41	01	00	00	MAYOR & TRUSTEES WAGES	7,200.00	7,200.00	7,200.00	3,600.00	7,200.00	9,600.00	9,600.00	-	
10	41	03	00	00	SALARIES & WAGES	39,276.52	32,550.54	18,261.61	6,498.92	13,872.86	25,363.07	50,512.09	25,149.02	REALLOCATION OF PAYROLL/REQ
10	41	04	00	00	EMPLOYER FICA	3,667.99	2,493.53	1,572.47	609.10	1,156.76	2,165.21	3,721.12	1,555.91	REALLOCATION OF PAYROLL/REQ
10	41	05	00	00	EMPLOYER MEDICARE		583.23	367.75	142.50	270.58	506.38	870.26	363.88	REALLOCATION OF PAYROLL/REQ
10	41	06	00	00	UNEMPLOYMENT TAX		98.28	50.89	17.66	39.15	72.37	147.65	75.28	REALLOCATION OF PAYROLL/REQ
10	41	07	00	00	INSURANCE BENEFITS		4,636.89	4,364.93	1,106.20	3,728.26	6,410.71	11,713.25	5,302.54	REALLOCATION OF PAYROLL/REQ
10	41	08	00	00	PENSION BENEFITS	8,566.49	1,239.33	1,351.44	291.60	508.31	2,305.97	4,471.63	2,165.66	REALLOCATION OF PAYROLL/REQ
10	41	10	00	00	WORK COMP	126.00	126.00	130.90	123.90	123.90	134.30	134.00	(0.30)	
10	41	02	00	00	CONTRACT LABOR	-	529.09	-	-	-	-	-	-	
10	41	15	00	00	OFFICE SUPPLIES	3,675.00	3,175.91	3,937.00	1,727.92	4,008.66	4,020.00	4,375.00	355.00	ADDED CHECKS AND DEP SLIPS
10	41	16	00	00	OPERATING SUPPLIES	725.00	652.68	721.00	301.80	897.45	700.00	690.00	(10.00)	UPDATED INFO
10	41	17	00	00	POSTAGE	1,850.00	488.65	450.00	299.44	442.00	550.00	695.00	145.00	UPDATED INFO
10	41	20	00	00	LEGAL SERVICES	50,080.00	66,335.09	51,160.00	26,558.08	48,024.88	74,985.00	73,161.00	(1,824.00)	
10	41	21	00	00	AUDIT & BUDGET EXPENSE	5,170.00	5,290.00	4,510.00	-	4,500.00	4,500.00	4,500.00	-	
10	41	22	00	00	REPAIRS & MAINTENANCE	-	325.00	-	-	-	-	-	-	
10	41	25	00	00	TOWN HALL EXPENSE	10,765.00	11,272.11	11,683.00	6,930.99	11,659.98	12,170.00	11,890.00	(280.00)	UPDATED INFO
10	41	26	00	00	TRAVEL & MEETINGS	10,700.00	909.22	10,790.00	1,451.02	1,616.02	4,000.00	3,950.00	(50.00)	UPDATED INFO
10	41	27	00	00	INSURANCE & BONDS	3,326.00	4,136.30	3,766.00	4,072.88	4,747.88	2,780.00	2,780.00	-	
10	41	28	00	00	UTILITIES	4,800.00	4,473.29	4,405.00	2,579.40	5,405.95	5,050.00	5,785.00	735.00	7% INC BASED ON CURRENT YEAR
10	41	29	00	00	TELEPHONE	1,950.00	1,156.85	1,147.00	1,690.10	2,868.15	2,950.00	3,030.00	80.00	7% INC BASED ON CURRENT YEAR
10	41	30	00	00	PUBLISHING & ADS	3,600.00	1,605.73	1,500.00	3,340.30	4,111.26	5,000.00	6,360.00	1,360.00	ADDED MORE FOR MUNI CODE
10	41	31	00	00	DUES & SUBSCRIPTIONS	8,700.00	9,538.50	9,703.00	7,219.69	9,794.69	11,525.00	11,880.00	355.00	UPDATED INFO
10	41	90	00	00	CNTY TREASURER'S FEE	3,000.00	2,812.45	2,810.00	2,800.85	2,896.42	3,300.00	3,300.00	-	
10	41	33	00	00	DATA PROCESSING	11,825.00	12,814.16	13,726.00	7,515.43	12,925.23	13,550.00	13,619.00	69.00	UPDATED INFO
10	41	40	00	00	MISCELLANEOUS (CDOT GRANT)	-	127,589.98	-	17,072.42	46,410.20	-	-	-	
10	41	43	00	00	CULTURAL EVENTS	-	38.91	850.00	-	-	-	-	-	
10	41	44	00	00	HUMAN SERVICES	4,290.00	4,300.00	4,250.00	3,950.00	4,100.00	4,625.00	4,675.00	50.00	REMOVED CANDY PAID BY STAFF
10	41	70	00	00	CAPITAL OUTLAY	4,000.00	53,222.55	-	-	-	70,000.00	15,068.00	(54,932.00)	MOVED MASTER PLAN TO CAP.IMP
10	41	71	00	00	PASS THRU FUNDS	-	-	-	-	-	-	-	-	
10	41	99	00	00	TRANSFER	-	(26,000.00)	-	28,968.00	28,968.00	-	-	-	
						<b>187,293.00</b>	<b>333,594.27</b>	<b>158,708.00</b>	<b>128,868.20</b>	<b>220,276.59</b>	<b>266,263.00</b>	<b>246,928.00</b>	<b>(19,335.00)</b>	-
						-	<b>(26,366.50)</b>	<b>(0.00)</b>	<b>42,048.04</b>	-	<b>(0.00)</b>	-	-	-

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2020 BUDGET	2020 AUDITED ACTUAL	2021 BUDGET	YTD (07) 2021 ACTUAL	EST 2021 ACTUAL	2022 BUDGET	REVISED 2022 BUDGET	\$ CHANGE	REVISED 2022 BUDGET NOTES
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GENERAL FUND - BUILDING														
12	32	03	00	00	BUILDING PERMITS	47,900.00	26,094.50	30,000.00	18,200.65	28,917.40	30,000.00	30,000.00	-	
12	31	03	00	00	SALES TAX - TOWN		13,297.44	1,194.00	1,194.00	8,057.23	5,288.00	5,288.00	-	
						<b>47,900.00</b>	<b>39,391.94</b>	<b>31,194.00</b>	<b>19,394.65</b>	<b>36,974.63</b>	<b>35,288.00</b>	<b>35,288.00</b>	-	-

GENERAL FUND - BUILDING														
12	43	03	00	00	SALARIES & WAGES	3,690.53	3,870.00	1,795.09	1,028.07	1,795.10	2,627.40	2,627.40	-	
12	43	04	00	00	EMPLOYER FICA	293.51	237.72	110.91	60.62	105.75	162.17	162.17	-	
12	43	05	00	00	EMPLOYER MEDICARE		55.54	25.94	14.21	24.97	37.93	37.93	-	
12	43	06	00	00	UNEMPLOYMENT TAX		11.61	5.37	3.15	8.62	7.85	7.85	-	
12	43	07	00	00	INSURANCE BENEFITS	368.96	625.80	415.60	202.16	489.43	644.51	644.51	-	
12	43	08	00	00	PENSION BENEFITS		191.70	165.09	50.82	90.91	215.04	215.16	0.12	
12	43	10	00	00	WORKMANS COMPENSATION	12.00	12.00	18.00	16.20	16.20	18.12	18.00	(0.12)	
12	43	02	00	00	BUILDING INSPECTOR	40,000.00	30,837.50	26,800.00	16,183.00	33,508.00	28,500.00	28,500.00	-	
12	43	15	00	00	OFFICE SUPPLIES	500.00	53.18	497.00	12.85	12.85	450.00	500.00	50.00	MOVED POSTAGE TO OFF.SUP
12	43	17	00	00	POSTAGE	25.00	1.00	50.00	-	-	50.00	-	(50.00)	MOVED POSTAGE TO OFF.SUP
12	43	20	00	00	LEGAL SERVICES	1,200.00	585.00	-	-	-	750.00	750.00	-	
12	43	27	00	00	INSURANCE & BONDS	775.00	775.89	776.00	777.80	777.80	880.00	880.00	-	
12	43	30	00	00	PUBLISHING & ADS	100.00	-	-	-	-	-	-	-	
12	43	31	00	00	DUES & SUBSCRIPTIONS	935.00	135.00	535.00	145.00	145.00	945.00	945.00	-	
						<b>47,900.00</b>	<b>37,391.94</b>	<b>31,194.00</b>	<b>18,493.88</b>	<b>36,974.63</b>	<b>35,288.00</b>	<b>35,288.00</b>	<b>0.00</b>	-
						-	<b>2,000.00</b>	<b>0.00</b>	<b>900.77</b>	-	<b>(0.00)</b>	<b>(0.00)</b>	-	-



						2020	2020	2021	YTD (07)	EST	2022	REVISED	REVISED	
						BUDGET	AUDITED	BUDGET	2021	2021	BUDGET	2022	2022	
FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	BUDGET	ACTUAL	BUDGET	ACTUAL	ACTUAL	BUDGET	BUDGET	\$ CHANGE	BUDGET NOTES
						(0.00)	-	-	-	-	-	0.00		
<b>GENERAL FUND - PUBLIC SAFETY</b>														
14	31	02	00	00	S.O. AUTO TAXES	18,000.00	22,290.77	19,000.00	15,781.03	23,315.39	23,000.00	23,315.00	315.00	UPDATED INFO
14	31	03	00	00	SALES TAX - TOWN	183,074.00	151,428.37	173,957.00	132,744.90	183,000.00	182,000.00	182,000.00	-	
14	31	04	00	00	SALES TAX - COUNTY	115,000.00	142,648.51	288,700.00	199,448.93	326,080.65	324,500.00	325,845.00	1,345.00	UPDATED INFO
14	31	06	00	00	CIGARETTE TAX	1,275.00	1,490.60	1,400.00	1,038.42	1,922.93	1,550.00	1,785.00	235.00	UPDATED INFO
14	33	02	00	00	MOTOR VEHICLE - \$1.50	2,500.00	2,612.20	2,625.00	1,786.39	2,707.20	2,625.00	2,750.00	125.00	UPDATED INFO
14	33	03	00	00	MOTOR VEHICLE - \$2.50	3,500.00	3,718.77	3,720.00	2,595.00	3,924.00	3,725.00	3,966.00	241.00	UPDATED INFO
14	34	01	00	00	COURT FINES	500.00	717.28	400.00	767.25	835.00	1,150.00	825.00	(325.00)	BASED ON CURRENT YEAR
14	34	02	00	00	POLICE FINES	20,000.00	14,075.00	17,225.00	14,875.00	16,356.00	27,650.00	27,650.00	-	
14	34	03	00	00	MISC FINES-BONDS	200.00	73.50	-	190.00	190.00	300.00	200.00	(100.00)	UPDATED INFO
14	34	05	00	00	DOG TAGS	750.00	311.00	300.00	200.00	250.00	300.00	300.00	-	
14	34	50	00	00	PD GRANT	12,970.00	1,352.68	5,400.00	995.00	995.00	6,000.00	6,000.00	-	
14	34	4	00	00	OTHER AGENCY CONT	20,000.00	20,000.00	10,000.00	9,165.00	9,165.00			-	
14	32	06	00	00	VIN INSPECTIONS	1,200.00	1,195.00	1,155.00	1,285.00	1,575.00	1,925.00	1,925.00	-	
						<b>378,969.00</b>	<b>361,913.68</b>	<b>523,882.00</b>	<b>380,871.92</b>	<b>570,316.17</b>	<b>574,725.00</b>	<b>576,561.00</b>	<b>1,836.00</b>	-

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2020 BUDGET	2020 AUDITED ACTUAL	2021 BUDGET	YTD (07) 2021 ACTUAL	EST 2021 ACTUAL	2022 BUDGET	REVISED 2022 BUDGET	\$ CHANGE	REVISED 2022 BUDGET NOTES
<b>GENERAL FUND - PUBLIC SAFETY</b>														
14	42	02	00	00	JUDGE WAGES	8,403.75	4,950.00	9,600.00	3,675.00	6,300.00	7,500.00	7,500.00	-	
14	42	03	00	00	SALARIES & WAGES	227,105.50	207,703.40	320,535.98	178,274.71	272,452.74	341,700.22	339,880.22	(1,820.00)	REALLOCATION OF PAYROLL/REQ
14	42	04	00	00	EMPLOYER FICA	28,116.77	520.20	1,269.67	1,009.08	2,400.15	1,208.97	1,208.97	-	REALLOCATION OF PAYROLL/REQ
14	42	05	00	00	EMPLOYER MEDICARE		3,019.97	4,671.64	2,529.06	3,879.96	4,944.60	4,918.21	(26.39)	REALLOCATION OF PAYROLL/REQ
14	42	06	00	00	UNEMPLOYMENT TAX		643.07	966.55	545.93	836.15	1,023.02	1,017.56	(5.46)	REALLOCATION OF PAYROLL/REQ
14	42	07	00	00	INSURANCE BENEFITS	38,467.98	18,559.10	48,631.95	12,946.85	20,768.93	58,796.46	63,876.96	5,080.50	REALLOCATION OF PAYROLL/REQ
14	42	08	00	00	PENSION BENEFITS		3,370.13		3,304.23	4,828.35	13,493.07	13,156.67	(336.40)	REALLOCATION OF PAYROLL/REQ
14	42	11	00	00	FPPA PENSION		15,527.74	24,486.80	12,779.91	18,281.88	25,547.60	25,392.90	(154.70)	REALLOCATION OF PAYROLL/REQ
14	42	12	00	00	FPPA D&D		5,408.15	8,642.40	4,510.56	6,452.43	9,016.80	8,962.51	(54.29)	REALLOCATION OF PAYROLL/REQ
14	42	10	00	00	WORK COMP	7,212.00	7,212.00	9,415.00	8,972.49	8,972.49	9,690.25	9,690.00	(0.25)	
14	42	15	00	00	OFFICE SUPPLIES	1,100.00	1,266.84	1,310.00	511.02	511.02	1,300.00	1,200.00	(100.00)	UPDATED INFO
14	42	16	00	00	OPERATING SUPPLIES	1,500.00	4,859.95	11,453.00	3,533.47	6,995.79	6,500.00	6,910.00	410.00	BASED ON CURRENT YEAR
14	42	17	00	00	POSTAGE	300.00	231.54	235.00	124.19	201.13	300.00	254.00	(46.00)	UPDATED INFO
14	42	20	00	00	LEGAL SERVICES	975.00	4,587.88	2,500.00	-	-	2,500.00	2,500.00	-	
14	42	22	00	00	REPAIRS & MAINTENANCE	250.00	360.00	360.00	-	-	800.00	800.00	-	
14	42	23	00	00	VEHICLE EXPENSE	11,800.00	6,774.79	10,535.00	8,977.53	15,319.47	12,390.00	12,340.00	(50.00)	UPDATED INFO
14	42	26	00	00	TRAVEL & MEETINGS	6,500.00	719.34	9,500.00	7,211.02	8,440.55	10,100.00	10,100.00	-	
14	42	27	00	00	INSURANCE & BONDS	20,313.00	20,613.36	22,216.00	22,658.51	22,800.83	25,604.00	25,764.00	160.00	UPDATED INFO
14	42	28	00	00	UTILITIES	2,200.00	1,768.14	1,800.00	1,034.44	1,865.49	2,075.00	2,002.00	(73.00)	7% INC BASED ON CURRENT YEAR
14	42	29	00	00	TELEPHONE	4,250.00	2,078.08	3,265.00	2,973.30	4,973.24	5,710.00	5,027.00	(683.00)	7% INC BASED ON CURRENT YEAR
14	42	30	00	00	PUBLISHING & ADS	50.00	1,081.16	104.00	200.75	1,109.27	230.00	230.00	-	
14	42	31	00	00	DUES & SUBSCRIPTIONS	3,525.00	8,480.52	6,050.00	1,769.08	5,019.08	4,975.00	4,685.00	(290.00)	7% INC BASED ON CURRENT YEAR
14	42	32	00	00	PERMITS & FEES	-	-	-	-	-	-	-	-	
14	42	33	00	00	DATA PROCESSING	16,300.00	15,534.83	25,234.00	13,851.90	16,806.23	28,070.00	28,070.00	-	
14	42	40	00	00	MISCELLANEOUS	-	-	-	-	-	-	-	-	
14	42	44	00	00	HUMAN SERVICES	600.00	551.41	1,100.00	400.00	1,100.00	1,250.00	1,075.00	(175.00)	ADJ FOR REALLOCATION
14	42	70	00	00	CAPITAL OUTLAY	-	-	-	-	-	-	-	-	
<b>PUBLIC SAFETY</b>						<b>378,969.00</b>	<b>335,821.60</b>	<b>523,882.00</b>	<b>291,793.03</b>	<b>430,315.18</b>	<b>574,725.00</b>	<b>576,561.00</b>	<b>1,836.00</b>	<b>-</b>
						<b>-</b>	<b>26,092.08</b>	<b>0.00</b>	<b>89,078.89</b>	<b>140,000.99</b>	<b>(0.00)</b>	<b>(0.00)</b>	<b>-</b>	<b>-</b>

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2020 BUDGET	2020 AUDITED ACTUAL	2021 BUDGET	YTD (07) 2021 ACTUAL	EST 2021 ACTUAL	2022 BUDGET	REVISED 2022 BUDGET	\$ CHANGE	REVISED 2022 BUDGET NOTES
						(0.00)	-	0.00	-	-	-	0.00		
<b>GENERAL FUND - PARKS</b>														
16	31	03	00	00	SALES TAX - TOWN	118,197.00	94,928.95	140,631.00	74,260.12	140,631.00	133,575.00	132,100.00	(1,475.00)	BASED ON NEED
16	33	07	00	00	SEVERANCE TAX	8,800.00	4,764.61	5,000.00	-	1,304.84	3,000.00	1,300.00	(1,700.00)	BASED ON CURRENT YEAR
16	33	08	00	00	MINERAL LEASING	6,300.00	3,918.97	3,925.00	-	7,219.37	3,000.00	6,680.00	3,680.00	BASED ON CURRENT YEAR
16	35	01	00	00	RENTS & ROYALTIES	6,900.00	7,396.48	9,422.00	4,230.08	9,858.58	10,087.00	10,472.00	385.00	UPDATED INFO
16	35	09	00	00	PARK CONTRIBUTIONS	-	10,360.00	670.00	5,725.00	6,033.00	-	-	-	
16	35	04	00	00	GRANT REVENUE	10,000.00	2,654.21	15,000.00	-	-	-	34,040.00	34,040.00	CARRY GRANT-MASTER PLAN (MAR)
16	35	10	00	00	OTHER AGENCY CONT	9,000.00	-	9,000.00	25.00	25.00	-	-	-	
						<b>159,197.00</b>	<b>124,023.22</b>	<b>183,648.00</b>	<b>84,240.20</b>	<b>165,071.79</b>	<b>149,662.00</b>	<b>184,592.00</b>	<b>34,930.00</b>	-

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2020	2020	2021	YTD (07)	EST	2022	REVISED	REVISED	BUDGET NOTES
						BUDGET	AUDITED ACTUAL	BUDGET	2021 ACTUAL	2021 ACTUAL	BUDGET	2022 BUDGET	\$ CHANGE	
<b>GENERAL FUND - PARKS</b>														
16	46	01	00	00	MAYOR & TRUSTEES WAGES	-	-	-	-	-	-	-	-	-
16	46	03	00	00	SALARIES & WAGES	49,691.31	38,995.66	51,157.36	25,868.65	46,782.85	66,931.09	67,283.34	352.25	REALLOCATION OF PAYROLL/REQ
16	46	04	00	00	EMPLOYER FICA	3,939.75	2,348.98	3,097.62	1,548.49	2,800.58	4,070.62	4,112.53	41.91	REALLOCATION OF PAYROLL/REQ
16	46	05	00	00	EMPLOYER MEDICARE	-	549.41	724.44	362.30	655.13	952.00	961.80	9.80	REALLOCATION OF PAYROLL/REQ
16	46	06	00	00	UNEMPLOYMENT TAX	-	116.42	149.88	77.15	139.89	196.97	198.99	2.02	REALLOCATION OF PAYROLL/REQ
16	46	07	00	00	INSURANCE BENEFITS	12,620.94	6,244.73	11,077.33	3,607.24	7,119.06	14,862.50	15,088.91	226.41	REALLOCATION OF PAYROLL/REQ
16	46	08	00	00	PENSION BENEFITS	-	1,648.52	3,385.36	1,107.71	1,852.24	4,954.17	3,106.43	(1,847.74)	REALLOCATION OF PAYROLL/REQ
16	46	10	00	00	WORK COMP	1,375.00	1,375.00	1,768.00	1,684.90	1,684.90	1,820.65	1,820.00	(0.65)	
16	46	02	00	00	CONTRACT LABOR	-	5,787.05	-	-	-	-	-	-	-
16	46	15	00	00	OFFICE SUPPLIES	50.00	16.24	37.00	-	-	40.00	-	(40.00)	UPDATED INFO
16	46	16	00	00	OPERATING SUPPLIES	4,500.00	4,168.71	6,540.00	3,525.12	5,241.13	6,130.00	6,107.00	(23.00)	UPDATED INFO
16	46	17	00	00	POSTAGE	-	49.61	50.00	-	-	50.00	50.00	-	-
16	46	20	00	00	LEGAL SERVICES	-	-	-	-	-	-	-	-	-
16	46	22	00	00	REPAIRS & MAINTENANCE	6,290.00	3,699.27	5,684.00	12,047.40	12,964.32	14,875.00	14,728.00	(147.00)	UPDATED INFO
16	46	23	00	00	VEHICLE EXPENSE	1,250.00	1,283.64	1,150.00	2,388.70	5,469.48	3,250.00	4,475.00	1,225.00	UPDATED INFO
16	46	24	00	00	RENTALS	-	-	850.00	220.67	635.67	975.00	725.00	(250.00)	UPDATED INFO
16	46	25	00	00	SHOP EXPENSE	1,000.00	2,448.16	1,082.00	834.10	1,870.87	684.00	1,595.00	911.00	BASED ON CURRENT YR
16	46	26	00	00	TRAVEL & MEETINGS	-	-	-	-	-	-	-	-	-
16	46	27	00	00	INSURANCE & BONDS	4,045.00	4,079.42	3,718.00	3,801.10	3,812.76	4,300.00	4,300.00	-	-
16	46	28	00	00	UTILITIES	7,500.00	7,177.15	6,312.00	3,998.14	7,377.02	7,350.00	7,895.00	545.00	7% INC BASED ON CURRENT YEAR
16	46	29	00	00	TELEPHONE	400.00	481.41	816.00	415.25	701.09	725.00	709.00	(16.00)	7% INC BASED ON CURRENT YEAR
16	46	30	00	00	PUBLISHING & ADS	50.00	43.68	-	43.08	315.68	145.00	146.00	1.00	UPDATED INFO
16	46	32	00	00	FEES & PERMITS	750.00	748.45	749.00	748.45	748.45	850.00	750.00	(100.00)	UPDATED INFO
16	46	40	00	00	MISCELLANEOUS	-	5,308.42	-	30,453.83	36,492.38	-	34,040.00	34,040.00	CARRY GRANT-MASTER PLAN (MAR)
16	46	42	00	00	CONTRACT SERVICES	3,000.00	2,274.13	3,000.00	2,000.00	2,110.48	3,000.00	3,000.00	-	-
16	46	70	00	00	CAPITAL OUTLAY	62,735.00	20,858.00	82,300.00	26,297.81	26,297.81	13,500.00	13,500.00	-	-
16	49	99	00	00	TRANSFER IN - (OUT)	-	6,000.00	-	-	-	-	-	-	-
<b>PARKS</b>						<b>159,197.00</b>	<b>115,702.06</b>	<b>183,648.00</b>	<b>121,030.09</b>	<b>165,071.79</b>	<b>149,662.00</b>	<b>184,592.00</b>	<b>34,930.00</b>	<b>-</b>
						<b>-</b>	<b>8,321.16</b>	<b>0.00</b>	<b>(36,789.89)</b>	<b>-</b>	<b>(0.00)</b>	<b>-</b>	<b>-</b>	<b>-</b>

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2020 BUDGET	2020 AUDITED ACTUAL	2021 BUDGET	YTD (07) 2021 ACTUAL	EST 2021 ACTUAL	2022 BUDGET	REVISED 2022 BUDGET	\$ CHANGE	REVISED 2022 BUDGET NOTES
						0.00								
<b>GENERAL FUND - STREETS</b>														
20	31	03	00	00	SALES TAX - TOWN	51,804.00	94,007.21	103,807.00	34,091.28	86,290.77	128,486.00	127,388.00	(1,098.00)	BASED ON NEED
20	31	05	00	00	FRANCHISE TAX	58,800.00	57,753.65	58,580.00	38,867.64	55,077.84	61,375.00	61,375.00	-	
20	31	06	00	00	MISCELLANEOUS INCOME	-	-	-	500.00	500.00	-	-	-	
20	32	02	00	00	MISCELLANEOUS PERMITS	1,800.00	1,155.00	1,750.00	1,015.00	1,875.00	1,450.00	1,450.00	-	
20	33	01	00	00	HIGHWAY USERS TAX	48,012.00	44,153.27	44,111.00	21,763.87	53,056.86	49,916.00	49,916.00	-	
20	33	10	00	00	ROAD & BRIDGE	6,500.00	7,947.15	6,500.00	7,922.10	8,177.99	7,925.00	8,050.00	125.00	UPDATED INFO
20	35	02	00	00	MOTOR FUEL TAX REFUND	1,500.00	1,179.14	1,550.00	1,408.10	1,758.10	1,875.00	1,875.00	-	
20	35	04	00	00	GRANT REVENUE	-	-	-	-	-	18,250.00	18,250.00	-	
20	39	99	00	00	RESERVE	-	-	-	-	-	8,250.00	18,250.00	10,000.00	GRANT MATCH
						<b>168,416.00</b>	<b>206,195.42</b>	<b>216,298.00</b>	<b>105,567.99</b>	<b>206,736.56</b>	<b>277,527.00</b>	<b>286,554.00</b>	<b>9,027.00</b>	-

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2020 BUDGET	2020 AUDITED ACTUAL	2021 BUDGET	YTD (07) 2021 ACTUAL	EST 2021 ACTUAL	2022 BUDGET	REVISED 2022 BUDGET	\$ CHANGE	REVISED 2022 BUDGET NOTES
<b>GENERAL FUND - STREETS</b>														
20	45	03	00	00	SALARIES & WAGES	53,562.26	41,261.84	81,539.61	36,984.32	69,432.51	142,690.87	142,683.90	(6.97)	REALLOCATION OF PAYROLL/REQ
20	45	04	00	00	EMPLOYER FICA	4,247.76	2,478.15	4,936.27	2,218.76	4,171.30	8,666.43	8,721.24	54.81	REALLOCATION OF PAYROLL/REQ
20	45	05	00	00	EMPLOYER MEDICARE		579.63	1,154.45	518.96	975.65	2,026.83	2,039.65	12.82	REALLOCATION OF PAYROLL/REQ
20	45	06	00	00	UNEMPLOYMENT TAX		122.87	238.85	110.37	207.70	419.34	422.00	2.66	REALLOCATION OF PAYROLL/REQ
20	45	07	00	00	INSURANCE BENEFITS	13,881.53	6,770.63	24,160.82	4,943.74	11,226.73	31,863.19	32,089.60	226.41	REALLOCATION OF PAYROLL/REQ
20	45	08	00	00	PENSION BENEFITS		1,739.90	-	1,518.08	3,323.69	10,411.93	5,492.61	(4,919.32)	REALLOCATION OF PAYROLL/REQ
20	45	10	00	00	WORK COMP	1,691.00	1,691.00	3,468.00	3,305.00	3,305.00	3,570.40	3,570.00	(0.40)	
20	45	02	00	00	CONTRACT LABOR	-	-	-	-	-	-	-	-	
20	45	15	00	00	OFFICE SUPPLIES	-	29.97	30.00	-	-	25.00	-	(25.00)	UPDATED INFO
20	45	16	00	00	OPERATING SUPPLIES	900.00	661.00	840.00	80.12	103.51	645.00	625.00	(20.00)	UPDATED INFO
20	45	17	00	00	POSTAGE	50.00	189.28	190.00	-	-	150.00	-	(150.00)	UPDATED INFO
20	45	20	00	00	LEGAL & ENGINEERING SERV	1,950.00	945.50	-	4,237.50	4,237.50	36,800.00	36,755.00	(45.00)	UPDATED INFO
20	45	22	00	00	REPAIRS & MAINTENANCE	24,350.00	30,380.79	12,716.00	4,466.97	34,225.20	9,950.00	8,510.00	(1,440.00)	UPDATED INFO
20	45	23	00	00	VEHICLE EXPENSE	7,500.00	9,863.65	7,155.00	7,748.20	24,189.22	4,775.00	8,753.00	3,978.00	
20	45	24	00	00	RENTALS	-	1,064.00	-	-	-	-	-	-	
20	45	25	00	00	SHOP EXPENSE	4,000.00	3,063.48	1,879.00	1,917.56	6,061.38	1,865.00	6,083.00	4,218.00	UPDATED INFO
20	45	26	00	00	TRAVEL & MEETINGS	-	31.66	-	-	546.25	-	-	-	
20	45	27	00	00	INSURANCE & BONDS	8,548.45	8,744.63	3,317.00	3,311.42	3,394.63	3,848.00	3,905.00	57.00	UPDATED INFO
20	45	28	00	00	UTILITIES	20,715.00	16,706.39	10,765.00	6,066.57	9,919.52	10,060.00	10,620.00	560.00	7% INC BASED ON CURRENT YEAR
20	45	29	00	00	TELEPHONE	560.00	832.41	751.00	426.80	722.65	760.00	709.00	(51.00)	7% INC BASED ON CURRENT YEAR
20	45	30	00	00	PUBLISHING & ADS	60.00	-	-	24.00	224.00	100.00	75.00	(25.00)	UPDATED INFO
20	45	31	00	00	DUES & SUBSCRIPTIONS	-	1.56	-	-	-	-	-	-	
20	45	32	00	00	FEES & PERMITS	-	-	-	-	-	-	-	-	
20	45	40	00	00	MISCELLANEOUS	-	-	-	-	-	-	-	-	
20	45	42	00	00	SNOW REMOVAL	17,400.00	8,455.65	8,157.00	-	15,578.04	8,900.00	15,500.00	6,600.00	UPDATED INFO
20	45	70	00	00	CAPITAL OUTLAY	9,000.00	62,445.13	55,000.00	-	-	-	-	-	
20	45	99	00	00	TRANSFERS	-	6,000.00	-	-	-	-	-	-	
STREETS						168,416.00	204,059.12	216,298.00	77,878.37	191,844.48	277,527.00	286,554.00	9,027.00	-
						-	2,136.30	(0.00)	27,689.62	14,892.08	0.00	-	-	-

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2020 BUDGET	2020 AUDITED ACTUAL	2021 BUDGET	YTD (07) 2021 ACTUAL	EST 2021 ACTUAL	2022 BUDGET	REVISED 2022 BUDGET	\$ CHANGE	REVISED 2022 BUDGET NOTES
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GENERAL FUND - BRIDGE														
24	35	04	00	00	INTEREST INCOME	10,300.00	4,265.58	7,000.00	216.22	262.89	300.00	300.00	-	
24	35	13	00	00	BRIDGE RESERVE	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	-	
24	39	99	00	00	RESERVES			3,000.00	-	-	80,000.00	80,000.00	-	
						<b>50,300.00</b>	<b>44,265.58</b>	<b>50,000.00</b>	<b>40,216.22</b>	<b>40,262.89</b>	<b>120,300.00</b>	<b>120,300.00</b>	-	-

GENERAL FUND - BRIDGE														
24	45	22	00	00	BRIDGE REPAIR	50,300.00	-	50,000.00	-	-	120,300.00	120,300.00	-	
						50,300.00	-	50,000.00	-	-	120,300.00	120,300.00	-	-
						-	<b>44,265.58</b>	-	<b>40,216.22</b>	<b>40,262.89</b>	-	-	-	-

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2020 BUDGET	2020 AUDITED ACTUAL	2021 BUDGET	YTD (07) 2021 ACTUAL	EST 2021 ACTUAL	2022 BUDGET	REVISED 2022 BUDGET	\$ CHANGE	REVISED 2022 BUDGET NOTES
<b>GENERAL FUND - STREET CAPITAL</b>														
22	31	03	00	00	SALES TAX - TOWN		-	-	-	29,990.97	-	-	-	
22	31	06	00	00	OPERATIONAL TAX		-	25,000.00	-	-	117,000.00	117,000.00	-	
22	32	01	00	00	LICENSE FEES		-		22,500.00	25,000.00	-	-	-	
22	31	05	00	00	IMPACT FEE	45,107.36	48,150.59	61,822.00	31,586.38	54,175.71	53,213.11	-	(53,213.11)	REMOVED PER REQUEST
22	33	01	00	00	HIGHWAY USERS TAX		-	-	-	-	-	-	-	
22	35	04	00	00	GRANT REVENUE		-		-	-	-	-	-	
22	39	90	00	00	TRANSFER		-	177,173.00	-	-	254,173.46	240,327.21	(13,846.25)	UPDATED INFO
22	39	99	00	00	RESERVES	87,759.89	-	51,005.00	-	-	107,962.89	163,043.64	55,080.75	BASED ON NEEDS
						<b>132,867.25</b>	<b>48,150.59</b>	<b>315,000.00</b>	<b>54,086.38</b>	<b>109,166.68</b>	<b>532,349.46</b>	<b>520,370.85</b>	<b>(11,978.61)</b>	-
<b>GENERAL FUND - STREET CAPITAL</b>														
22	45	01	00	00	CONTRACT LABOR-ENGINEER	3,000.00	-		-	-	-	-	-	
22	45	22	20	00	REPAIR & MAINTENANCE-MATERIAL		85,049.08		-	-	-	-	-	
22	45	70	00	00	STREET CAPITAL	129,867.25	-	315,000.00	-	-	532,349.46	520,370.85	(11,978.61)	UPDATED INFO+LOSS OF IMPACT FEE
22	45	99	00	00	TRANSFER		-		-	-	-	-	-	
						<b>132,867.25</b>	<b>85,049.08</b>	<b>315,000.00</b>	<b>-</b>	<b>-</b>	<b>532,349.46</b>	<b>520,370.85</b>	<b>-</b>	-
						<b>-</b>	<b>(36,898.49)</b>	<b>-</b>	<b>54,086.38</b>	<b>109,166.68</b>	<b>-</b>	<b>-</b>	<b>-</b>	-



FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2020 BUDGET	2020 AUDITED ACTUAL	2021 BUDGET	YTD (07) 2021 ACTUAL	EST 2021 ACTUAL	2022 BUDGET	REVISED 2022 BUDGET	\$ CHANGE	REVISED 2022 BUDGET NOTES
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GENERAL FUND - SIDEWALK														
26	30	01	00	00	SIDEWALK REVENUE	35,800.00	31,054.08	31,034.00	17,932.28	30,737.49	31,068.00	31,068.00	-	
26	39	99	00	00	RESERVES		-		-	-	33,047.58	33,035.07	(12.51)	UPDATED INFO
TOTAL INCOME						35,800.00	31,054.08	31,034.00	17,932.28	30,737.49	64,115.58	64,103.07		

GENERAL FUND - SIDEWALK														
26	45	15	00	00	OFFICE SUPPLIES		-		-	-	-	-	-	
26	45	20	00	00	LEGAL SERVICES	500.00	-		-	-	-	-	-	
26	45	22	00	00	REPAIRS & MAINTENANCE	35,200.00	47,965.40	31,034.00	555.00	555.00	-	-	-	
26	45	30	00	00	PUBLISHING & ADS	100.00	-		-	-	-	-	-	
26	45	70	00	00	CAPITAL OUTLAY		-		-	-	64,115.58	64,103.07	(12.51)	UPDATED INFO
26	49	99	00	00	TRANSFER		-		-	-	-	-	-	
TOTAL EXPENDITURES						35,800.00	47,965.40	31,034.00	555.00	555.00	64,115.58	64,103.07		
						-	(16,911.32)	-	17,377.28	30,182.49	-	-		

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2020 BUDGET	2020 AUDITED ACTUAL	2021 BUDGET	YTD (07) 2021 ACTUAL	EST 2021 ACTUAL	2022 BUDGET	REVISED 2022 BUDGET	\$ CHANGE	REVISED 2022 BUDGET NOTES
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PASS THROUGH GRANT FUND														
30	35	04	00	00		335,000.00	-	460,000.00	-	-	460,000.00	460,000.00	-	
TOTAL INCOME						335,000.00	-	460,000.00	-	-	460,000.00	460,000.00		
30	46	20	00	00		335,000.00	-	460,000.00	-	-	460,000.00	460,000.00	-	
TOTAL EXPENDITURES						335,000.00	-	460,000.00	-	-	460,000.00	460,000.00		
						-	-	-	-	-	-	-		

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2020 BUDGET	2020 AUDITED ACTUAL	2021 BUDGET	YTD (07) 2021 ACTUAL	EST 2021 ACTUAL	2022 BUDGET	REVISED 2022 BUDGET	\$ CHANGE	REVISED 2022 BUDGET NOTES
						-	-	-	-	-	-	-	-	
SPACE 2 CREATE														
32	35	01	00	00	GRANT REVENUE	195,000.00	-		-	-	-	-	-	
32	35	05	00	00	INTEREST	200.00	41.08		11.48	18.14	-	-	-	
32	39	99	00	00	RESERVES			13,163.57			-	-	-	
TOTAL INCOME						195,200.00	41.08	13,163.57	11.48	18.14	-	-	-	
32	50	17	00	00	POSTAGE		-		-	-	-	-	-	
32	50	22	00	00	PROFESSIONAL SERVICES	195,200.00	-	13,163.57	1,409.50	13,183.38	-	-	-	
32	50	26	00	00	TRAVEL & MEETINGS		-		-	-	-	-	-	
32	50	30	00	00	PUBLISHING & ADS		-		-	-	-	-	-	
TOTAL EXPENDITURES						195,200.00	-	13,163.57	1,409.50	13,183.38	-	-	-	
						-	41.08	-	(1,398.02)	(13,165.24)	-	-	-	

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2020 BUDGET	2020 AUDITED ACTUAL	2021 BUDGET	YTD (07) 2021 ACTUAL	EST 2021 ACTUAL	2022 BUDGET	REVISED 2022 BUDGET	\$ CHANGE	REVISED 2022 BUDGET NOTES
						-	-	-	-	-	-	-	-	
<b>CONSERVATION TRUST FUND</b>														
40	38	01	00	00	CONSERVATION TRUST	9,000.00	7,590.44	7,492.00	4,705.90	8,741.55	8,000.00	8,500.00	500.00	BASED ON CURRENT YR
40	38	02	00	00	INTEREST	8.00	4.02	3.00	8.24	14.78	12.00	15.00	3.00	BASED ON CURRENT YR
40	39	99	00	00	RESERVES			6,337.67			17,306.42	17,067.56	(238.86)	BASED ON NEEDS
TOTAL INCOME						9,008.00	7,594.46	13,832.67	4,714.14	8,756.33	25,318.42	25,582.56		
40	46	20	00	00	EXPENDITURES-CTF	9,008.00	600.00	13,832.67	-	-	25,318.42	25,582.56	264.14	BASED ON ABOVE CHANGES
40	46	99	00	00	TRANSFER		-		-	-	-	-	-	
TOTAL EXPENDITURES						9,008.00	600.00	13,832.67	-	-	25,318.42	25,582.56		
						-	6,994.46	-	4,714.14	8,756.33	-	-		

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2020 BUDGET	2020 AUDITED ACTUAL	2021 BUDGET	YTD (07) 2021 ACTUAL	EST 2021 ACTUAL	2022 BUDGET	REVISED 2022 BUDGET	\$ CHANGE	REVISED 2022 BUDGET NOTES
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CAPITAL IMPROVEMENT FUND														
50	31	03	00	00	SALES TAX - CAP. IMPROVEMENTS	187,500.00	214,454.96	210,290.00	110,536.41	214,235.00	230,000.00	230,000.00	-	
50	31	06	00	00	AIRPORT	7,650.00	7,650.00	7,650.00	4,462.50	7,650.00	7,650.00	7,650.00	-	
50	31	13	00	00	MISCELLANEOUS		500.00	-	-	-	-	-	-	
50	39	99	00	00	RESERVES	56,142.00	-	328,778.49	-	343,907.21	436,807.74	492,258.47	55,450.73	UPDATED INFO
TOTAL INCOME						251,292.00	222,604.96	546,718.49	114,998.91	565,792.21	674,457.74	729,908.47		
50	70	20	00	00	CAPITAL OUTLAY	187,500.00	216,847.73	309,353.03	63,962.11	505,600.21	372,284.28	421,739.26	49,454.98	ADDED MASTER PLAN
50	70	20	11	01	AIRPORT	11,250.00	-		-	60,192.00		19,842.00	19,842.00	ALLOCATION DETAIL
50	70	99	00	00	TRANSFERS		-	177,173.46	-	-	254,173.46	240,327.21	(13,846.25)	UPDATED INFO
TOTAL EXPENDITURES						198,750.00	216,847.73	486,526.49	63,962.11	565,792.21	626,457.74	681,908.47		
						52,542.00	5,757.23	60,192.00	51,036.80	-	48,000.00	48,000.00		

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2020 BUDGET	2020 AUDITED ACTUAL	2021 BUDGET	YTD (07) 2021 ACTUAL	EST 2021 ACTUAL	2022 BUDGET	REVISED 2022 BUDGET	\$ CHANGE	REVISED 2022 BUDGET NOTES
<b>WATER FUND - REVENUE</b>														
60	36	01	00	00	WATER CHARGES-BASE RATE	765,000.00	799,921.19	664,944.00	562,697.94	970,584.24	694,824.00	697,524.00	2,700.00	CHANGE TO SCENARIO 6
60	36	04	00	00	STANDBY TAP FEES	44,115.00	53,584.79	56,484.00	31,214.04	50,341.19	50,676.00		(50,676.00)	CHANGE TO SCENARIO 6
60	36	01	00	00	WATER RATE INCREASE	66,497.40	-	-	-	-	155,664.00		(155,664.00)	CHANGE TO SCENARIO 6
60	36	01	10	01	WATER CHARGES-USAGE	-	-	528,550.00	-	-	237,052.00	806,402.00	569,350.00	CHANGE TO SCENARIO 6
60	36	02	00	00	WATER TAPS	-	45,500.00	-	4,000.00	6,000.00	-	-	-	
60	36	03	00	00	SALES & SERVICES	3,650.00	8,285.75	4,500.00	4,982.48	9,032.48	5,000.00	7,000.00	2,000.00	UPDATED INFO
60	36	05	00	00	BULK WATER	4,550.00	5,850.00	5,400.00	3,626.00	6,540.00	5,400.00	6,025.00	625.00	UPDATED INFO
60	36	07	00	00	GRANT FUNDS	14,000.00	3,826.50	-	185,501.40	185,501.40	369,232.00	704,732.00	335,500.00	+POTENTIAL GRANT AND APRA FUNDS
60	36	09	00	00	PENALTIES	2,500.00	395.72	1,000.00	50.00	50.00	1,000.00	350.00	(650.00)	UPDATED INFO
60	36	12	00	00	RENTS	1,000.00	1,000.00	1,000.00	-	-	1,000.00	1,000.00	-	
60	36	13	00	00	MISCELLANEOUS REVENUE	-	754.72	-	-	-	-	-	-	
60	39	99	00	00	RESERVES	-	-	-	-	-	285,500.00	335,500.00	50,000.00	UPDATED INFO
<b>WATER INCOME</b>						<b>901,312.40</b>	<b>919,118.67</b>	<b>1,261,878.00</b>	<b>792,071.86</b>	<b>1,228,049.31</b>	<b>1,805,348.00</b>	<b>2,558,533.00</b>		-

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2020	2020	2021	YTD (07)	EST	2022	REVISED	REVISED	\$ CHANGE	BUDGET NOTES
						BUDGET	AUDITED ACTUAL	BUDGET	2021 ACTUAL	2021 ACTUAL	BUDGET	2022 BUDGET	2022 BUDGET		
<b>WATER FUND - EXPENDITURES</b>															
60	50	01	00	00	MAYOR & TRUSTEES WAGES	-	1,200.00	-	600.00	1,200.00	-	-	-	-	
60	50	03	00	00	SALARIES & WAGES	180,716.08	158,218.57	143,517.69	80,204.17	136,934.47	184,553.60	192,453.38	7,899.78	REALLOCATION OF PAYROLL/REQ	
60	50	04	00	00	EMPLOYER FICA	14,327.60	9,594.17	8,305.92	4,767.81	8,126.34	10,909.70	11,375.25	465.55	REALLOCATION OF PAYROLL/REQ	
60	50	05	00	00	EMPLOYER MEDICARE	-	2,244.03	2,061.04	1,115.08	1,903.45	2,638.25	2,747.12	108.87	REALLOCATION OF PAYROLL/REQ	
60	50	06	00	00	UNEMPLOYMENT TAX	-	478.62	422.82	240.05	412.68	545.84	568.37	22.53	REALLOCATION OF PAYROLL/REQ	
60	50	07	00	00	INSURANCE BENEFITS	55,473.72	27,999.08	47,291.53	14,549.32	29,452.86	41,145.73	42,518.44	1,372.71	REALLOCATION OF PAYROLL/REQ	
60	50	08	00	00	PENSION BENEFITS	-	6,679.98	-	3,530.26	5,931.82	16,842.12	17,756.44	914.32	REALLOCATION OF PAYROLL/REQ	
60	50	02	00	00	CONTRACT LABOR	20,000.00	-	-	-	-	-	-	-		
60	50	44	00	00	NORRIS RETIREMENT	20,160.00	20,160.00	20,160.00	11,760.00	20,160.00	20,160.00	20,160.00	-		
60	50	10	00	00	WORK COMP	3,736.00	3,736.00	3,220.00	3,068.18	3,068.18	3,314.54	3,315.00	0.46		
60	50	15	00	00	OFFICE SUPPLIES	300.00	181.35	320.00	64.31	377.56	350.00	415.00	65.00	UPDATED INFO	
60	50	16	00	00	OPERATING SUPPLIES	17,050.00	9,250.99	10,950.00	9,519.44	22,055.07	11,052.00	23,415.00	12,363.00	ADDED ADDITIONAL CHEM COST	
60	50	17	00	00	POSTAGE	4,900.00	4,243.98	3,925.00	3,982.44	5,107.61	3,925.00	5,550.00	1,625.00	UPDATED INFO	
60	50	20	00	00	LEGAL & ENGINEERING SERVICES	35,500.00	3,776.50	500.00	5,720.25	40,486.75	28,075.00	28,000.00	(75.00)	UPDATED INFO	
60	50	21	00	00	AUDIT	11,280.00	11,520.00	11,000.00	-	11,000.00	12,500.00	12,500.00	-		
60	50	22	00	00	REPAIRS & MAINTENANCE	202,940.00	95,982.04	194,656.00	47,662.35	133,819.33	227,750.00	227,750.00	-		
60	50	23	00	00	VEHICLE EXPENSE	10,000.00	7,938.23	6,219.00	12,535.26	20,640.82	8,370.00	20,360.00	11,990.00	ADDED EQUIPMENT REP COST	
60	50	24	00	00	RENTALS	2,500.00	-	-	-	-	-	-	-		
60	50	25	00	00	SHOP EXPENSE	4,250.00	3,616.55	3,305.00	3,745.95	6,594.13	1,950.00	1,950.00	-		
60	50	26	00	00	TRAVEL & MEETINGS	3,500.00	31.67	1,957.00	1,087.36	1,840.08	1,200.00	1,200.00	-		
60	50	27	00	00	INSURANCE & BONDS	20,065.00	20,980.22	23,508.00	23,901.24	24,332.70	27,550.00	27,550.00	-		
60	50	28	00	00	UTILITIES	25,000.00	30,925.74	27,325.00	17,055.59	32,386.85	29,850.00	34,654.00	4,804.00	7% INC BASED ON CURRENT YEAR	
60	50	29	00	00	TELEPHONE	4,175.00	4,467.93	4,200.00	2,975.86	5,022.67	5,370.00	5,088.00	(282.00)	7% INC BASED ON CURRENT YEAR	
60	50	30	00	00	PUBLISHING & ADS	710.00	178.35	179.00	141.82	541.82	200.00	200.00	-		
60	50	31	00	00	DUES & SUBSCRIPTIONS	1,850.00	1,849.06	1,855.00	18,157.50	26,707.50	20,670.00	20,658.00	(12.00)	UPDATED INFO	
60	50	32	00	00	FEES & PERMITS	8,500.00	11,280.75	11,661.00	13,688.35	20,339.97	12,000.00	12,015.00	15.00	ADDED WATER SAMPLE SUP COST	
60	50	33	00	00	DATA PROCESSING	7,980.00	11,725.90	13,656.00	6,437.52	16,586.41	38,030.00	29,630.00	(8,400.00)	REMOVED DUPLICATED CHARGE	
60	50	41	00	00	WRITEOFF-UNCOLLECTABLE	250.00	-	200.00	-	-	200.00	-	(200.00)	UPDATED INFO	
60	50	42	00	00	CONTRACT SERVICES	-	-	-	1,300.00	1,550.00	-	-	-		
60	50	50	00	00	WATER POWER AUTHORITY LOAN	183,500.00	171,095.53	191,222.00	173,837.91	173,837.91	191,225.00	191,225.00	-		
60	50	51	00	00	DRINKING WATER REVOLVING FUNDS	23,350.00	23,343.40	24,054.00	11,671.70	23,343.40	24,055.00	23,344.00	(711.00)	UPDATED INFO	
60	50	52	00	00	FCNB INTERIM FINANCING	25.00	(142,892.96)	10.00	-	-	-	-	-		
60	50	70	00	00	CAPITAL OUTLAY	4,936.00	-	150,000.00	6,100.00	63,939.00	851,440.00	1,278,395.00	426,955.00	ADJ TO ACCOUNT FOR DEP	
60	50	71	00	00	PASS THRU (IMPACT FEE)	24,274.00	25,605.31	37,499.00	17,877.36	30,687.76	29,476.22	-	(29,476.22)	REMOVED PER REQUEST	
60	50	75	00	00	GRANT PROJECTS	-	7,653.01	-	20,337.50	20,730.00	-	-	-		
60	50	99	00	00	TRANSFER IN - (OUT)	10,064.00	7,000.00	-	-	-	-	-	-		
60	59	90	00	00	DEPRECIATION	-	325,068.24	318,698.00	-	323,740.00	-	323,740.00	323,740.00	ADDED DEP COST BASED ON CURRENT YR	
<b>WATER EXPENDITURES</b>						<b>901,312.40</b>	<b>865,132.24</b>	<b>1,261,878.00</b>	<b>517,634.58</b>	<b>1,212,857.14</b>	<b>1,805,348.00</b>	<b>2,558,533.00</b>			
						-	53,986.43	(0.00)	274,437.28	15,192.17	0.00	-			

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2020 BUDGET	2020 AUDITED ACTUAL	2021 BUDGET	YTD (07) 2021 ACTUAL	EST 2021 ACTUAL	2022 BUDGET	REVISED 2022 BUDGET	\$ CHANGE	REVISED 2022 BUDGET NOTES
						-	-	-	-	(0.00)	-	335,500.00		
<b>SEWER FUND - REVENUE</b>														
70	37	01	00	00	SEWER CHARGES - RECEIVED	478,450.00	531,364.63	537,996.00	309,564.93	531,000.70	536,856.00	536,856.00	-	
70	37	01	20	01	INCREASE	54,156.00	-	-	-	-	-	-	-	
70	37	04	00	00	SEWER TAPS	15,000.00	42,500.00	15,000.00	3,000.00	5,000.00	-	5,000.00	5,000.00	UPDATED INFO
70	37	09	00	00	INTEREST	15,800.00	4,588.81	4,600.00	318.78	393.77	5,000.00	400.00	(4,600.00)	DON'T EXPECT RATE TO INCREASE
70	37	13	00	00	GRANT REVENUE	-	53,587.50	-	-	-	-	-	-	
70	37	13	00	00		-	2,172.00	-	-	-	-	-	-	
<b>SANITATION INCOME</b>						<b>563,406.00</b>	<b>634,212.94</b>	<b>557,596.00</b>	<b>312,883.71</b>	<b>536,394.47</b>	<b>541,856.00</b>	<b>542,256.00</b>		



FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2020	2020	2021	YTD (07)	EST	2022	REVISED	REVISED	BUDGET NOTES
						BUDGET	AUDITED ACTUAL	BUDGET	2021 ACTUAL	2021 ACTUAL	BUDGET	2022 BUDGET	\$ CHANGE	
<b>SEWER FUND - EXPENDITURES</b>														
70	51	01	00	00	MAYOR & TRUSTEES WAGES	-	1,200.00	-	600.00	1,200.00	-	-	-	
70	51	03	00	00	SALARIES & WAGES	99,672.47	88,086.33	121,786.26	67,812.60	116,344.59	130,241.33	97,424.94	(32,816.39)	REALLOCATION OF PAYROLL/REQ
70	51	04	00	00	EMPLOYER FICA	7,921.10	5,399.06	7,146.89	4,042.41	6,922.29	7,780.97	5,770.80	(2,010.17)	REALLOCATION OF PAYROLL/REQ
70	51	05	00	00	EMPLOYER MEDICARE	-	1,262.64	1,750.47	945.36	1,620.46	1,863.13	1,393.02	(470.11)	REALLOCATION OF PAYROLL/REQ
70	51	06	00	00	UNEMPLOYMENT TAX	-	267.22	358.57	202.80	350.41	385.48	288.21	(97.27)	REALLOCATION OF PAYROLL/REQ
70	51	07	00	00	INSURANCE BENEFITS	25,742.93	15,143.13	40,221.81	12,120.46	24,614.97	28,444.99	21,306.45	(7,138.54)	REALLOCATION OF PAYROLL/REQ
70	51	08	00	00	PENSION BENEFITS	-	3,765.98	-	2,975.08	5,015.44	11,950.02	8,864.18	(3,085.84)	REALLOCATION OF PAYROLL/REQ
70	51	02	00	00	CONTRACT LABOR	20,000.00	-	-	-	-	-	-	-	
70	51	10	00	00	WORK COMP	961.00	961.00	947.00	902.01	902.01	975.40	975.40	-	
70	51	15	00	00	OFFICE SUPPLIES	300.00	161.89	166.00	-	21.44	250.00	50.00	(200.00)	UPDATED INFO
70	51	16	00	00	OPERATING SUPPLIES	15,380.00	10,045.96	8,863.00	11,592.98	20,586.51	8,850.00	16,605.00	7,755.00	ADDED ADDITIONAL CHEM COST
70	51	17	00	00	POSTAGE	2,100.00	2,124.83	2,250.00	1,555.48	2,681.72	2,325.00	2,695.00	370.00	UPDATED INFO
70	51	20	00	00	LEGAL & ENGINEERING SERV	19,400.00	28,575.90	-	-	-	1,500.00	1,000.00	(500.00)	UPDATED INFO
70	51	21	00	00	AUDIT	3,525.00	3,600.00	4,500.00	-	4,500.00	4,500.00	4,500.00	-	
70	51	22	00	00	REPAIRS & MAINTENANCE	144,085.00	126,314.74	48,862.00	40,242.73	51,977.55	59,100.00	59,965.00	865.00	UPDATED INFO
70	51	23	00	00	VEHICLE EXPENSE	6,500.00	7,703.95	6,397.00	12,466.68	20,264.84	6,370.00	20,300.00	13,930.00	ADDED EQUIPMENT REP COST
70	51	24	00	00	RENTALS	1,000.00	-	-	-	-	-	-	-	
70	51	25	00	00	SHOP EXPENSE	3,000.00	2,815.38	3,174.00	2,998.81	6,069.91	3,265.00	6,130.00	2,865.00	UPDATED INFO
70	51	26	00	00	TRAVEL & MEETINGS	2,000.00	31.67	2,307.00	437.41	1,090.14	2,150.00	2,400.00	250.00	UPDATED INFO (\$800*3)
70	51	27	00	00	INSURANCE & BONDS	6,545.00	7,947.55	8,816.00	8,722.57	8,980.78	11,425.00	11,195.00	(230.00)	UPDATED INFO
70	51	28	00	00	UTILITIES	34,000.00	31,325.31	35,151.00	18,872.80	33,600.82	35,345.00	35,951.00	606.00	7% INC BASED ON CURRENT YEAR
70	51	29	00	00	TELEPHONE	1,600.00	1,577.91	1,681.00	1,129.62	1,903.92	2,100.00	1,973.00	(127.00)	7% INC BASED ON CURRENT YEAR
70	51	30	00	00	PUBLISHING & ADS	500.00	69.08	-	38.60	138.60	120.00	140.00	20.00	UPDATED INFO
70	51	31	00	00	DUES & SUBSCRIPTIONS	150.00	137.50	438.00	558.90	558.90	140.00	560.00	420.00	UPDATED INFO
70	51	32	00	00	FEES & PERMITS	10,100.00	6,827.55	7,319.00	3,115.96	7,580.00	7,375.00	7,382.00	7.00	UPDATED INFO
70	51	33	00	00	DATA PROCESSING	22,920.00	13,716.46	19,027.00	6,397.96	16,077.59	11,435.00	13,650.00	2,215.00	UPDATED INFO
70	51	40	00	00	MISCELLANEOUS	-	-	-	-	-	-	-	-	
70	51	41	00	00	WRITEOFF-UNCOLLECTABLE	250.00	-	150.00	-	-	200.00	-	(200.00)	UPDATED INFO
70	51	42	00	00	CONTRACT SERVICE	-	-	-	300.00	300.00	-	-	-	
70	51	43	00	00	GAGING STATION	3,900.00	3,935.00	4,089.00	1,271.00	5,360.00	4,100.00	4,100.00	-	
70	51	54	00	00	DEBT SERVICE	102,500.00	130,579.51	107,983.00	74,750.00	98,750.00	150,000.00	108,625.00	(41,375.00)	UPDATED INFO
70	51	70	00	00	CAPITAL OUTLAY	15,000.00	-	-	-	-	33,558.00	-	(33,558.00)	UPDATED INFO
70	51	71	00	00	PASS THRU FUNDS (IMPACT FEE)	14,353.50	15,940.35	16,590.00	9,286.95	15,930.02	16,106.69	-	(16,106.69)	REMOVED PER REQUEST
70	51	99	00	00	TRANSFER IN - (OUT)	-	7,000.00	-	-	-	-	-	-	
70	59	90	00	00	DEPRECIATION	-	108,906.00	107,622.00	-	109,012.00	-	109,012.00	109,012.00	ADDED DEP COST BASED ON CURRENT YR
<b>SEWER EXPENDITURES</b>						<b>563,406.00</b>	<b>625,421.90</b>	<b>557,596.00</b>	<b>283,339.17</b>	<b>562,354.91</b>	<b>541,856.00</b>	<b>542,256.00</b>		
						-	8,791.04	(0.00)	29,544.54	(25,960.44)	0.00	-		

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2020 BUDGET	2020 AUDITED ACTUAL	2021 BUDGET	YTD (07) 2021 ACTUAL	EST 2021 ACTUAL	2022 BUDGET	REVISED 2022 BUDGET	\$ CHANGE	REVISED 2022 BUDGET NOTES
						(0.00)	-	(0.00)	-	(0.00)	-	-		
80	37	02	00	00	GARBAGE FEES - RECEIVED	216,000.00	220,172.59	218,880.00	168,367.44	251,930.98	254,340.00	254,340.00	-	
80	37	02	00	00	INCREASE		-	38,892.00	-	-	-	-	-	
80	37	03	00	00	SALES & SERVICE		1,152.00	1,300.00	6,197.02	8,109.92	10,000.00	10,000.00	-	
80	39	99	00	00	RESERVE	27,780.00	-		-	-	18,760.00	18,760.00	-	
					<b>INCOME</b>	<b>243,780.00</b>	<b>221,324.59</b>	<b>259,072.00</b>	<b>174,564.46</b>	<b>260,040.90</b>	<b>283,100.00</b>	<b>283,100.00</b>		

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2020 BUDGET	2020 AUDITED ACTUAL	2021 BUDGET	YTD (07) 2021 ACTUAL	EST 2021 ACTUAL	2022 BUDGET	REVISED 2022 BUDGET	\$ CHANGE	REVISED 2022 BUDGET NOTES
80	52	03	00	00	SALARIES & WAGES	112,777.55	101,004.91	118,367.21	68,890.49	118,382.33	125,621.06	125,926.37	305.31	REALLOCATION OF PAYROLL/REQ
80	52	04	00	00	EMPLOYER FICA	8,944.58	6,052.62	7,245.62	4,113.46	7,067.28	7,710.20	7,731.15	20.95	REALLOCATION OF PAYROLL/REQ
80	52	05	00	00	EMPLOYER MEDICARE	-	1,415.38	1,694.54	961.78	1,557.34	1,803.19	1,808.09	4.90	REALLOCATION OF PAYROLL/REQ
80	52	06	00	00	UNEMPLOYMENT TAX	-	302.35	350.59	204.95	355.20	373.07	374.09	1.02	REALLOCATION OF PAYROLL/REQ
80	52	07	00	00	INSURANCE BENEFITS	28,177.87	18,794.12	26,034.61	11,877.51	23,020.66	30,618.54	30,629.00	10.46	REALLOCATION OF PAYROLL/REQ
80	52	08	00	00	PENSION BENEFITS	-	4,446.33	8,735.43	3,163.35	5,191.21	9,186.38	8,381.30	(805.08)	REALLOCATION OF PAYROLL/REQ
80	52	10	00	00	WORK COMP	3,561.00	3,561.00	6,057.00	5,772.32	5,772.32	6,236.36	6,250.00	13.64	UPDATED INFO + 8% INC OVER LAST YR
80	52	15	00	00	OFFICE SUPPLIES	250.00	157.00	202.00	-	-	160.00	160.00	-	
80	52	16	00	00	OPERATING SUPPLIES	1,275.00	1,113.04	1,145.00	459.33	844.68	1,145.00	1,205.00	60.00	UPDATED INFO
80	52	17	00	00	POSTAGE	1,000.00	1,029.15	876.00	1,033.24	1,670.86	1,541.00	1,793.00	252.00	UPDATED INFO
80	52	20	00	00	LEGAL SERVICES	390.00	-	-	-	-	-	-	-	
80	52	21	00	00	AUDIT	3,525.00	3,600.00	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	-	
80	52	22	00	00	REPAIRS & MAINTENANCE	1,525.00	1,287.98	106.00	-	-	1,625.00	1,600.00	(25.00)	UPDATED INFO
80	52	23	00	00	VEHICLE EXPENSE	13,550.00	7,859.04	7,929.00	6,912.28	12,245.81	11,730.00	16,760.00	5,030.00	UPDATED INFO
80	52	25	00	00	SHOP EXPENSE	1,400.00	607.74	681.00	703.35	1,378.67	1,100.00	1,420.00	320.00	UPDATED INFO
80	52	26	00	00	TRAVEL & MEETINGS	1,550.00	-	520.00	-	546.25	-	-	-	
80	52	27	00	00	INSURANCE & BONDS	4,324.00	6,336.27	4,985.00	5,772.03	5,820.28	6,695.00	6,695.00	-	
80	52	28	00	00	UTILITIES	1,900.00	3,037.21	1,576.00	1,571.01	2,521.77	2,856.00	2,671.00	(185.00)	7% INC BASED ON CURRENT YEAR
80	52	29	00	00	TELEPHONE	500.00	569.82	543.00	436.84	728.38	700.00	750.00	50.00	7% INC BASED ON CURRENT YEAR
80	52	30	00	00	PUBLISHING & ADS	150.00	-	35.00	38.60	138.60	39.00	140.00	101.00	UPDATED INFO
80	52	33	00	00	DATA PROCESSING	1,450.00	2,542.84	2,172.00	1,523.86	3,508.32	2,680.00	2,740.00	60.00	UPDATED INFO
80	52	41	00	00	WRITEOFF-UNCOLLECTABLE	250.00	-	270.00	-	-	-	-	-	
80	52	42	00	00	LANDFILL FEES	33,000.00	33,053.50	37,868.00	23,325.25	36,480.96	35,000.00	37,320.00	2,320.00	UPDATED INFO
80	52	43	00	00	CLEAN-UP DAY	6,300.00	-	1,800.00	3,106.05	3,106.05	3,000.00	3,000.00	-	
80	52	70	00	00	CAPITAL OUTLAY	6,500.00	-	-	-	-	3,500.00	3,600.00	100.00	UPDATED INFO
80	52	71	00	00	PASS THRU FUNDS (IMPACT FEE)	6,480.00	6,604.92	7,733.00	4,422.07	7,557.93	7,630.20	-	(7,630.20)	REMOVED PER REQUEST
80	59	90	00	00	DEPRECIATION	5,000.00	17,646.00	17,646.00	-	17,646.00	17,650.00	17,646.00	(4.00)	ADJ DEP COST BASED ON CURRENT YR
<b>TRASH EXPENDITURES</b>						<b>243,780.00</b>	<b>221,021.22</b>	<b>259,072.00</b>	<b>148,787.77</b>	<b>260,040.90</b>	<b>283,100.00</b>	<b>283,100.00</b>		
						-	<b>303.37</b>	<b>0.00</b>	<b>25,776.69</b>	-	<b>0.00</b>	-		

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**2022 DRAFT BUDGET**

ACCOUNT	ADMIN+	POLICE	PARKS	STREETS+	WATER	SEWER	TRASH	OTHER	TOTAL
TAXES	214,048.00	532,945.00	132,100.00	305,763.00	-	-	-	-	1,184,856.00
LICENSES & PERMITS	35,750.00	1,925.00	-	1,450.00	-	-	-	-	39,125.00
INTERGOVERNMENTAL	-	6,716.00	7,980.00	57,966.00	-	-	-	-	72,662.00
FEES AND FINES	-	34,975.00	-	31,068.00	-	-	-	-	66,043.00
OTHER AGENCY CONT		-							-
MISC & INTEREST	17,350.00	-	10,472.00	42,175.00	-	-	-	-	69,997.00
RESERVES	-	-	-	534,655.92	335,500.00	-	18,760.00	-	888,915.92
GRANT PASS THROUGH								460,000.00	460,000.00
SPACE TO CREATE								-	-
CONSERVATION TRUST								25,582.56	25,582.56
CAPITAL IMPROVEMENT								729,908.47	729,908.47
CHARGE FOR SERVICE	-	-	-	-	1,503,926.00	536,856.00	254,340.00	-	2,295,122.00
TAP SALES	-	-	-	-	-	5,000.00	-	-	5,000.00
MISC REVENUE	-	-	-	-	14,375.00	400.00	10,000.00	-	24,775.00
GRANTS	15,068.00	-	34,040.00	18,250.00	704,732.00	-	-	-	772,090.00
<b>TOTAL REVENUE</b>	<b>282,216.00</b>	<b>576,561.00</b>	<b>184,592.00</b>	<b>991,327.92</b>	<b>2,558,533.00</b>	<b>542,256.00</b>	<b>283,100.00</b>	<b>1,215,491.03</b>	<b>6,634,076.95</b>
MAYOR/TRUSTEES WAGES	9,600.00	-	-	-	-	-	-	-	9,600.00
SALARIES & WAGES	53,139.49	339,880.22	67,283.34	142,683.90	192,453.38	97,424.94	125,926.37	-	1,018,791.64
EMPLOYER FICA	3,883.29	1,208.97	4,112.53	8,721.24	11,375.25	5,770.80	7,731.15	-	42,803.23
EMPLOYER MEDICARE	908.19	4,918.21	961.80	2,039.65	2,747.12	1,393.02	1,808.09	-	14,776.08
UNEMPLOYMENT TAX	155.50	1,017.56	198.99	422.00	568.37	288.21	374.09	-	3,024.72
INSURANCE BENEFITS	12,357.76	63,876.96	15,088.91	32,089.60	42,518.44	21,306.45	30,629.00	-	217,867.12
PENSION BENEFITS	4,686.79	13,156.67	3,106.43	5,492.61	17,756.44	8,864.18	8,381.30	-	61,444.42
WORK COMP	152.00	25,392.90	1,820.00	3,570.00	3,315.00	975.40	6,250.00	-	41,475.30
FPPA PENSION	-	8,962.51	-	-	-	-	-	-	8,962.51
FPPA D&D	-	9,690.00	-	-	-	-	-	-	9,690.00
CONTRACT LABOR	28,500.00	7,500.00	-	-	20,160.00	-	-	-	56,160.00
OFFICE SUPPLIES	4,875.00	1,200.00	-	-	415.00	50.00	160.00	-	6,700.00
OPERATING SUPPLIES	690.00	6,910.00	6,107.00	625.00	23,415.00	16,605.00	1,205.00	-	55,557.00
POSTAGE	695.00	254.00	50.00	-	5,550.00	2,695.00	1,793.00	-	11,037.00
LEGAL SERVICES	73,911.00	2,500.00	-	36,755.00	28,000.00	1,000.00	-	-	142,166.00
AUDIT & BUDGET EXP	4,500.00	-	-	-	12,500.00	4,500.00	4,500.00	-	26,000.00
REPAIRS&MAINTENANCE	-	800.00	14,728.00	128,810.00	227,750.00	59,965.00	1,600.00	-	433,653.00
VEHICLE EXPENSE	-	12,340.00	4,475.00	8,753.00	20,360.00	20,300.00	16,760.00	-	82,988.00
RENTALS			725.00	-	-	-	-	-	725.00
TOWN HALL/SHOP EXP	11,890.00	-	1,595.00	6,083.00	1,950.00	6,130.00	1,420.00	-	29,068.00
TRAVEL & MEETINGS	3,950.00	10,100.00	-	-	1,200.00	2,400.00	-	-	17,650.00
INSURANCE & BONDS	3,660.00	25,764.00	4,300.00	3,905.00	27,550.00	11,195.00	6,695.00	-	83,069.00
UTILITIES	5,785.00	2,002.00	7,895.00	10,620.00	34,654.00	35,951.00	2,671.00	-	99,578.00
TELEPHONE	3,030.00	5,027.00	709.00	709.00	5,088.00	1,973.00	750.00	-	17,286.00
PUBLISHING & ADS	6,360.00	230.00	146.00	75.00	200.00	140.00	140.00	-	7,291.00
DUES & SUBSCRIPTIONS	12,825.00	4,685.00	-	-	20,658.00	560.00	-	-	38,728.00
CNTY TREASURER'S FEE	3,300.00	-	-	-	-	-	-	-	3,300.00
PERMITS & FEES		-	750.00	-	12,015.00	7,382.00	-	-	20,147.00
DATA PROCESSING	13,619.00	28,070.00		-	29,630.00	13,650.00	2,740.00	-	87,709.00
MISCELLANEOUS(GRANT)	-	-	34,040.00	-	-	-	-	-	34,040.00
CONTRACT SERVICES	-	-	3,000.00	15,500.00	-	4,100.00	40,320.00	-	62,920.00
CULTURAL EVENTS	-	-	-	-	-	-	-	-	-
HUMAN SERVICES	4,675.00	1,075.00	-	-	-	-	-	-	5,750.00
DEBT SERVICE					214,569.00	108,625.00	-	-	323,194.00
CAPITAL OUTLAY	15,068.00	-	13,500.00	584,473.92	1,278,395.00	-	3,600.00	467,163.82	2,362,200.73
PASS THRU FUNDS	-	-	-	-	-	-	-	460,000.00	460,000.00
GRANT PROJECTS								-	-
TRANSFER	-	-	-	-	-	-	-	240,327.21	240,327.21
DEPRECIATION	-	-	-	-	323,740.00	109,012.00	17,646.00	-	450,398.00
<b>TOTAL EXPENDITURES</b>	<b>282,216.00</b>	<b>576,561.00</b>	<b>184,592.00</b>	<b>991,327.92</b>	<b>2,558,533.00</b>	<b>542,256.00</b>	<b>283,100.00</b>	<b>1,167,491.03</b>	<b>6,586,076.95</b>
NET	(0.00)	(0.00)	-	-	-	-	-	48,000.00	48,000.00

WAGES/INCREASE/OVERTIME HISTORY 2020-2022

PR RPT DETAIL	2022	YOS	3%	ADMIN	BUILDING	LAW	STREETS	PARKS	WATER	SEWER	GARBAGE	
	RATE		ANNUAL	10-41-03	12-43-03	1-42-02	1-45-02	1-46-02	2-50-03	3-51-03	3-52-03	
2022 TOWN ADMIN	2013	9	0	C.FERGUSON	26.00%	1.00%	5.00%	3.00%	3.00%	32.00%	15.00%	15.00%
WAGES	0	37.00	2080	76,960.00	20,009.60	769.60	3,848.00	2,308.80	2,308.80	24,627.20	11,544.00	11,544.00
INCREASE	0	0.50	2080	1,040.00	270.40	10.40	52.00	31.20	31.20	332.80	156.00	156.00
TOTAL	0	-	37.50	78,000.00	20,280.00	780.00	3,900.00	2,340.00	2,340.00	24,960.00	11,700.00	11,700.00
2021 TOWN ADMIN	2013	8	0	0	5.00%	1.00%	0.00%	1.00%	1.00%	39.00%	28.00%	25.00%
WAGES	0	35.50	2080	73,840.00	3,692.00	738.40	-	738.40	738.40	28,797.60	20,675.20	18,460.00
INCREASE	0	1.50	2080	3,120.00	156.00	31.20	-	31.20	31.20	1,216.80	873.60	780.00
TOTAL	0	-	37.00	76,960.00	3,848.00	769.60	-	769.60	769.60	30,014.40	21,548.80	19,240.00
2020 TOWN ADMIN	NEW	0	0	0	10.00%	5.00%	0.00%	0.00%	0.00%	40.00%	35.00%	10.00%
WAGES	0	33.66	2080	70,012.80	7,001.28	3,500.64	-	-	-	28,005.12	24,504.48	7,001.28
INCREASE	0	1.84	2080	3,827.20	382.72	191.36	-	-	-	1,530.88	1,339.52	382.72
TOTAL	0	-	35.50	73,840.00	7,384.00	3,692.00	-	-	-	29,536.00	25,844.00	7,384.00
2022 FINANCE	2012	10	0	C.JONES	25.00%	1.00%	6.00%	4.00%	4.00%	20.00%	20.00%	20.00%
WAGES	0	31.25	2080	65,000.00	16,250.00	650.00	3,900.00	2,600.00	2,600.00	13,000.00	13,000.00	13,000.00
INCREASE	0	2.75	2080	5,720.00	1,430.00	57.20	343.20	228.80	228.80	1,144.00	1,144.00	1,144.00
TOTAL	0	-	34.00	70,720.00	17,680.00	707.20	4,243.20	2,828.80	2,828.80	14,144.00	14,144.00	14,144.00
2021 FINANCE	2012	9	0	0	7.00%	1.00%	5.00%	4.00%	4.00%	30.00%	30.00%	19.00%
WAGES	0	30	2080	62,400.00	4,368.00	624.00	3,120.00	2,496.00	2,496.00	18,720.00	18,720.00	11,856.00
INCREASE	0	1.25	2080	2,600.00	182.00	26.00	130.00	104.00	104.00	780.00	780.00	494.00
TOTAL	0	0.50	31.25	65,000.00	4,550.00	650.00	3,250.00	2,600.00	2,600.00	19,500.00	19,500.00	12,350.00
2020 FINANCE	2012	8	0	0	20.00%	0.00%	0.00%	0.00%	0.00%	45.00%	20.00%	15.00%
WAGES	0	27.43	2080	57,054.40	11,410.88	-	-	-	-	25,674.48	11,410.88	8,558.16
INCREASE	0	2.57	2080	5,345.60	1,069.12	-	-	-	-	2,405.52	1,069.12	801.84
TOTAL	0	-	30.00	62,400.00	12,480.00	-	-	-	-	28,080.00	12,480.00	9,360.00
2022 DEPUTY	2018	4	0	A.MOJARRO	5.00%	1.00%	2.00%	1.00%	1.00%	40.00%	25.00%	25.00%
WAGES	0	17.75	2080	36,920.00	1,846.00	369.20	738.40	369.20	369.20	14,768.00	9,230.00	9,230.00
INCREASE	0	0.50	2080	1,040.00	52.00	10.40	20.80	10.40	10.40	416.00	260.00	260.00
OVERTIME	0	-	78	711.75	35.59	7.12	14.24	7.12	7.12	284.70	177.94	177.94
TOTAL	0	-	18.25	38,671.75	1,933.59	386.72	773.44	386.72	386.72	15,468.70	9,667.94	9,667.94
2021 DEPUTY	2018	3	0	0	5.00%	1.00%	7.00%	2.00%	4.00%	41.00%	28.00%	12.00%
WAGES	0	16.25	2080	33,800.00	1,690.00	338.00	2,366.00	676.00	1,352.00	13,858.00	9,464.00	4,056.00
INCREASE	0	1.50	2080	3,120.00	156.00	31.20	218.40	62.40	124.80	1,279.20	873.60	374.40
OVERTIME	0	-	78	692.25	34.61	6.92	48.46	13.85	27.69	283.82	193.83	83.07
TOTAL	0	-	17.75	37,612.25	1,880.61	376.12	2,632.86	752.25	1,504.49	15,421.02	10,531.43	4,513.47
2020 DEPUTY	2018	2	0	0	10.00%	0.00%	0.00%	0.00%	0.00%	45.00%	30.00%	15.00%
WAGES	0	15.23	2080	31,678.40	3,167.84	-	-	-	-	14,255.28	9,503.52	4,751.76
INCREASE	0	1.02	2080	2,121.60	212.16	-	-	-	-	954.72	636.48	318.24
OT	0	8.13	50	406.25	40.63	-	-	-	-	182.81	121.88	60.94
TOTAL	0	-	16.25	34,206.25	3,420.63	-	-	-	-	15,392.81	10,261.88	5,130.94

PR RPT DETAIL	2022	YOS	3%		ADMIN	BUILDING	LAW	STREETS	PARKS	WATER	SEWER	GARBAGE
	2021	RATE		ANNUAL	10-41-03	12-43-03	1-42-02	1-45-02	1-46-02	2-50-03	3-51-03	3-52-03
2022 FIN CLERK	2021	1	0	C.WUOLLET	25.00%	2.00%	2.00%	2.00%	2.00%	27.00%	20.00%	20.00%
WAGES	0	17.00	2080	35,360.00	8,840.00	707.20	707.20	707.20	707.20	9,547.20	7,072.00	7,072.00
INCREASE	0	1.00	2080	2,080.00	520.00	41.60	41.60	41.60	41.60	561.60	416.00	416.00
OVERTIME	0	-	26	234.00	58.50	4.68	4.68	4.68	4.68	63.18	46.80	46.80
TOTAL	0		18.00	37,674.00	9,418.50	753.48	753.48	753.48	753.48	10,171.98	7,534.80	7,534.80
2021 ASST CLERK (NEW)	2021	0	0	0	19.00%	0.00%	5.00%	4.00%	3.00%	35.00%	30.00%	4.00%
WAGES	0	17.00	2080	35,360.00	6,718.40	-	1,768.00	1,414.40	1,060.80	12,376.00	10,608.00	1,414.40
INCREASE	0	-	1040	-	-	-	-	-	-	-	-	-
OVERTIME	0	-	40	340.00	64.60	-	17.00	13.60	10.20	119.00	102.00	13.60
TOTAL	0		17.00	35,700.00	6,783.00	-	1,785.00	1,428.00	1,071.00	12,495.00	10,710.00	1,428.00
2020 ASST CLERK (NEW)	2020	0	0	0	35.00%	0.00%	0.00%	0.00%	0.00%	35.00%	25.00%	5.00%
WAGES	0	15.25	1440	21,960.00	2,196.00	-	3,294.00	-	-	10,980.00	5,490.00	-
INCREASE	0	0.75	560	420.00	42.00	-	63.00	-	-	210.00	105.00	-
OT	0	8.00	0	-	-	-	-	-	-	-	-	-
TOTAL	0		16.00	22,380.00	2,238.00	-	3,357.00	-	-	11,190.00	5,595.00	-
2022 UT/PD CLERK			0	OPEN	0.00%	0.00%	70.00%	0.00%	0.00%	20.00%	10.00%	0.00%
WAGES	0	16.00	2080	33,280.00	-	-	23,296.00	-	-	6,656.00	3,328.00	-
INCREASE	0	-	2080	-	-	-	-	-	-	-	-	-
OVERTIME	0	-	26	208.00	-	-	145.60	-	-	41.60	20.80	-
TOTAL	0		16.00	33,488.00	-	-	23,441.60	-	-	6,697.60	3,348.80	-
2021 UT/PW CLERK	2020	1	0	0	0.00%	0.00%	50.00%	0.00%	0.00%	30.00%	20.00%	0.00%
WAGES	0	16.00	2080	33,280.00	-	-	16,640.00	-	-	9,984.00	6,656.00	-
INCREASE	0	0.25	2080	520.00	-	-	260.00	-	-	156.00	104.00	-
OVERTIME	0	-	50	406.25	-	-	203.13	-	-	121.88	81.25	-
TOTAL	0		16.25	34,206.25	-	-	17,103.13	-	-	10,261.88	6,841.25	-
2020 UT/PW CLERK	2020	0	0	0	10.00%	0.00%	15.00%	0.00%	0.00%	50.00%	25.00%	0.00%
WAGES	0	15.25	1440	21,960.00	2,196.00	-	3,294.00	-	-	10,980.00	5,490.00	-
INCREASE	0	0.75	560	420.00	42.00	-	63.00	-	-	210.00	105.00	-
OT	0	8.00	0	-	-	-	-	-	-	-	-	-
TOTAL	0		16.00	22,380.00	2,238.00	-	3,357.00	-	-	11,190.00	5,595.00	-
2022 TREASURER			0	OPEN	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
WAGES	0	0	-	1,200.00	1,200.00	-	-	-	-	-	-	-
2021 TREASURER	2016	5	0	0	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
WAGES	0	0	-	1,200.00	1,200.00	-	-	-	-	-	-	-
2020 TREASURER	2016	4	0	0	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
WAGES	0	0	-	1,200.00	1,200.00	-	-	-	-	-	-	-
2022				259,753.75	50,512.09	2,627.40	33,111.72	6,309.00	6,309.00	71,442.28	46,395.54	43,046.74
2021				250,678.50	18,261.61	1,795.72	24,770.98	5,549.85	5,945.09	87,692.30	69,131.48	37,531.47
2020				194,026.25	26,722.63	3,692.00	3,357.00	-	-	84,198.81	54,180.88	21,874.94

	2020		3%		ADMIN	BUILDING	LAW	STREETS	PARKS	WATER	SEWER	GARBAGE
PR RPT DETAIL	RATE		ANNUAL		10-41-03	12-43-03	1-42-02	1-45-02	1-46-02	2-50-03	3-51-03	3-52-03
2022 CHIEF	0	0	0	OPEN	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
WAGES	0	31.25	2080	65,000.00	-	-	65,000.00	-	-	-	-	-
INCREASE	0	-	2080	-	-	-	-	-	-	-	-	-
TOTAL	0		31.25	65,000.00	-	-	-	-	-	-	-	-
2021 CHIEF	2007	14	0	0	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
WAGES	0	30.00	2080	62,400.00	-	-	62,400.00	-	-	-	-	-
INCREASE	0	1.25	2080	2,600.00	-	-	2,600.00	-	-	-	-	-
TOTAL	0		31.25	2,600.00	-	-	2,600.00	-	-	-	-	-
2020 CHIEF	2007	13	0	0	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
WAGES	0	27.41	2080	57,012.80	-	-	57,012.80	-	-	-	-	-
INCREASE	0	2.59	2080	5,387.20	-	-	5,387.20	-	-	-	-	-
TOTAL	0		30.00	5,387.20	-	-	5,387.20	-	-	-	-	-
2022 SERGEANT	2017	5	0	L.WINNETT	-	-	1.00	-	-	-	-	-
WAGES	0	24.00	2080	49,920.00	-	-	49,920.00	-	-	-	-	-
INCREASE	0	0.25	2080	520.00	-	-	520.00	-	-	-	-	-
OVERTIME	0	-	104/40	2,231.00	-	-	2,231.00	-	-	-	-	-
TOTAL	0		24.25	52,671.00	-	-	52,671.00	-	-	-	-	-
2021 SERGEANT	2017	4	0	0	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
WAGES	0	20.25	2080	42,120.00	-	-	42,120.00	-	-	-	-	-
INCREASE	0	3.75	2080	7,800.00	-	-	7,800.00	-	-	-	-	-
OVERTIME	0	-	104/40	2,208.00	-	-	2,208.00	-	-	-	-	-
TOTAL	0		24.00	52,128.00	-	-	52,128.00	-	-	-	-	-
2020 SERGEANT	2017	3	0	0	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
WAGES	0	15.23	2080	31678.4	0	0	31678.4	0	0	0	0	0
INCREASE	0	5.02	1920	9638.4	0	0	9638.4	0	0	0	0	0
OT	0	10.125	130	1316.25	0	0	1316.25	0	0	0	0	0
DT	0	20.25	24	486	0	0	486	0	0	0	0	0
TOTAL	0		20.25	43,119.05	-	-	43,119.05	-	-	-	-	-

PR RPT DETAIL	2020		3%		ADMIN	BUILDING	LAW	STREETS	PARKS	WATER	SEWER	GARBAGE
	2008	RATE	ANNUAL		10-41-03	12-43-03	1-42-02	1-45-02	1-46-02	2-50-03	3-51-03	3-52-03
2022 OFFICER	2008	14	0	P.HINYARD	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
WAGES	0	23.00	2080	47,840.00	-	-	47,840.00	-	-	-	-	-
INCREASE	0	0.75	2080	1,560.00	-	-	1,560.00	-	-	-	-	-
OVERTIME	0	-	138/24	2,208.75	-	-	2,208.75	-	-	-	-	-
TOTAL	0		23.75	51,608.75	-	-	51,608.75	-	-	-	-	-
2021 OFFICER	2008	13	0	0	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
WAGES	0	19.50	2080	40,560.00	-	-	40,560.00	-	-	-	-	-
INCREASE	0	3.50	2080	7,280.00	-	-	7,280.00	-	-	-	-	-
OVERTIME	0	-	138/24	2,139.00	-	-	2,139.00	-	-	-	-	-
TOTAL	0		23.00	49,979.00	-	-	49,979.00	-	-	-	-	-
2020 OFFICER	2008	12	0	0	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
WAGES	0	17.54	2080	36,483.20	-	-	36,483.20	-	-	-	-	-
INCREASE	0	1.96	1680	3,292.80	-	-	3,292.80	-	-	-	-	-
OT	0	9.75	169	1,647.75	-	-	1,647.75	-	-	-	-	-
DT	0	19.50	40	780.00	-	-	780.00	-	-	-	-	-
TOTAL	0		19.50	42,203.75	-	-	42,203.75	-	-	-	-	-
2022 OFFICER	0	0	0	K.HEINIGER	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
WAGES	0	21.75	2080	45,240.00	-	-	45,240.00	-	-	-	-	-
INCREASE	0	-	2080	-	-	-	-	-	-	-	-	-
OVERTIME	0	-	26/0	282.75	-	-	282.75	-	-	-	-	-
TOTAL	0		21.75	45,522.75	-	-	45,522.75	-	-	-	-	-
2021 OFFICER/SRO	2018	3	0	0	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
WAGES	0	17.00	2080	35,360.00	-	-	35,360.00	-	-	-	-	-
INCREASE	0	3.00	2080	6,240.00	-	-	6,240.00	-	-	-	-	-
OVERTIME	0	-	26/0	260.00	-	-	260.00	-	-	-	-	-
TOTAL	0		20.00	41,860.00	-	-	41,860.00	-	-	-	-	-
2020 OFFICER/SRO	2018	2	0	0	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
WAGES	0	15.89	868.5	13,800.47	-	-	13,800.47	-	-	-	-	-
INCREASE	0	1.11	560	621.60	-	-	621.60	-	-	-	-	-
OT	0	8.50	14	119.00	-	-	119.00	-	-	-	-	-
DT	0	17.00	8	136.00	-	-	136.00	-	-	-	-	-
TOTAL	0		17.00	14,677.07	-	-	14,677.07	-	-	-	-	-



		2020		3%		ADMIN	BUILDING	LAW	STREETS	PARKS	WATER	SEWER	GARBAGE
PR RPT DETAIL		RATE		ANNUAL		10-41-03	12-43-03	1-42-02	1-45-02	1-46-02	2-50-03	3-51-03	3-52-03
2022 OFFICER		0	0	0	L.KRAMER	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
WAGES		0	20.00	2080	41,600.00			41,600.00					
INCREASE		0	1.75	1,040	1,820.00	-	-	1,820.00	-	-	-	-	-
OVERTIME		0	-	104/24	1,653.00	-	-	1,653.00	-	-	-	-	-
TOTAL		0		21.75	45,073.00	-	-	45,073.00	-	-	-	-	-
2021 OFFICER	2020		1	0	0	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
WAGES		0	19.00	2080	39,520.00	-	-	39,520.00	-	-	-	-	-
INCREASE		0	2.00	2080	4,160.00	-	-	4,160.00	-	-	-	-	-
OVERTIME		0	-	104/24	1,596.00	-	-	1,596.00	-	-	-	-	-
TOTAL		0		21.00	45,276.00	-	-	45,276.00	-	-	-	-	-
2020 OFFICER	NEW		0	0	0	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
WAGES		0	19.00	884	16,796.00	-	-	16,796.00	-	-	-	-	-
INCREASE		0	-	0	-	-	-	-	-	-	-	-	-
OT		0	9.50	104	988.00	-	-	988.00	-	-	-	-	-
DT		0	19.00	24	456.00	-	-	456.00	-	-	-	-	-
TOTAL		0		19.00	18,240.00	-	-	18,240.00	-	-	-	-	-
2022 OFFICER		0	0	0	OPEN	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
WAGES		0	21.75	2080	45,240.00	-	-	45,240.00	-	-	-	-	-
INCREASE		0	-	1040	-	-	-	-	-	-	-	-	-
OVERTIME		0	-	104/24	1,653.00	-	-	1,653.00	-	-	-	-	-
TOTAL		0		21.75	46,893.00	-	-	46,893.00	-	-	-	-	-
2021 OFFICER	NEW		0	0	0	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
WAGES		0	19.00	2080	39,520.00	-	-	39,520.00	-	-	-	-	-
INCREASE		0	0.50	1040	520.00	-	-	520.00	-	-	-	-	-
OVERTIME		0	-	104/24	1,482.00	-	-	1,482.00	-	-	-	-	-
TOTAL		0		19.50	41,522.00	-	-	41,522.00	-	-	-	-	-
2020 OFFICER	NEW		0	0	0	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
WAGES		0	19.00	160	3,040.00	-	-	3,040.00	-	-	-	-	-
INCREASE		0	-	0	-	-	-	-	-	-	-	-	-
OT		0	9.50	10	95.00	-	-	95.00	-	-	-	-	-
TOTAL		0		19.00	3,135.00	-	-	3,135.00	-	-	-	-	-
2022 JUDGE		0	0	0	J.HUFFMAN	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
WAGES		0	0	625.00	7,500.00	-	-	7,500.00	-	-	-	-	-
2021 JUDGE		0	0	0	0	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
WAGES		0	0	800.00	9,600.00	-	-	9,600.00	-	-	-	-	-
2020 JUDGE		0	0	0	0	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
WAGES		0	0	525.00	4,950.00	-	-	4,950.00	-	-	-	-	-
2022					314,268.50	-	-	249,268.50	-	-	-	-	-
2021					242,965.00	-	-	242,965.00	-	-	-	-	-
2020					131,712.07	-	-	131,712.07	-	-	-	-	-

	2022	YOS	3%		ADMIN	BUILDING	LAW	STREETS	PARKS	WATER	SEWER	GARBAGE
PR RPT DETAIL	RATE		ANNUAL		10-41-03	12-43-03	1-42-02	1-45-02	1-46-02	2-50-03	3-51-03	3-52-03
2022 PU DIRECTOR	16		0	T.LOBERG	0.00%	0.00%	0.00%	0.00%	0.00%	70.00%	30.00%	0.00%
WAGES	0	36.00	0	74,880.00	-	-	-	-	-	52,416.00	22,464.00	-
INCREASE	0	1.00	0	2,080.00	-	-	-	-	-	1,456.00	624.00	-
TOTAL	0	-	37.00	76,960.00	-	-	-	-	-	53,872.00	23,088.00	-
2021 PW DIRECTOR	15		0		0.00%	0.00%	0.00%	10.00%	5.00%	40.00%	40.00%	5.00%
WAGES	0	35.50	2080	73,840.00	-	-	-	7,384.00	3,692.00	29,536.00	29,536.00	3,692.00
INCREASE	0	1.00	2080	2,080.00	-	-	-	-	-	1,456.00	624.00	-
TOTAL	0	-	36.50	75,920.00	-	-	-	7,384.00	3,692.00	30,992.00	30,160.00	3,692.00
2020 PW DIRECTOR	14		0		0.00%	0.00%	0.00%	0.00%	0.00%	70.00%	30.00%	0.00%
WAGES	0	34.41	2080	71,572.80	-	-	-	-	-	50,100.96	21,471.84	-
INCREASE	0	1.09	2080	2,267.20	-	-	-	-	-	1,587.04	680.16	-
TOTAL	0	-	35.50	73,840.00	-	-	-	-	-	51,688.00	22,152.00	-
2022 UT ASST W/LIC	0		0	OPEN	0.00%	0.00%	0.00%	0.00%	0.00%	70.00%	30.00%	0.00%
WAGES	0	23.00	2,080	47,840.00	-	-	-	-	-	33,488.00	14,352.00	-
INCREASE	0	0.50	2,080	1,040.00	-	-	-	-	-	728.00	312.00	-
OVERTIME	0	-	156/8	2,021.00	-	-	-	-	-	1,414.70	606.30	-
TOTAL	0	-	23.50	50,901.00	-	-	-	-	-	35,630.70	15,270.30	-
2021 UT ASST	0		0	2080	0.00%	0.00%	0.00%	10.00%	5.00%	40.00%	35.00%	10.00%
WAGES	0	18.50	2080	38,480.00	-	-	-	3,848.00	1,924.00	15,392.00	13,468.00	3,848.00
INCREASE	0	0.50	2080	1,040.00	-	-	-	-	-	728.00	312.00	-
OVERTIME	0	-	156/8	2,021.00	-	-	-	-	-	1,414.70	606.30	-
TOTAL	0	-	19.00	41,541.00	-	-	-	3,848.00	1,924.00	17,534.70	14,386.30	3,848.00
2020 UT ASST NEW	0		0	2080	0.00%	0.00%	0.00%	0.00%	0.00%	70.00%	30.00%	0.00%
WAGES	0	18.50	560	36,720.00	-	-	-	-	-	25,704.00	11,016.00	-
INCREASE	0	-	0	-	-	-	-	-	-	-	-	-
OT	0	9.25	70	647.50	-	-	-	-	-	453.25	194.25	-
DT	0	18.50	24	444.00	-	-	-	-	-	310.80	133.20	-
TOTAL	0	-	18.50	37,811.50	-	-	-	-	-	26,468.05	11,343.45	-
2022 UT ASST W/O LIC			0	OPEN	0.00%	0.00%	0.00%	0.00%	0.00%	70.00%	30.00%	0.00%
WAGES	0	19.50	2080	40,560.00	-	-	-	-	-	28,392.00	12,168.00	-
INCREASE	0	-	2080	-	-	-	-	-	-	-	-	-
OVERTIME	0	-	156/8	1,677.00	-	-	-	-	-	1,173.90	503.10	-
TOTAL	0	-	19.50	42,237.00	-	-	-	-	-	29,565.90	12,671.10	-
2022				170,098.00	-	-	-	-	-	119,068.60	51,029.40	-
2021				117,461.00	-	-	-	11,232.00	5,616.00	48,526.70	44,546.30	7,540.00
2020				111,651.50	-	-	-	-	-	78,156.05	33,495.45	-

	2022	YOS	3%		ADMIN	BUILDING	LAW	STREETS	PARKS	WATER	SEWER	GARBAGE
PR RPT DETAIL	RATE		ANNUAL		10-41-03	12-43-03	1-42-02	1-45-02	1-46-02	2-50-03	3-51-03	3-52-03
2022 PW DIRECTOR	NEW	0	OPEN		0.00%	0.00%	0.00%	65.00%	25.00%	0.00%	0.00%	10.00%
WAGES	0 31.00	2080	64,480.00	-	-	-	-	45,136.00	16,120.00	-	-	3,224.00
INCREASE	0 -	2080	-	-	-	-	-	-	-	-	-	-
TOTAL	0 -	-	64,480.00	-	-	-	-	45,136.00	16,120.00	-	-	3,224.00
2022 LABOR (PARK/STREET) W/CDL		0	OPEN		0.00%	0.00%	0.00%	50.00%	30.00%	0.00%	0.00%	20.00%
WAGES	0 19.50	2080	40,560.00	-	-	-	-	20,280.00	12,168.00	-	-	8,112.00
INCREASE	0 -	2080	-	-	-	-	-	-	-	-	-	-
OVERTIME	0 -	65/0	1,170.00	-	-	-	-	585.00	351.00	-	-	234.00
TOTAL	0 -	19.50	41,730.00	-	-	-	-	20,865.00	12,519.00	-	-	8,346.00
2021 SUPERVISOR	0	0	0	0.00%	0.00%	0.00%	44.00%	30.00%	5.00%	1.00%	20.00%	
WAGES	0 20.00	2080	41,600.00	-	-	-	18,304.00	12,480.00	2,080.00	416.00	8,320.00	
INCREASE	0 0.25	2080	520.00	-	-	-	228.80	156.00	26.00	5.20	104.00	
OVERTIME	0 -	200/16	2,353.00	-	-	-	1,035.32	705.90	117.65	23.53	470.60	
TOTAL	0 -	20.25	44,473.00	-	-	-	19,568.12	13,341.90	2,223.65	444.73	8,894.60	
2020 SUPERVISOR	0	0	0	0.00%	0.00%	0.00%	45.00%	45.00%	0.00%	0.00%	10.00%	
WAGES	0 16.61	2080	34,548.80	-	-	-	15,546.96	15,546.96	-	-	3,454.88	
INCREASE	0 3.89	0	5,606.40	-	-	-	2,522.88	2,522.88	-	-	560.64	
OT	0 10.25	0	5,328.40	-	-	-	2,397.78	2,397.78	-	-	532.84	
HW	0 20.50	30	615.00	-	-	-	276.75	276.75	-	-	61.50	
TOTAL	0 -	20.50	46,098.60	-	-	-	20,744.37	20,744.37	-	-	4,609.86	
2022 T.DRIVER	2003	19	0 R.EDWARDS	0.00%	0.00%	0.00%	10.00%	10.00%	0.00%	0.00%	80.00%	
WAGES	0 17.00	2080	35,360.00	-	-	-	3,536.00	3,536.00	-	-	28,288.00	
INCREASE	0 1.50	2080	3,120.00	-	-	-	312.00	312.00	-	-	2,496.00	
OVERTIME	0 -	24/8	370.00	-	-	-	37.00	37.00	-	-	296.00	
TOTAL	0 -	18.50	38,850.00	-	-	-	3,885.00	3,885.00	-	-	31,080.00	
2021 T.DRIVER	2003	18	0	0.00%	0.00%	0.00%	10.00%	6.00%	1.00%	2.00%	81.00%	
WAGES	0 17.00	2080	35,360.00	-	-	-	3,536.00	2,121.60	353.60	707.20	28,641.60	
INCREASE	0 -	0	-	-	-	-	-	-	-	-	-	
OVERTIME	0 -	24/8	340.00	-	-	-	34.00	20.40	3.40	6.80	275.40	
TOTAL	0 -	17.00	35,700.00	-	-	-	3,570.00	2,142.00	357.00	714.00	28,917.00	
2020 T.DRIVER	2003	17	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	
WAGES	0 15.35	2080	31,928.00	-	-	-	-	-	-	-	31,928.00	
INCREASE	0 1.65	1520	2,508.00	-	-	-	-	-	-	-	2,508.00	
OT	0 8.50	35	881.39	-	-	-	-	-	-	-	881.39	
DT	0 17.00	8	136.00	-	-	-	-	-	-	-	136.00	
TOTAL	0 -	17.00	35,453.39	-	-	-	-	-	-	-	35,453.39	

PR RPT DETAIL	2022	YOS	3%		ADMIN	BUILDING	LAW	STREETS	PARKS	WATER	SEWER	GARBAGE
	1997	RATE	ANNUAL		10-41-03	12-43-03	1-42-02	1-45-02	1-46-02	2-50-03	3-51-03	3-52-03
2022 T.LABOR	1997	25	0	D.REICH	0.00%	0.00%	0.00%	10.00%	10.00%	5.00%	0.00%	75.00%
WAGES	0	17.75	2080	36,920.00	-	-	-	3,692.00	3,692.00	1,846.00	-	27,690.00
INCREASE	0	0.75	2080	1,560.00	-	-	-	156.00	156.00	78.00	-	1,170.00
OVERTIME	0	-	24/8	370.00	-	-	-	37.00	37.00	18.50	-	277.50
TOTAL	0	-	18.50	38,850.00	-	-	-	3,885.00	3,885.00	1,942.50	-	29,137.50
2021 LABOR	1997	24	0	0	0.00%	0.00%	0.00%	30.00%	25.00%	10.00%	9.00%	26.00%
WAGES	0	17.75	2080	36,920.00	-	-	-	11,076.00	9,230.00	3,692.00	3,322.80	9,599.20
INCREASE	0	-	2080	-	-	-	-	-	-	-	-	-
OVERTIME	0	-	24/8	355.00	-	-	-	106.50	88.75	35.50	31.95	92.30
TOTAL	0	-	17.75	37,275.00	-	-	-	11,182.50	9,318.75	3,727.50	3,354.75	9,691.50
2020 LABOR	1997	23	0	0	0.00%	0.00%	0.00%	40.00%	35.00%	0.00%	0.00%	25.00%
WAGES	0	17.15	2080	35,672.00	-	-	-	14,268.80	12,485.20	-	-	8,918.00
INCREASE	0	0.60	2080	1,248.00	-	-	-	499.20	436.80	-	-	312.00
OT	0	8.88	35	310.63	-	-	-	124.25	108.72	-	-	77.66
DT	0	17.75	8	142.00	-	-	-	56.80	49.70	-	-	35.50
TOTAL	0	-	17.75	37,372.63	-	-	-	14,949.05	13,080.42	-	-	9,343.16
2022 LABOR (PARK/STREET)	w/CDL		0	CLINTON	0.00%	0.00%	0.00%	55.00%	25.00%	0.00%	0.00%	20.00%
WAGES	0	18.00	2080	37,440.00	-	-	-	20,592.00	9,360.00	-	-	7,488.00
INCREASE	0	1.50	2080	3,120.00	-	-	-	1,716.00	780.00	-	-	624.00
OVERTIME	0	-	65/0	633.75	-	-	-	348.56	158.44	-	-	126.75
TOTAL	0	-	19.50	41,193.75	-	-	-	22,656.56	10,298.44	-	-	8,238.75
2021 T.LABOR	2017	4	0	0	0.00%	0.00%	0.00%	16.00%	14.00%	2.00%	3.00%	65.00%
WAGES	0	15.50	2080	32,240.00	-	-	-	5,158.40	4,513.60	644.80	967.20	20,956.00
INCREASE	0	1.00	2080	2,080.00	-	-	-	332.80	291.20	41.60	62.40	1,352.00
OVERTIME	0	-	65/0	536.25	-	-	-	85.80	75.08	10.73	16.09	348.56
TOTAL	0	-	16.50	34,856.25	-	-	-	5,577.00	4,879.88	697.13	1,045.69	22,656.56
2020 T.LABOR	2017	3	0	0	0.00%	0.00%	0.00%	10.00%	10.00%	0.00%	0.00%	80.00%
WAGES	0	15.00	2080	31,200.00	-	-	-	3,120.00	3,120.00	-	-	24,960.00
INCREASE	0	0.50	2080	760.00	-	-	-	76.00	76.00	-	-	608.00
OT	0	7.75	53	1,222.50	-	-	-	122.25	122.25	-	-	978.00
DT	0	15.50	0	-	-	-	-	-	-	-	-	-
TOTAL	0	-	15.50	33,182.50	-	-	-	3,318.25	3,318.25	-	-	26,546.00

	2022	YOS	3%		ADMIN	BUILDING	LAW	STREETS	PARKS	WATER	SEWER	GARBAGE
PR RPT DETAIL	RATE		ANNUAL		10-41-03	12-43-03	1-42-02	1-45-02	1-46-02	2-50-03	3-51-03	3-52-03
2022 LABOR (PARK/STREET)	1	0	RAYMOND		0.00%	0.00%	0.00%	70.00%	25.00%	0.00%	0.00%	5.00%
WAGES	0	15.00	2080	31,200.00	-	-	-	21,840.00	7,800.00	-	-	1,560.00
INCREASE	0	3.25	2080	6,760.00	-	-	-	4,732.00	1,690.00	-	-	338.00
OVERTIME	0	-	65/0	739.13	-	-	-	517.39	184.78	-	-	36.96
TOTAL	0	-	18.25	38,699.13	-	-	-	27,089.39	9,674.78	-	-	1,934.96
2021 LABOR	2021	0	0		0.00%	0.00%	0.00%	63.00%	25.00%	2.00%	3.00%	7.00%
WAGES	0	18.00	2080	37,440.00	-	-	-	23,587.20	9,360.00	748.80	1,123.20	2,620.80
INCREASE	0	0.25	2080	520.00	-	-	-	327.60	130.00	10.40	15.60	36.40
OVERTIME	0	-	65/0	739.13	-	-	-	465.65	184.78	14.78	22.17	51.74
TOTAL	0	-	18.25	38,699.13	-	-	-	24,380.45	9,674.78	773.98	1,160.97	2,708.94
2020 LABOR	2020	0	0		0.00%	0.00%	0.00%	35.00%	35.00%	0.00%	0.00%	30.00%
WAGES	0	18.50	320	5,920.00	-	-	-	2,072.00	2,072.00	-	-	1,776.00
INCREASE	0	-	0	-	-	-	-	-	-	-	-	-
OT	0	9.25	40	370.00	-	-	-	129.50	129.50	-	-	111.00
DT	0	18.50	16	296.00	-	-	-	103.60	103.60	-	-	88.80
TOTAL	0	-	18.50	6,586.00	-	-	-	2,305.10	2,305.10	-	-	1,975.80
2022 LABOR (SEASONAL)			0	TEMP	0.00%	0.00%	0.00%	70.00%	25.00%	0.00%	0.00%	5.00%
WAGES	0	17.00	1040	17,680.00	-	-	-	12,376.00	4,420.00	-	-	884.00
INCREASE	0	-	1040	-	-	-	-	-	-	-	-	-
OVERTIME	0	-	65/0	688.50	-	-	-	481.95	172.13	-	-	34.43
TOTAL	0	-	17.00	18,368.50	-	-	-	12,857.95	4,592.13	-	-	918.43
2021 NEW	0	2021	0	2080	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
2020 NEW	0	2020	0	2080	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
2022				282,171.38	-	-	-	136,374.90	60,974.34	1,942.50	-	82,879.63
2021				191,003.38	-	-	-	64,278.07	39,357.31	7,779.26	6,720.14	72,868.60
2020				158,693.11	-	-	-	41,316.77	39,448.14	-	-	77,928.20

AGENDA SUMMARY FORM



Grand Avenue Street Closure Request - Paonia Creative District Holiday Arts Fair

Summary: NFVCC request to close streets beyond the 5-hour administrator approval timeline.

Notes:

The coalition has provided the application, fees associated, proof of neighbor notice, and map of area.

Additional request to allow food trucks on Grand Avenue during closure – no placement in front of existing restaurants.

Possible Motions:

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

Vote:	VACANT	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	VACANT	Mayor Bachran:

?

**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 Administrator or Town Clerk prior to coming to the 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 Monday, a week 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: NPVCC

Organization, if speaking on behalf of a group: AMY DELUCA

Is this a request for Board action?

Yes

No

Please provide a summary of your comments:

Annual paonia Holiday Art Fair  
\* outside on 200 blk of Grand ave (same as 2020)

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

Amanda, Corinne, Mary

Contact information:

Name: AMY DELUCA

Mailing Address: [REDACTED]

E-mail: cirquecyclery@gmail.com

Daytime Phone: [REDACTED]

Office Use Only:

Received:

10-29-21

Approved for Agenda:

Board Meeting Date:

PAID

NOV 05 2021

TOWN OF PAONIA

# Town of Paonia Application for Street Closure

Organization Name: NEV Creative Coalition

Address: po box 143

Contact Person: AMY DELUCA Telephone #: [REDACTED]

Date of Requested Street Closure: Saturday Dec. 4

Start Time	End Time	Street(s) and Block(s) Requested for Closure
9am	5pm	200 BLOCK OF GRAND BETWEEN 2nd & 3rd

Number of Participants Expected: 200

I have read the attached Street Closure Ordinance 2002-06 and fully accept all responsibilities required by the Town for this street closure. Attached to this application are the following:

- A copy of general liability insurance policy;
- A check in the amount of \$25.00 per hour of street closure (minimum one hour, maximum charge, 4 consecutive hours—over 4 hours requires Board of Trustees approval)
- A check in the amount of \$125.00 for deposit to be held by the Town of Paonia
- (The deposit will be returned to the applicant following the event in full if the street(s) are in the same condition prior to closure);
- Written proof of notification to all adjoining property owners and businesses; and
- Written description of any activity including vending and/or commercial occurring during the event.

$8 \text{ hr} \times \$25.00 = \$200$

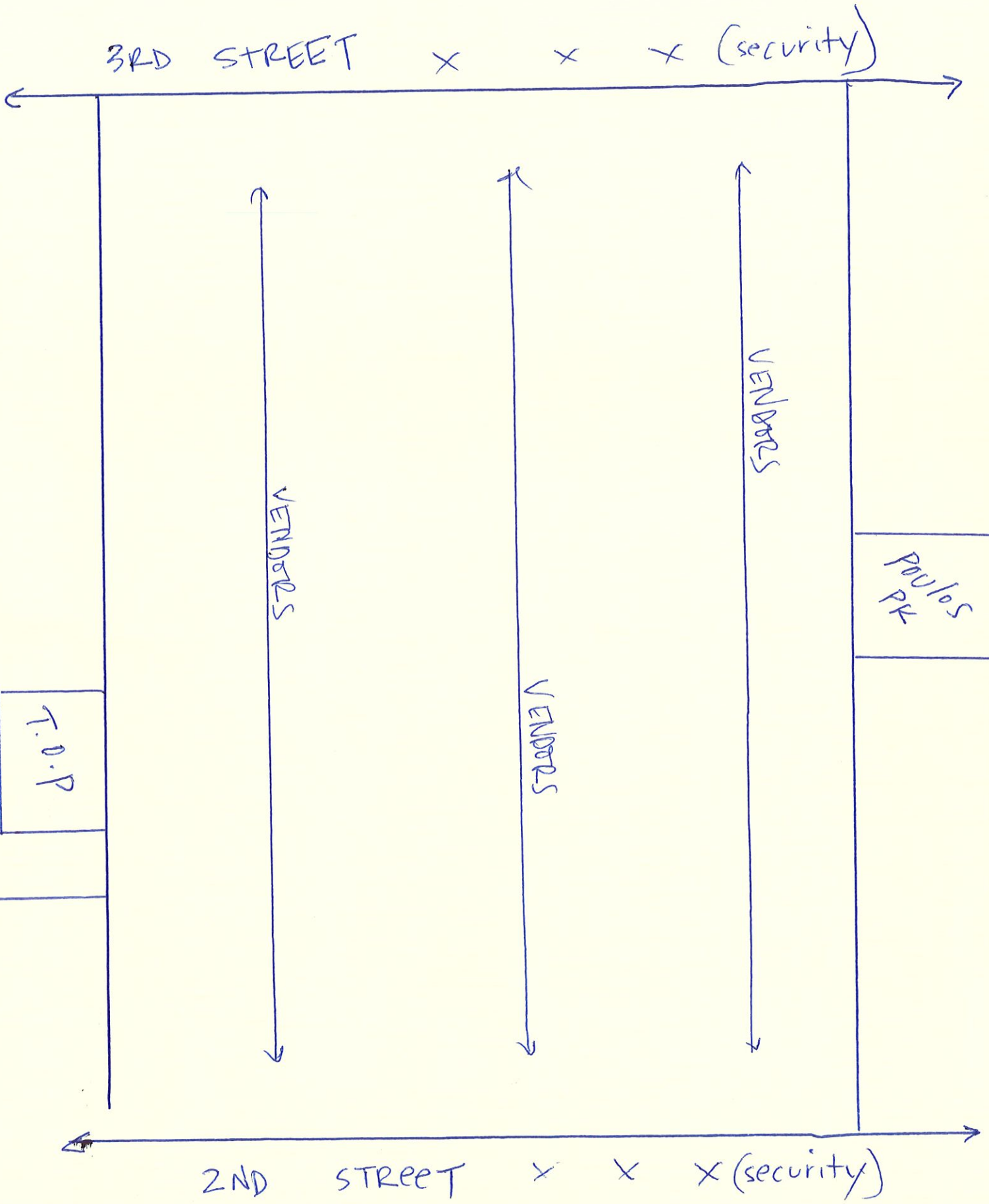
Applicant Signature: \_\_\_\_\_

Date: 10-27-21

Comments from Chief of Police or Proxy: \_\_\_\_\_

Town of Paonia Use Only		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date: _____
Signed: _____		





**North Fork Valley Creative Coaliton: HOLIDAY ART FAIR**  
**Notice of street closure 200 block of Grand Ave Saturday Dec. 4th 9-5p**

DATE:

BUSINESS                      SIGNATURE                      PRINT                      PHONE

11/2  
"

1. CIRQUE *ADD* AMY DELUCA 527-2221
2. REFINERY *Kathryn Grist* Kathryn Grist 216-1639
3. LOUIES *Louis Hayes* Louis Hayes 970 527 8977
4. FARM/HOME
5. BLUE SAGE *[Signature]*
6. INDIGO *[Signature]*
7. NEEDLE ROCK *Barbara Tuzillo for Liz H.*
8. FID BRAVO *SB.*
9. DC HAWKINS *[Signature]*
10. KVNF *[Signature]*
11. REMAX *[Signature]*
12. HC SHOPPER *[Signature]*
13. MADONNA \* YES out of town will email
14. PARADISE *[Signature]*
15. SEVEN TREES *[Signature]*
16. |
17. TRADER MAGS *[Signature]*
18. CAWS *[Signature]*
19. TURQUOISE *[Signature]*
20. CHELSEA BOOKOUT *Chelsea Bookout*
21. |
22. HEART OF DRAGON *[Signature]*
23. LEHMAN GALLERY
24. 1324 KENNEDY BLD *[Signature]* 303 514 8893
25. KID'S KLIP *[Signature]*

**From:** [Rob Miller](#)  
**To:** [Corinne Ferguson](#)  
**Subject:** In support of PHAF  
**Date:** Monday, November 8, 2021 6:19:08 PM

---

Hi Corrine.

I'm writing in support of PHAF. Each year Paonia's Holiday Art Fair gives the community the opportunity to shop local and support local artists! It's where we buy lots of our holiday gifts. We love supporting our artists not just because they're local but because they're amazing! The North Fork Creative Coalition does an excellent job putting it together.

~ Rob Miller  
Music in Communities  
Pickin' Productions



**From:** [Elaine Brett](#)  
**To:** [Corinne Ferguson](#); [Mary B](#)  
**Cc:** [Amy DeLuca](#); [Jim Brett](#)  
**Subject:** PAONIA HOLIDAY FAIR.  
**Date:** Friday, November 5, 2021 4:15:55 PM

---

Dear Mayor, Administrator and Paonia Trustees

We were asked by the Creative Coalition to write to you with our support for the Paonia Holiday Fair. Well, that's a no-brainer!

For about the last 15 years the Holiday Fair has been our kick-off for the Christmas season. It is a wonderful demonstration of community and a great way to support local businesses, artisans and artists. We have thoroughly enjoyed residents of the North Fork Valley and visitors coming out to celebrate in our small town.

Last year the Creative Coalition did a brilliant thing. Because of COVID restrictions, they did not give up and leave the community without its traditional celebration. They took the Fair out onto Grand Ave. It was such a treat, after quarantine and lock down, to be out with our friends and neighbors. With the street closure, everyone could walk outdoors safely and with proper distancing. Vendors, business owners and children declared the day a great success!

So, please, Paonia, let's do it again. Close the street. Support our businesses. Enjoy each other's company. Celebrate the Season in the good old fashion Paonia-way.

Elaine & Jim Brett









AGENDA SUMMARY FORM



Community Member Request - Permission to Place Giving Library in Poulos Park - Ms. B. Chambliss

Summary:

Request to relocate giving library to Town property – Poulos Park

Notes:

Staff has concern with liability based on materials within library and maintenance responsibility.

There are currently three (3) known giving libraries within Town limits.

Possible Motions:

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

Vote:	VACANT	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	VACANT	Mayor Bachran:



28th

**TOWN OF PAONIA**  
**REQUEST TO BE PLACED ON AGENDA**

PO Box 460  
Paonia, CO  
81428  
970/527-4101

[paonia@townofpaonia.com](mailto:paonia@townofpaonia.com)

RECEIVED  
NOV 15 2021  
2:20 pm  
BW

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.
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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: Barbe Chambliss

Organization, if speaking on behalf of a group:         

\*Is this a request for Board action?            Yes    No

Please provide a summary of your comments:

I would like to put a "Giving Library" box in Poole's Park,  
          
        

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

\_\_\_\_\_  
\_\_\_\_\_

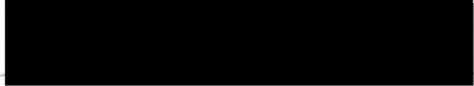
Contact information:

Name: Barbe Chambliss

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
E-mail: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_

Received: 11-15-21  
Approved:  
Meeting:

2:35



iMessage  
Today 2:22 PM



iMessage



AGENDA SUMMARY FORM



Community Member Request - Discussion of Multiple Items Attributed to Members of Town Staff and Mayor Bachran - Mr. W. Brunner

Summary:  
Community member request to discuss multiple items.

Notes:

Possible Motions:

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

Vote:	VACANT	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	VACANT	Mayor Bachran:

November 19, 2021

**TOWN OF PAONIA**  
**REQUEST TO BE PLACED ON AGENDA**

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

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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 of a group: \_\_\_\_\_

Is this a request for Board action?       Yes       No

Please provide a summary of your comments:      Yes

See attached form

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Contact information:

Name: Bill Brunner

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Office Use Only:

Received: 11.17.2021

Approved for Agenda: 11.17.2021

Board Meeting Date: Included w/ new existing items

Please include in the agenda for the Nov. 9 the meeting time to discuss recent statements attributed to the Mayor by the local media regarding the aborted purchase of the lighted messaging trailer and the motivation of certain members of the public who regularly attend Town meetings. The Mayor materially misrepresents the facts surrounding the sign and the Boards decision canceling that purchase and to return the money, only to find out the imagined deadline did not exist. The Mayor statements conceal the facts, including that the decision to direct the purchase was improperly made by the Mayor in violation of the Town's purchasing policy and without statutory authority. The Mayor's statements attributing motivation to certain members of the public also misrepresent why some of that half dozen participate in Town discussions and the results of that involvement.

The Mayor deserves the opportunity to clarify her statements. The Board also needs to examine those statements as well as the Mayor's behavior during recent Board meetings and if they constitute violations of the Code of Conduct for Elected Officials. The Board needs to decide if it should take action to educate the Mayor if violations have occurred.

I sincerely wish to avoid bringing this up during "visitors and guests". It would be more appropriately scheduled near the end of the meeting. That is why I attempted to bring it up during the Mayor's report.

Recent developments that should be address by the Board.

New statements by The Administrator and Building Inspector that the BO, the then Clerk and FO went around the chain of command without sounding any alarm demand explanation and discussion.

The Mayor's statement she is working on a grant in direct violation of the recent vote of the Board demands a public explanation and discussion.

The Town Administrator's did not report the Mayor's grant work to the Board? The Administrator is obligated to carry out the directives of the Board. Why was she silent on this matter? This demands public discussion.

The revelation the Mayor forbade the Board from considering statements of fact from certain members of the public in the executive session performance review of the Town Administrator. Thus deserves a public explanation and discussion.

Requested Board Action:

Start an investigation of the ethical implications of Town staff violating the Town's organizational structure without alerting the Board to vital information, the relationship of the Clerk's legal duties vs. the Administrator's and was there a violation of the Clerk's Oath of Office?

Direct the Mayor to study the meeting minutes, Town Ordinances and State Statutes and report to the Board on her duty to follow Board directives, the privileges, and limits of her office, again.

Board resolution clarifying what factors are admissible in performance reviews.

AGENDA SUMMARY FORM



Delta County School District 50J Amended Contract for Apple Valley Tennis Court Use

Summary:  
Updated facilities use agreement removing the football field.

Notes:

Possible Motions:

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

Vote:	VACANT	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	VACANT	Mayor Bachran:

TOWN OF PAONIA  
**FACILITY USE AGREEMENT**

THIS AGREEMENT is made into and between the Town of Paonia, Colorado, and the Delta County School District 50J (licensee). It is mutually agreed as follows:

**TERM:** This Agreement will be in effect for the 2021/2022 school season; and will auto-renew until such a time as modified or rescinded.

**PREMISES:** The premise includes the assigned playing field and grounds.

**DUTIES:** The Town of Paonia agrees to provide:

- A. The Licensee the use of the assigned playing fields per the agreed upon schedule; and
- B. Provide the necessary maintenance in the way of trash pick-up, etc., per the game schedule given to the Clerk's Office by the Licensee.

The Licensee agrees to:

- A. Use Apple Valley Tennis Courts exclusively for practice and matches.
- B. Abide by and be subject to the rules and regulations relating to the Premises as amended from time to time by the managing agent of the facility.
- C. Submit an accurate practice and game schedule to Town Clerk two weeks prior to the first day of practice. The use schedule shall include all tournaments as well as the entire schedule for practices and matches. Weekend tournaments and any changes to the schedule must be made at least two working days prior to the scheduled use to allow for proper maintenance.
- D. Be responsible for court preparation.
- E. Be responsible for any damage to the Premises caused by negligence or intentional acts of its agents, employees, or clients.
- F. Be responsible for providing all necessary equipment for the program for which use is granted. (This includes racquets, balls, uniforms, scoreboards, etc.)
- G. Pay the Town of Paonia a fee of \$1,200.00. This fee is payable as a lump sum by the Licensee no later than August 10<sup>th</sup> each calendar year.



**INSURANCE:** The Licensee may not use the facility unless the Licensee carries a general liability policy covering personal injury, bodily injury, and property damage with not less than the limits of the Colorado Governmental Immunity Act Limits.

The Licensee shall not cancel, materially change, or not renew insurance coverage. Licensee shall notify, the Town of Paonia, 214 Grand Avenue, POB 460, Paonia CO 81428, of any material reduction or exhaustion of aggregate limits. Nothing contained in these insurance requirements is to be construed as limiting the extent of the Licensee's responsibility for payment of damages resulting from the Licensee's operation under this Agreement.

**CERTIFICATE OF INSURANCE:** As evidence of the liability insurance coverage required by this Agreement, the Licensee shall furnish a certificate of insurance to the Town of Paonia, 214 Grand Avenue, POB 460, Paonia CO 81428.

**INDEMNITY:** The Licensee agrees to indemnify and hold the Town of Paonia harmless from all action, suits, (including, but not limited to the Licensees, their agents, employees, invitees, m licensees) arising out of or in connection with its use and occupation of the premises and/or any of its activities undertaken pursuant to this Agreement, except only for those losses resulting solely from negligence of the Town of Paonia. Upon commencement of any such suit or action against the Town of Paonia, the Licensees, upon notice given by the Town of Paonia, shall defend the same at its own cost and expense, and in case judgment shall be rendered against the Town of Paonia in such an action 01 suit, shall fully satisfy the judgment within ninety (90) days after the same has been finally determined.

**COMPLIANCE WITH ORDINANCES AND REGULATIONS:** The Licensee shall perform all obligations under this Agreement in strict compliance with all federal, state, and Town, rules, statutes, charter provisions, ordinances, and regulations and specifically, shall not discriminate against any person based on sex, race, creed, national origin, disability, or otherwise as prohibited by law.

**THIRD PARTY BENEFICIARY:** Neither party intends to create any rights under this agreement in any third parties or to waive its immunity or other protection from liability to third parties otherwise given by the Colorado Governmental Immunity Act or other Statute, constitution, ordinance, resolution, or rule of Law. The Licensee is responsible for all its equipment. The Town of Paonia accepts no responsibility for the Licensee's equipment left on the premises.

**TERMINATION:** This License gives the Licensee a permissive use of the Town of Paonia property for as defined under term. The Town of Paonia reserves the right to cancel this agreement at any time by giving notice to the Licensee. Upon receipt of notice, the Licensee agrees to stop using the facility.

**THIS SECTION LEFT INTENTIONALLY BLANK**

Executed this \_\_\_\_ day of \_\_\_\_\_, 2021

TOWN OF PAONIA

LICENSEE

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

AGENDA SUMMARY FORM



Resolution 2021-09 Water Rates & Charges

Summary:

Updated water base rate and tier structure as adopted via scenario 6 of the RCAC cost of services analysis.

Notes:

Possible Motions:

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

Vote:	VACANT	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	VACANT	Mayor Bachran:

November 19, 2021

**STATE OF COLORADO  
TOWN OF PAONIA, COLORADO**

**RESOLUTION NO. 2021-09**

**A RESOLUTION OF THE TOWN OF PAONIA ESTABLISHING WATER RATES AND CHARGES**

**WHEREAS**, Section 13-1-20(a) of the Paonia Municipal Code authorizes the Board of Trustees to establish by resolution all water rates and charges and the effective date of said rates and charges; and

**WHEREAS**, the Board of Trustees has made a thorough review of its existing Ordinances pertaining to water rates and charges; and

**WHEREAS**, the rates levied for water services must be calculated to meet the cost of providing water services, including maintenance, capital reinvestment, and related debt service to avoid deficit spending.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO** that the following water rates shall be charged by the Town of Paonia:

**A) Basic Water Rate within the Town**

The basic in-Town water rate shall be increased by **five dollars (\$5.00)** from **thirty-two dollars (\$32.00)** per month to **thirty-seven dollars (\$37.00)** for each residential customer service account and from **forty-two dollars (\$42.00)** to **forty-seven dollars (\$47.00)** per month for each commercial customer service account.

**B) Basic Water Rate outside the Town**

The basic out-of-Town water rate shall be increased from **forty-two dollars (\$42.00)** per month to **forty-seven dollars (\$47.00)** for each residential customer service account and from **fifty-seven dollars (\$57.00)** per month to **sixty-two dollars (\$62.00)** for each commercial customer service account. Out-of-Town water users using municipal water through a single water meter shall be charged and shall be responsible for such water individually.

**C) Usage**

**An additional water rate** shall be charged a user (customer service account/meter) for each 1,000 gallons and proportionately for each fractional part thereof, as follows:

**All Users**

1-1,000 gallons	no charge
1,001-3,000 gallons	\$ 2.40 per thousand
3,001-5,000 gallons	\$ 3.30 per thousand

5,001-10,000 gallons	\$ 3.30 per thousand
10,001-25,000 gallons	\$ 4.20 per thousand
25,001-50,000 gallons	\$ 5.50 per thousand
50,001-75,000 gallons	\$ 10.00 per thousand
In excess of 75,001 gallons	\$ 11.00 per thousand

**D) Public Tap**

All persons receiving municipal water from the public tap furnished by the Town shall continue to pay for such water at the rate of **three** dollars (**\$3.00**) per one hundred (100) gallons.

**E) Service Fee**

There shall continue to be a charge of **fifty** dollars (**\$50.00**) for a new account set up. There shall continue to be a charge of **twenty-five** dollars (**\$25.00**) for final meter readings. There may be a charge of **one-hundred** dollars (**\$100.00**) for same-day water shut-off/on for repairs or maintenance, when requested by property owner or agent.

**F) Effective Date**

The water rates set forth herein shall become effective on December 1, 2021, to reflect on the first bill in January 2022.

**PASSED, APPROVED, AND ADOPTED** at a regular meeting of the Board of Trustees of the Town of Paonia, Colorado, on this 23<sup>rd</sup> day of November 2021.

Attest:

\_\_\_\_\_  
J. Corinne Ferguson, Town Administrator/Clerk

\_\_\_\_\_  
Mary Bachran, Mayor

AGENDA SUMMARY FORM



Board Consideration of Mayor Pro-Tem Appointment

Summary:

Pursuant to Paonia Municipal Code Section 2-2-30 the Mayor *Pro Tem* is chosen by the Board of Trustees from the Board of Trustees. This is the formal appointment by the Trustees of the Mayor *Pro Tem*.

Notes:

Possible Motions:

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

Vote:	VACANT	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	VACANT	Mayor Bachran:

AGENDA SUMMARY FORM



Board Consideration of Trustee Open Seats

Summary:

Pursuant to Paonia Municipal Code Section 2-2-10(e) The Board of Trustees shall have power, by appointment, to fill all vacancies in the Board of Trustees or in any other elected office, and the person so appointed shall hold office until the next regular election and until his or her successor is elected and qualified. This is the formal decision-making by the Trustees for how to proceed to fill vacant seats.

Notes:

Possible Motions:

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

Vote:	VACANT	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	VACANT	Mayor Bachran:



Board Consideration of CIRSA Optional Coverages

Summary:

Annual review of optional CIRSA coverages to be accepted or rejected by the Board.

Notes:

No-Fault Water Line Rupture and/or Sewer Back-up Coverage:

This coverage is excess of any other valid collectible insurance available to the owners of the affected property. This coverage has been designed to help pay a claimant’s deductibles, up to the chosen sublimit per any one premises or commercial occupancy, listed below or to assist those without insurance with some of the damage costs or clean up expenses.

Town historically has chosen Option II: which remains at \$1,768.00 in 2022 – NO CHANGE

Excess Crime Coverage:

The standard insurance carried by CIRSA for the Town includes up to \$150,000 for employee dishonesty (embezzlement included), forgery, fraud, counterfeiting, etc. Typically, the Town renews the ad-on coverages if the change in costs is minor.

Town historically has chosen Option I: an additional \$500,000 in coverage and remains at \$400.00 in 2022 – NO CHANGE

Possible Motions:

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

Vote:	VACANT	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	VACANT	Mayor Bachran:



October 26, 2021

Corinne Ferguson, Town Administrator/Clerk  
Town of Paonia  
P.O. Box 460  
Paonia, CO 81428

**SUBJECT: No-Fault Water Line Rupture and/or Sewer Back-up Coverage 2022 Quote, Plan Information and Acceptance/Rejection Form**

Dear Corinne:

Enclosed is the No-Fault Water Line Rupture and/or Sewer Back-up quotation for 2022. This coverage is being self-funded by CIRSA.

Your entity's quote options are shown on the attached Notice of Acceptance/Rejection of Quotation form.

The Plan Information provides a general summary of the coverages. All coverages are governed by the terms, conditions, exclusions, and limitations stated in the applicable coverage documents. **The enclosed Plan Information summary should not be relied on as a substitute for review of those documents.** If the enclosed information is not adequate for you to make a decision about participating in the coverage for 2022, please do not hesitate to contact your underwriting representative.

This quote is for coverage effective January 1, 2022, through December 31, 2022. You may purchase this coverage at any time during the year and the contribution will be pro-rated based on the actual effective date chosen. **However, CIRSA must receive your acceptance letter at least five (5) working days prior to the effective date of coverage.**

**This coverage is optional. Your entity is not required to purchase this coverage.**

**For coverage effective January 1, 2022, please return the Notice of Acceptance/Rejection of Quotation form no later than Tuesday, November 23, 2021.**

Sincerely,



Deanna Erickson  
Underwriting Representative

Enclosures

**2022 NO FAULT WATER LINE RUPTURE AND/OR SEWER BACK-UP COVERAGE  
NOTICE OF ACCEPTANCE/REJECTION OF QUOTATION**

Town of Paonia

does wish to purchase No Fault Water Line Rupture and/or Sewer Back-up Coverage effective January 1, 2022. Please choose an option below:

**Option I** for an annual premium of **\$1,178.00**.

\$ 2,500 Any one residential premises

\$ 2,500 Any one commercial occupancy

\$ 10,000 Annual Member Aggregate

**Option II** for an annual premium of **\$1,768.00**.

\$ 5,000 Any one residential premises

\$ 5,000 Any one commercial occupancy

\$ 20,000 Annual Member Aggregate

**Option III** for an annual premium of **\$2,946.00**.

\$ 10,000 Any one residential premises

\$ 10,000 Any one commercial occupancy

\$ 40,000 Annual Member Aggregate

does NOT wish to purchase No Fault Water Line Rupture and/or Sewer Back-up Coverage at this time.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature must be that of the Mayor, Manager, Clerk, or equivalent  
(such as President of a Special District).**

**This is NOT a bill. An invoice will be sent upon acceptance.**

**2022 NO-FAULT WATER LINE RUPTURE AND/OR SEWER BACK-UP  
COVERAGE PLAN (Optional)**

Coverage: Under liability lines coverage, an indemnity payment to a claimant is made only if an incident falls within a waiver provision in the Governmental Immunity Act and the member is at fault for the damage, such as a dangerous physical condition of the public water or sanitation system arising from the member's faulty construction, operation, or maintenance. This optional coverage will pay a limited amount for damage, including cleanup costs to property of others, when the member has immunity or is otherwise not at fault for the damage.

This coverage is excess of any other valid collectible insurance available to the owners of the affected property. This coverage has been designed to help pay a claimant's deductibles, up to the chosen sublimit per any one premises or commercial occupancy, listed below or to assist those without insurance with some of the damage costs or clean up expenses.

Limits: Members have the option of selecting the following limits of coverage:

Option I	\$ 2,500	Any one residential premises
	\$ 2,500	Any one commercial occupancy
	\$ 10,000	Annual Member Aggregate
Option II	\$ 5,000	Any one residential premises
	\$ 5,000	Any one commercial occupancy
	\$ 20,000	Annual Member Aggregate
Option III	\$ 10,000	Any one residential premises
	\$ 10,000	Any one commercial occupancy
	\$ 40,000	Annual Member Aggregate

Deductibles: \$0

Claims: Claims will be handled by the CIRSA Claims Department. Please report claims using the CIRSA on-line claims system or contact your assigned CIRSA Claims Representative.

This information is provided only as a general summary of the coverages that apply or are available to CIRSA members. All coverages are governed by the terms, conditions, exclusions, and limits stated in the applicable coverage documents. **This summary should not be relied on as a substitute for review of those documents.**

November 1, 2021

Corinne Ferguson, Town Administrator/Clerk  
Town of Paonia  
P.O. Box 460  
Paonia, CO 81428

**SUBJECT: Excess Crime 2022 Renewal Quote, Acceptance Form and Plan Information**

Dear Corinne:

Enclosed is the Excess Crime quotation for 2022. Coverage is placed through a master program specially designed and negotiated for CIRSA with AIG. Coverage is provided for Employee Dishonesty, Money and Securities, Forgery or Alteration, and Computer Fraud.

Your entity's quote options are shown on the attached Notice of Acceptance/Rejection of Quotation form. AIG has made this quote conditional upon their being no material change in risk between the date of this letter and the inception date of the proposed coverage.

The Plan Information provides a general summary of the coverages. All coverages are governed by the terms, conditions, exclusions, and limitations stated in the applicable coverage documents. **The enclosed Plan Information summary should not be relied on as a substitute for review of those coverage documents.** If the enclosed information is not adequate for you to make a decision about participating in the coverage for 2022, please do not hesitate to contact your underwriting representative.


This quote is for coverage effective January 1, 2022, through December 31, 2022.

**Please note, the carrier participation guidelines have changed. If you decline or do not respond to the 2022 quote on or before Tuesday, November 23, 2021, the due date noted below, you will not be able to join this program until the 2023 policy term.**

**This coverage is optional. Your entity is not required to purchase this coverage.**

**For coverage effective January 1, 2022, please return the Notice of Acceptance/Rejection of Quotation form no later than Tuesday, November 23, 2021.**

Sincerely,



Jessica M. Cowlishaw, CIC  
Senior Underwriting Representative

Enclosures



**2022 EXCESS CRIME COVERAGE  
NOTICE OF ACCEPTANCE/REJECTION OF QUOTATION**

The Town of Paonia

- does wish to purchase a limit of \$500,000 in Excess Crime coverage for the annual premium of **\$400**.
  
- does wish to purchase a limit of \$2,000,000 in Excess Crime coverage for the annual premium of **\$825**.
  
- does wish to purchase a limit of \$5,000,000 in Excess Crime coverage for the annual premium of **\$1,700**.
  
- does not wish to purchase Excess Crime coverage at this time. We understand this declination means that we will not be eligible to join this program again until 2023.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature must be that of the Mayor, Manager, Clerk, or equivalent  
(such as President of a Special District).**

**This is NOT a bill. An invoice will be sent January 1, 2022.**

### 2022 EXCESS CRIME COVERAGE PLAN (Optional)

Coverage: Employee Dishonesty including Faithful Performance of Duties Coverage, Money and Securities (Loss Inside/Outside the Premises) Coverage, Forgery or Alteration Coverage, Computer Fraud Coverage, Funds Transfer Fraud Coverage, Impersonation Fraud Coverage and Money Orders and Counterfeit Paper Currency Coverage.

Limits: Members have the option of selecting limits of \$500,000 per occurrence, \$2,000,000 per occurrence, or \$5,000,000 per occurrence.\*

*\* For members who have experienced claims that have been reported to AIG in the past few years, AIG may elect not to quote higher limit policies at their discretion.*

<u>Sublimits</u>	<u>\$500,000 Policy</u>	<u>\$2,000,000 Policy</u>	<u>\$5,000,000 Policy</u>
Impersonation Fraud	\$100,000	\$100,000	\$100,000
Credit, Debit or Charge Card Forgery	\$500,000	\$1,000,000	\$2,500,000
Prior Theft or Dishonesty	\$25,000	\$25,000	\$25,000

Employee Dishonesty including Faithful Performance of Duties: Loss or damage to money, securities, and property other than money and securities resulting directly from a dishonest act committed by an employee or from the failure of an employee to perform duties faithfully or account for monies and property received.

Loss Inside Premises: Loss of money or securities or property other than money or securities from theft, disappearance, robbery or destruction within the entity's premises or banking premises.

Loss of, and loss from damage to, a locked safe, vault, cash register, cash box, or cash drawer located in the premises resulting directly from an actual or attempted theft of or unlawful entry into those containers.

Loss from damage to any of the premises or its exterior resulting directly from an actual or attempted theft of money or securities.

Loss Outside Premises: Loss of money and securities of the entity from theft, disappearance, robbery or destruction outside the premises in the care and custody of a messenger, custodian, or any armored vehicle company.

Forgery or Alteration: Loss resulting from forgery or alteration of any checks, drafts, promissory notes, or similar written promises, orders or directions to pay a certain sum in money.

- Computer Fraud: The theft of money and securities following and directly related to the use of any computer to fraudulently cause a transfer of that property from inside the entity's premises to a person or place outside the premises.
- Funds Transfer Fraud/ Impersonation Fraud: Loss resulting from loss of "funds" resulting directly from a fraudulent instruction to transfer, pay or deliver funds from your transfer account. Loss resulting from loss of "funds" resulting directly from a "fraudulent instruction" or receipt of a "fraudulent instruction" from a purported vendor, which advises you that the vendor's bank account information has been changed and you suffer a loss of "funds". Please note sublimit for Impersonation Fraud on the first page of this document.
- Money Orders/ Counterfeit Paper Currency: Loss due to nonpayment upon presentation of any money order issued by any post office or express company which the entity accepted in good faith in exchange for merchandise, money or services.
- Loss due to the entity's good faith acceptance of counterfeit United States currency, during the regular course of business.
- Claims: AIG is handling the processing of claims. Claims should be reported in one of the following manners:
- Send Notification of Loss in a formal letter indicating the Who, What, When and Where of the claim to the following. Be sure to include the policy number in your correspondence.
- Mail: AIG, Financial Lines Claims  
P.O. Box 25947  
Shawnee Mission, KS 66225
- Fax: (866) 227-1750  
Email: c-claim@AIG.com

This information is provided only as a general summary of the coverages that apply or are available to CIRSA members. All coverages are governed by the terms, conditions, exclusions, and limits stated in the applicable coverage documents. **This summary should not be relied on as a substitute for review of those documents.**

AGENDA SUMMARY FORM



Board Consideration of DOLA Housing Assessment Grant Application & Board Clarification of the Grant Review Process

Summary:

Presentation of draft housing assessment grant for DOLA and request for Board clarification regarding when to approach Board of Trustees with grant request.

Notes:

Possible Motions:

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

Vote:	VACANT	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	VACANT	Mayor Bachran:



MEMORANDUM

TO: Board of Trustees  
From: Mayor Mary Bachran  
Re: Board Action on Grant Application for a Housing Needs Assessment & Action Plan  
Date: 11/19/2021  
CC: Corinne Ferguson, Town Administrator  
Mr. Bo Nerlin, Town Attorney

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Please find attached an Innovative Housing Strategies Planning Grant Program Application for your consideration. I am asking the Board at today's meeting to authorize submission of the grant to the Department of Local Affairs (DOLA).

The Town of Paonia was notified by DOLA of the availability of grant funds for both affordable housing planning assistance (\$6,816,000) and partnership monies for the development of affordable housing projects (\$37,728,000). These funds are to be distributed state-wide.

To be considered for an affordable housing project grant, the Town of Paonia must first prepare a Housing Needs Assessment and Action Plan. The attached Planning Grant seeks funding to:

- 1) Prepare a comprehensive Housing Needs Assessment
- 2) Develop a Housing Action Plan
- 3) Develop a site-specific Affordable Housing Project (Project) for the Town's three-acre parcel at 149 Samuel Wade Road, including the number of units, mix and type of units, inclusion of renewable energy features, whether units are for sale and/or rental; AMI and population targets, utility and infrastructure needs and costs; and a comprehensive development schedule.

The complete Project Description, interest in applying for a subsequent Incentives grant for developing a project, Schedule and Budget are detailed in the application, plus other relevant information required by DOLA. The total Planning Grant is estimated to cost \$79,800.00. DOLA requires a minimum 25% match or \$19,950.00, with the balance of \$59,850 requested from the DOLA.

This application has been reviewed by Mr. Dana Hlavac, DOLA Northwest Regional Manager for completeness, budget estimates and schedule for completion. Based upon his experience with Housing Needs Assessment and Action Plan costs and timeframes, I feel the grant is complete, realistic and ready for submission. I am most appreciative of his input.

I look forward to discussing the application with you and answering any questions.

**DEPARTMENT OF LOCAL AFFAIRS  
INNOVATIVE HOUSING STRATEGIES PLANNING GRANT PROGRAM APPLICATION**

**A. APPLICANT/CONTACT INFORMATION : MUNICIPAL & RESPONSIBLE REPRESENTATIVE**

Corinne Ferguson  
Town Administrator  
POB 460  
214 Grand Avenue  
Paonia, CO 81428  
970-527-4101  
corinne@townofpaonia.com

**B. CHIEF ELECTED OFFICIAL INFORMATION**

Mayor Mary Bachran  
POB 460  
214 Grand Avenue  
Paonia, CO 81428  
970-527-4101  
maryb@townofpaonia.com

**C. PROJECT DESCRIPTION**

**Project Title:** Housing Needs Assessment and Action Plan for Paonia, Colorado

**Amount of Grant Funds Requested:** \$59,850.00

**State of Colorado Qualifying Housing Strategies -Adopted Strategies:** None

**State of Colorado Qualifying Housing Strategies Project - Strategies Paonia Plans to Pursue:**

- Use of vacant publicly owned real property within the local government for the development of affordable housing policy
- Creation of a program to subsidize or otherwise reduce local development review of fees, including but not limited to building permit fees, planning waivers, and water and sewer tap fees, for affordable housing development
- Authorizing accessory dwelling units as a use by right on parcels in single family zoning districts that meet the safety and infrastructure capacity considerations of local governments
- Lessened minimum parking requirements for new affordable housing developments

**Project Description**

*Describe which qualifying strategies your community is pursuing. Describe how the project aligns with or addresses any associated studies or planning work. The Planning Grant Program can fund housing needs assessments, but they must be combined with work to adopt a qualifying strategy. Describe if your community should earn any extra points (i.e., adding community benefits and/or creating an innovative approach)*

The adopted Paonia Comprehensive Plan (Comp Plan) includes a stated goal to “Provide Affordable Housing Opportunities for Residents”. Listed strategies to accomplish this goal include a variety of regulatory techniques and tactics to encourage development that can help lower the cost of housing construction. To advance the Comp Plan goals, DOLA funds, if awarded, will be used to solicit, and retain consultant services for the following scope of work:

- 1) To prepare a comprehensive Housing Needs Assessment, which will include a demographic profile, housing inventory and a gap analysis, which will detail unmet housing needs.
- 2) Informed by the Housing Needs Assessment, the consultant will develop a Housing Action Plan (Plan). The Plan will develop proactive strategies for addressing unmet affordable housing needs in the Town. The Plan will evaluate and recommend which of the State of Colorado Qualifying Strategies should be considered for adoption by the Town. Four Qualifying Strategies are identified above for adoption, however, all DOLA

Qualifying Strategies will be evaluated in the Housing Action Plan, plus any other identified proven tools to support affordable housing. All recommended Strategies will include proposed next steps to accomplish the Strategy.

3) The Town of Paonia owns “vacant publicly owned real property”, within the Town. It is the Town’s intent to “develop the parcel into affordable housing”. The vacant property (Vacant Property) is a three (3) acre parcel, in the Town, at 149 Samuel Wade Road, and currently zoned Light Industrial. The consultant, in the Housing Action Plan, will be charged with recommending residential zoning for the parcel and, based upon the residential zone district, develop a site-specific Affordable Housing Project (Project) for the Vacant Property. The site-specific Project will include the number of units, mix and type of units, inclusion of renewable energy features, whether units are for sale and/or rental; AMI and population targets, utility and infrastructure needs and costs; and a comprehensive development schedule. The Project will consider both 100% deed restricted affordable housing, as defined in state statute, AMI limits, and determine whether a mix of deed restricted, and free market housing will assist the viability of the Project. Other opportunities on the Vacant Property, in conjunction with the Project, will be assessed. The consultant will address all the Scoring Criteria guidelines listed by DOLA for an Incentive Grant. A pro forma budget, including a recommended Incentive Grant Program grant request amount, local match amount and project schedule that demonstrates how the Town can complete the Project, by no later than June 30, 2024, will be developed in the Plan.

A key aspect of the consultant’s work will be a robust comprehensive community outreach program that ensures an inclusive diverse and equitable stakeholder engagement strategy for all three elements of the grant. Surveys of stakeholders including but not limited to residents, landlords, property management firms and major employers will be conducted. Workshops and public hearings on adoption of the Housing Needs Assessment and Housing Action Plan are envisioned. To ensure marginalized and vulnerable populations are included, the consultant will be required to propose a specific outreach effort to meet with these populations. Town staff will assist in arranging for public meetings, but all announcements and outreach to the stakeholders will be the responsibility of the consultant. Public hearings, by the Paonia Planning Commission, will provide more opportunities for community input during recommending action for adoption of the Plan and for a change of zoning for the Vacant Parcel. Planning Commission recommendations will proceed Board action.

### **Incentives Grant Program**

*Does your community plan to apply for an incentives Grant Program award once at least three qualifying strategies have been adopted?*

The Town of Paonia intends to apply for an Incentives Grant. As discussed above in the Project Description, all DOLA Qualifying Strategies will be reviewed with implementable action steps, for adoption consideration. Paonia anticipates no fewer than four Strategies being adopted with implementation steps.

As detailed above in the Project Description, the Town owns a three (3) acre Vacant Property, which can be contributed for an affordable housing project. The Vacant Property is ideally located, with proximity to jobs and schools. It is convenient for walking and bicycle use, has solar access, with utilities at the property line. A recommendation for rezoning the Vacant Parcel is an anticipated implementation step. The Town anticipates applying for infrastructure development costs of the Vacant Property, including but not limited to utility extensions, streets, multi-use path, electric car charger(s) and landscaping/open space. Monies will be sought to defray the cost of solar cell installations and water and sewer tap fees. The Town may reduce tap fees for deed restricted affordable housing, as an additional donation to the project.

### **Readiness**

*Describe the project timeline. Have you completed a RFP process? Are you waiting on approval?*

Every effort will be made to adhere to the following schedule to complete the grant elements. Paonia’s RFP will be issued, with interviews and consultant selection during the period DOLA will be considering this Planning Grant application. The Town will include in the RFP that final execution of a contract is conditional upon obtaining DOLA funding.

The schedule allows Paonia sufficient time to complete this planning process and apply for an Incentives Grant by the anticipated DOLA deadline of October 2022.

**PROJECT SCHEDULE: EVENT & DATE**

December 6, 2021 Publication Date of Consultant RFP

2022

January 7	Proposal Deadline
January 26	Consultant Finalist Interviews
February 8	Board Approval of Contract - (Pending DOLA grant award and contract)
April 6	Needs Assessment Due
April 12	Town Board Review of Needs Assessment
June 6	Action & Vacant Property Plans Due
June 14	Town Board - Review of Action & Vacant Property Plans
June 28	Town Board – Housing Needs Assessment and Action Plan Consideration
July 6	Notice of Rezoning for Planning Commission Hearing
July 21	Planning Commission Rezoning Hearing
July 25	Notice of Rezoning for Town Board Hearing
August 9	Town Board Rezoning Hearing
September 13	Town Board - Letter of Intent for Vacant Property Incentives Grant Consideration
September 20	Letter of Intent Submitted

**Capacity**

*Describe organizational experience with and capacity to manage grants and to manage the overall project. Provide the name and position/title of the person managing the project. Also describe staff capacity to maintain/enforce the planning tool you are pursuing once adopted.*

Corinne Ferguson, Town Administrator, will manage the project. The Town has the organizational ability to manage the grant, its implementation of the scope of work and financial responsibilities. Over the recent past, the Town has been awarded several grants and has proven its managerial acumen. The Town currently manages the Business Grant Program 2.0 from the Coronavirus Relief Fund (\$125,000) and a Water System Study, and an Asset Inventory which both received partial funding from DOLA. The Town has recently executed 2 RFPs for consultants; managing interviews, selection and contracting process for the Water System Study and the Asset Inventory, as well as a Parks and Trails Master Plan. The above grant management processes exemplify the Town’s capacity, expertise, and fiduciary responsibility. In addition, the Paonia Planning Commission is an active commission, with experienced members, who are competent and capable of participating in development of the planning work and making a recommendation to the Town Board. Once Qualifying Strategies are adopted, the Commission will take the lead to implement the planning steps and tools set forth in the Housing Action Plan. Paonia is known to be committed to enforcing its codes with appropriate notice and remedies.

**Impact on Housing**

*How will this project support on incentivize the development of affordable housing in your community? Describe the relevant housing data and/or policy priorities identified in by existing plans. How does this project fit in to your overall goals to create affordable housing in your community? How are addressing long term affordability?*

The need to complete a Housing Needs Assessment and Action Plan cannot be overstated in guiding the Town to meet near and longer-term housing affordability. The Paonia Comprehensive Plan has provided broad housing goals, which reflect the Town’s desires. The next logical planning step is to have relevant housing data, an identification of unmet needs and action plans in place. The work will help focus the Town Board and its citizens and businesses on how to address the affordable housing needs in Paonia. The Plan will be the critical leadership document in defining Paonia’s overall goals to create affordable housing.

In January 2019, The Town received its Arts Market Study Report of Findings (Arts Report), prepared by Artspace Consulting. While the Arts Report's concentration was only on the local creative sector's interest, for both workspace and affordable housing, it is an important snapshot into the demand for affordable housing. The community driven plan identified that up to 23 units of affordable artist live/work housing for households qualifying up to 80% of Area Median Income could be supported in Paonia. The Arts Report identified the Vacant Property as the site for developing affordable housing units.

In addition, the Town's recent Short-Term Rental Survey documented that the short-term rental market is having a profoundly negative impact on the long-term rental market. Both reports are mentioned here as an indication of the need and interest residents have in affordable housing. Reaching out to the entire Paonia population will fully document how needed affordable housing is in Paonia and how best to attain it.

### **Political Support**

*Describe the political and stakeholder support for the project currently and describe in detail the community engagement process planned around developing the qualifying strategies. What is the certainty that the planning work will be adopted by elected officials?*

The Town of Paonia has an active citizen, business, and voter base. The Board is committed to transparency. A variety of communication tactics, including well-publicized agendas through online postings, key public places for posting and through the Town's public radio station have been utilized to encourage public participation. You Tube recordings of Town Board meetings are available to review and to view live during the meetings. Zoom meetings have been employed by consultants to garner input in the above-mentioned projects. The Board remains committed to additional methods to reach stakeholders during the planning process and seeks to hear from the consultant applicants on how best to reach all members of the community.

While there is no guarantee of Plan adoption by the elected officials, the Board has authorized the submittal of this grant request. What is certain is that the Town Board will engage eagerly and listen closely to the community during development of the Plan and the Board will seek the recommendation of the Planning Commission in determining adoption of the plan and any rezoning action.

### **Equity, Diversity, and Inclusion**

*Describe how you will engage stakeholders and assess the impact of this work's outcomes on marginalized and vulnerable populations. How will you consider these impacts in your public engagement process?*

As introduced in the Project Description above, the Paonia Town Board is committed to stakeholder engagement throughout the Plan development work and into applying for an Incentives Grant, and seeing such a project to fruition, if such a project is supported in late 2022. In selecting Paonia's consultant, a strong community engagement process will be prioritized. The Arts Report is an excellent example of how Paonia and regional artists responded to well-designed and supported outreach work, particularly with an eye to encouraging diversity and inclusivity of all community members. For the community participation desired in developing this grant application's plan, press outreach, online surveys, thoughtful use of social media and in person events are anticipated. Most important will be reaching our senior citizens and marginalized and vulnerable populations through churches and agencies which provide services to these populations. Providing a Spanish version of all materials will be utilized. The Board understands a transparent and robust community and stakeholder process is necessary to finding the right approach and directions for meeting affordable housing needs in Paonia.

### **Local Match**

*A minimum 25% match of the total project cost is required. If you are requesting a reduced match, describe why this is necessary and when you consulted your DOLA Regional Manager about a reduced match.*

The project budget is \$79,800.00, which requires a minimum local match of \$19,950.00. The Town is able to contribute the minimum 25% match to the project budget. The Mayor and Town Administrator met with Dana Hlavac, the Northwest Regional Manager, about the 25% match. Paonia's economy continues to be

challenged by the loss of significant revenue due to the closure of coal mines and COVID 19 impacts. The Town's reserves are 3% of the annual budget and are important to be maintained due to the uncertainty of the local and national economy over the several next years. For these reasons, we are only able to commit the minimum 25% match.

**D. PROJECT BUDGET**

*Fill out and upload the Project Budget Template, which can be downloaded on the DOLA website.*

<b>HB21-1271 Planning Grant Total Project Budget</b>			
<b>Applicant (Community Name):</b>		Town of Paonia	
<b>Applicant Contact:</b>		Corinne Ferguson	
<b>Applicant Contact Position/Title:</b>		Town Administrator	
<b>Applicant Contact Email Address:</b>		<u>corinne@townofpaonia.com</u>	
<b>Applicant Contact Phone:</b>		970-527-4101	
<b>Date:</b>			
			<b>Other Funding Amount</b>
			<b>(at least 25% local match of total project cost)</b>
<b>Project</b>	<b>Total Estimated</b>	<b>State Funds Requested</b>	
<i>Housing Needs Assessment</i>	\$ 33,250.00	\$ 24,937.50	\$ 8,312.50
<i>Housing Action Plan</i>	\$ 19,250.00	\$ 14,437.50	\$ 4,812.50
<i>Vacant Property Plan</i>	\$ 14,000.00	\$ 10,500.00	\$ 3,500.00
<i>Contingency - 20%</i>	\$ 13,300.00	\$ 9,975.00	\$ 3,325.00
<b>TOTALS</b>	<b>\$ 79,800.00</b>	<b>\$ 59,850.00</b>	<b>\$ 19,950.00</b>
<i>Note: Grant funds cannot be used for administrative expenses.</i>			

<b>ESTIMATION OF PLAN COST - NOT PART OF DOLA SPREADSHEET</b>			
	Estimated Consultant hours	Average Cost per hour	TOTAL
<i>Housing Needs Assessment</i>	190	\$ 175.00	\$ 33,250.00
<i>Housing Action Plan</i>	110	\$ 175.00	\$ 19,250.00
<i>Vacant Property Plan</i>	80	\$ 175.00	\$ 14,000.00
<b>SUB TOTAL</b>			\$ 66,500.00
Other Expenses & Contingency	20%	ROUNDED	\$ 13,300.00
<b>TOTAL</b>			\$ 79,800.00

**Staffing Plan**

*Do you plan to hire temporary/contract staff or consultants to complete the work?*

The Town of Paonia will engage a consultant to complete the work. No other staff will be hired.

**E. TABOR COMPLIANCE**

**Voter Authorization**

*Does the applicant jurisdiction have voter authorization to receive and expend state grants without spending limitations?*

Yes.

**Voter Authorization Explanation**

*If yes, please explain.*

Town of Paonia voters opted out of a provision in the Taxpayer’s Bill of Rights (TABOR) restricting the receipt and expenditure of state grants without spending limitations in 2013.

**Attorney Affirmation**

*Affirm that the local government attorney has confirmed this TABOR statement.*

The Paonia Town Board, in approving this grant application for submittal, attests that its attorney Bo Nerlin has affirmed its TABOR statement.

**F. OFFICIAL ACTION**

**Date of Official Action**

November 23, 2021

**Board or Staff – Identify if approved by elected council or authorized staff**

Town of Paonia Town Board of Trustees

**Authorization Documentation – Upload documentation of official action**

TBD Minutes

AGENDA SUMMARY FORM



Letter of Support Request - RCAC Federal Grant Through USDA

Summary:

The assistance RCAC was able to provide the Town at no cost was funded by a Federal Grant through USDA. RCAC is preparing to apply for future funding and requests a support letter from the Town. Draft attached.

Notes:

Possible Motions:

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

Vote:	VACANT	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	VACANT	Mayor Bachran:



(DATE)

Mr. Nathan Ohle  
Rural Community Assistance Partnership  
1701 K Street, NW Suite 700  
Washington, DC 20006

Dear Mr. Ohle,

I would like to take this opportunity to thank the Rural Community Assistance Partnership (RCAP) for its time, effort, and expertise in helping the Town of Paonia, CO address its financial sustainability with regard to our drinking water system. Our community has greatly benefited from the services provided by RCAP. We did not have the knowledge or resources necessary to adequately attack the issues until your RCAP representative became involved.

Paonia is a small rural town, focused on agriculture, that provides water services to roughly 2500 people in western Colorado. Our drinking water infrastructure is starting to age, and we have many future Capital Improvement needs to address. Our MHI is \$41,683, well under the Non-metro MHI of Colorado at \$62,000, so we are eligible for many funding opportunities. However, we still need to better understand the impacts that future infrastructure projects and cost will create on consumers water bills.


RCAP provides us with the vital expertise and resources we need. Without your help, it was unclear how Paonia would be able to address many of its problems. I'm also certain that there are many other small communities that have similar problems and need the same type of services that we do. Therefore, Paonia certainly supports funding for RCAP's assistance programs. We strongly believe that your services and on the ground support are absolutely necessary for continued improvement in America's rural water and wastewater systems.

The local RCAP Technical Assistance Provider has been assisting us with:

- Completing a Financial Analysis to better understand the true cost of water services
- Facilitating a workshop with the Board of Trustees and community members to discuss potential rates that address affordability and financial sustainability.

In closing, with RCAP's assistance, we expect to ultimately correct our current problems and improve the efficiency and operation of our drinking water system. The services that we are receiving from RCAP are vital to rural communities like ours, who don't have the resources, expertise, staff capacity, and financial support they need to operate their drinking water system. We appreciate the services and experienced assistance you have provided us. We support continued funding of RCAP so that you may continue with your beneficial work to other rural communities across the country.

AGENDA SUMMARY FORM

	<p>Police Chief Recruiter Update and Recommendation Moving Forward</p>		
<p>Summary: Results of RFP for recruiter services.</p>			
<p>Notes: Initial Board direction 9/14/21 was to move forward with standard operations for filling the Chief of Police position. Following Administrator Ferguson's absence due to illness at the 9/28/21 meeting the Board reversed its decision to advertise to hire a recruiter. Seven (7) companies were direct solicited and the rfp was advertised. One proposal was received at a projected cost of \$15,500.</p> <p>Staff recommends the Board reject the proposal and allow staff to move forward with advertisement of the position via local and neighboring counties, CML, Police One, and the Town website as well as the creation of an interviewing panel comprised of the following:</p> <ul style="list-style-type: none"> <li>Town Administrator</li> <li>Sergeant in Charge</li> <li>Local Business Owner</li> <li>Local Community Member</li> <li>Former Paonia Police Chief</li> <li>Neighboring Jurisdiction Police Officer</li> </ul>			
<p>Possible Motions:</p> <p>Motion by: _____ 2<sup>nd</sup>: _____ vote: _____</p>			
Vote:	VACANT	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	VACANT	Mayor Bachran:

November 19, 2021

# Proposal to provide Professional Executive Search Services for the Police Chief Position



**NOVEMBER 17, 2021**

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Provided to Corinne Ferguson, Town Administrator/Clerk  
By Government Professional Solutions (GPS)



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November 17, 2021

Corinne Ferguson, Town Administrator/Clerk  
214 Grand Avenue  
Paonia, CO 81428



Dear Corinne,

Thank you for the invitation to submit our proposal for this recruitment. Government Professional Solutions, LLC (GPS), welcomes the opportunity to submit this proposal for executive search services to help the Town of Paonia find and hire the best candidate to serve as its next Police Chief.

GPS offers you a distinctive alternative to the traditional executive search firm. We are a government consultancy comprised of only senior level, former city managers with MPA degrees. Our services are based on best practices built from a combined 30+ years of experience in the public sector and city management. Our firm philosophy is rooted in the highest ethics and integrity, and relationships are at the core of everything we do.

We believe, and hope you will agree, that we are the best partner to guide you through this very important executive search process for several reasons:

- **Our ability to leverage an extensive network of public officials across the U.S.** Throughout our decades of public service, we have developed and continue to grow long-lasting relationships with countless public executives, managers, and staff.
- **Our insight into what it takes to be successful at city and county management.** As former city managers, we are very familiar with the types of discussions to have and questions to ask of candidates as we have been in those positions ourselves and tackled the same types of opportunities and challenges they most likely will face. Not to mention, we have also been on the candidate side as we have applied and been hired for these very same types of positions.
- **Our commitment to giving you customized and personal service of the highest quality.** GPS Partner, Chris Lowe, will be the only consultant working on this project and will work closely with you to customize a search approach that best serves your specific objectives. This means you know exactly who you are working with from start to finish, that you can count on receiving senior level expertise, and that the process will be seamless.

Chris Lowe prepared this submittal and can be reached by email or phone (info below).

Thank you very much for your consideration of our firm and proposal.

Sincerely,

A handwritten signature in purple ink that reads "Bret Bauer".

Bret Bauer, Partner and Co-Founder  
104 Harbor Haven St.  
Gun Barrel City, TX 75156  
(316) 207-0688  
[bbauer@governmentpros.com](mailto:bbauer@governmentpros.com)

A handwritten signature in blue ink that reads "Chris Lowe".

Chris Lowe, Partner and Co-Founder  
18605 Arrowwood Dr.  
Monument, CO 80132  
(785) 766-9104  
[clowe@governmentpros.com](mailto:clowe@governmentpros.com)



## Approach

Government Professional Solutions (GPS) does not operate like most national search firms. Our approach is collaborative, customized, personal, and relationship based. As former city managers who have served full-service cities and their elected officials, we understand first-hand how the executive search function must fit within the larger mission of the local government and the community. We are passionate about public service and we know at the core, that means our focus is about getting to know people - those in your community, and those wishing to serve your community.

### **City managers who know how to hire Police Chiefs**

As former city managers and candidates ourselves, we know how to get in front of top candidates. We are connected to modern, accomplished Police Chief candidates, both directly and indirectly through our extensive network of public officials. We have worked with many of them as colleagues and have personally networked with them at industry association and other events. We have served with them on boards and held leadership positions in the same organizations. Most importantly, we know both the seasoned veterans AND the young up-and-coming professionals who are highly sought after by cities.

We also know the newsletters, publications, and websites these professional candidates subscribe to because we subscribe to them ourselves, and we understand which sources are trusted most.

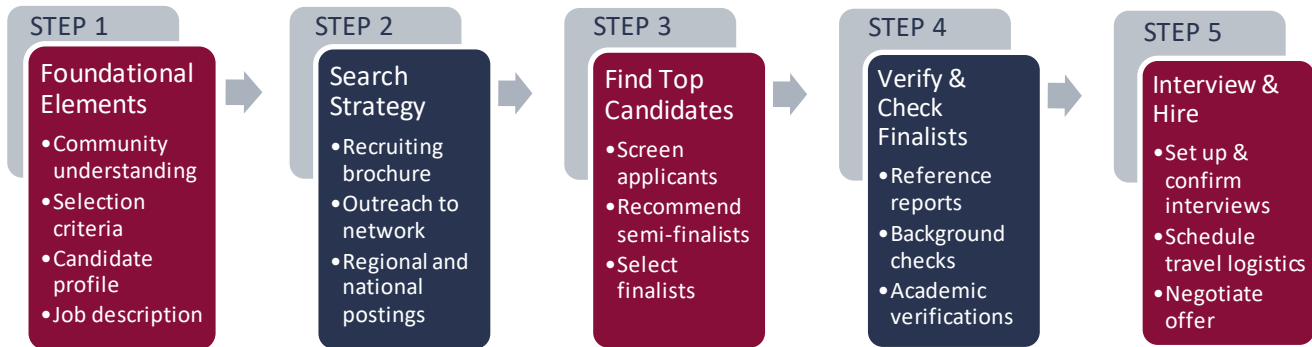
Finally, because of our lengthy and direct experience in the public sector, we are also able to screen candidates quickly and efficiently. An initial conversation by one of our senior level partners quickly yields an accurate assessment of capability and fit. This enables us to focus the majority of our energy and resources on those candidates who have the highest probability of becoming semi-finalists in the search.

### **A single dedicated senior level consultant by your side**

Because our recruitment searches are conducted start to finish by one of our partners, you get an extremely efficient process. A single senior level person dedicated to every step of your project means no gaps or delays in information transfer among multiple staff members and consultants. It means that both you and the candidates get a very direct and responsive line of communication. And, it means you get a level of experience and personal service you know you can count on.

GPS Partner, Chris Lowe, will be the consultant on this project. Chris has managed in multiple cities in Colorado and is currently completing a 6 month stint as the Town Administrator in Elizabeth, CO.

GPS will customize a search process that best serves your specific objectives and situation. Below is the general workflow we will follow



## STEP 1: DEVELOP FOUNDATIONAL ELEMENTS

### Understanding you and the community

The first, and most important step of our process is to spend time getting to know you and your community.

In our experience we have found that too often the process of finding the next leader for an organization is a cookie-cutter process focused on developing a community profile and quickly finding a candidate. As public executives, we understand how important it is to understand your community and to have a complete, professional, and thorough process to find top level talent for your future leaders. That is why we structure time to spend in your community to experience its amenities, economy, people, and infrastructure, and to get to know your organization and community, both individually and as a collective group.

Developing the ideal candidate profile begins with a survey sent to you and designated staff prior to our first meeting. Members individually complete these surveys to help begin to paint the picture about what you want to see in your next Police Chief. We can also distribute similar customized surveys to stakeholders that you identify to make sure there is broad based support for the process.

We then meet on-site with you, designated staff, and stakeholders to discuss the required background, professional experience, and management and leadership characteristics for your position. We work with you to thoroughly understand (or help identify) the position’s requirements, current challenges, strategic priorities, and expectations.

Information obtained from these efforts, coupled with our review of any provided resources, is used to prepare selection criteria, a job position, and a candidate profile,

### Timeframe:

1 week

### Deliverables:

Community understanding

Selection criteria surveys

Job position

Candidate profile

all of which will be approved by you before recruitment begins. Spending time getting these items right is critical to ensuring an efficient and effective process to follow.

## STEP 2: DESIGN A CUSTOM SEARCH STRATEGY

We work collaboratively with you to develop a comprehensive outreach strategy to notify potential candidates about the vacancy and conduct an open recruitment that encourages applications from a talented and diverse pool of candidates. We will recommend a strategy that includes national, state, regional, and local elements.

### Leveraging our network

Central to that strategy is to leverage our extensive network of public officials. Often, we know qualified candidates who are not actively seeking new employment and will not necessarily respond to an advertisement.

One of the tools we leverage is a comprehensive recruitment brochure that can accompany all networking and outreach efforts. This brochure typically includes the candidate profile defined in Step 1, a summary of town challenges and priorities, and information that positions your location as a highly attractive place to live and work. *(Please see example provided in the Appendix)*

### Leveraging the ICMA & other professional organizations

From our decades in city leadership and as candidates ourselves, we depend on the International City/County Management Association (ICMA), as do the type of candidates you want for this position. Most Police Chiefs are members, and it is the first stop for anyone in the industry looking for a new job. We have personally found our own jobs as well as hired people through the ICMA. As 15-year members of the organization, we are highly familiar with its leadership, processes, and network. ICMA also publishes a monthly magazine, PM, which we often use for advertising. In addition, we also use the International Association of Chiefs of Police (IACP).

We use our extensive networks at the state level to ensure we are adequately marketing to in-state candidates through the Colorado Municipal League.

We value diversity and our recruitment process reflects that. We work with the National Organization of Black Law Enforcement (NOBLE) and the Local Government Hispanic Network (an affiliate of ICMA).

### Timeframe:

1-2 weeks

### Deliverables:

Timeline

Recruitment brochure

Advertisement



### STEP 3: FIND TOP CANDIDATES

Upon approval of the custom search strategy and marketing tools, we promptly begin the search process, starting first and foremost with our network.

Application packets will be received and categorized according to the rating criteria established by you and your team to ensure that the candidate pool has the matching skills and background. You will receive weekly updates on the development of the candidate pool. Information on all applicants will be retained and organized for recordkeeping purposes and will be transmitted to you upon completion.

Each candidate submitting a resume is sent a timely acknowledgement, including an approximate schedule for the recruitment. Throughout the process, communications are maintained with each candidate regarding information about the recruitment progress and their status.

We will screen candidates against the position and criteria defined in Step 1 and recommend a list of 10-15 semi-finalists to you.

Two important tools we use during this process are a candidate questionnaire and a due diligence questionnaire, both customized to your unique position and situation (please see examples of each in the appendix). The candidate questionnaire goes to all semi-finalists and provides additional information about their background and experience. The due diligence questionnaire goes only to finalists.

We also ask semi-finalists to engage in video storytelling where they are given an opportunity to tell us about their journey in public service. This is intended to help us, and you better assess who they are as people and as leaders. This approach can help in developing a more comprehensive understanding of the candidate's ability to think on their feet as well as their personal and professional demeanor.

We will provide you with a semi-finalist report that includes copies of all marketing media, the master applicant list, as well as a cover letter, resume, completed questionnaire, and videos (if used) for each semi-finalist.

From there, we will review semi-finalist information with you and ask you to select finalists for interviews.

#### Timeframe:

5-6 weeks

#### Deliverables:

Custom questionnaires

10-15 semi-finalist recommendations

Timely and regular communications to candidates

Regular updates to you and your team

Semi-finalist report

### STEP 4: VERIFY AND CHECK FINALISTS

When you approve a group of finalists for on-site interviews, we will begin the process of conducting reference checks, background checks, and academic verifications. A confidential reference report is prepared for each finalist to complete our understanding of his or her management and leadership characteristics and professional work performance.

#### Timeframe:

2 weeks

For the background checks, we will collect information on the candidates in the following areas:

- City/County/State Criminal
- Federal District Criminal
- City/County/State Civil Litigation
- Employment Verification
- Reference Verification
- Federal District Civil Litigation
- Judgement/Tax Lien
- Sex Offender Registry
- Motor Vehicle Driving Record
- Educational Verification

### Deliverables:

Reference check results  
Background check results  
Academic verification results

## STEP 5: INTERVIEW AND HIRE

Upon completing the candidate verifications and checks, we will work collaboratively with you to develop the final interview process.

We will provide you with a Final Candidate Report prior to commencement of interviews. This report will include a copy of the recruitment brochure and interview schedule, as well as cover letter, resume, completed questionnaires, and reference/background results for each finalist to be interviewed. It will also include our individual analysis of each candidate compared to the ideal candidate profile developed with you (e.g., our evaluation of minimum professional qualifications, responses to questionnaires, etc.). *Note: A minimum of one week is required to develop the packet of information for your review once finalists have been identified.*

Accompanying the final report will be guidelines for interviewing the finalists, suggested interview questions, and a customized interview grading tool for your interview panel(s). We will attend finalist interviews to support continuity of the process.

We will work with you to develop an interview process that is thorough and inclusive of your organization and community. Successful options we have used in the past include: a community meet and greet (this allows community members, elected officials, and staff to meet and visit with the finalists), community interview panel to serve as one of the events for finalists during the in-person interview process, and/or a community dialogue event.

\*Additional options available to you are:

- Participation in deliberation of candidates
- Assistance with developing a compensation package and related employment considerations
- Assistance with employment agreement negotiation.

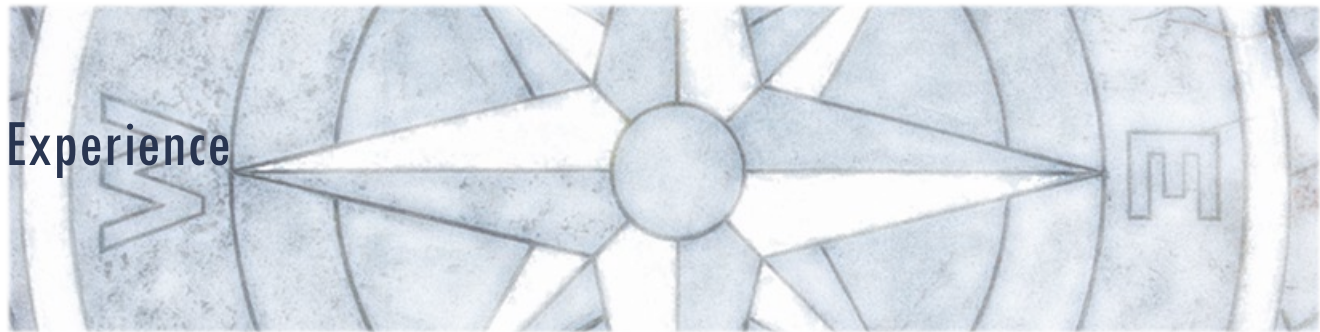
Finally, we will notify candidates of the final decision and will confirm final process close out items with you.

### Timeframe:

2-3 weeks

### Deliverables:

Interview and travel itinerary schedules  
Final Candidate Report  
Interview guidelines  
Suggested interview questions  
Interview grading tool  
Candidate notifications



## **30+ years combined experience in city management**

GPS is comprised of only senior level, former city managers with MPA degrees. Our partners share a passion for serving the public and bring a combined 30+ years of experience in leading communities. Their public service careers include serving as City Manager, Town Manager, or Assistant City Administrator in Missouri, Kansas, Texas, and Colorado.

Resumes of Partners, Chris Lowe and Bret Bauer, are included in the appendix. Chris Lowe will be the consultant assigned to this project and will execute all tasks involved. We often use current police professionals in our network to serve on interview panels to ensure we have another perspective to use in our evaluation of candidates.

## **15 years of successful recruiting history**

### **RECENT RECRUITMENTS**

Town Administrator-Elizabeth, CO  
Community Development  
Director-Elizabeth, CO  
Police Chief- Hutto, TX  
Public Works Director-Hutto, TX  
Public Works Director-Aubrey, TX  
Finance Director-Aubrey, TX  
Police Chief-Gun Barrel City, TX  
Town Attorney-Monument, CO  
Finance Director-Baldwin City, KS  
Police Chief, Pleasant Hill, MO  
Chief Financial Officer-Hutto, TX

At GPS, we have been conducting executive level recruitments for 15 years. We believe the perspective we bring as former city managers and candidates, combined with the principled approach we developed based on decades of combined experience, enables us to help you find and hire the right candidate for the job the first time around.

As former city managers, we are very familiar with the types of discussions to have and questions to ask of candidates as we have been in those positions ourselves and tackled the same types of opportunities and challenges they most likely will face. Not to mention, we have also been on the candidate side as we have applied and been hired for these very same types of positions.

## **More than an executive search firm**

GPS was founded with one central objective: to use our industry experience and decades of public service to help cities and counties improve their communities. Since 2006, GPS Partners Chris and Bret have been expanding their government experience and network in cities across the country to position themselves to be the best trained public servants available to serve cities and counties on a diverse range of projects, challenges, and opportunities.

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Our breadth of services includes:

- Executive Search
- Budgeting
- Human Resources
- Leadership Development
- Utility Management
- Project Management

The compass in our logo depicts our goal of providing guiding direction to our public clients and we strive to be a steady partner throughout that journey. We firmly believe in the value of trusted relationships, and want to be your trusted partner, not just another vendor.

## The GPS Guarantee

While others in the industry may offer a 1-year guarantee, we are confident in our process, and offer a 24-month guarantee against resignation or termination for any reason. Any subsequent search will be done for actual cost.

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*I'm writing this letter of recommendation on behalf of Government Professional Solutions ("GPS") who I have had the pleasure of working with over the past 7 months related to our Chief Financial Officer placement with the City of Hutto, and our most recent placement for a Director of Public Works. Bret (along with his colleague Chris Lowe) have been extremely thorough with the recruitment process from inception to negotiating, and extending the offer.*

*GPS is a boutique recruiting firm specializing in government positions, due to their many years of experience working in the public government sector. Bret and Chris' experience of serving in city management roles has been extremely beneficial, as they understand the needs of city government experience for these types of placements, which is most valuable during the screening process. This streamlines my time as the City Manager to focus on City issues, as I know we are in good hands, as they take the time needed to figure out exactly the type of background and personality we are in search of for any given position, and only presents those top-notch candidates meeting our criteria. GPS creates the hiring brochure, which is necessary to initially attract potential candidates, and is meticulous in their overall screening process and always carves out time to answer any questions I might have during the process. They have great attention to detail, and a great pool of candidates. This is the reason I have continued to use GPS for other placements within the City of Hutto. I would highly recommend Government Professional Solutions to any City or Government entity looking to recruit for executive-level positions.*

*-Warren Hutmacher, City Manager of Hutto, Texas (2021)*



## Demonstrated ability to complete a thorough and detailed report

We hope the steps outlined in the Approach section of this proposal have demonstrated that our process is highly thorough and detailed. Additionally, we trust the background, experience, and reputation presented about our firm, and in particular the partner assigned to this project, Chris Lowe, have demonstrated the accountability and integrity we bring to this important effort.

Likewise, we are confident the final candidate reference report we provide to you will be comprehensive and detailed, and will equip you with everything you need to carefully and thoroughly interview final candidates and make a sound and supported final decision. The report will include:

### Information on each finalist:

- Cover letter and resume
- Completed questionnaires
- Reference/background results
- GPS analysis/evaluation
- Video Storytelling (if used)

### Additional supporting information:

- Recruitment brochure
- Interview schedule
- Interview guidelines
- Suggested interview questions
- Customized interview grading tool

# References

Owner/address/telephone contact	<b>Town of Elizabeth, Colorado / Megan Vasquez, Mayor</b> 151 S. Banner Street, Elizabeth, CO 80107 (720) 232-1084, <a href="mailto:megan.vasquez@townofelizabeth.org">megan.vasquez@townofelizabeth.org</a>
Project name	National Town Administrator recruitment
Project description	Advertise, evaluate, interview, and hire a new Town Administrator
Position or capacity on the project	GPS Partner, Chris Lowe, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	<b>City of Hutto, Texas / Warren Hutmacher, City Manager</b> 500 W. Live Oak Street, Hutto, TX 78634 (404) 535-0525, <a href="mailto:warren.hutmacher@huttotx.gov">warren.hutmacher@huttotx.gov</a>
Project name	National Public Works Director recruitment
Project description	Advertise, evaluate, interview, and hire a new Public Works Director
Position or capacity on the project	GPS Partner, Bret Bauer, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	<b>City of Hutto, Texas / Warren Hutmacher, City Manager</b> 500 W. Live Oak Street, Hutto, TX 78634 (404) 535-0525, <a href="mailto:warren.hutmacher@huttotx.gov">warren.hutmacher@huttotx.gov</a>
Project name	National Chief of Police recruitment
Project description	Advertise, evaluate, interview, and hire a new Chief Financial Officer
Position or capacity on the project	GPS Partner, Bret Bauer, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	<b>City of Aubrey, Texas / Mark Kaiser, City Administrator</b> 107 S. Main Street, Aubrey, TX (940) 440-9343, <a href="mailto:mkaiser@aubreytx.gov">mkaiser@aubreytx.gov</a>
Project name	National Public Works Director Recruitment
Project description	Advertise, evaluate, interview, and hire a new Public Works Director
Position or capacity on the project	GPS Partner, Bret Bauer, served as Project Manager for this recruitment

Related litigation, administrative proceedings, or claims	None
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Owner/address/telephone contact	<b>City of Aubrey, Texas / Mark Kaiser, City Administrator</b> 107 S. Main Street, Aubrey, TX (940) 440-9343, <a href="mailto:mkaiser@aubreytx.gov">mkaiser@aubreytx.gov</a>
Project name	National Finance Director Recruitment
Project description	Advertise, evaluate, interview, and hire a new Finance Director
Position or capacity on the project	GPS Partner, Bret Bauer, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	<b>City of Gun Barrel City, Texas / Jim Braswell, Former Mayor</b> 400 E. Pedregosa St., Unit K, Santa Barbara, CA 93103 (903) 340-0203, <a href="mailto:jimbraswell@me.com">jimbraswell@me.com</a>
Project name	National City Secretary Recruitment National Chief of Police Recruitment
Project description	Advertise, evaluate, interview, and hire a new City Secretary and new Chief of Police
Position or capacity on the project	GPS Partner, Bret Bauer, served as City Manager and Project Manager for both recruitments
Original contract amount	Annual contract
Related litigation, administrative proceedings, or claims	None

*“As the former mayor of Gun Barrel City, Texas, it was my pleasure to work with Bret Bauer, our city manager, for over four years. Bret had the experience and background to immediately work on and solve problem areas within our city infrastructure. It took no time at all for Bret to gain the trust and admiration of the city employees. Cities are faced daily with problems that require outside professional help. These professional(s) must have firsthand knowledge of how municipalities operate. Mr. Bauer and Mr. Lowe have that knowledge from their years of working for and with cities. GPS is the company any city can depend on for help when help is needed.” - Jim Braswell, Former Mayor of Gun Barrel City, Texas*

Owner/address/telephone contact	<b>City of Baldwin City, Kansas / Ken Wagner, Former Mayor</b> 915 Industrial Park Road, Baldwin City, KS 66006 (785) 594-6486 (work), (785) 423-1227 (cell), <a href="mailto:kwagner@heritagetractor.com">kwagner@heritagetractor.com</a>
Project name	Director of Finance recruitment City Clerk recruitment
Project description	Full-service city with a \$15 million annual budget and four utilities. The City had no professional Finance Department or standardized budgeting process and was in desperate need of all financial and accounting services. A national and regional search was conducted to hire a Director of Finance to build the entire financial infrastructure to support all debt service, budgeting, and accounting functions.

	For the City Clerk position, led a national recruitment. The City had previously promoted only from within in filling this position.
Position or capacity on the project	GPS Partner, Chris Lowe, served as City Manager and Project Manager for these recruitments
Original contract amount	Contract amount included in annual employment contract
Related litigation, administrative proceedings, or claims	None

*“I had the pleasure to offer Chris Lowe the position as City Administrator for Baldwin City, Kansas early on in my term as Mayor. I felt that the experiences and energy that he could bring to our community would be extremely impactful, but I had no idea on how impactful it would ultimately be. Chris was so eager to learn so much about our community. He jumped into our utility enterprise, which included electrical generation as well as water and wastewater treatment. He handled all the challenges that those entities bring to City Management, very effectively. He developed personal relationships that last to this day. He built and developed a great team of professionals that carried out the combined vision that he and the City Council had for the community. One can drive around our community and in a very short distance, can see the enormity of the projects that have Chris’s imprint. When you communicate the vision to Chris, you can be assured that he will bring that vision to life. He also is a consensus builder and works effectively to build relationships with other governmental agencies. I am proud that we had Chris in our community and so proud of the work he led to make our community even better.” - Ken Wagner, Former Mayor of Baldwin City, Kansas*

Owner/address/telephone contact	<b>Town of Monument, Colorado / Jeff Kaiser, Former Mayor &amp; Trustee</b> 645 Beacon Lite Road, Monument, CO (719) 313-6084 (cell)
Project name	Town Attorney recruitment
Project description	Statutory town in Colorado with a \$10 million annual budget. The position of Town Attorney had been a contract position with local counsel filling the role in past years. However, the Town’s growth and complexity with three metropolitan districts within its boundaries and significant residential and commercial development in and around its town limits necessitated a full time legal professional. Led a national search and successfully recruited a candidate from Alabama.
Position or capacity on the project	GPS Partner, Chris Lowe, served as City Manager and Project Manager for this recruitment
Original contract amount	Contract amount included in annual employment contract
Related litigation, administrative proceedings, or claims	None

*“Chris Lowe has the unique ability to identify and attract key individuals in any organization and knows how to best utilize their skills to achieve the best results possible. His outstanding leadership abilities are very well-suited for any team environment and he is a proven leader in all areas of municipal government. I highly recommend Chris and his team to lead and guide any community forward through the unique problems that constantly present themselves.” - Jeff Kaiser, Former Mayor & Trustee, Town of Monument*



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## Agreement to use Town of Paonia contract

GPS is happy to execute a standard contract form provided by the Town or if preferred, we can provide our standard engagement agreement that we have used with other Colorado cities. GPS further acknowledges that our firm maintains, or will acquire, the minimum or greater of the insurance limits required.

# Agreement to complete project according to project schedule

The timeline at right provides a general breakdown of tasks, milestones, and timeframes to support a thorough and successful recruitment process.

This timeline is a suggestion only and we will work with you to finalize and approve an exact timeline.

## SUGGESTED TIMELINE

The Town will be asked to approve a final timeline before any recruitments begin, the timeline may be lengthened, if so desired



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## Overall cost and value of project

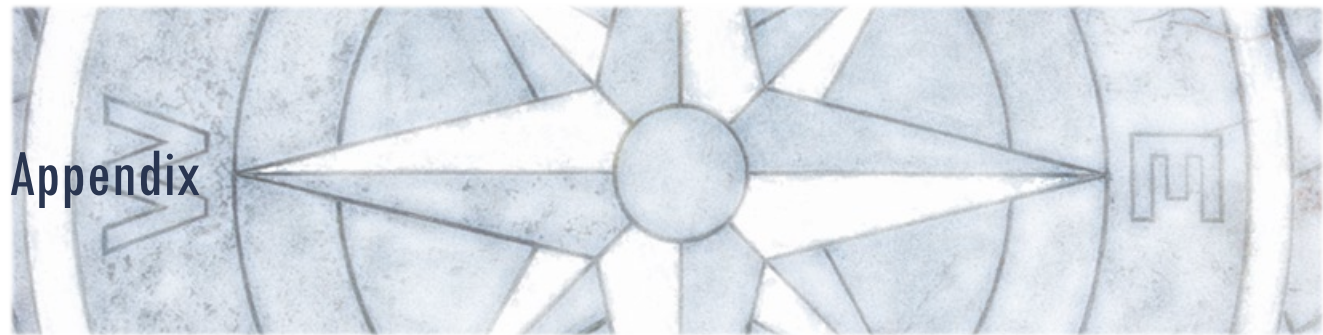
GPS offers a firm, fixed fee of \$15,500 *which includes all our expenses and costs.*

In other words, the only thing you will pay GPS is the agreed upon fee. This includes costs for professional graphic design, background and academic verification, and consultant travel and expenses. This means the only other costs you will be responsible for are the costs associated with the candidates' (and spouses, if invited) travel, accommodations, and meals for the interview process.

The advantage to you is you know exactly what you will pay and do not have to worry about reviewing costs associated with the project.

We will bill the fee as the phases are completed and according to the following schedule:

- \$9,500 upon execution of contract
- \$3,500 upon selection of group of semi-finalists
- \$2,500 upon completion of negotiations with final candidate



Appendix includes:

- Sample recruitment brochure
- Sample questionnaire (candidate and due diligence)
- Resumes (Chris Lowe and Bret Bauer)
- Certificate of insurance
- Recruitment Services Agreement



ELIZABETH, COLORADO IS HIRING A

# TOWN ADMINISTRATOR



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POSITION MARKETED BY  
GOVERNMENT PROFESSIONAL SOLUTIONS  
GOVERNMENTPROS.COM



# WELCOME TO THE TOWN OF ELIZABETH, COLORADO



Located just 40 miles southeast of Denver, the charming Town of Elizabeth is located in a highly desirable area close to the convenience of amenities in Parker and Castle Rock, but far enough away from the suburbs to retain its rural, small town feel. The Town's population is growing with more than 1,800 residents, and as the largest municipality in Elbert County, serves more than 30,000 people across the county.

## The Community

Elizabeth, founded in 1855, was originally a saw mill camp. In 1858, gold was discovered in the creek. A gold rush followed, but the quality and quantity of the gold never led to a boom for the Town. However, settlers steadily moved in to work the land. Elizabeth was incorporated in 1890 and has had a post office since 1882.

While Elizabeth continues to grow, its classic, small town sense of community is alive and well, where everyone knows each other's name and neighbors wave at one another on the road.

The Town's historic downtown harkens back to its past, and serves as the hub for many festivals and events, including:

- The famous Elizabeth Stampede and Rodeo, held in conjunction with the "Elizabash" street fair
- Weekly farmers' market with produce, music, beer, and artisans June through September
- Wine in the Pines & Pints in the Pines
- Historic Walk and Talks in historic Main Street
- Celtic Festival
- Harvest Festival
- Mayor's Tree Lighting



## Education

Elizabeth School District is a top-rated, high-performing school district known for its family-oriented culture, student-focused philosophy, and caring staff. Governed by a five-member board of education, students are always at the heart of everything the district does.

With six schools in the district boundary, students can start in half- and full-day preschool programs and free all-day kindergarten, available at both Running Creek and Singing Hills elementary schools.

Elizabeth Middle School (grades 6-8), recently ranked 17th-highest middle school in Colorado (out of 270), complements its academic offerings with innovative outdoor education field trips.

Elizabeth High School, offering numerous Advanced Placement classes and college course offerings, continues to have an impressive four-year graduation rate at 90.1% (exceeding the 80.7% state average).

Finally, Legacy Academy is a K-8 charter school operated by a group of parents, teachers and community members under their own governance.

## Demographics

With a 2020 population of 1,848, Elizabeth is the 120th largest city in Colorado. The Town is currently growing at a rate of 8.26% annually and its population has increased by 36.08% since the most recent census, which recorded a population of 1,358 in 2010. Elizabeth reached its highest population of 1,848 in 2021. Spanning 1.3 square miles, Elizabeth has a population density of 1,417 people per square mile.

According to Zillow.com, the typical home value of homes in Elizabeth is \$613,934 (this value is seasonally adjusted and only includes the middle price tier of homes). Elizabeth home values have gone up 12.1% over the past year.



### Business & Commerce

Major industries in Elizabeth include:

- Construction (16.4%)
- Accommodation & food services (7.7%)
- Educational services (7.7%)
- Food & beverage stores (5.8%)
- Finance & insurance (5.8%)
- Professional, scientific, technical services (5.5%)
- Broadcasting & telecommunications (4.6%)

The School District is the largest employer in the Town of Elizabeth.

As the commercial hub of Elbert County, Elizabeth has a significant retail presence that includes Walmart, Safeway, Tru-Value, NAPA Auto Parts, O'Reilly Auto Parts, Sonic, Anytime Fitness, Taco Bell, and a new Dairy Queen.

### Government

The Town of Elizabeth is comprised of multiple departments that deliver various functions and services. These include Town Administration, Town Clerk, Community Development, Police, and Public Works (includes Water and Wastewater). The Town Administrator supervises all departments. The Board of Trustees appoints the Town Administrator, Town Clerk, and Police Chief.

The Town has approximately 30 full-time employees, including 10 in the Police Department (8 of whom are sworn personnel).

The Community Development Department is responsible for providing planning services to the community, including short- and long-range planning, zoning, building, and economic development.

The Town Clerk's office performs a wide variety of administrative services and support.

The Public Works Department provides services related to maintenance and operation of the Town's infrastructure, including management and upkeep of the town water/wastewater system, road maintenance and repair, and taking care of town parks and rights of way.

### Highlights from the 2021 Adopted Budget:

Allocation of 4% sales and use tax:

- 1% to General Fund
- 1.5% to Streets Fund (90% to Streets CIP and 10% to Streets Maintenance)
- 1.5% to Municipal CIP

Total sales tax revenue: \$2.765 million

Total property tax revenue: \$631k

Water utility revenue (sales and tap fees):

\$1.125 million

Wastewater utility revenue (sales and tap fees): \$1.1 million

Retired \$2.5 million of debt in 2021

Street capital fund total revenue (sales and use tax): \$1.175 million

Street capital fund total debt service: \$494k

Completed \$1.6 million trail system project in 2020 and dedicated \$4 million to street paving projects in 2021.





# THE POSITION

## Under the general direction of the Town Board of Trustees, the Town Administrator:

- Serves as the lead member of the Management Team as a positive, active, and engaged member.
- Plans, organizes, coordinates, directs, reviews, and manages the daily activities and programs of the Town.
- Provides professional guidance, leadership, and advice to the Board of Trustees.
- Performs a wide variety of tasks to facilitate Town administrative operations and best practices.
- Provides quality customer service to citizens and promotes consistency and transparency in the Town's actions.
- Administers and supervises all Town departments, except the Town Attorney and Municipal Judge.
- Supervises enforcement of all laws and ordinances.
- Prepares and recommends an annual budget to the Board of Trustees, administers the approved budget, and keeps the Board fully advised at all times of the Town's financial condition.
- Performs short- and long-term strategic planning.
- Recommends, prepares, and presents ordinances, resolutions, code changes, and contracts according to best practices.
- Performs other duties as may be prescribed by ordinance, resolution, or by Board of Trustees direction.

## Current Projects and Opportunities

- Administer \$3.2 million paving and widening project.
- Review and update as necessary the Town's overall budget process to maintain good fiscal stewardship of public funds and financial transparency.
- Develop an updated Personnel Policy Manual and Job Descriptions consistent with current state statutes.
- Creative and effective management of Town growth.
- Explore intergovernmental partnerships.
- Strategic engagement of the business community and Chamber.



# THE IDEAL CANDIDATE

- Master's Degree in Public Administration or related field preferred.
- Five to ten years experience as a City Manager, or equivalent education and experience in the public or private sector for an organization of similar size and complexity.
- ICMA Credentialed Manager preferred.
- Experienced in public finance and capital improvement planning.
- Practitioner of best management practices in public administration.
- Experienced in short- and long-term strategic planning.
- Provides positive leadership to the organization.
- Strong verbal and written communication skills.
- Leads by example and always demonstrates honesty, integrity, and diplomacy.
- Motivator who works collaboratively with and empowers staff, encourages teamwork, is respectful, and provides mentoring and resources.
- Sets priorities, has high expectations, and expects deadlines to be met.
- Calm and collected.
- Provides professional and diplomatic advice and support to all members of the Board of Trustees.
- Professional, but also friendly and outgoing with a sense of humor.

## HOW TO APPLY



**Compensation:** Salary range \$140-160,000, depending on qualifications. Competitive benefit package includes ICMA 457/Roth IRA with 3% match, life insurance, 100% employee health coverage/80% family, vision and dental. Reasonable relocation expenses, cell phone stipend, and separation benefits negotiable.

**To apply,** please email your cover letter and resume in .pdf format by Monday, August 23, 2021 to [clowe@governmentpros.com](mailto:clowe@governmentpros.com). Position is open until filled. Faxed and mailed submissions will not be considered. Direct questions to Chris Lowe at (785) 766-9104 or [clowe@governmentpros.com](mailto:clowe@governmentpros.com).

For additional information about the Town of Elizabeth, please visit:

[TownofElizabeth.org](http://TownofElizabeth.org)

[ElizabethChamber.org](http://ElizabethChamber.org)

[ElizabethSchoolDistrict.org](http://ElizabethSchoolDistrict.org)

[ElizabethStampede.com](http://ElizabethStampede.com)

*The Town of Elizabeth is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is the Town's intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.*

# Candidate Questionnaire

[Position]  
[Location]

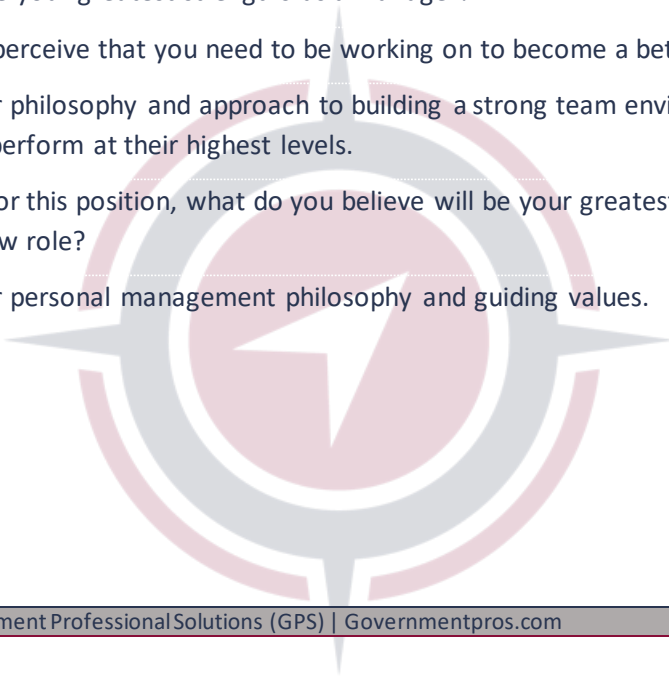


## Candidate Information

Full Name (First, Middle, Last):	Phone Information
	Cell:
Nicknames:	Home:
	Office:

Please answer each of the following questions completely and thoroughly.

1. How many employees and what size budget do you oversee?
2. Please detail the specific city departments you have supervised.
3. Please explain why you left your last three positions.
4. Are there any gaps in your employment history? If so, please explain in detail.
5. What is your proudest professional accomplishment?
6. Briefly describe your experience and skills in budget development and administration.
7. Please describe your experience and skills in municipal financial management.
8. Briefly describe your experience and skills in long range strategic planning.
9. Please describe a personal experience in delivering or ensuring that excellent customer service was provided in your organization.
10. What do you feel are your greatest strengths as a leader?
11. What do you feel are your greatest strengths as a manager?
12. What areas do you perceive that you need to be working on to become a better leader and manager?
13. Please describe your philosophy and approach to building a strong team environment and motivating your employees to perform at their highest levels.
14. If you are selected for this position, what do you believe will be your greatest, most immediate challenge in your new role?
15. Please describe your personal management philosophy and guiding values.



# Due Diligence Questionnaire

[Position]  
[Location]

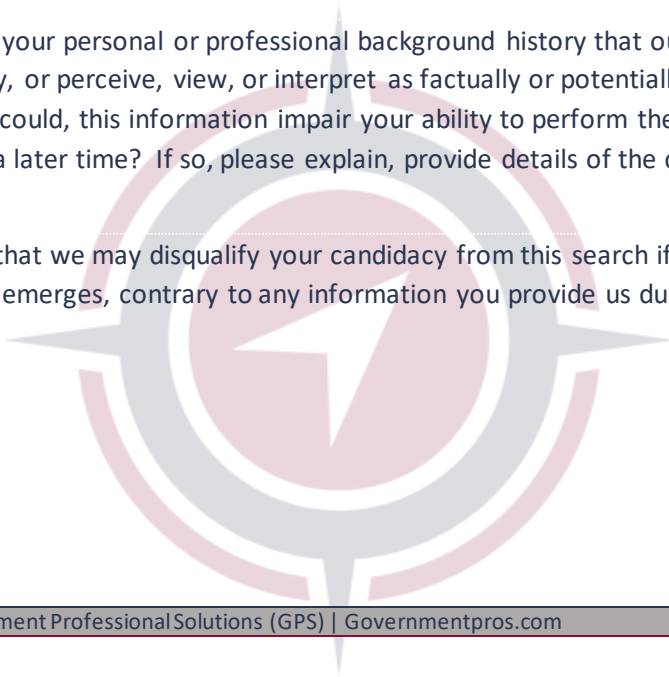


## Candidate Information

Full Name (First, Middle, Last):	Phone Information
	Cell:
Nicknames:	Home:
	Office:

Please answer each of the following questions completely and thoroughly.

1. Have you been subject to a formal charge regarding a conflict of interest, violation of ethical conduct, malfeasance, or misfeasance in the performance of duties? If so, please explain the circumstances.
2. Have you ever been the subject of an investigation, or censured by a grand jury, board of inquiry or similar body? If so, please provide details, explain the circumstances and final outcome.
3. Have you been subject to any disciplinary actions, including suspension, probation, or demotion in your adult working career? If so, please provide relevant details, explain the circumstances and the final outcome.
4. Has any organization, corporation, institution, or former employer dismissed, or asked you to resign for any reason, or from any position? If so, please provide relevant details, and explain the circumstances.
5. If you have been in your current, or most recent organization, for less than two years, please describe why you are interested in a career move at this time?
6. Have you ever filed for bankruptcy, or taken similar adverse financial action, that may limit your ability to be in a position of fiduciary responsibility, including being bonded?
7. Is there anything, in your personal or professional background history that our Firm, an employer or citizen could possibly, or perceive, view, or interpret as factually or potentially embarrassing to anyone? Would, or could, this information impair your ability to perform the essential duties of this job if discovered at a later time? If so, please explain, provide details of the circumstances and current disposition.
8. Do you understand that we may disqualify your candidacy from this search if valid, verifiable, and reliable information emerges, contrary to any information you provide us during this process?





# CHRIS LOWE

J.D., M.A.  
Partner and Co-Founder

## SUMMARY

Chris Lowe is a dynamic leader and creative problem-solver with a deep affinity for public service. He draws upon **more than 15 years in city management** to help guide public clients through myriad opportunities and challenges, from economic development and funding, to human resources and utility management.

## EDUCATION

**Juris Doctor**, Marquette University,  
Milwaukee, WI

**Master of Public Administration (MPA)**,  
Bowie State University, Bowie, MD

**Bachelor of Arts, Political Science and  
Government**, University of Kansas,  
Lawrence, KS

## CONTACT

(785) 766-9104

clowe@governmentpros.com

LINKEDIN:

<https://www.linkedin.com/in/chris-lowe-823bb4173/>

## ASSOCIATIONS

International City/County Manager's  
Association (ICMA)  
Government Finance Officers  
Association (GFOA)

## SPECIFIC EXPERIENCE

### Executive Recruitment & Human Resources

- Personally recruited and hired more than 50 employees, including executives and department heads
- Developed and implemented performance measurement programs
- Developed and implemented compliant personnel policies, procedures manuals, and employee handbooks
- Negotiated collective bargaining agreements with unions

### Budgeting & Finance

- Developed and managed more than \$75 million in municipality annual budgets
- Supervised competitive bond sales to finance public infrastructure improvements
- Led efforts to refinance bonded indebtedness, saving millions in debt service
- Created and implemented accounting manuals and investment policies

### Utility Management

- Developed water utility rate structures
- Negotiated utility sales, resulting in significant revenue increases while decreasing cost of operations
- Elected to two consecutive terms on the Executive Committee of the Kansas Municipal Energy Agency (KMEA) and served as Vice President

### Economic Development

- Developed public private partnerships and negotiated economic development agreements, resulting in new community services, financial savings, and local business expansion
- Secured grant funding for various community improvements, from city lighting to transportation infrastructure
- Administered multi-million capital improvement programs



# BRET BAUER

M.P.A  
Partner and Co-Founder

## SUMMARY

Bret Bauer brings more than 14 years of public sector experience and best practices to his work with public clients. Serving in city management roles in Missouri, Kansas and Texas gave Bret significant experience in utility and budget management, human resources, and economic and community development. Bret's ethics and integrity have also earned him widespread recognition and trust.

## EDUCATION

**Master of Public Administration (MPA),  
Bachelor of Science, Criminal Justice**  
Wichita State University, Wichita, KS

## CONTACT

(316) 207-0688  
[bbauer@governmentpros.com](mailto:bbauer@governmentpros.com)

## ASSOCIATIONS

International City/County Manager's Association (ICMA)  
Government Finance Officers Association (GFOA)  
Texas City Managers Association (TCMA), Ethics Committee 2019-Present, Membership Committee 2017-2019  
East Texas City Managers Association (ETCMA), Board VP 2019-2020  
American Public Works Association (APWA)  
East Texas Economic Development District, Board of Directors 2018-Present

## SPECIFIC EXPERIENCE

### Executive Recruitment & Human Resources

- Personally recruited and hired more than 25 employees, including executives and department heads
- Developed and managed training exercises for county staff and residents on emergency preparedness and the National Incident Management System
- Conducted ethics training

### Budgeting & Finance

- Managed multi-million-dollar municipal budgets, both departmental and annual
- Developed capital improvement programs and strategic plans
- Managed and oversaw payroll processes

### Utility Management

- Developed, maintained, and managed National Pollutant Discharge Elimination System permits
- Recommended to serve on the Kansas Municipal Energy Agency

### Economic & Community Development

- Led numerous economic development successes in new development and redevelopment

### Project & Program Management

- Managed and oversaw Public Works and Parks Departments
- Streamlined departments to operate more efficiently and effectively, including a Build/Code Enforcement department



THE HARTFORD  
BUSINESS SERVICE CENTER  
3600 WISEMAN BLVD  
SAN ANTONIO TX 78251

July 15, 2020

Chris Lowe  
Bret Bauer  
18605 Arrowwood Dr  
Monument CO 80132

#### Account Information:

<b>Policy Holder Details :</b>	Government Professional Solutions, LLC
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#### Contact Us

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Business Service Center

**Business Hours:** Monday - Friday  
(7AM - 7PM Central Standard Time)

**Phone:** (866) 467-8730

**Fax:** (888) 443-6112

**Email:** [agency.services@thehartford.com](mailto:agency.services@thehartford.com)

**Website:** <https://business.thehartford.com>

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,

Your Hartford Service Team



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/10/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> SECURITY SERVICE CUSO LLC 34341010 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	<b>CONTACT NAME:</b> PHONE (866) 467-8730 (A/C, No, Ext):		FAX (888) 443-6112 (A/C, No):
	<b>E-MAIL ADDRESS:</b>		
		<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC#</b>
<b>INSURED</b> Government Professional Solutions LLC 104 HARBOR HAVEN ST GUN BARREL CITYTX 75156-4319	<b>INSURER A :</b> Hartford Underwriters Insurance Company		30104
	<b>INSURER B :</b>		
	<b>INSURER C :</b>		
	<b>INSURER D :</b>		
	<b>INSURER E :</b>		
	<b>INSURER F :</b>		

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liability			34 SBA AG7X1Y	07/13/2021	07/13/2022	EACH OCCURRENCE	\$1,000,000
			DAMAGE TO RENTED PREMISES (Ea occurrence)				\$1,000,000	
			MED EXP (Any one person)				\$10,000	
			PERSONAL & ADV INJURY				\$1,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						GENERAL AGGREGATE	\$2,000,000
							PRODUCTS - COMP/OP AGG	\$2,000,000
A	<b>AUTOMOBILE LIABILITY</b>			34 SBA AG7X1Y	07/13/2021	07/13/2022	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> AUTOS	<input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS					BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB			34 SBA AG7X1Y	07/13/2021	07/13/2022	EACH OCCURRENCE	\$1,000,000
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ 10,000						AGGREGATE	\$1,000,000
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A	
							<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	
							E.L. DISEASE -EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	
A	Professional Liability			34 SBA AG7X1Y	07/13/2021	07/13/2022	Each Claim Limit	\$100,000
							Aggregate Limit	\$100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Business Liability Coverage Part includes a Blanket Additional Insured By Contract Endorsement, Form SL 30 32.

**CERTIFICATE HOLDER****CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Susan L. Castaneda*

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## EXECUTIVE RECRUITING SERVICES AGREEMENT

**THIS AGREEMENT** dated this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by and between the Town of Elizabeth, (herein "Town") and Government Professional Solutions, LLC (herein "GPS").

**IN CONSIDERATION OF** the performance of the services rendered under this Agreement and payment for such services, the parties agree to the following:

1. **Scope of Services** - GPS shall provide the Town with Executive Recruiting Services. Recruiter agrees to provide all such services in a timely manner within a reasonable time after receipt of City directives. Recruiter agrees to provide services by and through qualified personnel under standards and conditions generally accepted by professionals in the field or occupations for which services are provided. Services shall be provided based only upon the requests for proposals provided to the Recruiter by the Town and to which the Recruiter submitted a written proposal for services, hereinafter "Proposal" which is approved by the City in writing, hereinafter "The Project". That proposal is attached and incorporated herein as if set forth wholly within this Agreement.

2. **Compensation** - In consideration for GPS's provision of services under this agreement, the Town agrees to compensate GPS for services rendered in accordance with the payment schedule set forth in the Proposal. Invoices shall be submitted periodically as mutually agreed upon by the Town and GPS, or in the absence of such agreement, upon completion of the work constituting the task or project for which services are provided. Terms set forth from Page 6 of the Proposal are as follows:

GPS offers a fixed fee of \$10,500 *which includes all our expenses and costs*, to provide this streamlined process.

We will bill the fee as the phases are completed and according to the following schedule:

\$5,000 upon execution of contract

\$2,500 upon completion of Phases I and II as set forth above

\$3,000 upon completion of Phase III

The Town may wish for additional services for a contemplated Phase IV of this Executive Search. This phase may require GPS to perform background checks and educational and employment verification. The Town understands and agrees that GPS will engage services of a licensed subcontractor to perform such work and the parties agree that GPS will not collect an additional fee for such services. The parties agree that the Town will reimburse GPS for these services on a cost basis. Invoices not paid within thirty (30) days shall bear interest at the rate of 1% per month. All work by GPS will be coordinated in advance with Town staff.

3. **Town Responsibilities** - Town agrees to furnish GPS with all current and available information for each task or project assigned to GPS, along with any information necessitated by changes in work or services initiated by the Town which may affect services rendered hereunder.

4. **Coordination of Work and Work Product** - GPS shall coordinate all work with the Town's designated representative for each task or project assigned. Town shall provide GPS staff all information necessary or convenient to the provision of GPS's services upon request.

5. **General Insurance Requirements** - GPS will provide proof of its general and professional liability coverages to the Town before undertaking work for the Town. GPS will provide proof of professional insurance coverages of at least \$2,000,000.00.

6. **Indemnification** - GPS shall indemnify and hold the Town and all its personnel harmless from and against any and all claims, damages, losses and expenses, including reasonable attorney's fees and litigation costs, arising out of or resulting from the performance of services, provided that any such claim, damage, loss or expenses, is caused in whole or in part by the negligent act, omission and or liability of GPS, its agents or employees, and subject to the limits of available insurance coverage available through GPS.

7. **Delegation and Subcontracting** – GPS shall not delegate or subcontract any work to be performed by GPS under this agreement except through those agents or subcontractors necessary to complete the additional Phase IV as requested by the Town. The Town expressly authorizes those delegates, agents or subcontractors to perform services in conjunction with the scope of services listed above.

8. **Records** - To the extent not otherwise transferred to the Town's possession, Recruiter agrees to retain and provide the Town with reasonable access to all work product, records, papers and other documents involving transactions and work related to or performed under this agreement for a period of three (3) years after this agreement expires.

9. **Additional Services** - No additional services beyond what is approved in this agreement shall be provided by GPS without express authorization and identification of additional services set forth by the Town to GPS.

10. **Town Authorization** -When the term Town is used in this agreement, it shall mean the government of the Town of Elizabeth or its governing body, as the context requires. Authorization by the Town shall mean written instruction from the governing body, the Town Administrator, the Assistant Town Administrator or the Town Clerk/Administrative Services Director, whomever is authorized to approve the scope of services as set forth above.

11. **Period of Services and Termination** – GPS shall perform the services in full within six (6) months from the effective date of this agreement. The Town may extend the

agreement for an additional 6 months by written notification to GPS prior to the end of the first six (6) months of this agreement. The Town may and reserves the right to terminate this agreement at any time with or without cause by giving GPS written notice of termination. Upon receipt of such notice, GPS shall discontinue all services in connection with the performance of services authorized under this agreement or Town approved proposal for services and Town shall upon invoice remit payment for all authorized services completed up to the date of termination notice. This agreement or work performed under the provisions of this agreement may also be terminated by GPS upon not less than seven days written notice in the event the Town shall substantially fail to perform in accordance with the terms and conditions of this agreement, through no fault of GPS. In the event of termination by GPS, the other provisions concerning termination contained in this paragraph shall be applicable.

12. **Governing Law** - This agreement shall be governed by the laws of the State of Colorado and it is agreed that this agreement is made in Elbert County, Colorado and that Elbert County, Colorado is proper venue for any action pertaining to the interpretation or enforcement of any provision within or services performed under this agreement.

13. **Nature of Relationship** – GPS, or its agents, assigns or authorized subcontractors, herein is an independent contractor and shall not act as an agent for the Town, nor shall GPS personnel be deemed to be an employee of the Town for any purposes whatsoever. GPS shall not enter into any agreement or incur any obligations on the Town’s behalf or commit the Town in any manner.

14. **Miscellaneous** - This agreement constitutes the entire agreement of the parties superseding all prior negotiations, written or verbal, and may only be amended by signed writing executed by the parties through their authorized representatives hereunder.

**IN WITNESS WHEREOF**, the parties have executed this agreement by their duly authorized signatories effective the date and year first-above written.

Government Professional Solutions

Town of Elizabeth, Colorado

By 


By

Title:

Title: Partner Dated: May 27, 2021

Dated:

AGENDA SUMMARY FORM

	<p>Board Consideration of Town Attorney Proposal</p>		
<p><b>Summary:</b> Request for Board direction regarding Town Attorney RFP outcome.</p>			
<p><b>Notes:</b> Town received one proposal for Town Attorney. Staff requests Board direction regarding review of proposal or re-advertising. Attorney Nerlin has agreed to remain as Town Attorney on a month-to-month basis beyond December 2021, should the Board wish to re-advertise.</p>			
<p><b>Possible Motions:</b></p> <p>Motion by: _____ 2<sup>nd</sup>: _____ vote: _____</p>			
Vote:	VACANT	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	VACANT	Mayor Bachran:

November 19, 2021

AGENDA SUMMARY FORM



Town Hall Holiday Closure Request

Summary:  
 Holiday office closure request.

Notes:  
 Office staff requests the following modification to the holiday closure schedule.

Thursday December 23<sup>rd</sup> – ½ Day  
 Friday December 24<sup>th</sup> – Closed


Thursday December 30<sup>th</sup> – ½ day  
 Friday December 31<sup>st</sup> - Closed

Possible Motions:

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

Vote:	VACANT	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	VACANT	Mayor Bachran:

AGENDA SUMMARY FORM

	Adjournment		
Summary:			
Notes:			
Possible Motions:			
Motion by: _____ 2 <sup>nd</sup> : _____ vote: _____			
Vote:	Trustee Bear	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Pattison	Mayor Bachran

November 17, 2021