



TOWN OF PAONIA
TUESDAY, NOVEMBER 26, 2019
REGULAR TOWN BOARD MEETING AGENDA
6:30 PM

Roll Call

Approval of Agenda

Announcements

Recognition of Visitors & Guests

- [1.](#) Visitors & Guests

Consent Agenda

- [2.](#) Consent Agenda

Mayor's Report

- [3.](#) Mayor's Report

Staff Reports

- [4.](#) Administrator's Report
 - Public Works
 - Police Report
 - Acquisition of Electric Car

Disbursements

- [5.](#) Treasurer's Report
- [6.](#) Disbursements

Unfinished Business

- [7.](#) Public Hearing: Budget 2020
- [8.](#) Resolution 2019-19 – Utility Relief Program

New Business

- [9.](#) Discussion Only – Medicinal & Commercial Marijuana Sales – Requested by Board of Trustees
- [10.](#) Asset Inventory RFP Award
- [11.](#) CIRSA – No-Fault Optional Coverage Renewal
- [12.](#) U.S. Geological Survey Gaging Station Annual Agreement Update

Committee Reports

- [13.](#) Finance & Personnel
 - Unused Paid Time Off Payout Request
- [14.](#) Governmental Affairs & Public Safety
- [15.](#) Public Works-Utilities-Facilities
- [16.](#) Space 2 Create
- [17.](#) Tree Board

Adjournment

AS ADOPTED BY:
TOWN OF PAONIA, COLORADO
RESOLUTION NO. 2017-10 – Amended May 22, 2018

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 nd : _____ vote: _____			
Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Knutson:	Trustee Pattison:	Mayor Stewart:


AGENDA SUMMARY FORM

	Agenda Approval		
Summary:			
Notes:			
Possible Motions: Motion by: _____ 2 nd : _____ vote: _____			
Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Knutson:	Trustee Pattison:	Mayor Stewart:

AGENDA SUMMARY FORM

	Announcements		
Summary:			
Notes:			
Possible Motions: Motion by: _____ 2 nd : _____ vote: _____			
Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Knutson:	Trustee Pattison:	Mayor Stewart:

	Visitors & Guests		
Summary:			
Notes:			
Possible Motions: Motion by: _____ 2 nd : _____ vote: _____			
Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Knutson:	Trustee Pattison:	Mayor Stewart:

	November 12, 2019 – Regular Minutes November 18, 2019 – Special Minutes		
Summary:			
Notes:			
Possible Motions: Motion by: _____ 2 nd : _____ vote: _____			
Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Knutson:	Trustee Pattison:	Mayor Stewart:

Minutes
Regular Town Board Meeting
Town of Paonia, Colorado
November 12, 2019

RECORD OF PROCEEDINGS

Roll Call

- 1. Roll Call
 - PRESENT
 - Mayor Charles Stewart
 - Trustee William Bear
 - Trustee Karen Budinger
 - Trustee Dave Knutson
 - Mayor Pro-Tem Chelsea Bookout
 - Trustee Mary Bachran

The Regular Town Board Meeting held Tuesday, November 12, 2019, was called to order at 6:33 PM by Mayor Charles Stewart followed by the Pledge of Allegiance.

Approval of Agenda

- 2. Agenda Approval

Motion to approve agenda as presented.
 Motion made by Mayor Pro-Tem Bookout Seconded by Trustee Bachran.
 Voting Yea: Trustee Knutson, Trustee Bear, Trustee Budinger, Mayor Pro-Tem Bookout, Trustee Bachran.

Announcements

- 3. Mayor Pro-Tem Bookout announced her resignation effective January 1, 2020. Mayor Stewart thanked Mayor Pro-Tem Bookout for her services and time. Mayor Stewart provided option for filing the vacancy.

Recognition of Visitors & Guests

- 1. Susie Kaldis is the new executive director for the North Fork Creative Coalition and will be returning to Space to Create executive committee. Ms. Kaldis updated the board on the wayfinding sign and working with CDOT to install spring 2020. Informed the Board that an MOU- memorandum of understanding was renewed in September 2019. Questioned the sign for Poulos Park.

Administrator/Town Clerk Ferguson stated a membership fee to the creative coalition has been included in the draft 2020 budget. A Colorado Health Grant Application was submitted which included the Poulos Park sign.

Tonya Roussin introduced herself as the President for Paonia Chamber of Commerce.

Amy Crick Treasurer of DCED - Delta County Economic Development and Scott Thomson of DCED presented the Board a request for funding. Presentation documents were included in the packet.

Consent Agenda

- 4. Regular Minutes: October 22, 2019
- Special Minutes: October 22, 2019
- Special Minutes: November 04, 2019

Blue Sage Center for the Arts liquor license renewal



Trustee Bachran recused herself from special and regular October 22, 2019 minutes.
Mayor Pro-Tem recused herself from special and regular October 22, 2019, and
November 04, 2019 minutes.

Motion to approve consent agenda regular and special minutes and Blue Sage Center for
the Arts liquor license renewal.

Motion made by Trustee Bear seconded Trustee Budinger. Voting Yea: Trustee
Budinger, Trustee Bear, Trustee Knuston.

Mayor’s Report

- 5. Mayor Stewart read the proclamation for Hospice and Palliative care month.

Staff Reports

6. Interim Administrators Report:

- West Elk Community Grant Award Ceremony - staff and board invited
- Governmental Affairs meeting with Building Official
- Water station - cards are sold out - company no longer issuing cards
- Scheduling liquor training for 2020 - business
- Frederick Zimmer completed road build-up on Clark Avenue
- Clark traffic sign not up - will contact Mr. Zimmer

Discussion ensued by Trustee Bear regarding an agreement to maintain
Minnesota Avenue build-up and Silverleaf access by Mr. Zimmer.

Interim Administrator Ferguson will work with Town Attorney Nerlin regarding
the agreement to maintain road build-up at Minnesota Avenue.

7. Public Works

- Park - Tree trimming
- Clark project - (3.5) three and a half weeks to complete
- Replacing meters to digital
- Replacing alley crossing at the catholic church on November 13, 2019
- Mr. VanVleet will be working at Apple Valley Park for an Eagle Scout project

8. Police Report

- Back the Badge failed by approximately 200 votes
- Reduction of animal control and code enforcement services due to increase in
more serious crimes
- Judge - leaving the end of December 2019
- RFP - municipal judge - Town attorney formulating RFP
- (1) one person interested in the municipal judge seat - related to a Town employee

Chief Neil Ferguson stated the need for a municipal judge to sit in January 2020 as Interim
municipal judge or cancel court for (6) six months until permanent judge can be appointed.

9. Treasurer’s Report

- Reviewed payroll and disbursements
- Bank transition to new owner
- Thanked Finance Director Cindy Jones and staff for working on 2020 budget

10. Master Plan community survey update

Town Vista, Evan Bolt updated the Board on the results of the master plan community survey
number (1) one. Documents were provided in the packet.

Tony Roussin offered help in distributing the next surveys.

Disbursements

10. Disbursements

Motion to approve disbursements as presented and discussed.

Motion made by Mayor Pro-Tem Bookout, Seconded by Trustee Budinger.

Voting Yea: Trustee Bear, Trustee Knutson, Trustee Budinger, Trustee Bachran, Mayor Pro-Tem Bookout.

Unfinished Business

11. Paonia Street Lights Update

Aaron Watson of Paonia’s dark skies updated the board regarding the ongoing Paonia streetlights discussion.

Informational Points:

- DMEA – streetlight demonstration in (2) two weeks
- Streetlights on 2nd street - 4000k will be replaced by 3000k for demonstration.
- Shield cost – (\$12) twelve dollars per shield
- Number of lights need replacement to 3000k – (12) twelve streetlights
- Storage – of replacement lights

Interim Administrator Ferguson stated contacting DMEA in regard to the cost and replacement of lower Kelvin lights.

12. Great Outdoors Colorado – Parks, Recreation, and Trails Master Plan

Discussion ensued by Town Vista Evan Bolt regarding the acceptance of the GOCO grant and authorization for the Interim Administrator Ferguson per resolution 2018-12 to sign. Grant agreement documentation was provided in the packet.

Discussion Points:

- Parks, trails, recreation, and master plan - \$10,000 grant match
- \$10,000 – Town, \$5,000 Partner match, \$9,000 in kind, and GOCO \$57,000

Motion to authorize Interim Administrator Ferguson to sign the GOCO letter.

Motion made by Trustee Knuston seconded by Mayor Pro-Tem Bookout.

Voting Yea: Trustee Knutson, Trustee Budinger, Trustee Bear, Mayor Pro-Tem Bookout, Trustee Bachran. Motion carries

13. Trustee Appointment – Letter of Interest

The Town of Paonia Board members reviewed letters of interest from two candidates for the trustee seat. Letters were included in the packet. The deadline for letters was October 31, 2019. Each candidate stated their interest to serve the Town of Paonia as a trustee. Discussion by the Board regarding the candidate’s qualifications to serve as a trustee.

Discussion Points:

- Michelle Pattison – attended multiple town meetings and researches topics on agenda
- Carolyn Diehl – attended several meetings, and wants to serve in the Town where she grew up in.
- 2020 board election

Motion to nominate Carolyn Diehl and encourage Michelle Pattison to resubmit a letter of interest again in January 2020.

Motion made by Trustee Bear seconded by Trustee Knuston. Voting Yay: Trustee Knutson, Trustee Bear. Voting Nay: Trustee Budinger, Trustee Bachran, Mayor Pro-Tem Bookout. Motion failed.

Motion to appoint Michelle Pattison as town of paonia board of trustee. Motion made by Trustee Bachran seconded by Mayor Pro-Tem Bookout. Voting Yay: Trustee Knuston, Trustee Budinger, Trustee Bear, Mayor Pro-Tem Bookout, Trustee Bachran. Motion carries

Trustee Michelle Pattison was sworn in November 12, 2019, at 9:41 pm by Interim Administrator/Town Clerk Ferguson.

16. Local Governmental Designee - Colorado Oil and Gas Conservation Commission (COGCC)

A summary was presented by Trustee Bachran regarding comprehensive drilling plans, seismic operations, and pollution. Documents of COGCC were included in the packet.

Motion to approve Trustee Bachran to submit her summary statement to the COGCC. Motion made by Trustee Knuston seconded by Mayor Pro-Tem Bookout Voting Yay: Trustee Bachran, Trustee Budinger, Trustee Knuston. Voting Nay Trustee Bear.

17. Superior Alarm - Town Hall Security System

Discussion ensued regarding the need for a Town Hall security system. Documents of the bid were included in the packet.

Motion to approve Superior Alarm bid for Town Hall security system. Motion made by Trustee Budinger seconded by Trustee Bachran. Voting Yay: Trustee Bachran, Trustee Budinger, Trustee Bear, Trustee Knuston, Mayor Pro-Tem Bookout. Motion carries.

18. CIRSA - Excess Crime Renewal Acceptance

Discussion ensued regarding CIRSA excess crime 2020 renewal quote, plan information and acceptance. Documents were included in the packet.

Motion to approve CIRSA 2020 excess crime coverage for (\$500,000) five hundred thousand dollars. Motion made by Trustee Budinger seconded by Trustee Bear. Voting Yay: Trustee Bachran, Trustee Bear, Trustee Knuston, Trustee Budinger, Mayor Pro-Tem Bookout.

Motion to continue meeting to 10:00 pm. Motion made by Mayor Pro-Tem Bookout seconded by Trustee Knuston. Voting Yay: Trustee Knuston, Mayor Pro-Tem Bookout, Trustee Budinger, Trustee Bachran, Trustee bear.

19. 2020 Budget Discussion Continued

Mayor Stewart summarized the proposed budget for 2020.

Discussion ensued regarding raising building fees, engineer, and combine administrator and clerk positions.

Discussion Points:

- Cost of meeting with building inspector
- Fee schedule
- Engineer
- Combine administrator and clerk
- Allocation of funds
- Types of generated building permits

Motion to increase building fees to \$120 and incrementally higher thereon. Motion made by Trustee Bear seconded by Trustee Knuston.

Motion withdrawn.



Motion to remove \$10,000 from sales tax building department budget and direct staff to formulate a new fee schedule. Motion made by Trustee Bachran seconded by Trustee Budinger. Voting Yay: Trustee Bachran, Trustee Budinger, Trustee Knuston, Trustee Bear, Mayor Pro-Tem Bookout.

Motion to reduce admin engineer to \$3,000 and remove \$12,000. Motion by Trustee Bachran seconded Trustee Bear. Voting Yay: Trustee Bear, Trustee Bachran, Trustee Budinger, Trustee Knuston, Mayor Pro-Tem Bookout.

Motion to combine administrator and town clerk positions. Motion made by Trustee Knuston seconded by Trustee Bachran. Voting Yay: Trustee Bachran, Trustee Budinger, Trustee Knuston. Voting Nay: Trustee Bear, Mayor Pro-Tem Bookout. Motion carried with 3 ayes and 2 nays.

Discussion ensued regarding \$31,000 allocation of funds.

Motion to instruct department heads to evaluate salary increases for support staff and present the Board with a workable document at the November 26, 2019 meeting. Motion made by Trustee Bachran seconded by Trustee Budinger. Voting Yay: Trustee Bachran, Trustee Budinger, Trustee Knuston, Trustee Bear, Mayor Pro-Tem Bookout.

Discussion ensued regarding the sewer, water, and trash enterprise funds.

Discussion Points:

- Sewer asset inventory
- Sewer treatment
- Fix storm drain
- Town trash dumpster replacement
- Tote system
- New trash truck maintenance cost
- Tipping fee
- rate increases

Motion to allocate the appropriate amount to public works employee’s salaries. Motion made by Trustee Bear seconded by Trustee Knuston. Voting Yay: Trustee Bear, Trustee Knuston, Trustee Bachran, Trustee Budinger, Mayor Pro-Tem Bookout.

Motion to set a special meeting on November 18, 2019, at 5pm to discuss items 14 - 18 and 2020 amended budget. Motion made by Trustee Bear seconded Bachran. Voting Yay: Trustee Bear, Trustee Bachran, Trustee Budinger, Trustee Knuston, Trustee Michelle, Mayor Pro-Tem Bookout.

Motion to add discussion of retail marijuana on November 26, 2019 agenda. Motion made by Trustee Budinger seconded Trustee Bachran. Voting Yay: Trustee Bear, Trustee Bachran, Trustee Budinger, Trustee Knuston, Trustee Michelle, Mayor Pro-Tem Bookout.

Committee Reports – Tabled to next meeting

- 27. Finance & Personnel
- 28. Public Works-Utilities-Facilities
- 29. Governmental Affairs & Public Safety
- 30. Space 2 Create
- 31. Tree Board

Adjournment

Motion to adjourn.


2.

Motion made by Trustee Michelle, Seconded by Trustee Bear.
Voting Yea: Trustee Knutson, Trustee Bear, Trustee Budinger, Trustee Bachran, Trustee Michelle, Mayor Pro-Tem Bookout.
Adjourned at: 9:46 pm

Amanda Mojarro, Deputy Clerk

Charles Stewart, Mayor

DRAFT

	Mayor's Report		
Summary:			
Notes:			
Possible Motions: Motion by: _____ 2 nd : _____ vote: _____			
Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Knutson: :	Trustee Pattison:	Mayor Stewart:



Administrator's Report
Public Works
Police Report

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

Paonia Police Department

Law Incident Table, by Date and Time

Date Occurred: 11/02/19

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
12:56:00	SUSPICIOUS	GRAND AVE; poulos park, Paonia, CO	PPD	PPD	
14:38:49	Medical/transfe	2ND St, Paonia, CO	PPD	PPD	
17:01:26	Traffic Stop	100 BLOCK OF 3RD St., Paonia, CO	PPD	DIST3	CIT
18:31:19	911/hangup	ONARGA AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 4

Date Occurred: 11/03/19

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
09:00:39	ALARM	GRAND AVE, Paonia, CO	PPD	PPD	
09:47:16	AGENCY ASSIST	200 BLOCK OF OAK AVE., Paonia,	PPD	PPD	
16:11:27	Traffic Stop	400 Block of 2nd St., Paonia,	PPD	PPD	CIT
18:20:04	AGENCY ASSIST	20 HIGHWAY 133 & STUCKER MESA RD, Paonia, CO	PPD	DIST3	

Total Incidents for this Date: 4

Date Occurred: 11/04/19

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
08:33:55	ALARM	GRAND AVE, Paonia, CO	PPD	PPD	
15:03:26	Traffic Stop	300 BLOCK 5TH St, Paonia, CO	PPD	PPD	CIT
15:22:15	Traffic Stop	400 BLOCK BOX ELDER AVE, Paonia, CO	PPD	DIST3	CIT
15:41:31	Traffic Stop	300 BLOCK 5TH St, Paonia, CO	PPD	DIST1	CIT
15:51:13	Traffic Stop	50 Block of Samuel Wade RD., Paonia, CO	PPD	PPD	CIT
16:57:56	Traffic Stop	600 BLOCK 5TH St, Paonia, CO	PPD	PPD	CIT
17:28:27	SUSPICIOUS	MAIN AVE, Paonia, CO	PPD	PPD	
20:43:28	Traffic Stop	2ND ST, Paonia, CO	PPD	PPD	VW

Total Incidents for this Date: 8

Date Occurred: 11/05/19

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
11:17:43	ANIMAL CONTROL	700 Block of 4th St., Paonia, CO	PPD	PPD	VW

Total Incidents for this Date: 1

Date Occurred: 11/07/19

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
11:16:02	VIN INSPECTION	GRAND AVE; PPD, Paonia, CO	PPD	PPD	
19:24:42	Traffic Stop	50 BLOCK OF SAMUEL WADE RD., Paonia, CO	PPD	DIST3	CIT

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
-------------	---------------	----------------	---------------	--------------	------------

Total Incidents for this Date: 2

Date Occurred: 11/08/19

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
12:23:14	SHOPLIFTING	2ND ST; DONS SUPERMART, Paonia, CO	PPD	PPD	CAA
14:34:54	VIN INSPECTION	GRAND AVE; PPD, Paonia, CO	PPD	PPD	
15:12:20	Traffic Stop	200 BLOCK OF 2ND St., Paonia, CO	PPD	PPD	CIT
15:41:39	Traffic Stop	400 BLOCK OF BOX ELDER AVE., Paonia, CO	PPD	DIST3	CIT
23:10:35	Traffic Stop	50 BLOCK OF SAMUEL WADE RD., Paonia, CO	PPD	DIST3	CIT

Total Incidents for this Date: 5

Date Occurred: 11/09/19

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
10:23:49	CITIZEN ASSIST	GRAND AVE; PPD, Paonia, CO	PPD	PPD	
16:19:31	Medical/transfe	POPLAR AVE, Paonia, CO	PPD	PPD	
18:01:27	Traffic Stop	200 BLOCK OF 1ST St., Paonia, CO	PPD	PPD	CIT

Total Incidents for this Date: 3

Date Occurred: 11/10/19

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
08:46:01	Medical/transfe	VISTA DR; 5, Paonia, CO	PPD	PPD	
11:11:53	ALARM	1ST ST, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 2

Date Occurred: 11/11/19

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
16:00:52	ERROR	GRAND AVE; PPD, Paonia, CO	PPD	PPD	
16:30:57	DEATH INVESTGTN	ONARGA AVE; Paonia, CO	PPD	PPD	

Total Incidents for this Date: 2

Date Occurred: 11/12/19

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
09:09:42	ALARM	GRAND AVE; Paonia, CO	PPD	PPD	
13:17:28	CITIZEN ASSIST	GRAND AVE, Paonia, CO	PPD	PPD	
15:05:24	VIN INSPECTION	GRAND AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 3

Date Occurred: 11/13/19

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
17:49:17	ALARM	GRAND AVE; Paonia, CO	PPD	PPD	
18:16:54	Juvenile Prob	poplar AVE;5, Paonia, CO	PPD		
Total Incidents for this Date: 2					

Date Occurred: 11/14/19

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
15:27:27	Medical/transfe	MAIN AVE, Paonia, CO	PPD	PPD	
15:58:16	VIN INSPECTION	GRAND AVE; PPD, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 2					


Date Occurred: 11/15/19


<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
01:38:40	911/hangup	ONARGA AVE; Paonia, CO	PPD	PPD	
21:31:51	CIVIL PROBLEM	2ND ST, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 2					

Total reported: 40 VW- 1, CIT-12, CAA-1

Report Includes:

All dates between `00:00:01 11/01/19` and `00:00:01 11/16/19`, All agencies matching `PPD`, All disposition's, All natures, All location codes, All cities

	Treasurer's Report		
Summary:			
Notes:			
Possible Motions: Motion by: _____ 2 nd : _____ vote: _____			
Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Knutson:	Trustee Pattison:	Mayor Stewart:

	Disbursements		
Summary:			
Notes:			
Possible Motions: Motion by: _____ 2 nd : _____ vote: _____			
Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Knutson:	Trustee Pattison:	Mayor Stewart:

6.

FSBC OPS DISBURSEMENT SUMMARY		
DESCRIPTION	DATES	AMOUNT
CURRENT FSBC OPS BALANCE		221,814.84
ACCOUNTS PAYABLE	11/13/19-11/21/19	(104,472.42)
TRANSFER TO PAYROLL	11/4/2019	(27,631.88)
PAYROLL TAXES	11/8/2019	(9,422.44)
BALANCE AFTER PAYMENT		80,288.10

FSBC SUMMIT DISBURSEMENT SUMMARY		
DESCRIPTION	DATES	AMOUNT
CURRENT FSBC SUMMIT BALANCE		3,791.08
TRANSFER FROM OPS		27,631.88
CURRENT FSBC PAYROLL BALANCE		25.00
PAYROLL (DIRECT DEPOSIT)	11/8/2019	(27,631.88)
BALANCE AFTER PAYMENT		3,816.08

FSBC INTERNAL GRANT BALANCE	
BALANCE	35.77
CD TOTAL	35.77

FSBC LOC BALANCE		
FSBC CD#1 @ 2.00%	GENERAL	251,397.95
FSBC CD#2 @ 0.55%	GENERAL-COLLATERAL FOR LOC	200,955.36
CD TOTAL		452,353.31
LOC (\$200,000)-RENEWED 7/2019		-
BALANCE AVAILABLE SECURING LOC		452,353.31

CREDIT CARD		
CHASE	11/23/2019	-
CITIBANK	11/25/2019	-
TOTAL		-

COLOTRUST - GENERAL	
TOTAL	586,341.05
COLOTRUST RESTRICTED - SEWER PROPERTY	
TOTAL	524,726.15
COLOTRUST RESTRICTED - SEWER LOAN RESERVE	
TOTAL	105,730.33
COLOTRUST - BRIDGE RESTRICTED	
TOTAL	582,316.26

GRANT FUNDS IN PROCESS	
TOTAL	-

BANK BALANCES			
	FSBC	COLOTRUST	TOTAL
AS OF: 11/21/19			
GENERAL		586,341.05	
SEWER RESTRICTED		524,726.15	
DEBT RESERVE		105,730.33	
BRIDGE RESERVE		582,316.26	
CONS.TRUST	4,680.00		
GRANT PASS THRU	25.00		
INT GRANT	35.77		
OPS	252,785.20		
PARK CONTRIBUTIONS	30,817.00		
PAYROLL	25.00		
SPACE-TO-CREATE	72,672.54		
SUMMIT	3,791.08		
WWTP	58,169.34		
CD#1	CLOSED		
CD#2	200,955.36		
CD#3	251,397.95		
	875,354.24	1,799,113.79	2,674,468.03

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
11/26/2019	987	Black Hills Energy	11-2019	1,015.36 ✓	.00	.00	1,015.36			
11/26/2019	23	CIRSA	192077	175.00 ✓	.00	.00	175.00			
11/26/2019	24	City of Delta	091119+1002	482.00 ✓	.00	.00	482.00			
11/26/2019	1090	Community Resou	17834	529.09 ✓	.00	.00	529.09			
11/26/2019	1091	Dairy Specialists, L	RT115274	594.00 ✓	.00	.00	594.00			
11/26/2019	39	Delta County Inde	1285056-129	35.40 ✓	.00	.00	35.40			
11/26/2019	43	Delta Montrose Ele	11-2019-P	2,504.13 ✓	.00	.00	2,504.13			
11/26/2019	48	Don's Market	01-741619	60.31 ✓	.00	.00	60.31			
11/26/2019	368	Double J Disposal	39493-39494	566.25 ✓	.00	.00	566.25			
11/26/2019	50	Duckworks Auto P	11044-32027	9.99 ✓	.00	.00	9.99			
11/26/2019	986	Elevate Fiber	66210_2717	349.73 ✓	.00	.00	349.73			
11/26/2019	1112	Forterra Pipe & Pr	GJ00004025	2,936.70 ✓	.00	.00	2,936.70			
11/26/2019	645	Mail Services, LLC	1709201	383.36 ✓	.00	.00	383.36			
11/26/2019	763	Mesa County Healt	3748-19	20.00 ✓	.00	.00	20.00			
11/26/2019	763	Mesa County Healt	3749-19	20.00 ✓	.00	.00	20.00			
11/26/2019	1083	North Fork Valley	050119+0814	50.00 ✓	.00	.00	50.00			
11/26/2019	1114	Paonia Tree Servic	111419+	10,095.00 ✓	.00	.00	10,095.00			
11/26/2019	1114	Paonia Tree Servic	111819	2,500.00 ✓	.00	.00	2,500.00			
11/26/2019	499	Phonz +	WO-0415	189.95 ✓	.00	.00	189.95			
11/26/2019	737	Ricoh USA Inc	32671619	127.42 ✓	.00	.00	127.42			
11/26/2019	145	Robert's Enterprise	110119-1231	80.00 ✓	.00	.00	80.00			
11/26/2019	931	Roop Excavating L	112219-50%	75,000.00 ✓	.00	.00	75,000.00			
11/26/2019	156	TDS Telecom	11-2019	277.95 ✓	.00	.00	277.95			
11/26/2019	162	United Companies	1326325	477.94 ✓	.00	.00	477.94			
11/26/2019	162	United Companies	1326541	457.16 ✓	.00	.00	457.16			
11/26/2019	162	United Companies	1327111	333.15 ✓	.00	.00	333.15			
11/26/2019	162	United Companies	1327292	320.06 ✓	.00	.00	320.06			
11/26/2019	162	United Companies	1327564	164.46 ✓	.00	.00	164.46			
11/26/2019	441	USA Blue Book	056543	270.70 ✓	.00	.00	270.70			
11/26/2019	441	USA Blue Book	064608	485.04 ✓	.00	.00	485.04			
11/26/2019	491	Winwater Corp	052545-00	3,892.27 ✓	.00	.00	3,892.27			
11/26/2019	491	Winwater Corp	052553-01	70.00 ✓	.00	.00	70.00			
Grand Totals:				32	104,472.42	.00	.00	104,472.42		

Handwritten blue scribbles and a vertical line on the right side of the table.

Cash Requirements Summary

Date	Invoice Amount	Discount Amount	Partial Payments	Net Due Amount	Net Cumulative Amount		
11/26/2019	104,472.42	.00	.00	104,472.42	104,472.42		
Grand Totals:				104,472.42	.00	.00	104,472.42

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
2							
2	IRS Tax Deposit		11/01/2019	74-00	Federal Tax Deposit Social Security	10-0216	1,458.58
2	IRS Tax Deposit		11/01/2019	74-00	Federal Tax Deposit Social Security	10-0216	1,458.58
2	IRS Tax Deposit		11/01/2019	75-00	Federal Tax Deposit Medicare Pay P	10-0216	495.65
2	IRS Tax Deposit		11/01/2019	75-00	Federal Tax Deposit Medicare Pay P	10-0216	495.65
2	IRS Tax Deposit		11/01/2019	76-00	Federal Tax Deposit Federal Withhold	10-0216	2,447.25
Total 2:							6,355.71
4							
4	Aflac		11/01/2019	63-01	Aflac Pre-Tax Pay Period: 11/1/2019	10-0225	153.06
4	Aflac		11/01/2019	63-02	Aflac After Tax Pay Period: 11/1/2019	10-0225	24.90
Total 4:							177.96
6							
6	Colorado Dept of Labor		10/04/2019	98-00	SUTA State Unemployment Tax Pay	10-0218	71.72
6	Colorado Dept of Labor		10/18/2019	98-00	SUTA State Unemployment Tax Pay	10-0218	67.90
6	Colorado Dept of Labor		11/01/2019	98-00	SUTA State Unemployment Tax Pay	10-0218	104.73
Total 6:							244.35
9							
9	Colorado Dept of Revenue		11/01/2019	77-00	State Withholding Tax Pay Period: 11/	10-0217	1,042.00
Total 9:							1,042.00
31							
31	Mutual of Omaha		11/01/2019	51-01	Group# MOORetirement Plan Pay P	10-0220	183.84
31	Mutual of Omaha		11/01/2019	51-01	Group# MOORetirement Plan Pay P	10-0220	1,252.21
31	Mutual of Omaha		11/01/2019	51-02	Group# MOO Loan Payment Pay Pe	10-0220	129.07
Total 31:							1,565.12
33							
33	FPPA - Fire & Police Pensi		11/01/2019	50-00	FPPA Pay Period: 11/1/2019	10-0219	740.22
33	FPPA - Fire & Police Pensi		11/01/2019	50-00	FPPA Pay Period: 11/1/2019	10-0219	827.12
33	FPPA - Fire & Police Pensi		11/01/2019	90-00	Death & Disability Pay Period: 11/1/2	10-0219	289.51
33	FPPA - Fire & Police Pensi		11/01/2019	50-00	Adjust for Error	10-0219	263.14-
33	FPPA - Fire & Police Pensi		11/01/2019	90-00	Adjust for Error	10-0219	92.10-
Total 33:							1,501.61
70							
70	Rocky Mountain HMO		11/01/2019	60-01	RMHMO - Employee Only Pay Period	10-0223	157.33
70	Rocky Mountain HMO		11/01/2019	60-01	RMHMO - Employee Only Pay Period	10-0223	2,832.63
70	Rocky Mountain HMO		11/01/2019	60-03	RMHMO - Employee + Family Pay Pe	10-0223	166.99
70	Rocky Mountain HMO		11/01/2019	60-03	RMHMO - Employee + Family Pay Pe	10-0223	3,005.98
70	Rocky Mountain HMO		11/01/2019	60-04	RMHMO - Vision Pay Period: 11/1/20	10-0223	33.58
Total 70:							6,196.51

mo.

o.k.

mo.

mo.

Transmittal Number	Name	Invoice Number	Pay Per Date	Pay Code	Description	GL Account	Amount
71	71 The Harford		11/01/2019	65-01	Group#013307460001 Hartford Basic	10-0226	27.56
	71 The Harford		11/01/2019	65-02	Group#013307460001 Hartford Suppl	10-0226	29.38
Total 71:							56.94
73	73 Delta Dental of Colorado		11/01/2019	60-05	Dental RMHMO - Dental Pay Period:	10-0223	213.13
Total 73:							213.13
Grand Totals:							17,353.33

mo. mo.

Report Criteria:

Unpaid transmittals included
Begin Date: ALL
End Date: ALL

/
 6,355.71+
 1,565.12+
 1,501.61+
 003
 9,422.44*

Employee Number	Name	85-00 Net Pay Emp Amt
1054	Beardslee, Dominic D	1,102.08
1052	Edwards, Roger	899.31
1002	Ferguson, J. Corinne	4,439.94
1020	Ferguson, Neil	4,692.28
1022	Hinyard, Patrick	1,033.46
1001	Jones, Cynthia	3,371.63
1050	Loberg, Travis	5,404.64
1003	Mojarro-Lopez, Amanda	1,014.97
1025	Patterson, Taffine A	851.96
1055	Redden, Jordan	576.97
1051	Reich, Dennis	960.92
1026	Vassel, Andrew C	984.16
1056	Voight, Steven P	984.87
1024	Winnett, Lorin E	1,314.69

Grand Totals:

14 27,631.88

Handwritten signature and date: 11/4/19

AS OF:	10/31/2019	2019	2019	2019	2019	2019	2019	2019	2019	2019
ACC	DESCRIPTION	OCTOBER	SEPTEMBER	AUGUST	CUR YTD	10	REMAINING	ORIG	% OF	REMAINING
6.		ACTUAL	ACTUAL	ACTUAL	ACTUAL	MO R-BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
ADMINISTRATION										
10-3101	PROPERTY TAXES	247.04	257.81	2,299.46	99,701.57	98,979.02	722.55	100,999.00	98.72%	(1,297.43)
14-31-03	SALES TAX - TOWN	(8,358.00)	3,840.46	-	30,742.00	54,575.00	(23,833.00)	65,490.00	46.94%	(34,748.00)
10-3108	PENALTY & INTEREST	19.37	15.10	96.10	292.00	375.00	(83.00)	450.00	64.89%	(158.00)
10-3109	DELINQUENT TAX	-	-	-	15.24	83.33	(68.09)	100.00	15.24%	(84.76)
10-32-01	LIQUOR LICENSES	50.00	225.00	275.00	2,875.00	3,750.00	(875.00)	4,500.00	63.89%	(1,625.00)
12-32-04	SPECIAL REVIEWS	-	18.24	837.66	6,547.97	1,666.67	4,881.30	2,000.00	327.40%	4,547.97
10-35-04	INTEREST INCOME	2,289.74	1,059.61	1,250.87	10,749.78	10,666.67	83.11	12,800.00	83.98%	(2,050.22)
10-35-05	LATE CHARGES	785.00	532.15	650.00	7,068.62	6,250.00	818.62	7,500.00	94.25%	(431.38)
10-35-06	OTHER INCOME	-	-	0.50	246.15	416.67	(170.52)	500.00	49.23%	(253.85)
10-35-15	REFUND OF EXPENDITURES	-	80.26	(1,924.67)	9,098.88	-	9,098.88	-	0.00%	9,098.88
10-35-16	RESTITUTION	511.20	590.64	590.64	8,929.16	2,500.00	6,429.16	3,000.00	297.64%	5,929.16
		(4,455.65)	6,619.27	4,075.56	176,266.37	179,262.35	(2,995.98)	197,339.00	89.32%	(21,072.63)
10-41-01	MAYOR & TRUSTEES	-	1,800.00	-	5,400.00	6,000.00	600.00	7,200.00	75.00%	(1,800.00)
10-41-02	TOWN ADMIN/CONTRACT LABOR	1,158.18	100.00	1,324.18	3,111.45	-	(3,111.45)	-	0.00%	-
10-41-03	SALARIES & WAGES	1,635.79	4,044.77	1,719.71	21,772.78	21,292.98	(479.81)	25,551.57	85.21%	(3,778.79)
10-41-04	EMPLOYER FICA	99.54	359.51	104.79	1,647.62	1,692.66	45.04	2,031.19	81.12%	(383.57)
10-41-05	EMPLOYER MEDICARE	23.29	84.11	24.52	385.39	395.87	10.48	475.04	81.13%	(89.65)
10-41-06	UNEMPLOYMENT TAX	4.84	12.09	5.15	65.01	63.90	(1.11)	76.68	84.78%	(11.67)
10-41-07	HEALTH INSURANCE	106.53	210.53	-	1,674.01	3,065.54	1,391.53	3,678.65	45.51%	(2,004.64)
10-41-08	PENSION	79.40	200.75	85.62	1,071.83	1,096.56	24.73	1,315.87	81.45%	(244.04)
10-41-10	WORKMENS COMPENSATION	-	-	-	213.00	291.67	78.67	350.00	60.86%	(137.00)
	CONTRACT LABOR	-	-	-	-	4,166.67	4,166.67	5,000.00	0.00%	(5,000.00)
10-41-15	OFFICE SUPPLIES	236.82	361.11	241.34	3,473.28	2,945.83	(527.45)	3,535.00	98.25%	(61.72)
10-41-16	OPERATING SUPPLIES	39.81	54.50	56.07	481.72	916.67	434.95	1,100.00	43.79%	(618.28)
10-41-17	POSTAGE	14.30	-	-	1,473.77	208.33	(1,265.44)	250.00	589.51%	1,223.77
10-41-20	LEGAL SERVICES	15,113.50	5,304.00	6,279.00	45,235.85	62,500.00	17,264.15	75,000.00	60.31%	(29,764.15)
	ELECTION	-	-	-	-	-	-	-	0.00%	-
10-41-21	AUDIT & BUDGET EXPENSE	-	-	5,170.00	5,170.00	5,416.67	246.67	6,500.00	79.54%	(1,330.00)
10-41-25	TOWN HALL EXPENSE	706.90	735.98	785.50	9,373.00	9,875.00	502.00	11,850.00	79.10%	(2,477.00)
10-41-26	TRAVEL & MEETINGS	50.82	387.46	(687.49)	2,521.49	5,833.33	3,311.84	7,000.00	36.02%	(4,478.51)
10-41-27	INSURANCE & BONDS	-	-	-	5,437.66	5,300.00	(137.66)	5,300.00	102.60%	137.66
10-41-28	UTILITIES	369.66	380.59	465.57	4,360.15	4,500.00	139.85	5,400.00	80.74%	(1,039.85)
10-41-29	TELEPHONE	44.39	52.05	166.68	1,377.51	1,583.33	205.82	1,900.00	72.50%	(522.49)
10-41-30	PUBLISHING & ADS	322.74	372.51	128.83	1,410.39	2,666.67	1,256.28	3,200.00	44.07%	(1,789.61)
10-41-31	DUES & SUBSCRIPTIONS	-	-	83.31	7,851.30	6,937.50	(913.80)	8,325.00	94.31%	(473.70)
10-41-33	DATA PROCESSING	2,727.42	1,280.38	186.87	9,874.41	7,750.00	(2,124.41)	9,300.00	106.18%	574.41
10-41-43	CULTURAL EVENTS	-	-	2,500.00	7,500.00	5,000.00	(2,500.00)	5,000.00	150.00%	2,500.00
10-41-44	HUMAN SERVICES	-	1,250.00	(2,500.00)	3,750.00	5,800.00	2,050.00	5,800.00	64.66%	(2,050.00)
10-41-90	TREASURER'S FEE	5.64	5.78	50.87	2,128.33	1,833.33	(295.00)	2,200.00	96.74%	(71.67)
	MISCELLANEOUS	200.00	-	-	200.00	-	(200.00)	-	-	200.00
		22,939.57	16,996.12	16,190.52	146,959.95	167,132.50	20,172.55	197,339.00	74.47%	(53,490.50)
		(27,395.22)	(10,376.85)	(12,114.96)	29,306.42	12,129.85	(23,168.53)	-	-	32,417.87
	BEGINNING RESERVE				28,641.07	28,641.07	28,641.07	28,641.07		28,641.07
	INCOME	(4,455.65)	6,619.27	4,075.56	176,266.37	179,262.35	(2,995.98)	197,339.00		(21,072.63)
	EXPENDITURE	22,939.57	16,996.12	16,190.52	146,959.95	167,132.50	20,172.55	197,339.00		(53,490.50)
	ADJUSTMENT									
	NET CHANGE	(27,395.22)	(10,376.85)	(12,114.96)	29,306.42	12,129.85	(23,168.53)	-		32,417.87
	ENDING RESERVE				57,947.49	40,770.92	5,472.54	28,641.07		61,058.94

AS OF ACC	10/31/2019 DESCRIPTION	2019	2019	2019	2019	2019	2019	2019	% OF	REMAINING
		OCTOBER ACTUAL	SEPTEMBER ACTUAL	AUGUST ACTUAL	CUR YTD ACTUAL	10 MO R-BUDGET	REMAINING BUDGET	ORIG BUDGET	BUDGET	BUDGET
6.	BUILDING									
12-31-03	SALES TAX - TOWN	-	13,678.87	-	13,678.87	-	13,678.87	-	0.00%	-
12-32-03	BUILDING PERMITS	620.25	3,639.10	776.45	22,065.60	47,437.50	(25,371.90)	56,925.00	38.76%	(34,859.40)
		620.25	17,317.97	776.45	35,744.47	47,437.50	(11,693.03)	56,925.00	62.79%	(34,859.40)
12-43-03	SALARIES & WAGES	271.74	290.96	170.37	2,018.97	1,919.71	(99.26)	2,303.65	87.64%	(284.68)
	CONTRACT LABOR	5,979.00	-	5,209.00	35,125.00	41,666.67	6,541.67	50,000.00	70.25%	(14,875.00)
12-43-04	EMPLOYER FICA	16.84	18.04	10.56	125.16	119.52	(5.64)	143.42	87.27%	(18.26)
12-43-05	EMPLOYER MEDICARE	3.94	4.22	2.47	29.22	27.95	(1.27)	33.54	87.12%	(4.32)
12-43-06	UNEMPLOYMENT TAX	0.82	0.88	0.51	6.10	5.78	(0.32)	6.94	87.90%	(0.84)
12-43-07	HEALTH INSURANCE	0.11	0.11	-	0.99	377.10	376.11	452.52	0.22%	(451.53)
12-43-08	PENSION	13.46	14.42	8.46	99.79	91.61	(8.18)	109.93	90.78%	(10.14)
12-43-10	WORKMENS COMPENSATION	-	-	-	522.00	-	(522.00)	-	-	522.00
12-43-15	OFFICE SUPPLIES	-	84.38	-	370.56	416.67	46.11	500.00	74.11%	(129.44)
12-43-16	OPERATING SUPPLIES	-	-	-	-	-	-	-	-	-
12-43-17	POSTAGE	-	-	-	-	41.67	41.67	50.00	0.00%	(50.00)
12-43-20	LEGAL SERVICES	-	-	-	838.50	2,083.33	1,244.83	2,500.00	33.54%	(1,661.50)
12-43-23	VEHICLE EXPENSE	-	-	-	-	-	-	-	-	-
12-43-26	TRAVEL & MEETINGS	-	-	-	-	-	-	-	-	-
12-43-27	INSURANCE & BONDS	-	-	-	598.52	687.50	88.98	825.00	72.55%	(226.48)
12-43-29	TELEPHONE	-	-	86.35	86.35	-	-	-	-	86.35
12-43-30	PUBLISHING & ADS	-	-	-	54.91	-	(54.91)	-	-	54.91
12-43-31	DUES & SUBSCRIPTIONS	-	-	-	135.00	-	(135.00)	-	-	135.00
	MISCELLANEOUS	-	-	-	-	-	-	-	-	-
		6,285.91	413.01	5,487.72	40,011.07	47,437.50	7,512.78	56,925.00	70.29%	(16,913.93)
		(5,665.66)	16,904.96	(4,711.27)	(4,266.60)	-	(19,205.81)	-	-	(17,945.47)
	BEGINNING RESERVE				-	-	-	-	-	-
	INCOME	620.25	17,317.97	776.45	35,744.47	47,437.50	(11,693.03)	56,925.00		(34,859.40)
	EXPENDITURE	6,285.91	413.01	5,487.72	40,011.07	47,437.50	7,512.78	56,925.00		(16,913.93)
	ADJUSTMENT									
	NET CHANGE	(5,665.66)	16,904.96	(4,711.27)	(4,266.60)	-	(19,205.81)	-		(17,945.47)
	ENDING RESERVE				(4,266.60)					(17,945.47)

AS OF:	10/31/2019	2019	2019	2019	2019	2019	2019	2019	2019	2019
ACC:	DESCRIPTION	OCTOBER	SEPTEMBER	AUGUST	CUR YTD	10	REMAINING	ORIG	% OF	REMAINING
6.		ACTUAL	ACTUAL	ACTUAL	ACTUAL	MO R-BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
LAW ENFORCEMENT										
14-31-02	S.O. AUTO TAXES	1,349.96	1,766.75	1,866.10	15,160.04	13,916.67	1,243.37	16,700.00	90.78%	(1,539.96)
14-31-03	SALES TAX - TOWN	17,290.71	17,519.33	15,921.84	126,370.26	121,333.33	5,036.93	145,600.00	86.79%	(19,229.74)
14-31-04	SALES TAX - COUNTY	10,478.18	11,194.24	11,068.90	87,261.16	85,000.00	2,261.16	102,000.00	85.55%	(14,738.84)
14-31-06	CIGARETTE TAX	133.26	110.99	111.40	1,104.26	1,000.00	104.26	1,200.00	92.02%	(95.74)
14-32-06	VIN INSPECTIONS	90.00	40.00	100.00	975.00	1,000.00	(25.00)	1,200.00	81.25%	(225.00)
14-33-02	MOTOR VEHICLE - \$1.50	167.26	267.87	282.37	2,196.21	2,083.33	112.88	2,500.00	87.85%	(303.79)
14-33-03	MOTOR VEHICLE - \$2.50	238.96	351.46	379.88	2,814.87	2,916.67	(101.80)	3,500.00	80.42%	(685.13)
14-34-01	COURT FINES	-	50.00	311.00	564.78	83.33	481.45	100.00	564.78%	464.78
14-34-02	POLICE FINES	2,248.00	668.00	921.00	15,698.07	17,083.33	(1,385.26)	20,500.00	76.58%	(4,801.93)
14-34-03	MISCELLANEOUS FINES-BONDS	40.00	5.00	-	772.35	1,000.00	(227.65)	1,200.00	64.36%	(427.65)
	SCHOOL (SRO)	-	-	-	10,000.00	16,666.67	(6,666.67)	20,000.00	50.00%	(10,000.00)
14-34-05	DOG TAGS	50.00	25.00	85.00	730.00	333.33	396.67	400.00	182.50%	330.00
14-34-50	PD Grant	-	-	-	9,800.63	9,500.00	300.63	9,500.00	103.16%	300.63
		32,086.33	31,998.64	31,047.49	273,447.63	271,916.67	1,530.96	324,400.00	84.29%	(50,952.37)
14-42-02	JUDGE	300.00	300.00	300.00	3,000.00	3,000.00	-	3,600.00	83.33%	(600.00)
14-42-03	SALARIES & WAGES	15,315.42	15,089.81	14,942.96	153,966.51	167,391.21	13,424.70	200,869.45	76.65%	(46,902.94)
14-42-04	EMPLOYER FICA	18.60	18.60	18.60	576.84	1,515.93	939.09	1,819.12	31.71%	(1,242.28)
14-42-05	EMPLOYER MEDICARE	219.24	215.97	217.70	2,190.98	2,470.61	279.63	2,964.73	73.90%	(773.75)
14-42-06	UNEMPLOYMENT TAX	46.84	46.16	45.73	470.91	511.16	40.25	613.39	76.77%	(142.48)
14-42-07	HEALTH INSURANCE	2,012.33	2,016.64	-	17,054.62	23,770.17	6,715.55	28,524.20	59.79%	(11,469.58)
	PENSION	192.58	192.58	192.58	1,733.72	3,211.47	1,477.75	3,853.76	44.99%	(2,120.04)
14-42-10	WORKMENS COMPENSATION	-	-	-	9,286.00	6,166.67	(3,119.33)	7,400.00	125.49%	1,886.00
14-42-11	FPPA PENSION	1,117.79	1,113.97	1,122.91	10,974.59	11,189.63	215.03	13,427.55	81.73%	(2,452.96)
14-42-12	FPPA D & D	391.25	389.92	393.02	3,841.15	3,776.50	(64.65)	4,531.80	84.76%	(690.65)
14-42-15	OFFICE SUPPLES	253.45	-	-	306.75	1,562.50	1,255.75	1,875.00	16.36%	(1,568.25)
14-42-16	OPERATING SUPPLIES	1,277.56	40.41	93.76	9,082.22	4,441.67	(4,640.55)	5,330.00	170.40%	3,752.22
14-42-17	POSTAGE	3.60	-	-	207.92	104.17	(103.75)	125.00	166.34%	82.92
14-42-20	LEGAL SERVICES	-	-	-	195.00	1,250.00	1,055.00	1,500.00	13.00%	(1,305.00)
14-42-22	REPAIRS & MAINTENANCE	-	-	-	-	208.33	208.33	250.00	0.00%	(250.00)
14-42-23	VEHICLE EXPENSE	1,306.08	2,076.16	755.47	13,993.86	9,875.00	(4,118.86)	11,850.00	118.09%	2,143.86
14-42-26	TRAVEL & MEETINGS	35.31	-	-	3,586.64	2,916.67	(669.97)	3,500.00	102.48%	86.64
14-42-27	INSURANCE & BONDS	-	-	-	16,065.57	12,788.33	(3,277.24)	15,346.00	104.69%	719.57
14-42-28	UTILITIES	134.32	143.17	187.45	1,684.38	1,666.67	(17.71)	2,000.00	84.22%	(315.62)
14-42-29	TELEPHONE	133.45	133.58	651.29	2,374.85	2,141.67	(233.18)	2,570.00	92.41%	(195.15)
14-42-30	PUBLISHING & ADS	-	-	-	141.90	83.33	(58.57)	100.00	141.90%	41.90
14-42-31	DUES & SUBSCRIPTIONS	1,675.00	-	-	3,235.00	3,645.83	410.83	4,375.00	73.94%	(1,140.00)
14-42-33	Data Processing	582.16	378.20	378.20	8,912.72	6,145.83	(2,766.89)	7,375.00	120.85%	1,537.72
14-44-01	VET FEES	-	-	-	-	416.67	416.67	500.00	0.00%	(500.00)
	MISCELLANOUS	-	-	-	8.07	83.33	75.26	100.00	8.07%	(91.93)
		25,014.98	22,155.17	19,299.67	262,890.20	270,333.33	7,443.13	324,400.00	81.04%	(61,509.80)
		7,071.35	9,843.47	11,747.82	10,557.43	1,583.33	(5,912.17)	-	-	10,557.43
	BEGINNING RESERVE				62,473.03	62,473.03	62,473.03	62,473.03		62,473.03
	INCOME	32,086.33	31,998.64	31,047.49	273,447.63	271,916.67	1,530.96	324,400.00		(50,952.37)
	EXPENDITURE	25,014.98	22,155.17	19,299.67	262,890.20	270,333.33	7,443.13	324,400.00		(61,509.80)
	ADJUSTMENT									
	NET CHANGE	7,071.35	9,843.47	11,747.82	10,557.43	1,583.33	(5,912.17)	-		10,557.43
	ENDING RESERVE				73,030.46	64,056.36	56,560.86	62,473.03		73,030.46

AS OF ACC	10/31/2019 DESCRIPTION	2019	2019	2019	2019	2019	2019	2019	% OF	REMAINING
		OCTOBER ACTUAL	SEPTEMBER ACTUAL	AUGUST ACTUAL	CUR YTD ACTUAL	10 MO R-BUDGET	REMAINING BUDGET	ORIG BUDGET	BUDGET	BUDGET
PARKS										
16-31-03	SALES TAX-TOWN	-	-	-	25,801.92	55,046.67	(29,244.75)	66,056.00	39.06%	(40,254.08)
16-33-07	SEVERANCE TAX	-	10,721.21	-	10,721.21	5,875.00	4,846.21	7,050.00	152.07%	3,671.21
16-33-08	MINERAL LEASING	-	6,580.32	-	6,580.32	5,000.00	1,580.32	6,000.00	109.67%	580.32
16-35-01	RENTS & ROYALTIES	52.00	2,355.00	40.00	27,022.00	4,916.67	22,105.33	5,900.00	458.00%	21,122.00
16-35-04	GRANT REVENUE	-	-	10,000.00	10,000.00	-	-	-	-	-
16-35-09	PARK CONTRIBUTIONS	4,600.00	3,950.00	15,750.00	43,125.00	18,666.67	24,458.33	22,400.00	192.52%	20,725.00
16-35-10	OTHER AGENCY CONT	-	-	-	-	-	-	-	-	-
		4,652.00	23,606.53	25,790.00	123,250.45	89,505.00	23,745.45	107,406.00	114.75%	5,844.45
16-46-03	SALARIES & WAGES	2,035.52	2,001.10	2,017.56	21,406.63	22,531.38	1,124.75	27,037.66	79.17%	(5,631.03)
16-46-04	EMPLOYER FICA	122.28	120.08	123.21	1,276.29	1,396.80	120.51	1,676.16	76.14%	(399.87)
16-46-05	EMPLOYER MEDICARE	28.59	28.09	28.82	298.49	326.68	28.18	392.01	76.14%	(93.52)
16-46-06	UNEMPLOYMENT TAX	6.11	6.03	6.06	63.80	67.58	3.78	81.10	78.67%	(17.30)
16-46-07	HEALTH & LIFE INSURANCE	299.76	345.76	-	2,566.79	2,921.87	355.08	3,506.24	73.21%	(939.45)
16-46-08	PENSION	79.58	79.58	80.67	785.79	931.53	145.74	1,117.83	70.30%	(332.04)
16-46-10	WORKMENS COMPENSATION	-	-	-	2,297.00	395.83	(1,901.17)	475.00	483.58%	1,822.00
16-46-15	OFFICE SUPPLIES	-	-	-	33.92	83.33	49.41	100.00	33.92%	(66.08)
16-46-16	OPERATING SUPPLIES	334.15	533.91	588.76	3,510.51	3,958.33	447.82	4,750.00	73.91%	(1,239.49)
16-46-17	POSTAGE	-	-	-	-	83.33	83.33	100.00	0.00%	(100.00)
16-46-20	LEGAL	-	-	-	-	416.67	416.67	500.00	0.00%	(500.00)
16-46-22	REPAIRS & MAINTENANCE	1,274.18	19,518.55	51.34	53,927.67	30,725.00	(23,202.67)	36,870.00	146.26%	17,057.67
16-46-23	VEHICLE EXPENSE	82.39	199.75	238.72	1,027.59	416.67	(610.92)	500.00	205.52%	527.59
16-46-24	RENTALS	-	-	-	-	1,666.67	1,666.67	2,000.00	0.00%	(2,000.00)
16-46-25	SHOP EXPENSE	48.16	96.32	133.96	752.07	1,479.17	727.10	1,775.00	42.37%	(1,022.93)
16-46-27	INSURANCE & BONDS	-	-	262.00	3,929.25	2,916.67	(1,012.58)	3,500.00	112.26%	429.25
16-46-28	UTILITIES	710.16	567.96	907.96	6,178.87	6,000.00	(178.87)	7,200.00	85.82%	(1,021.13)
16-46-29	TELEPHONE	33.21	33.31	148.47	322.89	83.33	(239.56)	100.00	322.89%	222.89
16-46-30	PUBLISHING & ADS	141.94	-	29.18	182.79	20.83	(161.96)	25.00	731.16%	157.79
16-46-32	FEES & PERMITS	-	-	-	748.45	583.33	(165.12)	700.00	106.92%	48.45
16-46-42	CONTRACT SERVICES	-	-	-	225.00	1,666.67	1,441.67	2,000.00	11.25%	(1,775.00)
16-46-70	CAPITAL OUTLAY	148.00	-	-	148.00	-	(148.00)	-	-	148.00
	MISCELLANEOUS	-	-	-	119.83	10,833.33	10,713.50	13,000.00	0.92%	(12,880.17)
		5,344.03	23,530.44	4,616.71	99,801.63	89,505.00	(10,296.63)	107,406.00	92.92%	(7,604.37)
		(692.03)	76.09	21,173.29	23,448.82	-	34,042.08	-	-	13,448.82
	BEGINNING RESERVE				27,681.58	27,681.58	27,681.58	27,681.58		27,681.58
	INCOME	4,652.00	23,606.53	25,790.00	123,250.45	89,505.00	23,745.45	107,406.00		5,844.45
	EXPENDITURE	5,344.03	23,530.44	4,616.71	99,801.63	89,505.00	(10,296.63)	107,406.00		(7,604.37)
	ADJUSTMENT									
	NET CHANGE	(692.03)	76.09	21,173.29	23,448.82	-	34,042.08	-		13,448.82
	ENDING RESERVE				51,130.40	27,681.58	61,723.66	27,681.58		41,130.40

AS OF:	10/31/2019	2019	2019	2019	2019	2019	2019	2019	2019	2019
ACC:	DESCRIPTION	OCTOBER	SEPTEMBER	AUGUST	CUR YTD	MO R-BUDGET	REMAINING	ORIG	% OF	REMAINING
6.		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
STREETS										
20-31-03	SALES TAX-TOWN	25,648.71	-	15,921.84	56,147.46	14,753.33	41,394.13	17,704.00	317.15%	38,443.46
20-31-05	FRANCHISE TAX	6,967.72	2,821.49	227.39	43,499.75	48,604.17	(5,104.42)	58,325.00	74.58%	(14,825.25)
20-32-02	MISCELLANEOUS PERMITS	300.00	250.00	135.00	2,550.00	1,250.00	1,300.00	1,500.00	170.00%	1,050.00
20-33-01	HIGHWAY USERS TAX	4,427.55	4,856.86	10,427.46	44,067.35	40,125.00	3,942.35	48,150.00	91.52%	(4,082.65)
20-33-10	ROAD & BRIDGE	15.88	16.58	147.83	6,409.55	5,333.33	1,076.22	6,400.00	100.15%	9.55
20-35-02	MOTOR FUEL TAX REFUNDS	-	-	-	882.10	1,083.33	(201.23)	1,300.00	67.85%	(417.90)
		37,359.86	7,944.93	26,859.52	153,556.21	111,149.17	42,407.04	133,379.00	115.13%	20,177.21
20-45-03	SALARIES & WAGES	2,869.25	2,773.43	2,778.19	29,909.99	31,066.08	1,156.09	37,279.30	80.23%	7,369.31
20-45-04	EMPLOYER FICA	172.32	166.59	169.45	1,782.85	1,926.07	143.22	2,311.28	77.14%	528.43
20-45-05	EMPLOYER MEDICARE	40.29	38.97	39.64	416.93	450.45	33.52	540.54	77.13%	123.61
20-45-06	UNEMPLOYMENT TAX	8.60	8.34	8.34	89.09	93.20	4.11	111.84	79.66%	22.75
20-45-07	HEALTH INSURANCE	411.66	457.62	-	3,527.52	3,976.33	448.81	4,771.60	73.93%	1,244.08
20-45-08	PENSION	109.20	109.20	110.76	1,076.66	1,245.37	168.71	1,494.44	72.04%	417.78
20-45-10	WORKMENS COMPENSATION	-	-	-	2,540.50	3,083.33	542.83	3,700.00	68.66%	1,159.50
20-45-15	OFFICE SUPPLIES	-	-	-	-	125.00	125.00	150.00	0.00%	150.00
20-45-16	OPERATING SUPPLIES	(1,478.10)	3.42	4.31	504.32	208.33	(295.99)	250.00	201.73%	(254.32)
20-45-17	POSTAGE	-	-	-	39.67	83.33	43.66	100.00	39.67%	60.33
20-45-20	LEGAL & ENG SERVICES	-	-	-	1,845.00	4,166.67	2,321.67	5,000.00	36.90%	3,155.00
20-45-22	REPAIRS & MAINTENANCE	5,503.23	7,272.04	6,506.46	44,165.38	14,445.83	(29,719.55)	17,335.00	254.78%	(26,830.38)
20-45-23	VEHICLE EXPENSE	373.04	520.09	579.50	6,366.39	7,666.67	1,300.28	9,200.00	69.20%	2,833.61
20-45-24	RENTALS	-	-	-	-	2,083.33	2,083.33	2,500.00	0.00%	2,500.00
20-45-25	SHOP EXPENSE	16.34	255.55	197.93	3,041.53	3,333.33	291.80	4,000.00	76.04%	958.47
20-45-27	INSURANCE & BONDS	-	-	-	5,593.26	4,333.33	(1,259.93)	5,200.00	107.56%	(393.26)
20-45-28	UTILITIES	1,691.22	1,598.76	1,618.59	16,923.68	17,500.00	576.32	21,000.00	80.59%	4,076.32
20-45-43	STREET LIGHTING	-	-	-	-	-	-	-	-	-
20-45-29	TELEPHONE	38.21	43.38	153.47	377.96	133.33	(244.63)	160.00	236.23%	(217.96)
20-45-30	PUBLISHING & ADS	-	-	-	11.67	20.83	9.16	25.00	46.68%	13.33
20-45-31	DUES & SUBSCRIPTIONS	-	-	-	-	458.33	458.33	550.00	0.00%	550.00
20-45-42	SNOW REMOVAL	-	-	-	18,774.46	14,750.00	(4,024.46)	17,700.00	106.07%	(1,074.46)
	MISCELLANEOUS	-	-	-	-	-	-	-	-	-
		9,755.26	13,247.39	12,166.64	136,986.86	111,149.17	(25,837.69)	133,379.00	102.70%	(3,607.86)
		27,604.60	(5,302.46)	14,692.88	16,569.35	-	68,244.74	-	-	23,785.07
	BEGINNING RESERVE				123,576.13	123,576.13	123,576.13	123,576.13		123,576.13
	INCOME	37,359.86	7,944.93	26,859.52	153,556.21	111,149.17	42,407.04	133,379.00		20,177.21
	EXPENDITURE	9,755.26	13,247.39	12,166.64	136,986.86	111,149.17	(25,837.69)	133,379.00		(3,607.86)
	ADJUSTMENT									
	NET CHANGE	27,604.60	(5,302.46)	14,692.88	16,569.35	-	68,244.74	-		23,785.07
	ENDING RESERVE				140,145.48	123,576.13	191,820.87	123,576.13		147,361.20

AS OF:	10/31/2019	2019	2019	2019	2019	2019	2019	2019	% OF	REMAINING
ACC:	DESCRIPTION	OCTOBER	SEPTEMBER	AUGUST	CUR YTD	10	REMAINING	ORIG	BUDGET	BUDGET
6.		ACTUAL	ACTUAL	ACTUAL	ACTUAL	MO R-BUDGET	BUDGET	BUDGET		BUDGET
STREET-CAPITAL IMPROVEMENT										
22-31-05	IMPACT FEE	3,828.27	4,014.80	4,101.90	37,541.27	36,020.83	1,520.44	43,225.00	86.85%	(5,683.73)
22-35-04	SALES TAX - TOWN	-	-	-	-	13,958.33	(13,958.33)	16,750.00	0.00%	(16,750.00)
22-33-01	HIGHWAY USER TAX	-	-	3,682.37	3,682.37	4,166.67	(484.30)	5,000.00	73.65%	(1,317.63)
		3,828.27	4,014.80	7,784.27	41,223.64	54,145.83	(12,922.19)	64,975.00	63.45%	(23,751.36)
22-45-22	REPAIRS & MAINTENANCE	-	-	-	-	54,145.83	54,145.83	64,975.00	0.00%	(64,975.00)
22-45-99	TRANSFER	-	-	-	-	-	-	-	-	-
		-	-	-	-	54,145.83	54,145.83	64,975.00	0.00%	(64,975.00)
		3,828.27	4,014.80	7,784.27	41,223.64	-	(67,068.03)	-	-	41,223.64
	BEGINNING RESERVE	10,248.63	10,248.63		19,415.89	19,415.89	19,415.89	19,415.89		19,415.89
	INCOME	3,828.27	4,014.80	7,784.27	41,223.64	54,145.83	(12,922.19)	64,975.00		(23,751.36)
	EXPENDITURE	-	-	-	-	54,145.83	54,145.83	64,975.00		(64,975.00)
	ADJUSTMENT									
	NET CHANGE	3,828.27	4,014.80	7,784.27	41,223.64	-	(67,068.03)	-		41,223.64
	ENDING RESERVE	#REF!	#REF!		60,639.53	19,415.89	(47,652.14)	19,415.89		60,639.53
BRIDGE										
24-35-04	INTEREST INCOME	1,021.05	1,042.93	1,115.90	9,213.71	2,083.33	7,130.38	2,500.00	368.55%	6,713.71
24-35-13	BRIDGE REVENUE	-	-	-	40,000.00	247,916.67	(207,916.67)	297,500.00	13.45%	(257,500.00)
		1,021.05	1,042.93	1,115.90	49,213.71	250,000.00	(200,786.29)	300,000.00	16.40%	(250,786.29)
24-45-22	REPAIRS & MAINTENANCE	-	-	-	-	250,000.00	250,000.00	300,000.00	0.00%	(300,000.00)
		-	-	-	-	250,000.00	250,000.00	300,000.00	0.00%	(300,000.00)
		1,021.05	1,042.93	1,115.90	49,213.71	-	(450,786.29)	-	-	49,213.71
	BEGINNING RESERVE				93,910.77	93,910.77	93,910.77	93,910.77		93,910.77
	INCOME	1,021.05	1,042.93	1,115.90	49,213.71	250,000.00	(200,786.29)	300,000.00		(250,786.29)
	EXPENDITURE	-	-	-	-	250,000.00	250,000.00	300,000.00		(300,000.00)
	NET CHANGE	1,021.05	1,042.93	1,115.90	49,213.71	-	(450,786.29)	-		49,213.71
	ENDING RESERVE				143,124.48	93,910.77	(356,875.52)	93,910.77		143,124.48
SIDEWALK										
26-30-01	SIDEWALK REVENUE	2,568.00	2,549.99	2,570.90	25,634.67	29,500.00	(3,865.33)	35,400.00	72.41%	(9,765.33)
		2,568.00	2,549.99	2,570.90	25,634.67	29,500.00	(3,865.33)	35,400.00	72.41%	(9,765.33)
26-45-15	OFFICE SUPPLIES	-	-	-	-	-	-	-		-
26-45-20	LEGAL SERVICES	-	-	-	-	416.67	416.67	500.00	0.00%	(500.00)
26-45-22	REPAIRS & MAINTENANCE	-	187.21	-	187.21	29,000.00	28,812.79	34,800.00	0.54%	(34,612.79)
26-45-30	PUBLISHING & ADS	-	-	-	-	83.33	83.33	100.00	0.00%	(100.00)
26-49-99	TRANSFERS	-	-	-	-	-	-	-		-
		-	187.21	-	187.21	29,500.00	29,312.79	35,400.00	0.53%	(35,212.79)
		2,568.00	2,362.78	2,570.90	25,447.46	-	(33,178.12)	-	-	25,447.46
	BEGINNING RESERVE				3,658.62	3,658.62	3,658.62	3,658.62		3,658.62
	INCOME	2,568.00	2,549.99	2,570.90	25,634.67	29,500.00	(3,865.33)	35,400.00		(9,765.33)
	EXPENDITURE	-	187.21	-	187.21	29,500.00	29,312.79	35,400.00		(35,212.79)
	NET CHANGE	2,568.00	2,362.78	2,570.90	25,447.46	-	(33,178.12)	-		25,447.46
	ENDING RESERVE				29,106.08	3,658.62	(29,519.50)	3,658.62		29,106.08

AS OF:	10/31/2019	2019	2019	2019	2019	2019	2019	2019	% OF	REMAINING
ACC:	DESCRIPTION	OCTOBER	SEPTEMBER	AUGUST	CUR YTD	10	REMAINING	ORIG	BUDGET	BUDGET
6.		ACTUAL	ACTUAL	ACTUAL	ACTUAL	MO R-BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
SPACE2CREATE										
32-35-01	BOETTCHER GRANT	-	-	-	-	125,000.00	(125,000.00)	150,000.00	0.00%	(150,000.00)
32-35-02	DOLA GRANT	-	-	-	7,453.19	-	-	-	-	7,453.19
32-35-05	INTEREST	15.43	14.93	15.42	158.05	-	158.05	-	-	158.05
32-35-09	S2C CONTRIBUTIONS	-	-	-	-	-	-	-	-	-
		15.43	14.93	15.42	7,611.24	125,000.00	(124,841.95)	150,000.00	5.07%	(142,388.76)
32-50-02	CONTRACT LABOR	-	-	-	-	-	-	-	-	-
32-50-15	OFFICE SUPPLIES	-	-	-	-	-	-	-	-	-
32-50-17		-	-	-	-	-	-	-	-	-
32-50-22	STUDIES	-	-	-	26,556.00	164,416.48	137,860.48	197,299.77	13.46%	(170,743.77)
32-50-26	TRAVEL & MEETINGS	-	-	-	2,180.87	-	(2,180.87)	-	-	2,180.87
32-50-30	PUBLISHING & ADS	-	-	-	-	-	-	-	-	-
		-	-	-	28,736.87	164,416.48	135,679.61	197,299.77	14.57%	(168,562.90)
		15.43	14.93	15.42	(21,125.63)	(39,416.48)	(260,521.56)	(47,299.77)	-	26,174.14
	BEGINNING RESERVE				29,219.43	29,219.43	29,219.43	29,219.43	-	29,219.43
	INCOME	15.43	14.93	15.42	7,611.24	125,000.00	(125,000.00)	150,000.00	-	(150,000.00)
	EXPENDITURE	-	-	-	28,736.87	164,416.48	135,679.61	197,299.77	-	(168,562.90)
	NET CHANGE	15.43	14.93	15.42	(21,125.63)	(39,416.48)	(260,679.61)	(47,299.77)	-	18,562.90
	ENDING RESERVE				8,093.80	(10,197.05)	(231,460.18)	(18,080.34)	-	47,782.33
CONSERVATION TRUST FUND										
40-38-01	CONSERVATION TRUST-REV.	-	1,851.61	-	6,523.90	6,666.67	(142.77)	8,000.00	81.55%	(1,476.10)
40-38-02	INTEREST	0.60	0.58	0.55	7.25	12.50	(5.25)	15.00	48.33%	(7.75)
		0.60	1,852.19	0.55	6,531.15	6,679.17	(148.02)	8,015.00	81.49%	(1,483.85)
40-46-20	EXPENDITURES-CONS. TRUST	-	-	-	-	6,679.17	6,679.17	8,015.00	0.00%	(8,015.00)
		-	-	-	-	6,679.17	6,679.17	8,015.00	0.00%	(8,015.00)
		0.60	1,852.19	0.55	6,531.15	-	(6,827.18)	-	-	6,531.15
	BEGINNING RESERVE				-	-	-	-	-	-
	INCOME	0.60	1,852.19	0.55	6,531.15	6,679.17	(148.02)	8,015.00	-	(1,483.85)
	EXPENDITURE	-	-	-	-	6,679.17	6,679.17	8,015.00	-	(8,015.00)
	NET CHANGE	0.60	1,852.19	0.55	6,531.15	-	(6,827.18)	-	-	6,531.15
	ENDING RESERVE				6,531.15	-	(6,827.18)	-	-	6,531.15
CAPITAL IMPROVEMENT										
50-31-03	SALES TAX - CAP IMP	17,290.71	17,519.34	15,921.83	126,370.25	121,333.33	5,036.92	145,600.00	86.79%	(19,229.75)
50-31-06	MISCELLANEOUS INCOME	8,543.00	637.50	637.50	14,280.50	6,375.00	7,905.50	7,650.00	186.67%	6,630.50
		25,833.71	18,156.84	16,559.33	140,650.75	127,708.33	12,942.42	153,250.00	91.78%	(12,599.25)
50-70-20	CAPITAL OUTLAY	23,925.02	55.94	8,305.29	113,314.94	121,333.33	8,018.39	145,600.00	77.83%	(32,285.06)
50-70-99	Transfer Out	-	-	-	-	-	-	-	-	-
		23,925.02	55.94	8,305.29	113,314.94	121,333.33	8,018.39	145,600.00	77.83%	(32,285.06)
		1,908.69	18,100.90	8,254.04	27,335.81	6,375.00	4,924.02	7,650.00	-	19,685.81
	BEGINNING RESERVE				296,989.61	296,989.61	296,989.61	296,989.61	-	296,989.61
	INCOME	25,833.71	18,156.84	16,559.33	140,650.75	127,708.33	12,942.42	153,250.00	-	(12,599.25)
	EXPENDITURE	23,925.02	55.94	8,305.29	113,314.94	121,333.33	8,018.39	145,600.00	-	(32,285.06)
	NET CHANGE	1,908.69	18,100.90	8,254.04	27,335.81	6,375.00	4,924.02	7,650.00	-	19,685.81
	ENDING RESERVE				324,325.42	303,364.61	301,913.63	304,639.61	-	316,675.42

AS OF:	10/31/2019	2019	2019	2019	2019	2019	2019	2019	2019	2019
ACC	DESCRIPTION	OCTOBER	SEPTEMBER	AUGUST	CUR YTD	10	REMAINING	ORIG	% OF	REMAINING
6.		ACTUAL	ACTUAL	ACTUAL	ACTUAL	MO R-BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
WATER										
60-36-01	WATER CHARGES-RECEIVED	66,785.38	73,427.77	76,252.58	644,276.03	637,666.67	6,609.36	765,200.00	84.20%	(120,923.97)
60-36-02	WATER TAPS	-	27,000.00	520.00	49,020.00	17,500.00	31,520.00	21,000.00	233.43%	28,020.00
60-36-03	SALES & SERVICES	480.00	296.19	815.00	3,823.19	666.67	3,156.52	800.00	477.90%	3,023.19
60-36-04	STANDBY TAP FEES	3,208.30	3,209.22	3,043.00	35,193.71	37,500.00	(2,306.29)	45,000.00	78.21%	(9,806.29)
60-36-05	WATER TANK MONEY	572.00	460.00	581.00	3,873.00	2,083.33	1,789.67	2,500.00	154.92%	1,373.00
60-36-09	PENALTIES	35.00	(15.00)	-	1,220.00	4,583.33	(3,363.33)	5,500.00	22.18%	(4,280.00)
60-36-12	RENTS	-	1,000.00	-	1,500.00	833.33	666.67	1,000.00	150.00%	500.00
	MISCELLANEOUS	0.10	-	-	0.10	-	0.10	-	-	0.10
		71,080.78	105,378.18	81,211.58	738,906.03	700,833.33	38,072.70	841,000.00	87.86%	(102,094.07)
60-50-02	TRUSTEES/ADMIN SALARIES	-	300.00	-	900.00	1,000.00	100.00	1,200.00	75.00%	(300.00)
60-50-03	SALARIES & WAGES	10,666.84	22,270.67	12,934.27	142,068.89	161,254.49	19,185.60	193,505.39	73.42%	(51,436.50)
60-50-04	EMPLOYER FICA	639.13	1,368.47	786.11	8,524.83	10,059.79	1,534.96	12,071.75	70.62%	(3,546.92)
60-50-05	EMPLOYER MEDICARE	149.50	320.06	183.86	1,993.84	2,352.69	358.85	2,823.23	70.62%	(829.39)
60-50-06	UNEMPLOYMENT TAX	31.99	66.46	38.78	423.90	560.27	136.37	672.32	63.05%	(248.42)
60-50-07	HEALTH INSURANCE	1,418.34	2,484.37	-	16,036.55	22,325.16	6,288.61	26,790.19	59.86%	(10,753.64)
60-50-08	PENSION	455.60	995.41	516.61	6,078.63	7,673.28	1,594.65	9,207.93	66.02%	(3,129.30)
60-50-10	WORKMENS COMPENSATION	-	-	-	5,252.50	4,333.33	(919.17)	5,200.00	101.01%	52.50
60-50-15	OFFICE SUPPLIES	-	-	-	241.78	416.67	174.89	500.00	48.36%	(258.22)
60-50-16	OPERATING SUPPLIES	1,011.65	1,991.66	1,571.14	15,460.15	16,125.00	664.85	19,350.00	79.90%	(3,889.85)
60-50-17	POSTAGE	152.88	153.21	472.54	2,388.20	3,333.33	945.13	4,000.00	59.71%	(1,611.80)
60-50-20	LEGAL & ENG SERVICES	-	-	-	1,525.52	25,500.00	23,974.48	30,600.00	4.99%	(29,074.48)
60-50-21	AUDIT	-	-	11,280.00	11,280.00	10,833.33	(446.67)	13,000.00	86.77%	(1,720.00)
60-50-22	REPAIRS & MAINTENANCE	3,505.20	38,508.56	28,808.98	152,272.91	147,295.83	(4,977.08)	176,755.00	86.15%	(24,482.09)
60-50-23	VEHICLE EXPENSE	379.48	423.61	539.95	7,286.98	8,333.33	1,046.35	10,000.00	72.87%	(2,713.02)
60-50-24	RENTALS	-	-	-	-	2,500.00	2,500.00	3,000.00	0.00%	(3,000.00)
60-50-25	SHOP EXPENSE	202.57	121.25	213.26	3,144.23	3,750.00	605.77	4,500.00	69.87%	(1,355.77)
60-50-26	TRAVEL & MEETINGS	-	-	-	1,129.33	2,916.67	1,787.34	3,500.00	32.27%	(2,370.67)
60-50-27	INSURANCE & BONDS	(121.50)	390.79	40.00	68,464.78	16,666.67	(51,798.11)	20,000.00	342.32%	48,464.78
60-50-28	UTILITIES	1,780.04	1,866.45	1,855.39	20,383.84	19,166.67	(1,217.17)	23,000.00	88.63%	(2,616.16)
60-50-29	TELEPHONE	322.63	373.16	483.24	3,479.87	3,166.67	(313.20)	3,800.00	91.58%	(320.13)
60-50-30	PUBLISHING & ADS	-	-	-	11.67	916.67	905.00	1,100.00	1.06%	(1,088.33)
60-50-31	DUES & SUBSCRIPTIONS	-	-	-	1,835.00	166.67	(1,668.33)	200.00	917.50%	1,635.00
60-50-32	FEES & PERMITS	979.17	368.46	1,071.98	6,835.40	9,166.67	2,331.27	11,000.00	62.14%	(4,164.60)
60-50-33	DATA PROCESSING	708.22	827.15	712.18	8,464.76	5,000.00	(3,464.76)	6,000.00	141.08%	2,464.76
60-50-40	MISCELLANEOUS	-	-	-	-	208.33	208.33	250.00	0.00%	(250.00)
60-50-44	Norris Retirement	1,680.00	1,680.00	1,680.00	16,800.00	16,800.00	-	20,160.00	83.33%	(3,360.00)
60-50-50	Water Power Authority Loan	-	-	77,387.96	164,325.91	159,375.00	(4,950.91)	191,250.00	85.92%	(26,924.09)
60-50-51	Drinking Water Revolving Fund	11,671.70	-	-	23,345.55	19,458.33	(3,887.22)	23,350.00	99.98%	(4.45)
60-50-71	PASS-THRU	2,099.81	2,299.11	2,378.87	20,386.67	20,255.00	(131.67)	24,306.00	83.88%	(3,919.33)
	MISCELLANEOUS	-	-	-	-	-	-	-	-	-
	Transfers	-	-	-	-	-	-	-	-	-
		37,733.25	76,808.85	142,955.12	710,341.69	700,909.84	(9,431.85)	841,091.81	84.45%	(130,750.12)
		33,347.53	28,569.33	(61,743.54)	28,564.34	(76.51)	(28,640.85)	(91.81)		(28,656.15)
	BEGINNING RESERVE				105,498.00	105,498.00	105,498.00	105,498.00		
	INCOME	71,080.78	105,378.18	81,211.58	738,906.03	700,833.33	38,072.70	841,000.00		(102,094.07)
	EXPENDITURE	37,733.25	76,808.85	142,955.12	710,341.69	700,909.84	(9,431.85)	841,091.81		(130,750.12)
	NET CHANGE	33,347.53	28,569.33	(61,743.54)	28,564.34	(76.51)	47,504.54	(91.81)		28,656.05
	ENDING RESERVE				134,062.34	105,421.49	153,002.55	105,406.19		

AS OF:	10/31/2019	2019	2019	2019	2019	2019	2019	2019	2019	2019
ACC	DESCRIPTION	OCTOBER	SEPTEMBER	AUGUST	CUR YTD	10	REMAINING	ORIG	% OF	REMAINING
6.		ACTUAL	ACTUAL	ACTUAL	ACTUAL	MO R-BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
SEWER										
70-37-01	SEWER CHARGES - RECEIVED	39,463.00	39,229.29	39,335.60	391,623.74	390,750.00	873.74	468,900.00	83.52%	(77,276.26)
70-37-04	SEWER TAPS	-	22,000.00	500.00	46,000.00	12,500.00	33,500.00	15,000.00	306.67%	31,000.00
70-37-05	SEWER RENTAL PROPERTY	-	-	-	-	-	-	-	-	-
70-37-09	Interest Income	1,117.82	1,141.13	1,220.50	12,707.88	9,583.33	3,124.55	11,500.00	110.50%	1,207.88
70-37-13	GRANT REVENUE	10,000.00	-	-	35,996.89	9,583.33	26,413.56	11,500.00	313.02%	24,496.89
		50,580.82	62,370.42	41,056.10	486,328.51	422,416.67	63,911.84	506,900.00	0.96	(20,571.49)
70-51-02	TRUSTEES/ADMIN SALARIES	-	300.00	-	900.00	1,000.00	100.00	1,200.00	75.00%	(300.00)
70-51-03	SALARIES & WAGES	8,101.51	15,414.95	8,635.55	100,038.35	105,842.18	5,803.83	127,010.62	78.76%	(26,972.27)
70-51-04	EMPLOYER FICA	486.77	955.31	524.02	6,027.68	6,547.63	519.94	7,857.15	76.72%	(1,829.47)
70-51-05	EMPLOYER MEDICARE	113.86	223.41	122.55	1,409.72	1,549.19	139.47	1,859.03	75.83%	(449.31)
70-51-06	UNEMPLOYMENT TAX	24.31	45.88	25.89	298.45	394.03	95.58	472.83	63.12%	(174.38)
70-51-07	HEALTH INSURANCE	893.05	1,342.98	-	10,018.96	14,227.69	4,208.73	17,073.23	58.68%	(7,054.27)
70-51-08	PENSION	343.96	706.08	372.70	4,373.79	5,126.78	752.99	6,152.14	71.09%	(1,778.35)
70-51-10	WORKMENS COMPENSATION	-	-	-	1,452.50	1,416.67	(35.83)	1,700.00	85.44%	(247.50)
70-51-15	OFFICE SUPPLIES	-	-	-	163.14	416.67	253.53	500.00	32.63%	(336.86)
70-51-16	OPERATING SUPPLIES	792.84	423.37	825.95	7,672.16	30,333.33	22,661.17	36,400.00	21.08%	(28,727.84)
70-51-17	POSTAGE	152.88	153.21	152.78	1,556.58	2,291.67	735.09	2,750.00	56.60%	(1,193.42)
70-51-20	LEGAL & ENG SERVICES	1,278.00	10,119.43	1,139.00	50,179.20	7,958.33	(42,220.87)	9,550.00	525.44%	40,629.20
70-51-21	AUDIT	-	-	3,525.00	3,525.00	3,333.33	(191.67)	4,000.00	88.13%	(475.00)
70-51-22	REPAIRS & MAINTENANCE	-	1,013.00	13,303.88	76,519.63	54,729.17	(21,790.46)	65,675.00	116.51%	10,844.63
70-51-23	VEHICLE EXPENSE	399.44	414.95	539.99	5,341.14	7,083.33	1,742.19	8,500.00	62.84%	(3,158.86)
70-51-24	RENTALS	-	-	-	-	833.33	833.33	1,000.00	0.00%	(1,000.00)
70-51-25	SHOP EXPENSE	163.92	93.37	160.34	2,312.33	1,916.67	(395.66)	2,300.00	100.54%	12.33
70-51-26	TRAVEL & MEETINGS	-	-	-	-	1,666.67	1,666.67	2,000.00	0.00%	(2,000.00)
70-51-27	INSURANCE & BONDS	175.00	-	-	6,994.88	5,666.67	(1,328.21)	6,800.00	102.87%	194.88
70-51-28	UTILITIES	38.99	2,695.48	5,373.71	25,476.01	30,833.33	5,357.32	37,000.00	68.85%	(11,523.99)
70-51-29	TELEPHONE	107.60	135.41	245.49	1,317.82	1,395.83	78.01	1,675.00	78.68%	(357.18)
70-51-30	PUBLISHING & ADS	-	66.27	-	162.85	41.67	(121.18)	50.00	325.70%	112.85
70-51-31	DUES & SUBSCRIPTIONS	-	-	-	-	166.67	166.67	200.00	0.00%	(200.00)
70-51-32	FEES & PERMITS	240.17	118.46	1,840.98	5,242.96	9,333.33	4,090.37	11,200.00	46.81%	(5,957.04)
70-51-33	DATA PROCESSING	598.38	709.35	594.38	6,404.87	18,750.00	12,345.13	22,500.00	28.47%	(16,095.13)
70-51-41	WRITEOFF-UNCOLLECTABLE	-	-	-	-	208.33	208.33	250.00	0.00%	(250.00)
70-51-43	Gaging Station	-	2,621.00	-	2,621.00	3,250.00	629.00	3,900.00	67.21%	(1,279.00)
70-51-51	Rural Development P&I	-	-	-	50,521.00	85,416.67	34,895.67	102,500.00	49.29%	(51,979.00)
70-51-54	Debt Reserve	-	-	-	-	-	-	-	0.00%	-
70-51-70	CAPITAL OUTLAY	3,413.76	26,757.72	-	30,171.48	-	(30,171.48)	-	0.00%	-
70-51-71	PASS THRU	1,183.89	1,176.88	1,180.07	11,748.74	11,104.17	(644.57)	13,325.00	88.17%	(1,576.26)
	MISCELLANEOUS	-	-	-	-	-	-	-	-	-
70-59-90	DEPRECIATION	-	-	-	-	-	-	-	-	-
		18,508.33	65,486.51	38,562.28	412,450.24	412,833.33	383.09	495,400.00	83.26%	(113,121.24)
		32,072.49	(3,116.09)	2,493.82	73,878.27	9,583.33	63,528.75	11,500.00		92,549.75
	BEGINNING RESERVE				555,190.00	555,190.00	555,190.00	555,190.00		555,190.00
	INCOME	50,580.82	62,370.42	41,056.10	486,328.51	422,416.67	63,911.84	506,900.00		(20,571.49)
	EXPENDITURE	18,508.33	65,486.51	38,562.28	412,450.24	412,833.33	383.09	495,400.00		(113,121.24)
	ADJUSTMENT									
	NET CHANGE	32,072.49	(3,116.09)	2,493.82	73,878.27	9,583.33	63,528.75	11,500.00		92,549.75
	ENDING RESERVE				629,068.27	564,773.33	618,718.75	566,690.00		647,739.75

AS OF ACC	10/31/2019 DESCRIPTION	2019	2019	2019	2019	2019	2019	2019	2019	2019
		OCTOBER ACTUAL	SEPTEMBER ACTUAL	AUGUST ACTUAL	CUR YTD ACTUAL	10 MO R-BUDGET	REMAINING BUDGET	ORIG BUDGET	% OF BUDGET	REMAINING BUDGET
6.										
GARBAGE										
80-30-02	GARBAGE FEES - RECEIVED	18,152.09	17,960.06	18,098.69	180,194.03	174,333.33	5,860.70	209,200.00	86.13%	(29,005.97)
80-30-03	X-Trash	-	-	-	966.00	1,250.00	(284.00)	1,500.00	64.40%	(534.00)
		18,152.09	17,960.06	18,098.69	181,160.03	175,583.33	5,576.70	210,700.00	85.98%	(29,539.97)
80-52-02	CONTRACT LABOR	-	-	-	3,250.00	-	(3,250.00)	-		3,250.00
80-52-03	SALARIES & WAGES	5,342.95	9,023.46	5,795.66	64,851.29	71,982.51	7,131.22	86,379.01	75.08%	(21,527.72)
80-52-04	EMPLOYER FICA	321.28	547.47	353.11	3,867.88	4,462.92	595.04	5,355.50	72.22%	(1,487.62)
80-52-05	EMPLOYER MEDICARE	75.12	128.00	82.54	904.43	1,043.75	139.32	1,252.50	72.21%	(348.07)
80-52-06	UNEMPLOYMENT TAX	16.05	26.91	17.41	193.28	215.95	22.67	259.14	74.59%	(65.86)
80-52-07	HEALTH INSURANCE	720.08	968.13	-	7,335.45	9,072.46	1,737.01	10,886.95	67.38%	(3,551.50)
80-52-08	PENSION	197.48	377.09	219.41	2,516.11	2,947.42	431.31	3,536.90	71.14%	(1,020.79)
80-52-10	WORKMEN'S COMP	-	-	-	4,672.50	6,500.00	1,827.50	7,800.00	59.90%	(3,127.50)
80-52-15	OFFICE SUPPLIES	-	-	-	163.14	375.00	211.86	450.00	36.25%	(286.86)
80-52-16	OPERATING SUPPLIES	117.23	70.43	232.11	1,020.62	1,125.00	104.38	1,350.00	75.60%	(329.38)
80-52-17	POSTAGE	76.45	76.61	76.40	759.86	833.33	73.47	1,000.00	75.99%	(240.14)
80-52-20	LEGAL SERVICES	-	-	-	-	416.67	416.67	500.00	0.00%	(500.00)
80-52-21	AUDIT	-	-	3,525.00	3,525.00	3,333.33	(191.67)	4,000.00	88.13%	(475.00)
80-52-22	REPAIRS & MAINTENANCE	-	-	-	-	104.17	104.17	125.00	0.00%	(125.00)
80-52-23	VEHICLE EXPENSE	810.51	745.25	631.08	9,913.29	11,500.00	1,586.71	13,800.00	71.84%	(3,886.71)
80-52-25	SHOP EXPENSE	66.63	-	110.58	1,110.71	354.17	(756.54)	425.00	261.34%	685.71
80-52-26	TRAVEL & MEETINGS	-	-	-	1,536.88	-	(1,536.88)	-		1,536.88
80-52-27	INSURANCE & BONDS	-	-	-	3,978.52	3,750.00	(228.52)	4,500.00	88.41%	(521.48)
80-52-28	UTILITIES	38.98	104.87	44.71	1,504.47	2,708.33	1,203.86	3,250.00	46.29%	(1,745.53)
80-52-29	TELEPHONE	33.19	33.31	148.44	412.82	104.17	(308.65)	125.00	330.26%	287.82
80-52-30	PUBLISHING & ADS	-	-	-	11.68	83.33	71.65	100.00	11.68%	(88.32)
80-52-33	DATA PROCESSING	109.89	109.89	109.89	1,208.79	19,833.33	18,624.54	23,800.00	5.08%	(22,591.21)
80-52-41	WRITEOFF-UNCOLLECTABLE	-	-	-	-	208.33	208.33	250.00	0.00%	(250.00)
80-52-42	LANDFILL FEES	3,016.25	2,767.25	3,286.75	26,510.75	28,629.17	2,118.42	34,355.00	77.17%	(7,844.25)
80-52-43	Clean Up Day	-	-	2,575.00	6,325.00	833.33	(5,491.67)	1,000.00	632.50%	5,325.00
80-52-70	CAPITAL OUTLAY	(10,000.00)	176,460.00	-	166,460.00	-	(166,460.00)	-	0.00%	-
80-52-71	PASS THRU	544.57	538.81	542.96	5,405.86	5,166.67	(239.19)	6,200.00	87.19%	(794.14)
	MISCELLANEOUS	-	-	-	-	-	-	-		-
		1,486.66	191,977.48	17,751.05	317,438.33	175,583.33	(141,855.00)	210,700.00	150.66%	(59,721.67)
		16,665.43	(174,017.42)	347.64	(136,278.30)	-	147,431.69	-		30,181.70
	BEGINNING RESERVE				248,637.48	248,637.48	248,637.48	248,637.48		248,637.48
	INCOME	18,152.09	17,960.06	18,098.69	181,160.03	175,583.33	5,576.70	210,700.00		(29,539.97)
	EXPENDITURE	1,486.66	191,977.48	17,751.05	317,438.33	175,583.33	(141,855.00)	210,700.00		(59,721.67)
	ADJUSTMENT									
	NET CHANGE	16,665.43	(174,017.42)	347.64	(136,278.30)	-	147,431.69	-		30,181.70
	ENDING RESERVE	16,665.43			112,359.18	248,637.48	396,069.17	248,637.48		278,819.18

AS OF:	10/31/2019	2019	2019	2019	2019	2019	2019	2019	2019	2019
ACC:	DESCRIPTION	OCTOBER	SEPTEMBER	AUGUST	CUR YTD	10	REMAINING	ORIG	% OF	REMAINING
6.		ACTUAL	ACTUAL	ACTUAL	ACTUAL	MO R-BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
OVERALL SUMMARY										
ADMINISTRATION		(4,455.65)	6,619.27	4,075.56	176,266.37	179,262.35	(2,995.98)	197,339.00		(21,072.63)
BUILDING		620.25	17,317.97	776.45	35,744.47	47,437.50	(11,693.03)	56,925.00		(34,859.40)
LAW ENFORCEMENT		32,086.33	31,998.64	31,047.49	273,447.63	271,916.67	1,530.96	324,400.00		(50,952.37)
PARKS		4,652.00	23,606.53	25,790.00	123,250.45	89,505.00	23,745.45	107,406.00		5,844.45
STREETS		37,359.86	7,944.93	26,859.52	153,556.21	111,149.17	42,407.04	133,379.00		20,177.21
STREET CAPITAL IMPROVEMENT		3,828.27	4,014.80	7,784.27	41,223.64	54,145.83	(12,922.19)	64,975.00		(23,751.36)
BRIDGE		1,021.05	1,042.93	1,115.90	49,213.71	250,000.00	(200,786.29)	300,000.00		(250,786.29)
SIDEWALK		2,568.00	2,549.99	2,570.90	25,634.67	29,500.00	(3,865.33)	35,400.00		(9,765.33)
SPACE2CREATE		15.43	14.93	15.42	7,611.24	125,000.00	(124,841.95)	150,000.00		(142,388.76)
CONSERVATION TRUST FUND		0.60	1,852.19	0.55	6,531.15	6,679.17	(148.02)	8,015.00		(1,483.85)
CAPITAL IMPROVEMENT		25,833.71	18,156.84	16,559.33	140,650.75	127,708.33	12,942.42	153,250.00		(12,599.25)
WATER		71,080.78	105,378.18	81,211.58	738,906.03	700,833.33	38,072.70	841,000.00		(102,094.07)
SEWER		50,580.82	62,370.42	41,056.10	486,328.51	422,416.67	63,911.84	506,900.00		(20,571.49)
GARBAGE		18,152.09	17,960.06	18,098.69	181,160.03	175,583.33	5,576.70	210,700.00		(29,539.97)
TOTAL REVENUE		243,343.54	300,827.68	256,961.76	2,439,524.86	2,591,137.35	(169,065.68)	3,089,689.00		(673,843.11)
ADMINISTRATION		22,939.57	16,996.12	16,190.52	146,959.95	167,132.50	20,172.55	197,339.00		(53,490.50)
BUILDING		6,285.91	413.01	5,487.72	40,011.07	47,437.50	7,512.78	56,925.00		(16,913.93)
LAW ENFORCEMENT		25,014.98	22,155.17	19,299.67	262,890.20	270,333.33	7,443.13	324,400.00		(61,509.80)
PARKS		5,344.03	23,530.44	4,616.71	99,801.63	89,505.00	(10,296.63)	107,406.00		(7,604.37)
STREETS		9,755.26	13,247.39	12,166.64	136,986.86	111,149.17	(25,837.69)	133,379.00		(3,607.86)
STREET CAPITAL IMPROVEMENT		-	-	-	-	54,145.83	54,145.83	64,975.00		(64,975.00)
BRIDGE		-	-	-	-	250,000.00	250,000.00	300,000.00		(300,000.00)
SIDEWALK		-	187.21	-	187.21	29,500.00	29,312.79	35,400.00		(35,212.79)
SPACE2CREATE		-	-	-	28,736.87	164,416.48	135,679.61	197,299.77		(168,562.90)
CONSERVATION TRUST FUND		-	-	-	-	6,679.17	6,679.17	8,015.00		(8,015.00)
CAPITAL IMPROVEMENT		23,925.02	55.94	8,305.29	113,314.94	121,333.33	8,018.39	145,600.00		(32,285.06)
WATER		37,733.25	76,808.85	142,955.12	710,341.69	700,909.84	(9,431.85)	841,091.81		(130,750.12)
SEWER		18,508.33	65,486.51	38,562.28	412,450.24	412,833.33	383.09	495,400.00		(113,121.24)
GARBAGE		1,486.66	191,977.48	17,751.05	317,438.33	175,583.33	(141,855.00)	210,700.00		(59,721.67)
TOTAL EXPENDITURES		150,993.01	410,858.12	265,335.00	2,269,118.99	2,600,958.82	331,926.18	3,117,930.58		(1,055,770.24)
ADMINISTRATION		(27,395.22)	(10,376.85)	(12,114.96)	29,306.42	12,129.85	(23,168.53)	-		32,417.87
BUILDING		(5,665.66)	16,904.96	(4,711.27)	(4,266.60)	-	(19,205.81)	-		(17,945.47)
LAW ENFORCEMENT		7,071.35	9,843.47	11,747.82	10,557.43	1,583.33	(5,912.17)	-		10,557.43
PARKS		(692.03)	76.09	21,173.29	23,448.82	-	34,042.08	-		13,448.82
STREETS		27,604.60	(5,302.46)	14,692.88	16,569.35	-	68,244.74	-		23,785.07
STREET CAPITAL IMPROVEMENT		3,828.27	4,014.80	7,784.27	41,223.64	-	(67,068.03)	-		41,223.64
BRIDGE		1,021.05	1,042.93	1,115.90	49,213.71	-	(450,786.29)	-		49,213.71
GENERAL FUND		5,772.36	16,202.94	39,687.93	166,052.77	13,713.19	(463,854.01)	-		152,701.07
SIDEWALK		2,568.00	2,362.78	2,570.90	25,447.46	-	(33,178.12)	-		25,447.46
SPACE2CREATE		15.43	14.93	15.42	(21,125.63)	(39,416.48)	(260,521.56)	(47,299.77)		26,174.14
CONSERVATION TRUST FUND		0.60	1,852.19	0.55	6,531.15	-	(6,827.18)	-		6,531.15
CAPITAL IMPROVEMENT		1,908.69	18,100.90	8,254.04	27,335.81	6,375.00	4,924.02	7,650.00		19,685.81
WATER		33,347.53	28,569.33	(61,743.54)	28,564.34	(76.51)	47,504.54	(91.81)		28,656.05
SEWER		32,072.49	(3,116.09)	2,493.82	73,878.27	9,583.33	63,528.75	11,500.00		92,549.75
GARBAGE		16,665.43	(174,017.42)	347.64	(136,278.30)	-	147,431.69	-		30,181.70
ENTERPRISE FUND		82,085.45	(148,564.18)	(58,902.08)	(33,835.69)	9,506.82	258,464.99	11,408.19		151,387.50
NET		92,350.53	(110,030.44)	(8,373.24)	170,405.87	(9,821.46)	(500,991.86)	(28,241.58)		381,927.13

ACCOUNT ANALYSIS 2019


6.


BANK	ACCOUNT	JAN	MAY	JUNE	JULY	AUG	SEP	OCT	X
OPERATING ACCOUNTS									
FSBC	PREV BAL	21,553.27	536,991.10	87,982.54	167,646.44	211,788.87	250,916.96	120,160.42	
OPS	CKS/DR	330,245.06	724,808.42	153,130.43	218,193.57	197,051.49	473,388.21	157,125.76	
	DEP/CR	348,315.08	275,799.86	232,794.33	262,336.00	236,179.58	342,631.67	233,107.95	
	END BAL	39,623.29	87,982.54	167,646.44	211,788.87	250,916.96	120,160.42	196,142.61	X
RATE		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
FSB	PREV BAL	25.00	25.00	25.00	25.00	19,077.62	25.00	25.00	
PAYROLL	CKS/DR	36,405.68	65,326.60	39,321.67	39,228.40	57,374.87	41,312.07	36,034.18	
	DEP/CR	53,823.96	65,326.60	39,321.67	58,281.02	38,322.25	41,312.07	36,034.18	
	END BAL	17,443.28	25.00	25.00	19,077.62	25.00	25.00	25.00	X
RATE		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
RESECTRICTED FUND ACCOUNTS									
FSBC-858	PREV BAL	25.00	25.00	25.00	25.00	25.00	25.00	25.00	
GRANT	CKS/DR	-	-	-	-	-	-	-	
PASS-THRU	DEP/CR	-	-	-	-	-	-	-	
	END BAL	25.00	25.00	25.00	25.00	25.00	25.00	25.00	X
RATE		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
FSBC (FCNB)-0571	PREV BAL	25.00	35.77	184,814.15	35.77	35.77	35.77	35.77	
INTERNAL	CKS/DR	-	400,000.00	184,778.38	-	-	-	-	
GRANTS	DEP/CR	-	584,778.38	-	-	-	-	-	
	END BAL	25.00	184,814.15	35.77	35.77	35.77	35.77	35.77	X
RATE		0.00%	0.00%	0.00%	0.00%	0.00%	0.05%	0.00%	
FSB	PREV BAL	58,045.59	58,093.30	58,105.63	58,117.57	58,129.91	58,142.25	58,154.20	
WWTP	CKS/DR	-	-	-	-	-	-	-	
	DEP/CR	-	-	-	-	-	-	-	
	INT/CR	12.32	12.33	11.94	12.34	12.34	11.95	12.35	
	END BAL	58,057.91	58,105.63	58,117.57	58,129.91	58,142.25	58,154.20	58,166.55	X
RATE		0.10%	0.10%	0.10%	0.10%	0.10%	0.10%	0.25%	
FSBC (FCNB)	PREV BAL	27,490.77	2,675.14	2,675.48	2,675.81	2,676.15	4,678.69	4,679.27	
CONSERV	CKS/DR	27,500.77	-	-	-	-	-	-	
TRUST	DEP/CR	-	-	-	-	2,001.99	-	-	
	INT/CR	4.37	0.34	0.33	0.34	0.55	0.58	0.60	
	END BAL	(5.63)	2,675.48	2,675.81	2,676.15	4,678.69	4,679.27	4,679.87	X
RATE		0.08%	0.08%	0.08%	0.08%	0.08%	0.08%	0.15%	
FSBC	PREV BAL	88,410.06	72,577.53	72,592.94	72,607.86	72,623.28	72,638.70	72,653.63	
SPACE TO	CKS/DR	15,899.05	-	-	-	-	-	-	
CREATE	DEP/CR	-	-	-	-	-	-	-	
	INT/CR	22.30	15.41	14.92	15.42	15.42	14.93	15.43	
	END BAL	72,533.31	72,592.94	72,607.86	72,623.28	72,638.70	72,653.63	72,669.06	X
RATE		0.15%	0.15%	0.15%	0.15%	0.15%	0.15%	0.25%	
FSBC	PREV BAL	9,500.00	6,892.00	7,217.00	8,392.00	9,592.00	25,342.00	29,292.00	
PARK	CKS/DR	200.00	-	-	-	-	-	-	
CONTRIBUTION	DEP/CR	4,700.00	325.00	1,175.00	1,200.00	15,750.00	3,950.00	1,500.00	
	INT/CR	-	-	-	-	-	-	-	
	END BAL	14,000.00	7,217.00	8,392.00	9,592.00	25,342.00	29,292.00	30,792.00	X
RATE		0.08%	0.08%	0.00%	0.00%	0.00%	0.00%	0.00%	

ACCOUNT ANALYSIS 2019

6.

BANK	ACCOUNT	JAN	MAY	JUNE	JULY	AUG	SEP	OCT	X
INVESTMENT ACCOUNTS									
FSB	PREV BAL	8,327.91	11,664.69	164,647.02	310,180.56	51,921.73	13,606.52	22,303.80	
MMKT	CKS/DR	19,510.00	37,026.35	39,321.67	308,281.02	38,322.25	91,312.07	36,034.18	
RESERVE	DEP/CR	12,000.00	190,000.00	184,778.38	50,000.00	-	100,009.35	17,519.98	
	INT/CR	0.03	8.68	76.83	22.19	7.04		1.37	
	END BAL	817.94	164,647.02	310,180.56	51,921.73	13,606.52	22,303.80	3,790.97	X
	RATE	0.15%	0.150%	0.150%	0.150%	0.150%	0.15%	0.15%	
COLO	PREV BAL	1,046,107.26	1,379,054.09	1,782,050.01	1,785,669.82	1,789,289.23	1,792,736.90	1,795,959.17	
TRUST	CKS/DR	250,000.00	-	-	-	-	-	0	
PLUS+	DEP/CR	-	400,000.00	-	-	-	-	-	
INVESTMENT	INT/CR	2,354.86	2,995.92	3,619.81	3,619.41	3,447.67	3,222.27	3,154.62	
	END BAL	798,462.12	1,782,050.01	1,785,669.82	1,789,289.23	1,792,736.90	1,795,959.17	1,799,113.79	
	AVG RATE	1.51%	2.06%	2.14%	2.21%	2.23%	1.24%	2.07%	X
FSBC	PREV BAL	600,831.78	0.00	0.00	0.00	0.00	0.00	0.00	
12MO	CKS/DR	-	-	-	-	-	0	-	
CD-1936	DEP/CR	-	-	-	-	-	-	-	
	INT/CR	-	-	-	-	-	-	-	
	END BAL	600,831.78	0.00	0.00	0.00	0.00	0.00	0.00	X
	AVG RATE	0.55%							
FSBC	PREV BAL	400,964.56	200,492.84	200,492.84	200,770.78	200,840.36	200,840.36	200,840.36	
18MO	CKS/DR	-	-	-	-	-	-	-	
CD-2143	DEP/CR	-	-	-	-	-	-	-	
	INT/CR	-	-	277.94	69.58	-	-	-	
	END BAL	400,964.56	200,492.84	200,770.78	200,840.36	200,840.36	200,840.36	200,840.36	X
	AVG RATE	0.55%	0.55%	0.55%	0.55%	0.55%	0.55%	0.55%	
FSBC	PREV BAL	-	-	-	-	250,000.00	250,000.00	250,000.00	
18MO	CKS/DR	-	-	-	-	-	-	-	
CD-2143	DEP/CR	-	-	-	250,000.00	-	-	-	
	INT/CR	-	-	-	-	-	-	1,260.27	
	END BAL	-	-	-	250,000.00	250,000.00	250,000.00	251,260.27	X
	AVG RATE				2.00%	2.00%	2.00%	2.00%	
LINE-OF-CREDIT									
FSBC	PREV BAL	-	-	-	-	-	-	-	
LOC	CKS/DR	50,000.00	-	-	-	-	-	-	
\$200,000.00	DEP/CR	-	-	-	-	-	-	-	
	INT/CR	-	-	-	-	-	-	-	
	END BAL	(50,000.00)	-	-	-	-	-	-	X
	AVG RATE								
	TOTAL PREV BAL	2,261,306.20	2,268,526.46	2,560,627.61	2,606,146.61	2,665,999.92	2,668,988.15	2,554,128.62	
	TOTAL CKS/DR	729,760.56	1,227,161.37	416,552.15	565,702.99	292,748.61	606,012.35	229,194.12	
	TOTAL DEP/CR	418,839.04	1,516,229.84	458,069.38	621,817.02	292,253.82	487,903.09	288,162.11	
	TOTAL INT/CR	2,393.88	3,032.68	4,001.77	3,739.28	3,483.02	3,249.73	4,444.64	
	TOTAL 2019 ACCOUNTS	1,952,778.56	2,560,627.61	2,606,146.61	2,665,999.92	2,668,988.15	2,554,128.62	2,617,541.25	
	TOTAL 2018 ACCOUNTS	2,243,850.59	2,787,133.34	2,909,775.06	2,883,634.79	2,888,148.39	2,489,282.80	2,373,303.20	
	TOTAL 2017 ACCOUNTS	1,916,629.29	2,363,845.59	2,079,469.54	2,015,506.17	1,857,731.32	2,565,761.51	2,498,308.06	
	TOTAL 2016 ACCOUNTS	987,595.88	1,917,756.35	1,967,252.20	1,874,857.87	1,894,042.44	1,883,051.68	1,879,795.32	
	TOTAL 2015 ACCOUNTS	1,653,400.33	1,759,581.96	1,718,267.39	1,593,788.44	1,677,560.21	1,550,452.03	1,568,412.32	
	TOTAL 2014 ACCOUNTS	2,036,560.85	2,069,077.88	2,002,370.22	1,956,418.34	1,991,633.33	2,054,088.02	2,074,813.39	
	TOTAL 2013 ACCOUNTS	2,361,290.03	2,320,709.32	2,286,978.98	1,978,090.95	1,887,185.49	2,153,583.57	2,175,646.11	
	TOTAL 2012 ACCOUNTS	2,362,402.55	2,202,233.11	2,152,976.82	2,357,742.26	2,373,017.68	2,356,132.02	2,552,358.60	
	2018 VS 2019	(291,072.03)	(226,505.73)	(303,628.45)	(217,634.87)	(219,160.24)	64,845.82	244,238.05	

	Public Hearing: Budget 2020		
<p>Summary:</p> <p>The re-scheduled hearing regarding the proposed 2020 Town budget.</p>			
<p>Notes:</p>			
<p>Possible Motions:</p> <p>Motion by: _____ 2nd: _____ vote: _____</p>			
Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Pattison:	Trustee Budinger:	Trustee Knutson:	Mayor Stewart:

	<p>Resolution 2019-19 – Utility Relief Program</p>
---	--

Summary:
 Per Board direction, included in the packet is the draft Resolution establishing a utility relief mechanism for Paonia utility users.

Notes:

The proposed ordinance allows for a 20% monthly discount from the Water base rate for qualifying accounts. This equals to approximately \$480 per month adjustment, based on the current approved LEAP applicants within the 81428-zip code.

The Board requested sewer rates also be considered in the relief program. Sewer rates are set by ordinance; therefore the relief would need to be addressed via ordinance. This will follow at a future date for Board review.

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

STATE OF COLORADO
TOWN OF PAONIA, COLORADO

RESOLUTION NO. 2019-19

A RESOLUTION OF THE TOWN OF PAONIA ESTABLISHING UTILITY RELIEF

WHEREAS, the Town of Paonia (the “Town”) is a Colorado statutory town; and

WHEREAS, the Town of Paonia, Colorado, Municipal Code authorizes the Board of Trustees to establish water rate schedules by Resolution; and

WHEREAS, certain individuals in the Town are subject to financial hardships that may cause them difficulty in paying their water bills; and

WHEREAS, the Town desires to assist those individuals regarding the payment of their water bills.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Paonia, Colorado that the Town shall implement Water Utility Relief for qualified individuals.

1. The Town shall implement a Water Utility Relief program (the “Program”) for qualified individuals. The following criteria shall be used in determining if an applicant for the Program is a qualified individual:

A. Submittal from the applicant that they are currently enrolled in the Low-Income Emergency Assistance Program (“LEAP”).

2. Administration of the Program shall be conducted by the Town Administrator who may authorize utility relief for any customer who resides at the service address AND is paying the utility bill.

3. Under the Program, the Town Administrator can authorize 20% relief off the water base rate each month of the calendar year for those enrolled in the Program.

4. The Board of Trustees authorizes the Town Administrator to provide utility relief to qualifying customers without requesting additional funds from the Board of Trustees.

Effective Date:

The utility relief rate set forth herein shall become effective December 1, 2019.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the Board of Trustees of the Town of Paonia, Colorado, on this 26th day of November 2019.

Attest:

J. Corinne Ferguson, Town Clerk

Charles Stewart, Mayor

	Discussion of Medicinal & Commercial Marijuana Sales
---	--

Summary:

Trustee approved agenda item regarding the discussion of medicinal and commercial marijuana sales within the Town of Paonia.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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


Marijuana Sales Tax Revenue

Town of Paonia

Colorado Municipalities that are Comparable to Paonia

Municipality	Population	County	MST Actuals for 2017	MST Projected for 2019	2019 Adopted Revenue	2019 Adopted Expenditures	2019 Adopted Payroll	FTE Positions	Cost per FTE	Percent of Salary from Expenditure	Notes
Central City	736	Clear Creek/Gilpin	\$132,865	\$150,000	\$7,180,165	\$8,089,274	\$1,436,747	18.00	\$79,819	17.8%	
DeBeque	500	Mesa	\$555,246	\$480,000	\$2,241,887	\$2,130,165	\$661,783	-	-	31.1%	
Dillon	963	Summit	\$287,615	\$307,900	\$13,375,595	\$13,936,493	Call	37.00	-	-	
Fraser	1,276	Grand	Less than 3 Shops	Less than 3 Shops	\$16,703,834	\$15,596,582	\$1,485,000	28.00	\$53,036	9.5%	
Hayden	1,912	Routt	Less than 3 Shops	Less than 3 Shops	\$5,590,017	\$4,499,712	\$3,874,216	20.00	\$93,711	22.9%	Budget shortfall is from CIP Fund projects
Mancos	1,415	Montezuma	less than 3 Shops	\$510,000	\$3,389,170	\$4,894,529	\$649,596	14.00	\$46,400	13.3%	June YTD Revenue- \$131,684 MST, \$146,544 OT
Paonia	1,433	Delta	Not Legalized	Not Legalized	\$3,055,797	\$3,095,447	\$696,784	14.00	\$49,770	22.5%	
Parachute	1,115	Garfield	\$577,552	\$547,000	\$5,443,109	\$5,373,819	\$1,157,800	18.25	\$63,441	21.5%	
Timberway	973	Ouray	Less than 3 Shops	Less than 3 Shops	\$4,058,368	\$4,345,013	\$3,071,719	17.00	\$63,042	24.7%	
Averages	1,099		\$388,320	\$388,980	\$6,525,240	\$6,987,410	\$3,089,647	20.78	64,174.17	21.4%	

Municipality	Crime Statistics + / -	Department Staff
Central City (S)	Out of 5 only one was burglarized years ago which was the first one. Crime the same no raise.	12 Sworn Sheriff
Crested Butte	No change in crime only medical issue's stemming from over use.	8 Sworn
DeBeque	Had two Burglaries six years ago when started, no other issue to report. Crime has been steadily the same.	6 Sworn
Dillon	There has been no change in crime or department staff. The shops are great and follow all the rules.	11 Sworn
Fraser	No change in the crime rate, only medical calls for over use on the medical marijuana use and the edibles.	11 Sworn
Hayden	Had a Marijuana grow, but no longer running. No crimes reported during that time, related to the grow.	6 Sworn
La Veta	Doesn't have dispensaries, they are located outside in the county past town limits.	2 Sworn
Mancos	The first-year break in, crime is about the same only thing they have people buying for underage and out of State buying maximin amounts. They have 3 stores.	6 Sworn
Ordway (S)	No change in the crime rate. There are three dispensaries, no burglaries to report. It was has helped with bringing local business back.	7 Sworn Sheriff
Parachute	Crime has not changed; only juvenile use has gone up.	5 Sworn
Ridgway	Nothing to report.	3 Sworn
San Luis (S)	No change in crime, the dispensary hasn't changed the clement of the Town or the People.	7 Sworn Sheriff
Silverton (S)	Has not changed; juvenile use has been on the raise and buyer's for underage persons cited, and person with out of state fake identifications.	4 Sworn Sheriff
Dinosaur	Burglaries were once a week at the dispensaries. Crime has gone up, but only because there is only one Law Enforcement person for the Town.	1 Sworn
Total Towns 14	All Town's have been consistent on, the use and crime rate due to Recreational Marijuana. There has not been any rise on crime due to the dispensaries.	

	<p>Asset Inventory RFP Award</p>		
<p>Summary: The Town solicited proposals from qualified engineers to complete a full asset inventory, which will provide detailed information regarding the Towns assets and useful life left on critical infrastructure. Three proposals were received from JDS Hydro, SGM, and Farnsworth.</p>			
<p>Notes:</p> <p>Staff met with Public Works Committee Monday, November 25, 2019 to review the proposals and come to a consensus regarding the recommendation to the Board.</p> <p>Staff and committee recommend the contract award to SGM in the amount of \$98,000.</p> <p>JDS Project Total: \$84,600 SGM Project Total: \$41,938 + \$55,320 = \$97,258 Farnsworth Project Total: \$156,694.00</p>			
<p>Possible Motions:</p> <p>Motion by: _____ 2nd: _____ vote: _____</p>			
<p>Vote:</p>	<p>Trustee Bachran:</p>	<p>Trustee Bear:</p>	<p>Trustee Bookout:</p>
<p>Trustee Pattison:</p>	<p>Trustee Budinger:</p>	<p>Trustee Knutson:</p>	<p>Mayor Stewart:</p>

Proposal

For



ASSET INVENTORY AND GIS MAPPING

JDS-HYDRO

CONSULTANTS, INC.

5540 Tech Center Drive, Suite 100
Colorado Springs, CO 80919

Phone: (719) 227-0072 ▪ Fax: (719) 471-3401

T A B L E O F C O N T E N T S

<u>Section</u>	<u>Page</u>
<u>REQUEST FOR PROPOSAL</u>	
1. SUMMARY	2
2. PROFILE	4
3. EXPERIENCE AND REFERENCES	4
4. QUALIFICATIONS	5
5. METHODOLOGY	7
6. COST ESTIMATE	11
7. SAMPLE AGREEMENT	13
Attachment A – Asset Inventory and GIS Mapping Schedule	

PROPOSAL

1. SUMMARY

JDS-Hydro Consultants, Inc. is pleased to present the following proposal in response to the Town of Paonia's Asset Inventory and GIS Mapping Request for Proposal. JDS-Hydro Consultants, Inc. was established in 2002 by three water and wastewater professionals to better serve the smaller water and wastewater community in Colorado. Since 2002, JDS has grown to 18 part-time and full-time staff members with 9 registered as a professional engineer in the state of Colorado. Combined, JDS can claim over 120-years of cumulative water and wastewater experience amongst its specialized staff. JDS staff also features a certified water professional, certified interior designer, and chemical engineering professional to serve the variety of needs of its diversified clientele.

JDS has predominantly served smaller water and wastewater municipalities, non-profits, and commercial entities throughout Colorado. Because of the relatively smaller size of JDS's clients, it has been able to serve these municipalities in almost every facet of municipal work. From planning, funding, permitting, design, bidding, construction, and closeout, JDS has been involved in almost every phase of every project. Many of these clients have been served by the principals of JDS even before the formation of the company, some dating back as far as the mid-1980s.

JDS aims to serve the needs of the client and not just the projects. Our firm becomes intimately involved with all facets of its clients, even before many projects become a reality. With this philosophy of service, JDS is able to serve most of its clients on an on-call basis rather than "chase" multiple projects for new entities. JDS is able to gain a firm understanding of the challenges facing small to middle size municipalities and provide what these types of entities ask for in regards to tackling the challenges of owning, operating, financing, and maintaining water and wastewater infrastructure. Resources, whether financial, operational, informational, and manpower are a real constraint for these communities. JDS's structure very much mirrors the day-to-day operational efficiency and resourcefulness of these communities. As the water superintendent of a community of 985 people may also operate the backhoe on a water main repair and serve as traffic control, a principal of JDS may be preparing a proposal for a multi-million dollar project while making copies and sweeping the floor in the production room.

While JDS operates with the efficiency of low overhead and humble ambitions, it also has been able to offer cutting edge engineering solutions for a smaller firm. JDS offers drone flyover photography, Biowin process modeling capabilities, WaterCAD hydraulic modeling software, geographical information systems (GIS), and Revit and Plant 3D isometric modeling capabilities. JDS has also been on the front line as far as innovative projects and pursuits, such as designing the first ion exchange water treatment plant in the United States constructed for the sole purpose of removing Perfluorinated Compounds, was the only firm in Colorado between the years of 2009 -2010 to secure American Recovery and Reinvestment Act funding for four (4) municipalities (all with populations below 12,000 people), design the first diversion and monitoring structure with Colorado's Division of Water Resources using submerged electromagnetic depth / velocity sensor technology, serve as one of the

selected 2012 – 2014 training consultants for small communities through the CDPHE training grant program, and serve the Colorado Dam Safety Branch as an emergency inspector as part of the 2013 Flood Response team after the significant rainfall events in September 2013. JDS feels that its experience and success within the small to medium size municipal arena would provide a perfect background to assist the Town of Paonia with its Water Infrastructure Analysis needs.

JDS is unique in that every engineer, technician, operator, and support person has specific water and wastewater discipline experience, which may be brought to aid and/or assist depending on the task required in the Infrastructure Analysis. JDS has nine professional engineers and four junior (EIT) engineers--but all are water wastewater engineers. Additionally the background is varied; most have civil and/or environmental degrees, but JDS also has a mechanical engineer and a chemical engineer on staff. As we stated earlier, we also have engineers who also maintain operator's ratings up to A level.

Presently, the firm's licensed employees include nine (9) Registered Professional Engineers (P.E.s) in the State of Colorado, and one (1) Class A Water Operator, among other junior, technical, and administrative staff. JDS-Hydro is licensed to do business in the state of Colorado. Our firm's size permits us to provide clients with personalized, responsive services that are very detail-oriented.

JDS has had extensive experience with providing master planning services for small to medium sized municipalities, special districts, and private non-profit entities. These services would include the evaluation of municipal assets such as water infrastructure, sewer infrastructure, stormwater infrastructure, and other municipal infrastructure such as dams, parks and municipal facilities. In conjunction with these abilities, JDS also has experience with utility mapping, global positioning system surveying, geographical information systems (GIS), and asset management software. This experience provides JDS the ability to inventory assets, survey, map, and insert information into a usable and interactive GIS platform for the Town of Paonia. Depending upon the level of manpower that Paonia would like to employ or dedicate to the use of the GIS capabilities, JDS can provide a varying level of GIS product to the Town of Paonia. Included in the enclosed proposal is an option for Paonia to acquire ArcGIS Online Creator license through ESRI if it is interested in being able to interact with the GIS maps prepared by JDS. Many of JDS's smaller clients only request a GIS map that represents surveyed water and sewer infrastructure depicting schematic depiction of the water distribution and collections system overlaid on an aerial image of the community. However, it appears that Paonia is more interested in an asset management system with the GIS map being an interactive platform where the Town can assess all relative pieces of information for identified infrastructure within the water, sewer, stormwater, municipal infrastructure, and property portfolios. If this is the desire, then this is a larger endeavor preferred by Paonia administration which will require some investment by Town staff to the point that the Town may need to dedicate a staff employee to roughly 20% to 30% of their time to asset management efforts. Regardless, JDS has tailored this proposal support such a preference by the town and provide a final product that can serve as that asset management platform.

The enclosed proposal has been segregated to depict the GIS mapping development from the asset inventory and analysis so that if desired, the GIS mapping may be selected apart from the asset inventory and Capital Improvement Plan development. One of the biggest items to note in the proposal from a GIS mapping perspective is that it is recommended that the survey be conducted when there is no snow that might impact the survey and base mapping effort. For now, the surveying is

recommended to start in late May, though some inventory listing and background efforts could start as much as a month ahead of this surveying effort. The asset inventory and evaluation could occur as soon as the beginning of the year, depending upon when a Notice-to-Proceed is issued by the Town of Paonia. Also of note, some of these asset inventorying and site visit could happen in conjunction with the recently awarded Water System Evaluation effort by JDS-Hydro. It is possible that some cost savings could occur by combining site visits and asset evaluation between the two projects. A more detailed explanation of task methodology is shown in Part 5 of this proposal.

2. PROFILE

JDS-Hydro Consultants, Inc.
5540 Tech Center Drive
Colorado Springs, CO 80919
Phone: (719) 227-0072
Year Established - 2002
Project Manager: Douglas E. Schwenke, P.E.
Office Locations: Colorado Springs, CO; Colorado City, CO
Limits of Professional Liability: \$1,000,000 each claim / \$2,000,000 aggregate

3. EXPERIENCE and REFERENCES

Widefield Water and Sanitation District – GIS Mapping

Widefield Water and Sanitation District (20,000 population)
8945 Fontaine Blvd. Colorado Springs, CO 80925
Contact: Rob Bannister, Director of Engineering – (719) 955-6118

Fee for GIS mapping services: Ongoing T&M. Annual Budget: \$5,000 - \$8,000

Scope of GIS services / asset management: Integral in the development of a GIS based system utility map for water and sewer district. Created new water and sewer map from existing AutoCAD drawings. Continued integration of new development with additions to the GIS map. Assisted in the creation and development of the ArcGIS Online web based mapping system to allow the District to have access for field data collection, editing, and map production. Over 8-years of continued work and development of the GIS utility mapping for Widefield.

Triview Metropolitan District – GIS Mapping

Triview Metropolitan District (4,000 population)
16055 Old Forest Point, Suite 300, Monument, CO 80132
Contact: Jim McGrady, District Manager – (719) 488-6868

Fee for GIS mapping services: Ongoing T&M. Annual Budget: \$5,000 - \$8,000

Scope for GIS services: Modify and add new utility assets (commercial & residential) to existing GIS database and update paper map books. Over 4-years of continued work and development of the GIS utility mapping for Triview.

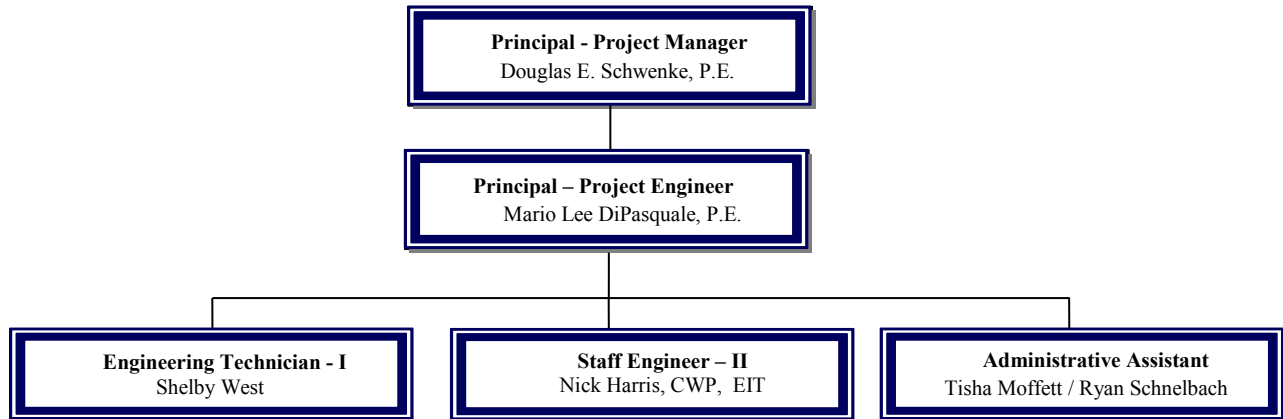
Woodmen Hills Metropolitan District – GIS Mapping

Woodmen Hills Metropolitan District (5,000 population)
 8046 Eastonville Road, Peyton, CO 80831
 Contact: Jerry Jacobson, District Manager – (719) 495-2500
 Fee for GIS mapping services: Estimated \$8,500

Scope for GIS services: Convert existing AutoCAD Utility Maps and Terraflex database to ESRI GIS file geodatabase utility map. Implement new ArcGIS Online web-based mapping system. Provide client recommendations for purchase of field data collection survey equipment. Active project converting Woodmen to ArcGIS Online mapping system.

4. QUALIFICATIONS

The proposed JDS key personnel for this project were chosen based on the prior experience of these individuals and proposed timing of this project with their current workload. Key staff will be committed to meeting project schedules and budgets. Mr. Schwenke will serve as the project lead and main point of contact for the Town of Paonia. Mr. DiPasquale, Mr. Harris, and Ms. West will perform the majority of the work described in this proposal. If needed, additional technical staff will be assigned to the project for added asset inventory support.



Douglas E. Schwenke, P.E., will act as the Principal and Managing Oversight for the project. It is anticipated that Mr. Schwenke will serve as the main liaison to the Town of Paonia, will oversee all work on the project, and perform some of the tasks described in this proposal. Mr. Schwenke has over twenty-four years of civil engineering experience in the design and analysis of civil engineering projects including water and wastewater systems planning and design, wastewater treatment plant process design, funding, regulatory

permitting, hydraulic and hydrologic analysis, potable water distribution and sewer collection design, water resource storage design and reporting, and construction observation and management. Mr. Schwenke is a member of the Water Environment Federation, American Water Works Association, and American Concrete Institute and has over 25-years of experience in municipal engineering. Mr. Schwenke also serves on the Colorado Department of Local Affairs Small Community Water and Wastewater Project Development Assistance Team. This program assists small communities on the Western Slope and Eastern Plains with technical items, funding challenges, and municipal engineering tasks dealing with water and wastewater obstacles. Specific to this effort Mr. Schwenke will perform the majority of the asset evaluation, development of replacement / improvement plans, and capital improvement plan.

Mario L. DiPasquale P.E., will act as the Project Manager. Mr. DiPasquale has over fifteen years of experience within the municipal water and wastewater industry. He has served many municipalities and special districts in Colorado providing engineering services that include the planning, design, and construction of numerous water treatment facilities, municipal pump stations and system infrastructure projects. Mr. DiPasquale is technically proficient in water distribution system modeling, watershed and open channel flow modeling, geographical information systems (GIS), pump station and pumping system design, and groundwater well design and construction. Specific to this effort, Mr. DiPasquale has led all GIS related efforts for JDS-Hydro Consultants, Inc. and has assisted with the development of GIS maps and asset inventory efforts for the Widefield Water and Sanitation District, Triview Metropolitan District, and Woodmen Hills Metropolitan District as described in Section 3.

Nick Harris E.I.T., CWP, will act as technical and engineering support for the development of the GIS mapping and asset inventory efforts. Mr. Harris has 11 years of experience in potable water related fields with a focus on civil engineering and municipal water operations. He has served many municipalities and special districts in Colorado providing services that include operator in responsible charge, daily operations, planning, design, construction of numerous water treatment facilities, and system infrastructure projects. Mr. Harris is technically proficient in water distribution system modeling, geographical information systems (GIS), pump station and pumping system design, and groundwater well design and construction. Mr. Harris has supported Mr. DiPasquale on the GIS mapping and asset management efforts for the Triview Metropolitan District and Woodmen Hills Metropolitan District.

Shelby West, will act as engineering technician I and serve as the main draftsperson responsible for “putting the map on paper” as a result of field surveying efforts described above. Ms. West has three years of experience in residential, commercial, and municipal drafting and has been responsible for recent technical support to Mr. DiPasquale for the development of GIS mapping efforts on Triview and Woodmen Hills. Ms. West may also assist in the field survey of the base map as described in Task A.

Tisha Moffett / Ryan Schnelbach – will provide technical support to the GIS mapping and asset inventory team. As engineering intern and current student at Colorado State University’s engineering program, Mr. Schelbach may also provide on-site surveying efforts to develop the base mapping of the Town’s water, sewer, storm water, municipal infrastructure in an effort to reduce surveying fees.

Name	Title	Staff or Subcontractor	Potential Role	Academic/ Professional Qualifications	Level of Expertise	Base Location	Hourly Rate
Doug Schwenke	Principal Manager	Staff	Managerial Oversight	B.S. Civil / P.E.	24-years	Colorado Springs	\$160
Mario DiPasquale	Project Manager	Staff	Project Manager	B.S. Civil / P.E.	15-years	Colorado Springs	\$150
Nick Harris	Staff Engineer	Staff	Engineering Assistance	B.S. Civil / E.I.T. / CWP	11-years	Colorado Springs	\$105
Shelby West	Engineering Technician	Staff	Technical Assistance	B.S. Civil	2-years	Colorado Springs	\$90
Tisha Moffett	Administrative Assistant	Staff	Admin. Assistance	Associates in Science	10-years	Colorado Springs	\$75
Ryan Schnellbach	Engineer Intern	Staff	Technical Support	B.S. Civil / E.I.T.	2-years	Colorado Springs	\$75

5. METHODOLOGY

The anticipated approach to this project is presented according to the Task Breakdown of efforts summarized in the Paonia Asset Inventory Part 6 Cost Estimates. Of specific interest is that the GIS mapping effort is broken down separately from the other five efforts per the request of the Town in the RFP. Also, the GIS mapping is indeed the largest individual effort proposed in the proposal and merits special presentation in this proposal. Of note, a schematic depiction of the overall schedule is presented as Attachment A to this proposal. Note that the proposed schedule assumes a project initiating date of January 1, 2020.

Task A - GIS Mapping: We are proposing that the field survey begin in mid-May of 2020 after the winter season has fully passed but prior to tree cover developing. This will prevent any issues in the data collection due to snow cover or weather delays and tree canopy obstruction from satellites. Mapping of the towns water, sewer, and stormwater system features will be broken into the following sub-tasks:

Sub-Task A1: Pre-Planning and Records Collection-

It is important that the Town be involved on the front end in the development of the GIS mapping system to ensure that scope for the survey is complete. During this sub-task we will submit to the Town a draft “data dictionary” in order to establish the field assets that are to be collected as well as any specific attribute data for each asset. This list will be open to the Towns feedback and we will provide example “data dictionary’s” that we have used in the past. The proposed list of assets are as follows:

EXCLUSIONS:

- 1. Utility Locates / Private Utility Locates

Water	Wastewater
Valve Boxes	Manholes
Hydrants	Collection Lines
Vaults	Wastewater Treatment Facilities
Meter Pits	
Water Mains	
Service Lines	
Water Treatment Facilities	
Storage Tanks	

In addition, we will also ask that the Town provide all existing system mapping that is available to assist in development of the GIS map. This would include all necessary drawings, as-builts, paper/digital maps, for reference with system mapping development. All underground mains and services will require utility locates by the Town. If they cannot be located than a straight-line connection will be assumed. Note that some of this pre-planning and inventory can be obtained during the initial site visit described in Task B, offsetting much of the costs of this effort described in this line item.

Sub-Task A2: Survey Database-

JDS-Hydro will then develop the survey database using the final “data dictionary” developed in sub-task A1. This is the file that will be used for field data collection during the survey in sub-task A3.

Sub-Task A3: Field Survey

Prior to mobilizing onsite for the field survey, we will coordinate with the Town in developing a work plan approach for data collection. A large part of the success in development of the GIS map is that the Town be fully involved. This is their system and they know it better than anyone else. It will be necessary that all assets be located and marked prior to arrival of the survey. All manhole and valve box covers should also be exposed and any other ancillary items marked. Utility locating can occur simultaneously with the survey however the Town will need to be moving in advance of the survey. A total of 20 working days have been allocated to the field survey which should be an appropriate time period with coordination with Town. A Trimble GeoHX 6000 GPS survey unit will be utilized to collect filed data to sub-foot accuracy depending on obstructions. This is considered acceptable for mapping systems of this nature.

Sub-Task A4: Export Survey data to GIS File Geodatabase

Once all the data has been collected in the field it will be exported and downloaded to a File Geodatabase. This file is formatted for use with ESRI GIS products and is considered an industry standard for GIS file storage. JDS-Hydro will review the data for accuracy and completeness. Any information that is known on the assets, but not collected during the survey, will be added during this sub-task.

Sub-Task A5: Town Review, Feedback, Edits, Updates

A draft digital pdf map will be provided to the Town for review of the surveyed utility layout, assets collected, and attribute data. We would ask that the town provide a thorough review for the maps to

ensure completeness and correct information. All system data will be updated by JDS-Hydro based on the Town's comments.

Sub-Task A6: Finalize and submit file geodatabase and large format maps

We will provide the Town a digital file in a preferred format requested. This can be a File Geodatabase or KML file or any other file compatible with ESRI software. JDS-Hydro will also provide the Town with Three large format wall drawings each detailing Water, Wastewater, and Stormwater facilities respectively. Three copies of each drawing will be provided. Size will be dictated on the required drawing scale but will not exceed 36-inches in height.

Sub-Task A7 (Optional): Develop ESRI ArcGIS Online Account and Web Based Maps

JDS-Hydro is capable of establishing a digital web base map for the Town utilizing ESRI ArcGIS Online. This is a web based, geospatial cloud mapping system that enables service providers the ability to view, edit, and create static and interactive maps. JDS-Hydro will assist the Town in establishing an account with ESRI which will consist of an ArcGIS Online Creator license. This license will enable JDS-Hydro to upload the filed survey file geodatabase to the Towns account where it can be accessed online through a web page or through the ESRI Collector App on a phone or table. If the Town elects to proceed with this option, JDS-Hydro will develop the online data and provide web-based maps that include water, wastewater, and stormwater. We will also develop similar maps that can be view on the Collector App. Many municipalities are using this product to provide system users or operators instant access of assets which can assist in asset location, field editing, and collection of new or previously unlocated assets. We would highly recommend the Town proceed with development of the ArcGIS Online Account. The total annual subscription is \$500 for one users account which should be sufficient initially. Additional accounts can be added for \$350 per user.

Task B – Inventory of Town's Capital Assets – assuming that a Notice to Proceed is issued sometime in December 2019, an initial kick-off site visit is proposed over the week of January 1-4. This site visit would be conducted to meet with the Town directly to meet all associated team members in both parties, review the Town's asset list, and then physically view the town's assets. This site visit could be conducted in conjunction with the water system analysis site visit to not only obtain and review the overall assets, but also obtain information on the Town's water system as part of the awarded Water System Evaluation and Analysis awarded to JDS-Hydro Consultants, Inc. It is anticipated that this site visit could take anywhere from 1-2 days if it is conducted in conjunction with the water analysis. Of note, this inventory would be conducted separately from the survey proposed for the GIS mapping in Task A. However, the inventory would be conducted to support the Pre-Planning and Records Collection described in Sub-Task A1. Following the site visit an overall inventory list would be developed for water, sewer, stormwater, town buildings, parks, streets and alleys, and lots. This list would serve as the deliverable for this task, which is assumed to take approximately 3 weeks following the site visit, as shown in Attachment A.

Task C – Evaluation of Assets – this effort serves as the bulk of the asset inventory analysis. In this task JDS proposes to evaluate the condition of the listed assets observed during the site visit described in Task B. This evaluation is slated to last approximately 6 weeks as displayed in the schedule presented in Attachment A. The perceived evaluation of town assets would be analyzed according to the following criteria:

- Age of infrastructure / useful life
- Visual condition of infrastructure
- Use / importance / location
- Maintenance history
- Potential future maintenance
- Value of asset / infrastructure
- Observed deficiencies / condition rating
- Proposed Improvements

Task D – Tabulation of Assets / Replacement Costs – following the evaluation of the proposed assets, deficiencies, and proposed improvements / replacements would be the preparation of project cost estimates. The project cost estimates would be developed to consider the following inclusions within each estimate:

- Soft costs (i.e. engineering, legal, administrative, permitting, planning, environmental, construction management)
- Hard costs (i.e. construction, land acquisitions, water rights acquisitions, infrastructure or facility acquisitions)
- Contingency (@ 10%)

These estimates would be provided in a list of inventoried assets for consideration in the proposed Capital Improvements Plan (Task E). Assumed duration of this task to list all evaluated assets and develop tabulation of estimated improvement / construction costs is roughly 3 weeks.

Task E – Depreciation Schedule – establishing the value of the documented assets would be a logical next step in the asset management process. Following the identification, observation, tabulation, and evaluation of the different assets JDS can estimate the value of these assets and then provide an opinion of depreciation and asset class. Following tabulation of the asset and cost of replacement the development of the depreciation schedule is slated to take approximately 3 weeks.

Task F – Development of Capital Improvement Plan – following the completion of the asset inventory evaluation, estimate of associated project replacement costs, and development of the depreciation schedule the consultant can prioritize the infrastructure that needs improvement / replacement and enter into an overall Capital Improvement Plan. The Capital Improvement Plan would be developed over a 20-year evaluation period and could include recommendations developed from the associated Water Infrastructure Evaluation by JDS-Hydro Consultants, Inc. It is anticipated that this effort will take approximately 3-weeks following completion of the cost estimating for asset improvements.

Task G – Training of Town Staff / Presentation – at the conclusion of the GIS mapping effort JDS would propose the on-site training of Paonia staff. Much of this training is described in Task A7 as an option means of providing Paonia a platform to view and access the mapping and inventory information. Depending upon what level the Town would like to invest in mapping software, JDS can provide training to the town to utilize that inventory software to access and utilize the information. This task would include the preparation of the final presentation of asset lists, summary of asset improvements / replacements, summary of improvement / replacement costs, and recommended Capital Improvements Plan. Final presentation and GIS training would occur at the Town of Paonia with select staff.

6. COST ESTIMATES

Task	Estimated Fee
A. GIS Mapping	
Pre-planning and Records Collection	\$ 1,230
Survey Database	\$ 1,860
Field Survey (20 total working days)	\$17,400
Export Survey data to GIS Field Geodatabase	\$ 4,980
Town Review, Feedback, Edits, Updates	\$ 6,900
Finalize submit File Geodatabase and large format Drawings	\$ 2,550
(Optional) Develop ESRI ArcGIS Online Account and Web Maps	\$ 3,120
(Optional) ESRI ArcGIS Online Training	\$ 2,910
<u>Expenses (mileage, hotel, per diem)</u>	<u>\$ 4,653</u>
Subtotal – Task A	\$45,603
B. Inventory of Town’s Capital Assets	
Site Visit	\$ 3,320
<u>Inventory of Assets</u>	<u>\$ 4,180</u>
Subtotal – Task B	\$ 7,500
C. Asset Inventory Analysis	
Review/evaluate condition / status of inventoried assets	\$ 4,820
<u>Develop improvement / replacement recommendations</u>	<u>\$ 4,820</u>
Subtotal – Task C	\$ 9,640
D. Tabulation of estimated replacement costs	
<u>Develop project cost estimates for proposed improvements / replacements</u>	<u>\$ 3,940</u>
Subtotal – Task D	\$ 3,940
E. Depreciation Schedule	
Estimate of asset useful lives	\$ 2,060
Asset valuations	\$ 2,900
<u>Estimate of asset classes</u>	<u>\$ 2,060</u>
Subtotal – Task E	\$ 7,020
F. Capital Improvement Plan	
<u>Development of CIP Plan</u>	<u>\$ 3,740</u>
Subtotal – Task F	\$ 3,740

G. Training

Prepare asset inventory presentation	\$ 2,680
Trip to Paonia for inventory presentation and training	\$ 3,320
Subtotal – Task C	\$ 6,000
Mileage (not including Task A)	\$ 1,160
Project Total (not including Task A)	<u>\$ 39,000</u>
Project Total (Including all tasks)	<u>\$ 84,600</u>

JDS-HYDRO CONSULTANTS, INC.

AGREEMENT FOR ENGINEERING SERVICES

THIS AGREEMENT, entered into at Paonia on the _____ day of _____, 2019, by and between Town of Paonia hereinafter called "Client" and JDS-HYDRO CONSULTANTS, INC., a Colorado Corporation, hereinafter called "Engineer", is as follows:

The Client engages Engineer to perform professional services for a project known as:

Town of Paonia – Asset Inventory and GIS Mapping

hereinafter called the "Project". The Client and Engineer for mutual consideration hereinafter set forth, agree as follows:

- A. Engineer agrees to provide and perform certain professional engineering services for Client upon the Project as follows:
 See Attached Scope of Services (Contained in Proposal)
- B. Client's responsibility shall be as follows:
 See Attached Scope of Services (Contained in Proposal)
- C. Client agrees to pay Engineer as compensation for his services as follows:
 See Attached Scope of Services (Contained in Proposal)
- D. The standard provisions set forth upon the reverse side are incorporated hereinto and made a part of this agreement.

IN WITNESS WHEREOF, the parties hereto have accepted, made and executed this agreement upon the terms, conditions, and provisions above stated and on the reverse side of hereof, the day and year first above written.

JDS-Hydro Consultants, Inc.

Town of Paonia

(Engineer)

(Client)

(Signature)

(Signature)

BY: _____

BY: _____

TITLE: _____

TITLE: _____

GENERAL PROVISIONS

The Client and Engineer agree that the following provisions shall be a part of their agreement.

1. Neither the Client nor Engineer shall assign his interest in this agreement without the written consent of the other.
2. All agreements on Engineer's part are contingent upon, and Engineer shall not be responsible for damages or be in default or be deemed to be in default by reason of, delays in performance by reason of strikes, lockouts, accidents, acts of God and other delays unavoidable or beyond Engineer's reasonable control, or due to shortages or unavailability of labor at established area wage rate or delays caused by failure of Client or Client's agents to furnish information or to approve or disapprove Engineer's work promptly, or due to late or slow, or faulty performance by Client, other contractors, or governmental agencies, the performance of whose work is precedent to or concurrent with the performance of Engineer's work. In the case of the happening of any such cause of delay, the time of completion shall be extended accordingly.
3. In the event that any changes are made in the plans and specifications by the Client or persons other than the Engineer which affects the Engineer's work, any and all liability arising out of such changes is waived as against the Engineer and the Client assumes full responsibility for such changes unless Client has given Engineer prior notice and has received from Engineer written consent for such changes.
4. The Engineer is not responsible, and liability is waived by Client as against Engineer, for use by Client or any other person of any plans or drawings not signed by Engineer. The Engineer shall not be responsible for use of Engineer's plans and/or specifications by any third person or party, without the prior, express written consent of the Engineer.
5. All tracings, survey notes, computer records, including electronic files and other original documents as instruments of service are and shall remain the property of the Engineer, except where by law or precedent these documents become public property.
6. Our liability to the Client for injury or damage to persons or property arising out of work performed for the Client and for which legal liability may be found to rest upon us, other than for professional errors and omissions, will be limited to our general liability insurance coverage, which we maintain in limits in excess of \$500,000. For any damages on account of any error, omission or other professional negligence our liability will be limited to a sum not to exceed \$50,000 or our fee, whichever is greater.
7. Fees and all other charges will be billed monthly as the work progresses, and the net amount shall be due at the time of billing.
8. Interest of 1-1/2% per month (but not exceeding the maximum rate allowable by law) will be payable on any amounts not paid within thirty (30) days, payment thereafter to be applied first to accrued interest and then to the principal unpaid amount. Any attorney's fees or other costs incurred in collecting any delinquent amount shall be paid by the Client.
9. The Client shall pay the costs of checking and inspection fees, zoning and annexation application fees, assessment fees, soils engineering fees, and all other fees, permits, bond premiums, title company charges, blueprints and reproductions, and all other charges not specifically covered by the terms of this agreement.
10. In the event all or any portion of the work prepared or partially prepared by the Engineer be suspended, abandoned, or terminated, the Client shall pay the Engineer for the work performed on an hourly basis, not to exceed any maximum contract amount specified herein.
11. Any Opinion of the Construction Cost prepared by the Engineer represents his judgment as a design professional and is supplied for the general guidance of the Client. Since the Engineer has no control over the cost of labor and material, or over competitive bidding or market conditions, the Engineer does not guarantee the accuracy of such Opinions as compared to contractor bids or actual cost to the Client.
12. The Client agrees that in accordance with generally accepted construction practices, the construction contractor will be required to assume sole and complete responsibility for job site conditions during the course of construction of the project, including safety of all persons and property; that this requirement shall be made to apply continuously and not be limited to normal working hours; and the Client further agrees to defend, indemnify and hold the Engineer harmless from any and all liability, real or alleged, in connection with the performance of work on this project, excepting liability proximately arising from the sole negligence of the Engineer. In the performance of its professional services, Engineer will use that degree of care and skill ordinarily exercised under similar circumstances by reputable members of its profession practicing in the same or similar localities.
13. In the event Client fails to pay Engineer promptly or within sixty (60) days after invoices are rendered, then Client agrees that Engineer shall have the right to consider said default a total breach of this agreement and the duties of the Engineer under this agreement terminated. In such event, Client shall then promptly pay the Engineer for all of the fees, charges and services performed by Engineer on an agreed hourly basis.
14. Should litigation be necessary to collect any portion of the amount payable under this agreement, then all litigation and collection expenses, witness fees and court costs, and attorney's fees shall be paid to the prevailing party.
15. If Notice to Proceed from the Client does not commence within sixty (60) days from the date listed on the front of this contract, this contract may be considered null and void by either party, if so desired, and be subject to renegotiation prior to the Engineer commencing work on the project.
16. There are no understandings or agreements except as herein expressly stated.
17. In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the Client and the Engineer agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.
18. The Client and the Engineer further agree to include a similar mediation provision in all agreements with independent contractors and Clients retained for the project and to require all independent contractors and Clients also to include a similar mediation provision in all agreements with subcontractors, suppliers or fabricators so retained, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements.

10.

63

Attachment A

Attachment A - Proposed Preliminary Schedule
Town of Paonia - Asset Inventory and GIS Mapping
Proposed Asset Inventory and GIS Mapping Schedule

		2020																																				
		January				February					March				April				May					June				July					August					
Task	Week Ending	5th	12th	19th	26th	2nd	9th	16th	23rd	29th	8th	15th	22nd	29th	5th	12th	19th	26th	3rd	10th	17th	24th	31st	7th	14th	21st	28th	5th	12th	19th	26th	31st	9th	16th	23rd	30th		
	Activites																																					
A	GIS Mapping																																					
a1	Pre-planning and Records Collection																																					
a2	Survey Database																																					
a3	Field Survey																																					
a4	Export Survey data to GIS Field Geodatabase																																					
a5	Town Review, Feedback, Edits, Updates																																					
a6	Finalize submit File Geodatabase and large format Drawings																																					
a7	(Optional) Develop ESRI ArcGIS Online Account and Web Maps																																					
	(Optional) ESRI ArcGIS Online Training																																					
B	Inventory of Assets																																					
a.1. / b.1.	Site Visit for asset inventory																																					
C.	Evaluation of Assets																																					
D.	Tabulation of Asset Costs																																					
E.	Depreciation Schedule																																					
F.	Capital Improvement Plan																																					
G.	Training of Town Staff / Presentation																																					

 - Milestones
 - Schedule

PROPOSAL



Town of Paonia ASSET INVENTORY

November 19, 2019

November 19, 2019

Town of Paonia
Attn: Corrine Ferguson – Asset Inventory RFP
214 Grand Avenue
Paonia, CO 81428

Re: Request for Proposal - Asset Inventory

Dear Ms. Ferguson and Selection Committee:

Thank you for the opportunity to provide a proposal for services for GIS Mapping and the development of an Asset Inventory/Capital Improvement Plan. We truly appreciate the opportunity to propose our services to assist the Town in this endeavor.

A systematically and organized GIS/CIP plan will provide the Town with real and practical advantages. Of paramount importance to the Town and its residents is the ability to use the GIS/CIP plan to develop a focused approach to maintaining and improving infrastructure and facilities through comprehensive financial planning. Additionally, the GIS/CIP plan will place the Town in a better position to take advantage of federal and state grant programs, which often involves the use of matching funds and many grant providers look more favorably upon organizations that have their hands around the capital planning process. Our team has been involved with numerous GIS Mapping and Asset Inventory/Capital Improvement Plan projects of small and large scopes and I am certain SGM will deliver a comprehensive and complete GIS/CIP product for Paonia.

SGM is a technically diverse and experienced consulting engineering firm rooted in Western Colorado and has been working with municipal clients for over 30 years. With our main office in Glenwood Springs and a second branch in Grand Junction, we are positioned well for offering all our in-house services to Paonia. The following proposal further demonstrates the capabilities of SGM, including our professional qualifications, relevant experience, project work plan, and the associated fee estimate for our services. Our proposed project team has the availability to begin the project immediately upon authorization to proceed as well as the workload capacity to complete the necessary tasks in a timely manner, all while being responsive to the Town’s needs and desires.

We understand the need for basing this selection, in part, on the price and value of the proposed services. SGM’s goal in preparing this proposal has been to demonstrate its ability to meet all the requirements of the project while at the same time being prepared to negotiate with the Town a professional services agreement that adequately reflects a final scope of work and fee to meet its available budget. We are committed to developing a partnership with the Town in this process toward building what we hope to be a successful long-term relationship. SGM acknowledges and accepts Paonia’s issued Amendments 1-3, dated 11/13/2019.

Should you have any questions regarding this proposal, please do not hesitate to contact me at 970.384.9024 or by email at brandynb@sgm-inc.com. We look forward to hearing from you.

Sincerely,
SGM

Brandyn Bair, PE, CWP
Senior Engineer and Project Manager

Table of Contents

- Executive Summary 1
- SGM Headquarters 1
- Company Background and Overview 3
- Technical Expertise..... 6
- Familiarity and Proximity to Paonia 7
- Relevant Experience and References 8
- Team Qualifications 11
- Project Approach and Methodology 15
- Schedule..... 19
- Cost Estimates..... 20
- SGM’s 2019 Hourly Fee Schedule 23



Executive Summary

At SGM, we strive to achieve high performance for our clients and the systems they operate. We have had tremendous success in helping municipalities optimize both new and old facilities; street, water, wastewater and stormwater systems; and more. We are solution-driven, hands-on consulting engineers eager to assist the **Town of Paonia** (Town) in managing its infrastructure.

Brandyn Bair, PE is SGM's Project Manager and will be the point of contact for this project, with support from a team of experts. Our team offers:

- **Municipal Infrastructure as the Backbone of our Business:** *We have over 33 years of history providing municipal engineering services for Western Colorado. We know municipal infrastructure better than others and have trusted regional relationships to streamline projects.*
- **All Engineering Expertise In-house:** *SGM has all of the technical expertise in-house to thoroughly evaluate all of the focus areas identified in the Request for Proposals and more!*
- **We Are Committed to Paonia:** *With offices in Glenwood Springs and Grand Junction, as well as dedicated GIS and municipal engineering teams already serving the entire Western Slope, we will continue to provide responsive service to the Town of Paonia on an ongoing and as-needed basis.*

Through careful review of the RFP and SGM's own familiarity with Paonia, we believe we have developed a scope of work that strikes a reasonable balance between comprehensive and cost-effective data collection and analysis. We have detailed this scope in the methodology section of this proposal. The scope is intended to be broad and flexible so that the specific tasks can best align with the Town's priorities, which we propose to confirm at the project kick-off meeting. Our experience with infrastructure assessments has shown that there are often potential unknown issues that don't present themselves until the assessment begins and can then impact the scope and budget. Therefore, constant communication between SGM and the Town is critical to ensure the Town's needs are met.

In order to successfully deliver this project, our proposal assumes Town staff will provide us with all pertinent information and data within a reasonable timeframe and that our team will have a kick-off meeting with appropriate Town staff to confirm the project's purpose, goals and expectations.

We understand small communities, love what we do and are eager to help. We are particularly enthusiastic about this opportunity to assist the Town of Paonia in optimizing the performance and longevity of its infrastructure.

SGM Headquarters

118 W 6th Street, Suite 200, Glenwood Springs, CO 81601
Phone: 970.945.1004

Contact Information

Brandyn Bair, PE
Project Manager
118 W 6th Street, Suite 200, Glenwood Springs, CO 81601
brandynb@sgm-inc.com
Direct line: 970.384.9024

SGM Offices & Employees				
Location	PE's	PLS's &/or LSI's	Scientists / Consultants / Support Staff	Total Number of Employees
 <p>Headquarters Glenwood Springs 118 W. 6th Street, Suite 200 Glenwood Springs, CO 81601 970.945.1004 / 970.945.5948 fax</p>	19	6	48	73
 <p>Durango 555 RiverGate Lane, Suite B4-82 Durango, CO 81301 970.385.2340 / 970.385.2341 fax</p>	3		6	9
<p>Grand Junction 744 Horizon Ct., Suite 250 Grand Junction, CO 81506 970.245.2571 / 970.241.4030 fax</p>	3		1	4
 <p>Aspen (satellite office for clients) 101 Founders Place, Suite 102 Aspen, CO 81611 970.925.6727 / 970.925.4157 fax</p>				0
<p>Salida 225 E. 2nd Street Salida, CO 81201 719.207.4340 / 719.539.4836 fax</p>			2	2
 <p>Gunnison 103 W. Tomichi Avenue, Suite A Gunnison, CO 81230 970.641.5355 / 970.641.5358 fax</p>	2	1	3	6
<p>Meeker 285 8th Street Meeker, CO 81641 970.878.5180</p>	1			1

Company Background and Overview



SGM, an employee-owned, multidisciplinary engineering, surveying, and consulting firm, was founded in 1986. For over 30 years, **SGM** employees have lived and raised families in the Western Slope communities they have helped build. **SGM**'s services are delivered with unparalleled authenticity and pride with attention to quality and detail. As a result of SGM's **commitment to quality service and long-term client relationships**, **SGM** has grown to over 100 employees – the largest full-service engineering, consulting, and surveying firm in Western Colorado.

As we've grown, we have become more diversified – **SGM** has expertise in the following areas:

- ⊗ *Civil Engineering*
- ⊗ *Land Surveying including Drone Data Acquisition and Imagery*
- ⊗ *Structural and Architectural Engineering*
- ⊗ *Mechanical, Electrical & Plumbing Engineering and Commissioning*
- ⊗ *Municipal Public Works including Streets, Trails, Parks, Highways and Bridges*
- ⊗ *Transportation and Traffic (PTOE on staff)*
- ⊗ *Municipal Asset / Infrastructure Management*
- ⊗ *Municipal Regulations, Public Works Manuals and Rate Studies*
- ⊗ *GIS Mapping*
- ⊗ *Wastewater Treatment and Conveyance*
- ⊗ *Municipal Water Supply, Treatment, Conveyance and Storage*
- ⊗ *Water Resource Engineering & Planning including Hydrology and Hydraulics*
- ⊗ *Environmental Consulting*
- ⊗ *Floodplain Management*
- ⊗ *Municipal Stormwater and Drainage*
- ⊗ *Facility Management and Maintenance*
- ⊗ *Construction Inspection and Administration*



SGM has been serving as a partner with municipal and county clients for decades. Our ability to maintain strong client relationships over such extended time periods demonstrates the success of an approach based on listening, building trusted relationships, maintaining integrity, upholding the client's and community's interests at all times, and providing real value.

SGM is rooted in western Colorado – we understand the nuances of engineering and construction in mountain communities.

SGM is currently recognized by the Colorado Department of Transportation (CDOT) as a “Pre-Qualified Consultant” in the following disciplines through January 31, 2020.

SE	Structural Engineering	MA	Engineering Management (Contract Admin)
ME	Mechanical Engineering	MC	Engineering Management (Construction)
BI	Bridge Inspection	SA	Sanitary Engineering
BR	Bridge Design	SU	Surveying
CE	Civil Engineering	TP	Transportation Engineering
EE	Electrical Engineering	TR	Traffic Engineering
HD	Highways and Street Design		
HY	Hydraulics		

SGM offers complete engineering services, including consulting, wastewater engineering, water engineering, structural engineering, survey, electrical and mechanical engineering, water rights and water resources. This breadth of capabilities and expertise allows SGM to effectively and efficiently deliver any task.

SGM is the full-time Engineer-of-Record for the following communities:		
<ul style="list-style-type: none"> Snowmass Village 1978* Basalt 1981* Granby 1986* New Castle 1990 	<ul style="list-style-type: none"> Town of Mt. Crested Butte 2010 Crestone 2012 Craig 2013 Silverton 	<ul style="list-style-type: none"> Saguache 2016 Aguilar 2017 Fairplay 2018 Garfield County 2018
*As an out-growth of their work with the starred City/Districts, Louis Meyer & Dean Gordon founded SGM in 1986.		
We have long-standing relationships with communities that have in-house engineers where we provide design and/or consulting services for special projects including:		
<ul style="list-style-type: none"> Rangely 1977* Durango Mancos Mesa County Salida Crested Butte Glenwood Springs Ouray Eagle 	<ul style="list-style-type: none"> Vail Alamosa Cortez Leadville Rio Blanco County Rifle Town of Mtn Village Aspen Ignacio 	<ul style="list-style-type: none"> Garfield County Battlement Mesa Pitkin County Lake City Gunnison Ignacio Moffat County Fruita Norwood
SGM acts as the District engineer for special districts including:		
<ul style="list-style-type: none"> Mid Valley Metropolitan District 1982 Spring Valley San District 1990 Starwood Metropolitan District 1990 	<ul style="list-style-type: none"> Roaring Fork Water & San District 1994 Snowmass Water & San District 2013 	
SGM provides on-going engineering services to the following special districts:		
<ul style="list-style-type: none"> Eagle River Water & Sanitation District Cortez Sanitation District Mt. Crested Butte Water & San District Ute Water District Grand Valley Drainage District 	<ul style="list-style-type: none"> La Plata Water Conservancy District Upper Eagle Regional Water Authority Skyland Metropolitan District Grand Valley Water Users Association Round Mountain Water and Sanitation District 	

Insurance and Liability Coverage



SGMINC0-01

BUDDYM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/25/2019

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 have ADDITIONAL INSURED provisions or 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).

PRODUCER Neil-Garing Insurance an affiliate of Mountain West Insurance & Financial Services, LLC PO Box 1576 Glenwood Springs, CO 81602	CONTACT NAME: Joseph Stewart PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: joes@mtnwst.com														
INSURED Schmuesser Gordon Meyer, Inc dba SGM, Inc. 118 West 6th Street, Suite 200 Glenwood Springs, CO 81601	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Travelers Property Casualty Company of America</td> <td>25674</td> </tr> <tr> <td>INSURER B: Pinnacol Assurance</td> <td>41190</td> </tr> <tr> <td>INSURER C: Continental Casualty Company</td> <td>20443</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Travelers Property Casualty Company of America	25674	INSURER B: Pinnacol Assurance	41190	INSURER C: Continental Casualty Company	20443	INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Travelers Property Casualty Company of America	25674														
INSURER B: Pinnacol Assurance	41190														
INSURER C: Continental Casualty Company	20443														
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES CERTIFICATE NUMBER: 1 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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> \$14M Per Proj Agg Ca GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			6809H736866	5/1/2019	5/1/2020	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 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			BA7524X873	5/1/2019	5/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP7525X138	5/1/2019	5/1/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			4182378	5/1/2019	5/1/2020	<input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liab.			AEH006088526	12/31/2018	12/31/2019	Per Claim 1,000,000

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

CERTIFICATE HOLDER INSURED'S COPY	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
---	--



Technical Expertise

Below is a detailed description of our technical capabilities which will be applied to this project.

Domestic Water Supply Engineering



SGM develops safe, reliable, sustainable domestic water systems for the communities where we work. Our drinking water services include facility planning, design and construction; water treatment process testing, modeling and evaluation; water treatment plant and water system optimization; regulatory compliance planning and assistance; water quality testing; water system master planning; and water rate studies and capital improvement plan development.

Wastewater System Engineering

SGM is the leading Wastewater consulting firm in Western Colorado. Our involvement ranges from distribution system design and analysis, everyday operational consulting, and major plant designs and renovations. With over 30 years of experience, we have an unparalleled understanding of the unique issues facing rural communities. Our services include feasibility studies, design, process evaluation, start-up, process optimization, sewer rate studies, permitting and financial procurement.



Stormwater Engineering



SGM plans and designs water distribution, sewer, and stormwater collection systems, detention and water quality systems, intakes, outfalls, groundwater wells, pump stations, hot water lines, irrigation water delivery systems, hydraulic structures and other infrastructure to convey, or to withstand the forces of water. The functional success of our designs attests to our hydraulics expertise. Our staff is well-versed in the latest hydraulic modeling software,

including HEC-RAS, StormCAD, WaterCAD, Infowater, SewerCAD, and Innowyze.

GIS Mapping

SGM's GIS Mapping services and tools help achieve improved efficiency by effectively planning and managing infrastructure, operations and administrative functions, improving the overall financial, managerial, and maintenance positions of the owner. For example, centralizing existing mapping and data along with utilizing Global Positioning System (GPS) field collection of infrastructure provides a record location and description of assets that forms a valuable planning tool. Together, these tools allow locating assets in an emergency, under snow cover, or for general maintenance and inspection tracking. SGM tailors GIS Mapping tools to match the specific needs of each client, whether supplementing existing data or implementing a new system.



Street / Transportation Engineering



The SGM Transportation Team provides engineering services for all aspects of transportation and traffic engineering and safety. Working in the private and public sectors, the transportation team develops practical, cost-effective solutions to today’s growing transportation challenges. Our project experience encompasses a vast range and variety of projects from small on-call, rapid response emergencies to full scale design and construction oversight for

Colorado Department of Transportation (CDOT) regulated roundabouts and from assisting in developing CIPs to cost estimating. Key focus areas include traffic planning, forecasting and analysis; transportation systems design; development review and state highway permitting; pavement analysis and construction management.

Structural Engineering



The SGM Structural Team offers a combined 100+ years of design experience in the public and private sectors for a variety of project types, including bridges, buildings, retaining walls, tanks, structure rehabilitations, and structural evaluations. The individual design experiences of our team members combine to form a diverse technical skill-set in the following areas: municipal structure design, building design, civil structure design and structural evaluations. Our

team uses AutoCAD Civil 3D modeling software to provide graphical renderings to our clients. By coupling engineering and drafting tools, we can efficiently provide dynamic designs that meet our clients’ expectations throughout the lifecycle of the project, from concept to construction.

Familiarity and Proximity to Paonia

SGM has offices in Glenwood Springs and Grand Junction to serve the Town of Paonia. SGM's Glenwood Springs office is a little over an hour and a half away.

Familiarity and Approach to Construction on the Western Slope

One of SGM’s biggest strengths lies within our firsthand knowledge of Colorado’s western slope communities, climate, soil conditions, and local labor markets. The majority of our team works, lives, and plays here - all on the Western Slope. Our established relationships with local firms (contractors, material suppliers and engineers) and local and state regulatory personnel have resulted in a trust and familiarity that is irreplaceable when it comes to efficiency and quality. We are familiar with the town’s utilities, development standards and personnel. SGM’s efforts will be handled out of our firm’s headquarters in Glenwood Springs, and all team members will be readily accessible for coordination with the Town’s representatives.

Relevant Experience and References

Relevant SGM Projects and References	
Client	Project Title
<p>Town of DeBeque Lance Stewart, Town Manager 970.283.5475 lstewart@debeque.org Cost: \$8,900-GIS; \$13,500-Capital Asset Inventory; \$16,000-CIP</p>	<p>SGM completed a GIS/GPS Utility inventory, capital asset inventory, and created an associated GIS database for the Town of DeBeque in 2017 funded by DOLA. SGM presented to Town Council a detailed CIP to repair deficient infrastructure and provided a list of recommended improvements to guide the Town for future growth and changes.</p>
<p>Town of Ridgway Chase Jones Public Works Services Admin. 970.626.5308 ext. 221 cjones@town.ridgway.co.us Cost: \$37,820-GIS \$30,000-Capital Assessment</p>	<p>SGM completed a Capital Assessment of Government Facilities, Buildings, Equipment and Real Property in 2018 funded by DOLA. SGM clearly defined existing conditions for Administration, Police, Community Development, Planning and Building, and Public Works. SGM completed future needs for growth and demand based on short- and long-term goals for the mentioned departments. The Capital Assessment included a multi-year budget tool that easily allows Town staff to monitor and edit capital repairs and replacements. SGM completed GIS Utility mapping and created a GIS database along with an online mapping and asset management application.</p>
<p>Town of Mancos Heather Alvarez Town Administrator 970.533.7725 hvarez@mancoscolorado.com Cost: \$35,000</p>	<p>SGM has worked with the Town of Mancos since 2015. Initially SGM developed a Capital Improvement Plan (CIP) for the Town and GIS Utilities database, funded by DOLA. SGM is currently working on an infrastructure improvement project to address deficiencies in the Town distribution system (PRV replacement, main replacement, raw water intake improvements). SGM also assists with traffic planning efforts.</p>
<p>Town of Red Cliff Barb Smith Town Administrator & Clerk 970.827.5303 manager@townofredcliff.org Cost: \$62,500</p>	<p>SGM completed a Capital Improvement Plan that includes a capital asset inventory, a condition assessment, and a repair and replacement schedule/budget for water, sewer, facilities, streets, and parks assets; and a report that summarized recommendations and outlined various funding strategies. The Capital Improvement Plan included a multi-year budget tool that easily allows Town staff to monitor and edit capital repairs and replacements.</p>
<p>Town of Collbran Elyse Casselberry Town Manager 970.487.3751 townmanager@townofcollbran.us Cost: \$90,006</p>	<p>SGM is currently working to complete the capital asset inventory, Capital Improvements Plan (CIP) and utility rate structure study for the Town. As part of this effort, SGM is creating an extensive GIS database and mapping of the Town's infrastructure consisting of the road, water, wastewater and irrigation systems. This project is funded by DOLA and will allow the Town to prioritize improvement and rehabilitation projects, assist the Town with data and information management and understand the utility rates that are needed to fund infrastructure improvements.</p>
<p>Town of Crawford Cally Gallegos Town Clerk 970.921.4725 crawfordclerk@gmail.com Cost: \$46,767</p>	<p>SGM is currently developing a capital asset inventory, GIS database and mapping of the Town's infrastructure and a Capital Improvements Plan (CIP). The Town will be able to utilize the outputs of these efforts to prioritize improvements based on needs and to assist with the development of a comprehensive financial plan.</p>

Successful Funding Acquisition

SGM has a long history identifying alternative funding sources for public sector projects and helping its clients successfully acquire the funds. In doing so, we have created valuable working relationships with key individuals at non-profits as well as local, State and Federal funding entities, including DOLA, CDOT, CDPHE, SRF/CWPDA, USDA, CWCB, and others. Our network allows us to quickly identify the most appropriate available programs to meet the particular needs of a client. As we develop cost estimates and work with you to identify a funding plan for a given capital project, we will assess potential funding sources. We'll consult with contacts at relevant agencies and non-profits to identify the likelihood of successfully acquiring funding, the amount of funds potentially acquired, and just as importantly, any associated conditions and costs.

The table on the next page presents a sample of recent SGM funding acquisition assistance successes.

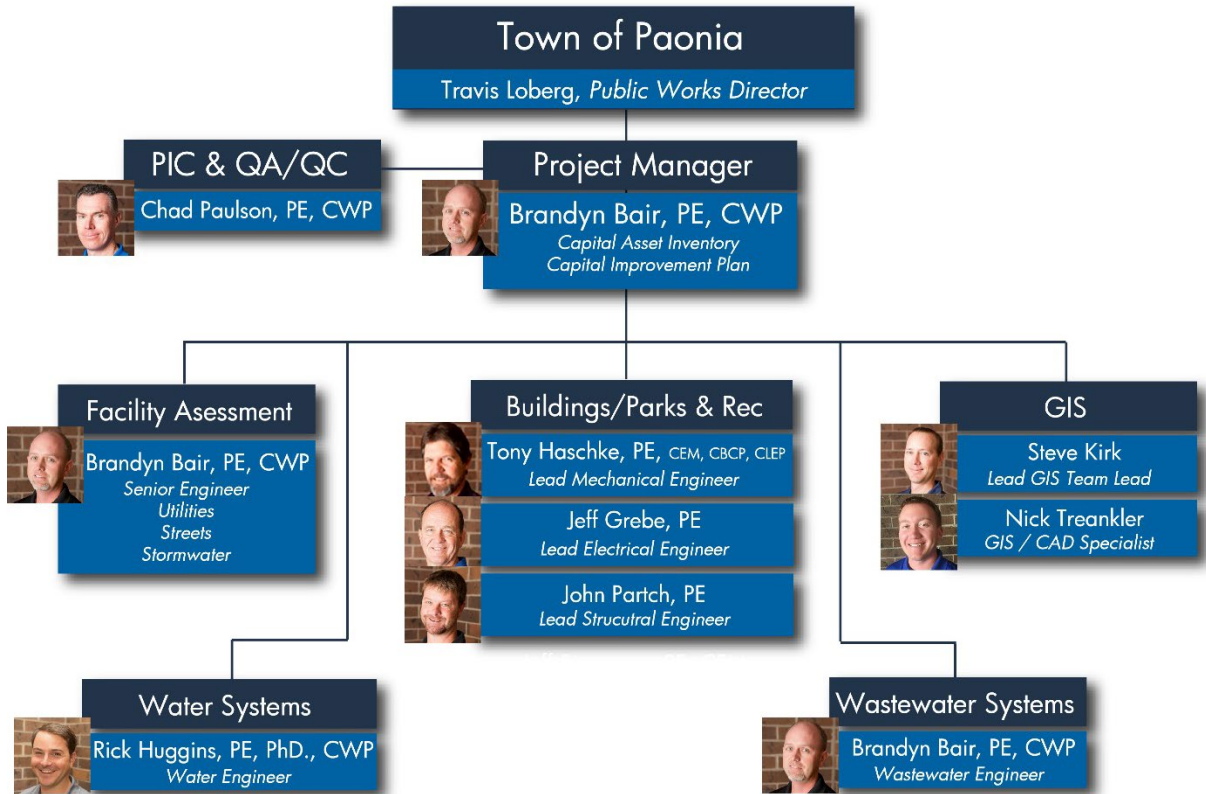
SGM's Recent Funding Assistance (2009 - 2019)

Client/Applicant	Project Title	Type of App (entity)	\$ Amount
Grand Valley Drainage District	Grand Valley Watershed Plan Update	CDPHE-WQCD	\$146,000
Town of Granby	Granby SSA Water Treatment Plant	DOLA, Tier 2	\$2,000,000
City of Cortez	Cortez City Hall	DOLA	\$500,000
Town of DeBeque	Capital Improvement Plan	DOLA Fiscal Health Initiative	\$35,000
Town of Red Cliff	Capital Improvement Plan	DOLA Fiscal Health Initiative	\$85,000
Town of Norwood	Raw Water System Feasibility	CWCB	\$47,000
Grand Valley Water Users Association	Grand Valley Project – Government Highline Canal Top 500 Feet Lining Project – Canyon Canal Improvement Project, Mesa County, CO	Reclamation WaterSMART: Water and Efficiency Grant	\$300,000
Grand Valley Drainage District	Grand Valley Drainage District Outreach Support (Stakeholder Process)	CDPHE-WQCD NPS	\$4,980
Town of New Castle	Water Treatment Plant	DOLA-Energy&Mineral Impact Asst Program	\$2,000,000
Mesa County	HWY 330 Road Impvt Project	DOLA-Energy&Mineral Impact Asst Program	\$1,000,000
Town of Rangely	Water Treatment Plant	DOLA EIAF	\$495,000
Town of Rangely	Streets	DOLA EIAF	\$390,000
Town of Rangely	Project Planning	DOLA EIAF	\$40,000
Town of New Castle	Ped Bridge	Garfield Cty FML	\$385,000
Town of New Castle	Ped Bridge Safety Enhancements	CDOT RAMP	\$2,000,000
Town of New Castle	Ped Bridge Traffic & Safety Enhancements	DOLA Tier 2	\$2,000,000
Snowmass Water & Sanitation District (SWSD)	Water Meter Replacement Program	CWCB/CO River Basin Roundtable	\$100,000
SWSD	WWTP Nutrient Compliance Facility Plan	CDPHE	\$80,000
City of Salida	Water System CIP	CDPHE DWRLF	\$10,000
City of Salida	GWUDI Compliance Plan	CDPHE DWRLF	\$10,000
City of Rifle	Water Conservation Program	CWCB Water Efficiency Grant	\$49,000
Town of Granby	Water Master	CDPHE DWRLF	\$10,000
Town of Hayden	Water Master Plan	CDPHE DWRLF	\$10,000

Team Qualifications

The SGM Team includes staff with applicable experience and the technical skills to develop a comprehensive Asset Inventory/Capital Improvement Plan for the **Town of Paonia**. With offices in Glenwood Springs and Grand Junction, team members can quickly respond to Town staff.

In addition to the staff listed below, we can tap in to our full complement of technical resources available, as required, to complete the project work. *Brief biosketches are provided below; full resumes are available on request.*



Brandyn Bair, PE, CWP – Project Manager & Lead Wastewater Engineer



Education: BS Civil Engineering, Colorado School of Mines
Years of Experience: 16 years / 16 years with SGM / **Prof. License:** CO PE 042640
Office Location: Glenwood Springs / **Telephone:** 970.384.9024 / brandynb@sgm-inc.com

Brandyn will serve as the Project Manager and Wastewater Process Engineer. Brandyn has 15 years of experience in the design and construction of water and wastewater treatment facilities, water/wastewater pump stations, water storage tanks, water and sewer line, road reconstruction, and drainage projects. Brandyn’s experience includes design engineering support, permitting, and funding for the Snowmass Water & Sanitation District, Town of Silt, Spring Valley, City of Salida, City of Glenwood Springs and Town of New Castle wastewater treatment facility upgrades. Brandyn also serves as Town or District Engineer for the Roaring Fork Water and Sanitation District, Spring Valley Sanitation District and Durango West Metro District No. 2 and regularly provides assessments of and evaluations of assets and participates in the prioritization and development of capital improvement projects.

Chad Paulson, PE, CWP – Principal-in-Charge and QA/QC Manager



Education: BS Civil Engineering, Colorado State University
Years of Experience: 27 years / 19 years with SGM / **Prof. License:** CO PE 33326
Office Location: Glenwood Springs / **Telephone:** 970.384.9036 / chadp@sgm-inc.com

Chad will serve as the **Principal-in-Charge** and **QA/QC Manager** to provide project oversight. He brings his 27 years of professional experience to the project. Chad is the leader of SGM’s Public Services Sector, a proven project manager and project engineer for a variety of projects including design and construction, of district and municipal infrastructure improvements. He has extensive experience in all phases of water and wastewater treatment design, project management and construction engineering, including multiple WWTP designs, system master plans and funding efforts. Chad also completed design, construction and startup for the new Rifle Regional WWRF and the Town of New Castle WWTF and has managed the final design and construction of the new Glenwood Springs Regional WWTF and Salida WWTF Expansion.

Richard “Rick” Huggins, PE, PhD., CWP – Water Engineer



Education: BS Civil Engineering, Colorado School of Mines / MS, Environmental Science & Engineering, Colorado School of Mines
Years of Experience: 8 years / 2 years with SGM / **Prof. License:** CO PE 0052412
Office Location: Glenwood Springs / **Telephone:** 970.384.9085 / rickh@sgm-inc.com

Rick joined SGM as a treatment process design engineer, where he works on projects in the municipal water and wastewater treatment industry. He will provide **Water Quality & Treatment Process technical design** for the WTP portion of this project. Rick came to SGM with significant practical water/wastewater design and analysis experience, as well as substantial water technology research and development (R&D) experience. Rick has worked on new technology R&D for both water and wastewater treatment technologies on pilot, demonstration, and full-scale projects. He has taken part in process selection, treatment plant design, construction, and facility commissioning activities and supported successful water system projects from initiation to completion. He has specialty experience in aqueous chemistry modeling & analysis, membrane filtration, surface water treatment, and advanced wastewater treatment & reuse.

Tony Haschke, PE, CEM, CBCP, CLEP – Lead Mechanical Engineer



Education: BS Mechanical Engineering, University of Colorado at Denver
Years of Experience: 33 years / 12 years with SGM / **Prof. License:** CO PE 0051748
Office Location: Glenwood Springs / **Telephone:** 970.384.9070 / tonyh@sgm-inc.com

Tony will serve as the **Lead Mechanical Engineer**. Since starting with SGM in 2007, he has designed mechanical systems for over 25 buildings, several to LEED® standards, and assessed, audited, commissioned and/or recommissioned over 75 buildings in Western Colorado. He has over 33 years of experience in HVAC maintenance, troubleshooting, and training and has managed projects realizing savings of over \$2 million. Tony has specified sequences for BAS systems and upgrades to assist building managers in achieving high performance standards in new and existing buildings. Tony is proficient in energy modeling, Revit, AutoCAD and has applied them to LEED documentation on several projects.

Jeff Grebe, PE – Lead Electrical Engineer



Education: BS Civil Engineering, Colorado State University
Years of Experience: 39 years / 6 years with SGM / **Prof. License:** CO PE 0051748
Office Location: Glenwood Springs / **Telephone:** 970.384.9058 / jeffg@sgm-inc.com

Jeff will serve as the **Lead Electrical Engineer**. Jeff has almost 40 years of experience in the design, construction and assessment of electrical systems for a wide variety of commercial and institutional buildings. Jeff brings a highly valuable combination of both electrical/power distribution and instrumentation/controls engineering experience. His specific design services include the preparation of plans and specifications for low and medium voltage power systems, control and instrumentation systems, lighting, and energy management systems. Jeff’s electrical design and construction experience in over 500 projects including large scale renewable energy projects, medium voltage distribution, micro-grids, off grid power solutions and hydroelectric plants. He also has renewable energy and distributed generation design and construction expertise. Jeff has successfully completed over 1,000 projects and was the Lead MEP engineer responsible for LEED® reporting, documentation, and commissioning for the Country’s first LEED Platinum award winning municipal recreation center (Carbondale Rec Center).

John Partch, PE – Lead Structural Engineer



Education: BS Civil Engineering, University of Colorado, Boulder
Years of Experience: 25 years / 6 years with SGM / **Prof. License:** CO PE 033878
Office Location: Glenwood Springs / **Telephone:** 970.384.9035 / johnp@sgm-inc.com

John is a **Structural Engineer** that joined SGM in 2012, and is the SGM Structural Team Leader. He will serve the same role on this project. John has over 25 years of experience in a broad range of engineering and construction. He has extensive structural engineering experience, including design and construction of commercial buildings, industrial structures, bridges and retaining walls. His hands-on construction experience gives him a unique understanding of design for constructability. John is skilled at design of wood, steel, concrete, and masonry structures, as well as less common materials such as aluminum, fiberglass, log, and timber framing.

Steve Kirk – GIS Team Lead / GIS Analyst



Education: BS Geography, GIS Emphasis; Fort Lewis College
Years of Experience: 18 years / 6 years with SGM / **Prof. License:** N/A
Office Location: Grand Junction / **Telephone:** 970.456.1486 / stevenk@sgm-inc.com

Steve will serve as the **GIS Analyst** and will oversee all **GIS mapping** efforts for the project. He’s a professional GIS Analyst, with over 18 years of experience working primarily in the government and private sectors. Steve’s GIS responsibilities at SGM include: project management, hardware/software management, database management, data acquisition, maintenance, and analysis, web map development, asset management using web applications, map production and presentation, and training using GPS and GIS. Steve works closely with clients to identify, design, implement, and manage GIS based projects and applications.

Nick Treankler – GIS / CAD Specialist

Education: BS Geography, University of Wisconsin College

Years of Experience: 2 years / 2 years with SGM / **Prof. License:** FAA Certified sUAS Pilot #4062339

Office Location: Glenwood Springs / **Telephone:** 970.384.9048 / nicholast@sgm-inc.com

Nick will serve as the **GIS Technician**. As a professional GIS Specialist, Nick has almost three years of experience working primarily in the government and private sectors. Nick joined SGM's GIS team in 2016. Nick's GIS responsibilities at SGM include: project management, hardware/software management, database management, data acquisition, maintenance, and analysis, web map development, map production and presentation, and training using GPS and GIS. Nick has previously worked on projects for the Town of Vail helping to create and edit the town's GIS-based Stormwater Drainage Network. Additional experience includes creating maps of Mississippi River Pool 8 for the Upper Midwest Environmental Sciences Center.

Project Approach and Methodology

We understand the goal of this effort is to complete a full analysis of the Town’s assets. This will include GIS mapping of all water, wastewater, stormwater service and distribution lines, identify and assess the Town’s current infrastructure assets and repair/rehabilitation needs, develop a depreciation schedule with asset classes, valuations, and useful life, prioritize and estimate the cost of recommended improvements in a Capital Improvement Plan (CIP).

Task 1 – Kick-off Meeting and Information Gathering

As an initial task, SGM will work closely with the Town to set expectations, collect relevant information and perform the field collection efforts as detailed below.

- Organize and conduct a kick-off meeting with the Town to confirm project goals, key issues, scope, budget and deliverables. At this time, SGM will also perform the following:
 - Establish primary Town staff contacts for each infrastructure category and future communications, roles and responsibilities.
 - Determine acceptable definition of level of service to facilitate the analysis of capital assets and how the overall CIP will be developed.
 - Determine content and schedule meetings with Town Trustees and public stakeholders.
 - Verify Town priorities regarding assets to be inventoried and assessed.
 - Collect existing information and supplemental data needed for analysis, including master plans, as-built drawings, water quality data, water billing records, State inspection reports and maintenance records.
- Conduct interviews with Town staff to understand system deficiencies, challenges and problems as further described below.

Tasks 2 & 3 – Asset Inventory and Condition Assessment

For this task SGM will conduct an asset inventory and condition assessment of prioritized assets, including streets, wastewater collection, water distribution, stormwater discharge and facilities. SGM will GPS field collect infrastructure data, including fire hydrants, water gate valves, water meters, manholes, culverts, stormwater inlets and other identified assets. All GPS collected data will be made available through maps and a centralized ArcGIS database using ArcGIS Online (AGOL). Mapping will be made available for use with desktops, tablets and smartphone devices.

Data collection will be performed using mapping grade GPS units with a horizontal accuracy of 6 inches to 1.5 feet and vertical accuracy at 3 to 5 feet. To effectively and efficiently inventory these assets, *it is assumed that the Town will ensure that the assets are not buried and are visible at ground level and that Town staff will be available to assist with finding assets and opening manholes.*

The below sections describe how the assessment for each category will be conducted. Town interviews will help to clarify the extent of each assessment with ongoing technical analysis.

Water Treatment and Distribution System Assessment

- Inventory and assess the spring water collection system.
- Inventory and assess the water treatment plant facilities.

- Inventory water system elements to include distribution lines, services lines, water meters, valves, hydrants, vaults (PRV), water treatment plants (Clock and Lamborn Mesa) and finished water storage tanks. It is unknown about the length of buried pipe, or number of valves, hydrants, etc., but the Town has estimated that there are approximately 1,800 water accounts including small water companies/districts that the Town provides water to, that will need to be field collected using GPS. *It is assumed that digitizing of the water lines is not part of this project.*
- Assess the exterior, ladders, hatches and foundation of the storage tanks and review past inspection reports. SGM will make recommendations, if necessary, to meet and comply with State requirements.
- Inventory the distribution system using pipe material, age and condition based on information from Town staff.
- It is recommended that a water model be created by the Town to fully assess the water distribution system with regards to water age, pipe velocities and pressures. *The development of a water model is not included in this proposal.*

Wastewater Treatment and Collection Assessment

- Conduct an analysis of the performance of the wastewater lagoon system. This includes analyzing the performance of the lagoons to remove nutrients to meet State disinfection requirements and capacity to meet current conditions. In addition, and critically, the analysis will analyze the ability of the lagoon system to comply with the 2027 nutrient regulations proposed by CDPHE.
- Inventory and assess the lagoon system, including the liners, aerators/mixers, and chlorination/dechlorination facilities.
- Inventory sewer system elements to include collection lines, manholes, and wastewater treatment facility. It is unknown about the length of buried pipe, or number of manholes, etc., but the Town has estimated that there are approximately 1,200 sewer accounts that will need to be field collected using GPS.
- Inventory and assess the interior of each manhole to catalogue condition and performance. The Town estimates there are 300 manholes to be catalogued. The collection effort is to capture the rim elevation and the condition of the manhole with supporting photo documentation.
- Inventory the collection system using pipe material, age and condition based on information from Town staff.

Stormwater Assessment

- Inventory and assess the stormwater drainage, which will include outfalls, inlets, culverts, basins and drainage pipe.
- Identify areas that show significant erosion due to drainage.
- Provide cost estimates for replacement or repair in the CIP.

Building Facilities Assessment

The buildings assessment will include estimates of original and remaining useful life, as well as recommendations and cost estimates for major improvements. Town Hall, Town Shop, Youth Center, and miscellaneous storage buildings, park building including bathrooms and maintenance

buildings, Wastewater Treatment Building, and Water Treatment Building will be inventoried and assessed. Site/building components include:

- Structural system components that are visible through unobtrusive observation.
- Mechanical system components, including heating, cooling and ventilation, domestic hot water and controls.
- Exterior building elements such as roofing, siding, windows, drainage and exterior lighting.
- Primary interior finishes such as floor coverings, appliances, plumbing fixtures and interior lighting.

Parks and Town Owned Lots Assessment

- Inventory and assess the amenities at each of the Town's parks.
- Inventory and assess Town-owned lots.

Streets Assessment

- Review previous pavement analysis and reports of the streets. It is assumed that the Town has length and width of each road segment to be used in the assessment.
- Evaluate the Town's streets using the Pavement Surface and Evaluation Rating (PASER) system as needed. This system assigns a rating to each road segment or corridor based upon set criteria. We will use the ratings to help determine which roads are candidates for surface treatment versus partial or total rehabilitation. Alleys and public gravel roads will be included/noted in the inventory, but not "assessed".
- Inventory and assess the Town sidewalks and curb and gutters. Field measurements will be taken to enable the creation of accurate cost estimates for maintenance or rehabilitation improvements.
- Costs will be developed, and recommendations may vary from minor crack sealing, slurry sealing, chip-and-seal surface treatment, and overlay to possibly full-depth reclamation, depending on the rating results.

Following initial information collection and analysis, SGM will facilitate a meeting with Town staff and Trustees to review the initial findings and solicit input on the Town's priorities for infrastructure improvements.

Task 4 – Draft Capital Improvement Plan

SGM will develop a draft Capital Improvement Plan (CIP) for the categories listed above for review by the Town. The CIP will include:

- Inventory of assets collected during the previous tasks. The inventory will include attributes such as year installed, equipment model number, size, capacity or length among others.
- Analysis of current conditions and deficiencies of the assets including any technical analysis performed to support the assessment.
- Cost estimates for the repair, improvement or replacement of assets. Unit costs will be established for each asset as well as the total cost. Where appropriate, life cycle costs will be developed to compare alternatives.
- A prioritized listed of recommended improvements based on remaining useful life, maintenance history, operational costs, capacity, public safety, public expectations and customer service.

The Town desires to comply with the Governmental Accounting Standards Board (GASB) Statement No. 34 financial reporting requirements. The Capital Asset Inventory will be reported in the CIP in accordance with the Initial Capitalization of General Infrastructure Assets guidance of GASB 34. It is understood that the Town will utilize this information in its own Basic Financial Statements; as such SGM will work closely with Town staff to coordinate the details of the specific reporting requirements.

Following the submission of the draft CIP to the Town, SGM will facilitate a public meeting to present and discuss the CIP. We anticipate that we will prepare a PowerPoint presentation for the Town Trustees and the general public.

Task 5 – Final Capital Improvement Plan

Once the draft is finalized, SGM will review draft recommendations with the Town. Once staff comments have been incorporated into the final draft, SGM will finalize recommendations and present these to the Town.

Schedule

For scheduling purposes, it is SGM’s understanding that this RFP is essentially two separate projects, GIS Mapping and the Asset Inventory/Capital Improvement Plan.

GIS Mapping

The GIS Mapping portion of the project is estimated to be completed within 2-3 months after contract execution.

- Interview/information gathering with Town - 1 week
- Field work/GPS collection - approx. 4 weeks
- Produce GIS Map for Town review - 2-3 weeks
- Revisions after Town review - 1-2 weeks

Asset Inventory/Capital Improvement Plan

The Asset Inventory/Capital Improvement Plan portion of the project is estimated to be completed within 2-3 months after contract execution.

- Interview/information gathering with Town - 1 week
- Field work
 - Building Assessments, including parks, water/wastewater treatment facilities, water storage tanks - 2 weeks
 - Manhole Condition Assessment - 2 weeks
 - Street Assessment - 1 week
- Produce Draft Asset Inventory/Capital Improvement Plan for Town Review - 2-3 weeks
- Revisions after Town review - 1 week
- Produce Final Asset Inventory/Capital Improvement Plan 1-2 weeks

The completion times presented above assume each project is awarded and completed separately. As the Town stated, the GIS Mapping is to be a priority with its own cost and timeline for completion. If the projects are awarded concurrently, the completion time could be reduced.

Cost Estimates

The attached spreadsheets contain SGM's fee proposals for the Scope of Work described above broken down into the two separate projects. Our fees include professional services and typical reimbursable expenses. We welcome the opportunity to discuss our fees should our understanding of the scope not align with the Town's budget.

GIS Mapping Total = \$41,938

Asset Inventory/Capital Improvement = \$55,320

If both the GIS Mapping and Asset Inventory/Capital Improvement Plan projects are awarded concurrently, there could be some cost savings to the Town as fees for project management could be reduced as well as the manhole condition assessment line item in the Asset Inventory/Capital Improvement Plan if only one trip to the manhole is required.

Proposal for Town of Paonia

GIS mapping

ENGINEERING DESIGN

Professional Services Estimate

14-Nov-19

TASK #	TASK & DESCRIPTION	TOTAL COST BY TASK
1.00	Project Management	
1.01	Perform monthly budget/schedule/invoice reviews for project duration	\$300
1.02	Provide project status email updates to client for project duration	\$300
1.03	Client meetings	\$2,112
1.04	Communication (email, memos, etc) during design	\$900
1.05	Misc. internal project coordination	\$1,512
	TOTAL MH	38
	TOTAL COST PER POSITION	\$5,124
2.00	GIS Mapping	
2.01	Kickoff Meeting with Paonia Staff	\$378
2.02	Interview Town Staff	\$756
2.03	Data Gathering/Field Collection through GPS	\$17,960
2.04	Setup ArcGIS online account for Town	\$256
2.05	ArcGIS Online License Fees	\$1,200
2.06	Produce GIS Map for Town Review	\$8,896
2.07	QA/QC Internal review	\$1,264
2.08	Revisions after Town Review	\$3,648
2.09	Publish Online Map	\$456
	TOTAL MH	307
	TOTAL COST PER POSITION	\$34,814
	TOTAL MANHOURS	345
	TOTAL MANHOURLY COST BY POSITION	\$39,938
	REIMBURSIBLES (milage, printing, postage, etc.)	\$2,000
	PROJECT TOTAL	\$41,938

Proposal for Town of Paonia
Asset Inventory/Capital Improvement Plan
ENGINEERING DESIGN
Professional Services Estimate
14-Nov-19

TASK #	TASK & DESCRIPTION	TOTAL COST BY TASK
1.00	Project Management	
1.01	Perform monthly budget/schedule/invoice reviews for project duration	\$300
1.02	Provide project status email updates to client for project duration	\$300
1.03	Client meetings	\$3,548
1.04	Communication (email, memos, etc) during design	\$900
1.05	Misc. internal project coordination	\$2,016
	TOTAL MH	48
	TOTAL COST PER POSITION	\$7,064
2.00	Asset Inventory/Capital Improvement Plan	
2.01	Kickoff Meeting with Paonia Staff	\$737
2.02	Interview Town Staff	\$1,474
2.03	Town Building Assesments including Parks, Water Storage Tanks,etc	\$5,744
2.04	WTP and WWTF Assessments	\$2,168
2.05	Manhole Condition Assessments	\$6,736
2.06	Streets, Sidewalks, Curb & Gutter Assessments	\$5,536
2.07	Produce Draft Assest Inventory/Capital Improvement Plan for Town Review	\$13,564
2.09	QA/QC Internal review	\$2,160
2.10	Revisions after Town Review	\$4,964
2.11	Produce Final Assest Inventory/Capital Improvement Plan	\$2,948
2.12	Present Final Report to Town and Board of Trustees	\$600
	TOTAL MH	321
	TOTAL COST PER POSITION	\$46,631
	TOTAL MANHOURS	369
	TOTAL MANHOUR COST BY POSITION	\$53,695
	REIMBURSIBLES (milage, printing, postage, etc.)	\$1,625
	PROJECT TOTAL	\$55,320

SGM's 2019 Hourly Fee Schedule



**FEE SCHEDULE 2019
HOURLY RATE**

PRINCIPAL ENGINEER	\$194.00
SENIOR ENGINEER II	\$166.00
SENIOR ENGINEER I	\$150.00
ENGINEER IV	\$133.00
ENGINEER III	\$121.00
ENGINEER II	\$107.00
ENGINEER I	\$93.00
SENIOR PROJECT MANAGER	\$138.00
PROJECT MANAGER	\$128.00
PRINCIPAL CONSULTANT	\$194.00
SENIOR CONSULTANT II	\$155.00
SENIOR CONSULTANT I	\$133.00
CONSULTANT III	\$115.00
CONSULTANT II	\$100.00
CONSULTANT I	\$90.00
TECHNICIAN III	\$77.00
TECHNICIAN II	\$66.00
TECHNICIAN I	\$56.00
CLERICAL	\$72.00
SENIOR CADD/GIS	\$128.00
CADD/GIS III	\$110.00
CADD/GIS II	\$100.00
CADD/GIS I	\$82.00
CONSTRUCTION MANAGER	\$121.00
CONSTRUCTION TECHNICIAN II	\$110.00
CONSTRUCTION TECHNICIAN I	\$100.00
SURVEY MANAGER	\$155.00
LAND SURVEYOR	\$129.00
SURVEY PROJECT MANAGER	\$108.00
SURVEY TECHNICIAN	\$93.00
FIELD SURVEY (1-Man Crew)	\$150.00
FIELD SURVEY (2-Man Crew)	\$200.00
EXPERT TESTIMONY	\$338.00

REIMBURSABLES

<u>Equipment</u>	<u>Rate</u>
Vehicle Mileage	At Current IRS Rate
ATV / Snowmobile	\$125.00/day
UTV	\$250.00/day
Flow Tote	\$125.00/day
<u>Reproduction</u>	
Black & White Plots	\$ 5.50/sheet
Mylar Plots	\$19.00/sheet
Color Plots	\$30.00/sheet
Photocopies	\$ 0.25/page

Miscellaneous

10% will be added to all direct expenses, including FedEx, special delivery and courier charges, special consultants, subcontractors, laboratory tests, airfare, lodging, meals, car rental, telephone, outside printing expense, etc. Interest of 1.5% per month will be charged for invoices past 30 days.





We provide innovative, practical solutions to make our clients successful while ensuring the health, safety and welfare of our neighbors. We develop and maintain lasting client relationships and are committed to our local communities.

GLENWOOD SPRINGS
118 West Sixth Street, Suite 200
Glenwood Springs, CO 81601
970.945.1004

PROPOSAL FOR

Asset Inventory

Town of Paonia

November 15, 2019



4755 Forge Road, Suite 150
Colorado Springs, CO 80907

p 719.590.9194
www.f-w.com

November 15, 2019

Town of Paonia
ATTN: Corinne Ferguson - Asset Inventory RFP
214 Grand Avenue
PO Box 460
Paonia, CO 81428

Subject: Asset Inventory

Dear members of the selection committee:

Farnsworth Group is pleased to submit this proposal for GIS and asset management services for the town of Paonia. We are excited about partnering with the Town to move forward with a proactive Asset Management Plan. Farnsworth Group has been a trusted partner with numerous communities in streamlining their asset and utility management practices. We also bring GIS professionals with decades of experience serving Colorado communities similar to Paonia. We believe our extensive experience positions us to serve the Town efficiently with plans that will guide the Town for decades.

Not only are we experienced in planning and partnering with similar sized communities, we have visited and toured the Town with Public Works staff and will continue to be a partner if we are selected for this effort.

Farnsworth Group brings local experience in Montrose and Delta with current projects ongoing, as well as a depth of experienced professionals in our Colorado locations. Our GIS professionals are based in Colorado and are well experienced in the terrain typical of our beautiful state.

We will begin our activities by meeting with Town staff and visiting Town facilities. Though we are experienced in these evaluations, we understand that you know your facilities best. We will serve as an advisor with our knowledge of current codes and practices and listen carefully to staff narratives.

We have not included a fee for a complete Level B Subsurface Utility Engineering (SUE), as we see it as premature and not a good use of the Town's resources. The SUE is typically done in segments for different levels and for different purposes. If actual subsurface construction is not imminent within the next few weeks, the SUE would likely not be certified. In the instance where construction is to take place in a year or more, the engineer cannot certify the accuracy of the report. Our GIS services will be more than sufficient to accurately locate subsurface utilities for planning purposes.

Thank you again for allowing us to propose on this effort. We are open to discussing this proposal with you and look forward to providing any clarifications you may require.

Sincerely,

FARNSWORTH GROUP, INC.

Ronald LeBlanc, PE
Senior Engineering Manager

Gary Davis
Principal

Our Approach Spans more than a Century and Focuses On /

People: We hire and retain top-class experts.

Passion: We love what we do and are committed to your success.

Performance: We get results and perform as promised.

Table of Contents

- TAB 1 Executive Summary 4
- TAB 2 Firm Profile 6
- TAB 3 Experience and References 10
- TAB 4 Team Qualifications..... 15
- TAB 5 Methodology..... 20
- TAB 6 Cost Estimate..... 27



TAB 1

Executive Summary

Executive Summary

Accurate asset inventories and capital improvement plans are important tools for community budget planning. Having served as a trusted advisor to municipalities for over a century, with one relationship dating back almost 100 years, Farnsworth Group is well-positioned to help the Town of Paonia achieve results as you begin your process.

It is our understanding that institutional knowledge is lacking and that this project will begin with a series of data collection tasks to ensure that the Town has necessary resources to help ensure informed and proactive financial decisions. We will look at all identified assets, with the understanding that the GIS services for the water assets are a priority. We are a unique provider of services and solutions for the Town, as we have all of the required GIS, engineering and design expertise in-house.

Our team will begin with a kickoff meeting to understand your budget and priorities. Once we have worked together to fully understand your objectives, we will create a timeline and plan to achieve the results you identify. It is our intention to bring a high level of expertise to meetings and inspections. We have a good number of senior staff and are proud of our experience and expertise in municipal engineering.

We would like to reiterate that we understand that we do not yet know everything about your plans and desired future. We anticipate beginning our process by meeting with you as a trusted advisor to partner with the Town to develop the optimal path forward for providing the best services for its residents.

GIS

Our efforts will commence with the GIS services, described in detail in the following pages. We will show the forward-looking products we propose to deliver. Our pricing for these services is specified on page 28.

ASSET INVENTORY

Directly following our kickoff meeting, we will commence our asset inventory. The inventory will begin with a list of assets from the Town, which we will review and provide recommendations as to modifications of the list of assets to be included.

Our experts will provide detailed condition assessments, current code compliance and useful life remaining.

CAPITAL IMPROVEMENT PLAN

The development of a Capital Improvement Plan (CIP), begins with a thorough assessment of all capital assets. Following the assessment, and in consultation with the Town, we will partner to develop a list of the highest priority capital projects necessary. We will provide budgetary level cost estimates for each project listed as a priority over the next ten years.

Our assessments will be incorporated into an overall Capital Improvement Plan, presented to the Town as a complete independent document.

TAB 2
Firm Profile

Firm Overview

Farnsworth Group is a century-old architecture, engineering and surveying firm that has grown to over 500 employees located throughout a nationwide network of offices. Our history dates to 1891, when a local land surveyor traveled from community to community providing land surveying services for local municipalities. Farnsworth Group's earliest employees operated under the same premise we operate under today: "the client is always our first priority."

As a national consulting firm, we rely on our **people, passion** and ability to **perform** beyond expectations to ensure your project success.

This contract will be managed from our Colorado Springs office.

COLORADO STAFF

Farnsworth Group boasts of a strong Colorado presence, with four offices in Colorado a quarter of the firm's employees calling Colorado home. This will allow Farnsworth Group to provide you with the attentive service of a small firm, while having the depth of staff to ensure your project requirements are met.

LIST OF SERVICES OFFERED

- Asset Management
- Architecture
- Civil/Site Planning
- Commissioning
- Electrical Engineering
- Energy Services
- GIS/Mapping
- Integrated Controls & Computer Systems
- Interior Design
- Land Development
- Landscape Architecture
- Land Surveying
- LEED Services
- Mechanical Engineering
- Municipal Engineering
- Pipeline Engineering
- Plumbing Engineering
- Professional Documentation Services
- Railroad Services
- Stormwater Management
- Structural Engineering
- Transportation Engineering
- Wastewater System Engineering
- Water System Engineering

CAPABILITIES

GIS / MAPPING

Farnsworth Group's GIS personnel are experts in developing GIS databases for public and private clients. Equipped with the latest hardware and software, Farnsworth Group can assist clients with defining and developing geographic data layers at any desired spatial accuracy. Farnsworth Group can help clients create custom databases for use in many applications, from water system hydraulic models to implementing asset management strategies.

PRIME FIRM

Farnsworth Group

LOCATION ASSIGNED TO PAONIA PROJECT

4755 Forge Road, Suite 150
Colorado Springs, CO 80907

YEAR FIRM ESTABLISHED

1891

PROJECT MANAGER

Ron LeBlanc, PE
719.581.7942
rleblanc@f-w.com

LIMITS OF PROFESSIONAL LIABILITY INSURANCE

Each Claim - \$5,000,000
Aggregate - \$10,000,000

GIS personnel work very closely with domain experts in engineering, surveying and asset management to provide high quality data and cartographic products for project management and decision support. We have provided GIS assets for numerous clients and projects for many years, including water districts, municipalities and private sector clients.

VALUE

Farnsworth Group is uniquely qualified to serve the Town of Paonia. Our local team offers a variety of services under one roof. We view this opportunity to evaluate your assets as a way for us to learn more about you, allowing us to build a lasting working relationship with your staff. Once you're acquainted with our full-service team, we hope you will consider Farnsworth Group a trusted advisor who can assist you in the future with a variety of projects, large and small.

Our legacy for over a century has been built on our passion for working with municipal clients and assisting communities.

COLLABORATION

We thrive on collaboration. We enlist our client as an extension of our project team, ensuring goals and visions are being met during every step of the project. Through years of experience, our engineers, architects, and planners have formed a seamless group that works as a singular team. We enjoy the unique collaboration that exists between our work groups, and the thought-provoking perspectives that emerge as we come together to accomplish our clients' vision.

Farnsworth Group combines improvisation with a lateral thinking process that develops solutions by moving from a known asset to a new idea. With a strong foundation of technical expertise and carefully honed intuition, our engineers, architects and surveyors approach challenges in a way that is unique to each opportunity. A primary goal of our process is to discover how to maximize your assets.

SURVEY SERVICES	GIS SERVICES	ARCHITECTURE SERVICES	MECHANICAL/ELECTRICAL SERVICES
✓ Topographic Survey	✓ Asset Management	✓ On-Call task order success	✓ HVAC / electrical design and evaluation
✓ Construction Staking	✓ Online Mobile Maps	✓ Architectural design	✓ Generator and power distribution systems
✓ ALTA Surveys	✓ Spatial Analysis	✓ Facility analysis	✓ Electrical utility coordination
✓ Boundary Survey and Legal Descriptions	✓ Cartography	✓ Site planning, entitlements and landscape architecture	✓ Energy audits
✓ Annexations			

WATER SERVICES	WASTEWATER SERVICES	STREET/DRAINAGE SERVICES	STRUCTURAL
✓ Water Distribution System Design	✓ Collection System Design	✓ Planning and Modeling	✓ Structural design
✓ Water Treatment Design	✓ Wastewater Treatment Design	✓ Drainage System Design	✓ Structural investigations / evaluations
✓ Pump and Valve Systems Design	✓ Planning and Modeling	✓ Large and Local Street Design	✓ Foundations
✓ Planning and Modeling			

WHY CHOOSE US?

Farnsworth Group has earned a reputation in the engineering and architectural industry for consistently providing notable design and consummate customer service. We are relationship-based and committed to collaboration.

We start by listening and then by outlining a pragmatic, yet creative, approach to provide you with a solution to achieve your identified goals. It is our understanding of both design and implementation that drives our success. We aren't interested in selling you a solution that is beyond your means and will sit on a shelf. For us, it's all about helping you achieve your definition of success with a viable plan.

TAB 3

Experience and References

Experience and References

The following projects are from our corporate portfolio and represent work that is similar in scope and nature. We encourage you to contact our references to confirm our ability to work with you to achieve identified results.

TOWN OF PARACHUTE, INFRASTRUCTURE MASTER PLAN

The majority of the potable water supply for the Town of Parachute, Colorado, comes from a spring water collection system. The 20 springs supplying the town were initially developed between 1910 and 1915 as a source of water for the Denver and Rio Grande Western Railroad. Wastewater is collected at a single pump station and pumped across the Colorado River to the Battlement Mesa water treatment plant.

In 2009, Farnsworth Group was retained by the Town of Parachute to analyze its water system and develop a water master plan. Subsequently, in 2014 the town expressed an interest in serving new areas, especially the west I-70 interchange corridor and areas north of the town.

The Town of Parachute determined it was necessary to update the water master plan and develop a new wastewater master plan. The town contracted with Farnsworth Group to update the growth projections, evaluate the capital improvement plan, and make recommendations for the best mode of long-term operation. The west I-70 interchange improvements facilitate development, which could spur economic growth. Our fee for our services was \$77,550.



REFERENCE

Mark Austin
Town Engineer
Austin Civil Group
970.242.7540
marka@austincivilgroup.com

PINERY WATER AND WASTEWATER DISTRICT, GIS SYSTEM DEVELOPMENT

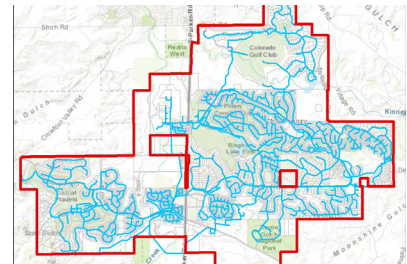
Farnsworth Group planned and is implementing a GIS database for Pinery's water and wastewater systems. Our team integrated as-built drawings, GPS locations, existing databases, AutoCAD drawing files, spreadsheet information, and staff knowledge.

Our GIS Specialists developed various data layers, including pipes, valves, hydrants, meter pits and manholes. Developed method for exporting water system (ArcInfo format) for use in hydraulic modeling software. The district's water system includes:

- 105 miles of water pipe
- 2,050 valves
- 750 hydrants
- 4,550 meter pits

Ultimately, this is providing up-to-date cartographic products for staff use in operations, maintenance, and capital planning activities.

As new subdivision assets are constructed, we continue to provide updates to the GIS system to ensure the District has the most relevant and usable data available. Our fee for our services was \$38,300.



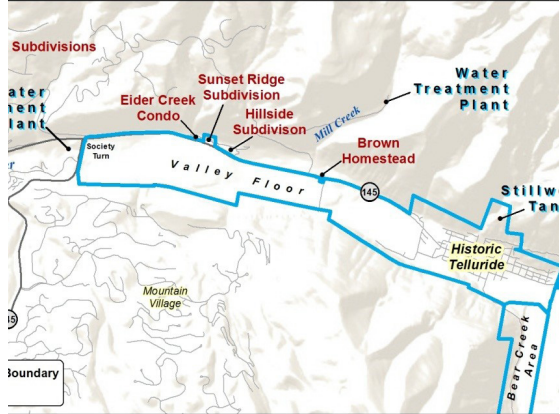
REFERENCE

Heather Beasley
District Manager
Pinery Water and Wastewater
District
303.841.2797
hbeasley@pinerywater.com

WATER/WASTEWATER CAPITAL ASSET MANAGEMENT PLAN, TOWN OF TELLURIDE

Farnsworth Group was retained by the Town of Telluride, Colorado, to develop a Capital Asset Maintenance Plan for the existing water system. The plan was based on an assessment of the water pipes. The assessment was based on an inventory of pipe location, pipe age, and pipe construction material. The pipe inventory was created utilizing a geographic information system (GIS). The water system GIS development was used as a vital step in identifying the water asset management program. Based on as-built maps, digital maps, and staff input, the pipe material, pipe diameter, and date of construction were entered into the GIS water layer.

The objective of the water system capital asset management plan was to develop a well-defined water system management model and proactively replace the water mains that were in poor condition. The Town's management model mainly focused on physical factors of pipe age and material and on water-user factors like water-user density near pipes and large users near pipes. A pipe segment scoring system was developed based on the above factors, giving older pipes a higher score. Our fee for our services was \$35,000.



REFERENCE
Paul Ruud
Public Works Director
Town of Telluride
970.728.2177
pruud@telluride-co.gov

CITY OF THORNTON

The City of Thornton project included facilities assessments of HVAC systems, identifying opportunities for savings, performing energy calculations, and determining project costs in six buildings including the following: City Hall, Community Center, Infrastructure Maintenance Center, Justice Center, Municipal Service Center – Building “B” and Recreation Center.

For each building, savings and probable project costs were identified as well as other energy conservation measures. Many of the measures include replacement of old equipment nearing the end of life and the installation of new DDC controls. The benefits of these upgrades go well beyond the energy savings identified in the project. Our fee for our services was confidential.



REFERENCE
Paul Spacese
Project Manager
City of Thornton
303.538.7647
paul.spacese@cityofthornton.net

CITY OF BOULDER ASSET MANAGEMENT

The City of Boulder selected Farnsworth Group to help build its Facilities Strategic Plan. Specifically, we captured facility system component inventory and conducted detailed facility condition assessments for 22 city-owned facilities encompassing nearly 504,000 SF. The facilities include recreation and senior centers, fire stations, maintenance facilities, libraries and other municipal facilities. Our team provided detailed cost estimates for deficiencies, operational assessments, Americans with Disability Act (ADA) compliance recommendations, space analysis, hazard assessments, maintenance improvement recommendations, and total cost of ownership. Our fee for our services was \$347,000.



REFERENCE

Joe Castro, PE, CPFP
Public Works / Facilities and
Asset Management
City of Boulder
303.441.3163
castroj@bouldercolorado.gov

20-YEAR OFFICE SPACE & HOUSING STRATEGIC PLAN

Under our On-Call Services Agreement, Farnsworth Group completed a multi-phase project to compile condition assessment data on all of Roaring Fork Transportation Authority’s (RFTA) office and employee housing facilities, establish growth and space needs for the next 20 years, and provide recommendations in the form of a strategic plan report. The goal of the initial effort was to provide RFTA with a comprehensive analysis of the organization’s current and future housing and office space needs. The second phase created a high-level strategic plan to meet the organization’s needs up to 20 years into the future.



REFERENCE

Mike Hermes
Director of Facilities
Roaring Fork Transportation
Authority
970.384.4973
mhermes@rfta.com

This project helped RFTA develop a management philosophy and long-term strategy for efficient utilization of their office and housing needs. Under the first two phases, our team conducted an Owner’s Project Requirements (OPR) workshop, involving selected stakeholders, to confirm project requirements, success factors and expectations. Our team also completed an extensive data collection and analysis of existing conditions to help RFTA understand their office and housing facilities. The team obtained a broker’s opinion of value and other details to assign preliminary programming to the efforts. Our efforts were summarized in a Property Conditions Report with recommendations for improvements to meet their growth projections of needs. Our fee for our services was \$115,000.

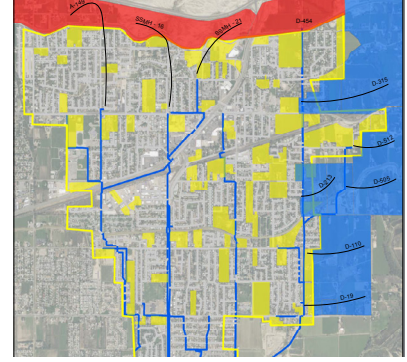
SEWATER COLLECTION SYSTEM MASTER PLAN, ASSET MANAGEMENT AND RATE STUDY - CLIFTON

Clifton Sanitation District enlisted the services of Farnsworth Group to complete the Master Plan, Asset Management Plan and Rate Study.

The District provides sewer service to approximately 4,000 customers both inside and outside the District's boundaries. The District is also responsible for operating and maintaining the treatment facilities and collection system.

Farnsworth Group developed an Asset Management Plan that would be used as a guide for sustainability operations of the District well into the future. The plan utilized inspection data to create a criticality metric that would give the District the ability to prioritize their work requirements. The pipe location, material type, remaining service life, defect based criticality score was calculated for each segment and served as an objective view of the condition of the network and how to get the best return on the investment for the allocation of capital and maintenance funding. The asset management plan also included information that will allow the District to incorporate plant assets into the plan in the future.

The Rate Study included updates to the Cost of Service analysis based on current water usage and financial conditions. Our fee for our services was \$189,210.



REFERENCE

Brian Woods
 Manager
 Clifton Sanitation District
 970.434.4722
 bwoods@cliftonsanitation.com

FACILITIES ASSESSMENTS, CITY OF WESTMINSTER

Farnsworth Group provided a comprehensive inventory and condition assessment for 50 city-owned facilities, totaling 704,419 SF, including municipal offices, fire stations, parks and recreation facilities, historic buildings and maintenance facilities. The assessment included a capital investment plan (CIP) with cost estimates for periods of 5, 10, and 15 years.

The plan provided data and recommendations that will guide the Building Operations and Maintenance Division in effectively managing its facilities to provide best efficiency and performance while maximizing facility systems' service life.

Farnsworth Group's team utilized MOCAPlan, a nationally recognized facility asset management and capital planning system, to capture component inventory, record deficiency narrative, and propose solution costs to facilitate development of comprehensive investment plans. This system allows the Building Operations staff to continuously update the assessment and create and model new 5-, 10- and 15-year CIP planning reports with updated costs based on various budget scenarios. Our fee for these assessments was \$168,936 and included training as well as a software platform purchase and customization.



REFERENCE

Brian Grucelski, Facilities
 Manager
 Building Operations &
 Maintenance
 City of Westminster
 303.658.2555
 BGrucels@CityofWestminster.us

TAB 4

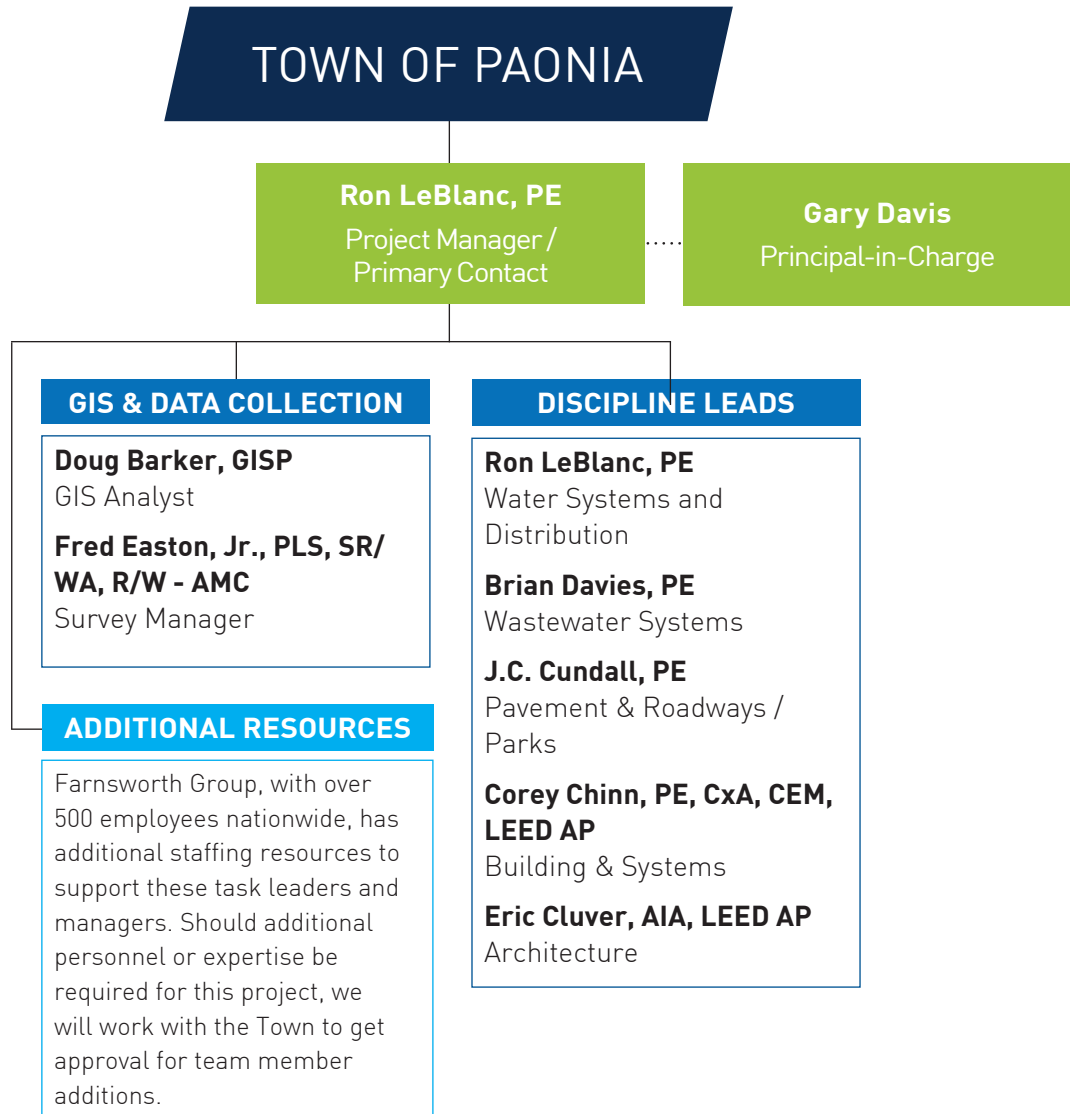
Team Qualifications

Team Qualifications

Farnsworth Group is licensed to do business in the State of Colorado and we have a strong history of providing services throughout Colorado since 1986. We have the depth of resources within our project team to ensure our ability to respond to project requests and to meet project staffing needs, schedules and budgets. We are an integrated, cohesive unit of highly professional and experienced individuals who have a successful track record of working on similar projects.

ORGANIZATIONAL CHART

Below is an illustration of how our team will work together.



KEY TEAM MEMBERS

FARNSWORTH GROUP



Ron LeBlanc, PE / Project Manager/Primary Contact

Our project team will be led by Ron LeBlanc. Ron serves as a Senior Engineering Manager from our Colorado Springs office. With more than 35 years of experience, Ron balances critical thinking with a realistic hands-on approach to guide project teams finding solutions. His extensive experience in water system design and maintenance, and his project management experience, provides invaluable knowledge and expertise for the success of this project. Ron is a strong communicator and will work closely with Paonia stakeholders to document and create a viable capital plan. Ron's background is in chemistry and process engineering, and he's served municipal clients for more than 35 years. He has hands-on experience with processes and facilities and has also served as appointed faculty at the University of Arizona Department of Chemical and Environmental Engineering. Ron will keep the team on task after he helps to write an appropriate scope to achieve the Town's objectives. Ron is a Colorado licensed engineer.

Relevant Project Experience:

- On-Call Engineering Services, Rocky Ford, CO
- Feasibility Study for Treatment Alternatives, Pueblo West, CO
- Planning and Engineering Grant Assistance, Colorado City Metro District, CO
- Asset Appraisal, Clear Creek County, CO



Douglas E. Barker, GISP / GIS Analyst

Doug's 23 years of GIS experience includes extensive work with the Esri suite of software. His experience includes 20 years with Farnsworth Group as a GIS analyst and three years as a GIS/Environmental analyst for the Massachusetts Department of Environmental Protection. Doug's areas of specialization include data layer development, spatial analysis and cartography, including utilizing ArcGIS Online and mobile maps. He has very strong technical problem-solving skills and has independently managed all aspects of GIS projects including client relations, data development and report production. Doug has a particular affinity for working with smaller jurisdictions. He believes that GIS mapping can assist towns in ensuring informed decisions about capital improvements to help avoid disruptions in service.

Relevant Project Experience:

- Wastewater Master Plan, Clifton Sanitation District, Clifton, CO
- Water Master Plan Update, East Larimer County Water District, Fort Collins, CO
- Feasibility Study for Treatment Alternatives, Pueblo West, CO
- Telluride Water/Wastewater Capital Asset Maintenance Plan, Telluride, CO
- Water Utility Condition Assessment, Pinery Water and Wastewater District, Douglas County, CO



Fredrick L. Easton, Jr., PLS, SR/WA, R/W - AMC / Land Surveyor and Data Collection Manager

Fred serves as one of Farnsworth Group's survey project managers. He has supervised and managed surveying and construction projects since 1995. Fred has 25 years' experience in the surveying, mapping and construction profession. He has exceptional skill and experience integrating and reconciling complex utility information, boundary and right-of-way data, and topographic mapping data into one seamless base map on projects. He oversees multiple field data collection methods and various levels of AutoCAD and MicroStation support. Fred will support Ron in ensuring accurate and essential data is collected to help Doug create credible GIS mapping deliverables. Fred is a registered Professional Land Surveyor.

Relevant Project Experience:

- Regional Transportation District (RTD) Boundary Updates, Denver Metropolitan Area, CO
- Manhole and Document Record GIS, Cherry Hills Village Sanitation District Services, Cherry Hills Village, CO



Brian Davies, PE / Wastewater System Assessor

Brian has more than 35 years of experience with much of it concentrated in wastewater treatment plant and wastewater collection system design, construction and operation, as well as a broad-based understanding of project procurement and implementation including surveying, drafting, reports, design, management, client contact, construction, start-up and operation. Brian will review and evaluate the wastewater systems and identify capital improvement opportunities. Brian is a Colorado licensed Professional Engineer.

Relevant Project Experience:

- Wastewater Treatment Plant Planning, Boxelder Sanitation District, Fort Collins, CO
- Water Line Replacement, Pinery Water and Wastewater District, Parker, CO
- Infrastructure Master Plan, Town of Parachute, Parachute, CO



James C. Cundall, PE / Streets, Pavements and Parks Assessor

J.C. is an accomplished engineer and project manager with over 20 years of experience with civil infrastructure projects including subsurface utility engineering, land development, streets, utilities and drainage design and as well as engineering design for municipal water and wastewater systems. J.C. also has ample experience providing construction observation and administration for a variety of projects. He offers unmatched support to our clients, ensuring their questions are answered. J.C. will use his civil engineering expertise to inspect streets, pavement, sidewalks, drainage and parks. J.C. is a Colorado licensed Professional Engineer.

Relevant Project Experience:

- Office Relocation Feasibility Study, Colorado Parks and Wildlife, Fort Collins, CO
- Weld County Parkway Drainage Master Plan, Weld County, Greeley, CO
- Paving Improvements, ProBuild, Longmont, CO
- Dry Gulch Road Rehabilitation Project, Town of Estes Park, Estes Park, CO



Corey D. Chinn, PE, CEM, CxA, LEED AP / Building Systems Assessor

Corey has 16 years of experience in the consulting engineering industry, specializing in the design, construction administration, and commissioning of mechanical, building automation, and plumbing systems. He has also completed numerous building assessments and evaluations. His degree in Architectural Engineering with an emphasis in both Mechanical and Structural systems design provides unique insight for building condition assessments. Corey will walk and review the buildings structures and systems to make recommendations for capital improvements. He's an advocate for small towns and understands that sometimes resolving a building system's issue is the best way to serve the community. Corey is a Colorado licensed Professional Engineer.

Relevant Project Experience:

- Energy Audits and Retrofits, City of Colorado Springs and Colorado Springs Utilities, Colorado Springs, CO
- Los Alamos County Energy Audits, Los Alamos, NM
- City of Thornton Retro-Commissioning and Capital Improvement Assessments, Thornton, CO
- Retro-Commissioning, Aspen Maintenance Facility, Aspen, CO



Eric Cluver, AIA, LEED AP / Building Assessor

Eric is a senior leader of Farnsworth Group's architecture group and serves as a client manager for multiple municipal clients. His extensive construction background and project management experience provides a valuable resource to any project. Eric brings excellent communication skills and works closely with owners to facilitate and unite stakeholders under a cohesive vision. Eric will walk and review the

buildings structures to make recommendations for capital improvements.

Relevant Project Experience:

- Campus Facility Condition Assessment, Aims Community College, Various Campuses, CO
- Westminster Campus Facility Audit, Front Range Community College, Westminster, CO
- On-Call Services, City of Fort Collins, Fort Collins, CO

Gary W. Davis / Principal



Gary has more than 25 years of engineering experience, including facility studies and planning, construction observation/management/administration, project design, project management, and client management. His experience includes a large variety of projects including storm water, parks and recreation, water supply, distribution, storage and treatment, wastewater collection, pumping, and treatment, and many other types of public works projects. He is a principal of the firm and manages the Municipal Services Group. Gary will ensure the Town has appropriate resources from

Farnsworth Group and help with contract negotiations.

Relevant Project Experience:

- Wastewater Treatment Plant, City of La Junta, CO
- Chatfield State Park Reallocation, Colorado Parks and Wildlife, Littleton, CO
- Infrastructure Master Plan, Town of Parachute, Parachute, CO

TAB 5
Methodology

Methodology

GIS DEVELOPMENT

Our basic approach will be to collect any pertinent information available from the Town in digital and/or paper format, as well as any information gleaned from interviews with Town staff. To augment the construction of the water and other GIS databases, we will collect field locations of any visible features, including water valves, meters and other appurtenances. In instances where there are data gaps, we will collaborate with the Town to fill gaps using best judgment and engineering experience.

In addition to the utility GIS layers, we propose creating GIS layers for some of the other inventory items. For example, sidewalks can be represented with line features and can be populated with attributes used for the assessments. Using lines would be much less costly than creating perimeter polygons for the sidewalks. With street features we would start with the County's road GIS and adapt it to an assessment-centric format.

Once a GIS database is developed, condition ratings can be applied to the GIS features for assessment purposes. This will aid in the asset valuations and useful life determinations. The following figures are illustrations for a water system assessment database. The specific approach for Paonia would be developed in collaboration with Town staff.

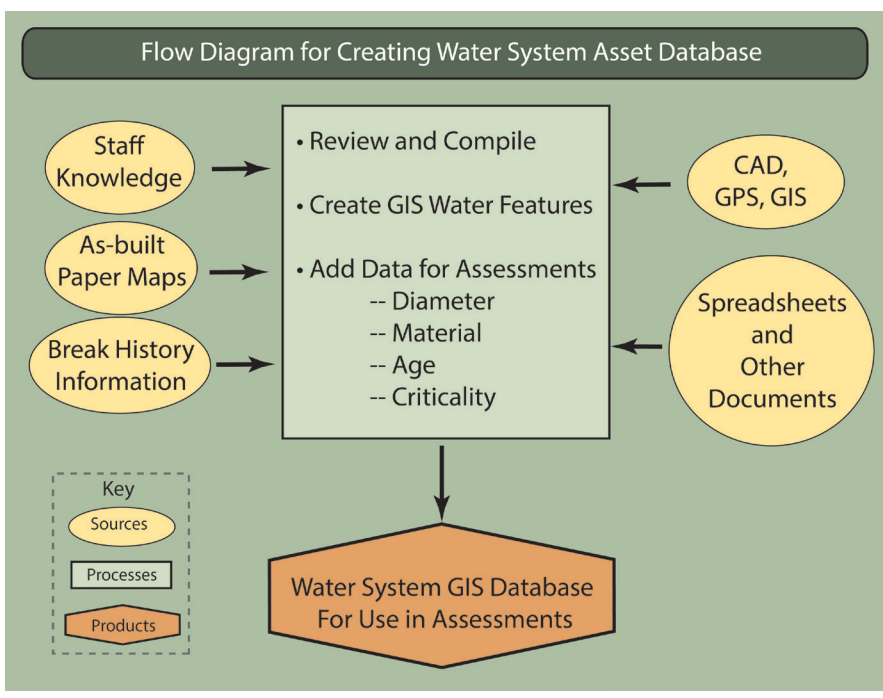


Figure showing water system development for GIS for use in an asset assessment.

10.

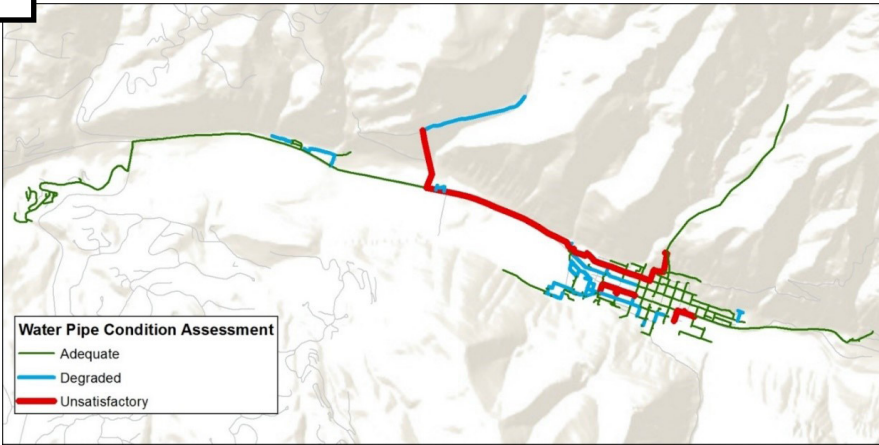


Figure showing water pipe condition based on age, material and other factors.

AT THE HEART OF WHAT WE DO ARE OUR **PEOPLE, PASSION AND PERFORMANCE.**

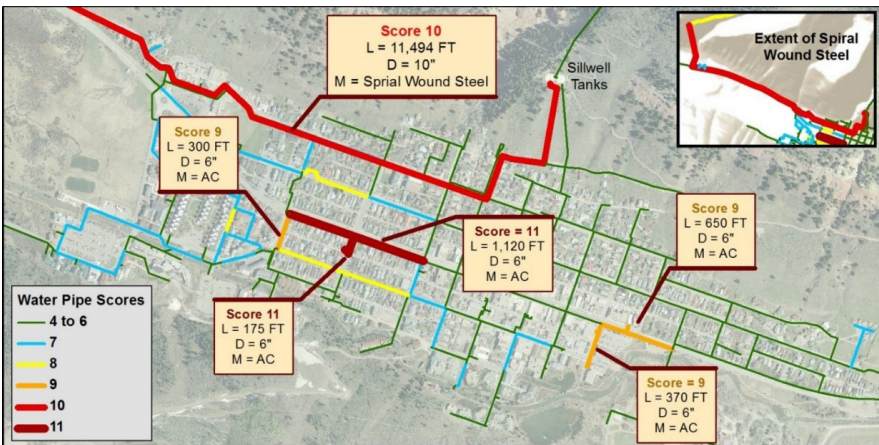


Figure showing pipe assessment scores and near-future rehabilitation needs.

Table showing dollar reserves needed for water system with 20 miles of pipe.

(Note: per foot costs will be out-of-date).

Diameter	Length (Ft)	Replacement Cost Per Foot	ECA (Engineering Condition Assessment)	Required Reserves %	Reserves Needed
6	2,620	\$83	Unsatisfactory	100	\$217,460
10	11,494	\$120	Unsatisfactory	100	\$1,379,280
4	483	\$53	Degraded	20	\$5,120
6	4,682	\$83	Degraded	20	\$77,721
8	9,835	\$113	Degraded	20	\$222,271
10	3,628	\$120	Degraded	20	\$87,072
12	284	\$150	Degraded	20	\$8,520
4	9,587	\$53	Adequate	2	\$10,162
6	17,939	\$83	Adequate	2	\$29,779
8	14,840	\$113	Adequate	2	\$33,538
10	23,953	\$120	Adequate	2	\$57,487
12	4,363	\$150	Adequate	2	\$13,089
	103,710			Total	\$2,141,500

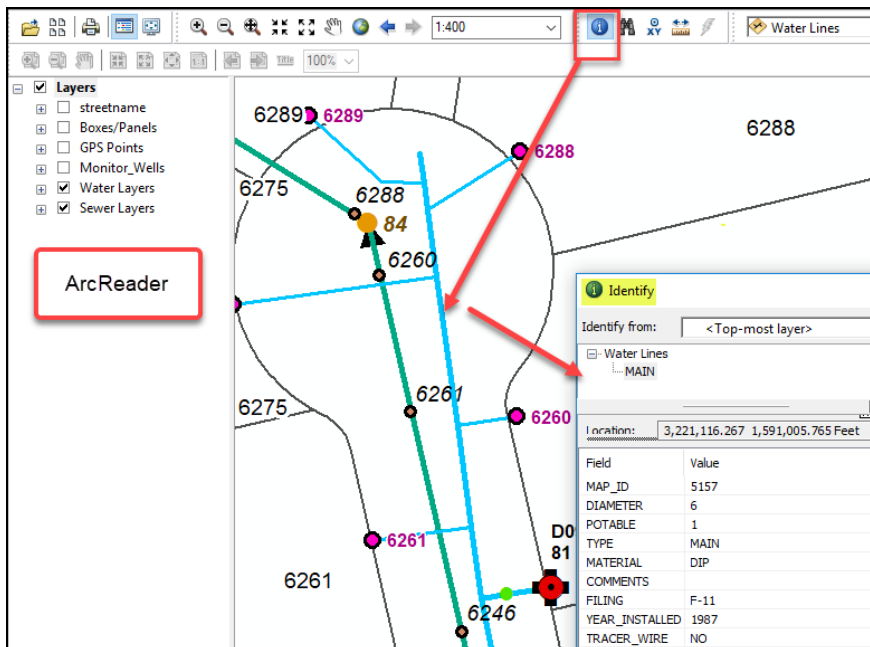
We are proposing to use a fixed-wing aircraft for data collection and limited ground verification as the most efficient way to perform base GIS feature collection. Farnsworth Group has extensive experience working with aerial mapping providers and translating data into GIS format.

Our team regularly provides SUE services and are willing to incorporate these services as the Town requires it. SUE should not be performed far in advance of actual excavation and construction activity. SUE is explicitly excluded from our fee. Our GIS services will be close to the same accuracy as an SUE report.

GIS Training

The use of software for viewing and/or editing of GIS data can take various forms, depending on the desires of Town staff.

At a basic level, we can provide the Town with a file to use in ArcReader by Esri (<https://www.esri.com/en-us/arcgis/products/arcreader>). This setup is read-only and will include all the GIS layers developed as part of the project. This software is free and can be put onto any computer and used with the provided files. If the GIS data needs to be updated or the map configuration changed, Farnsworth can provide those services in the future. Training for using ArcReader could probably be done in one day with follow up help over the internet.



If there is an interest in having Town staff perform editing operations on the GIS data, then software would need to be purchased and a staff member or two would have to be identified who are technically proficient and can begin training to become a beginning GIS Technician. Training for this option would probably be held over a couple of days along with more extensive follow-up via the internet. The staff members would also benefit from taking online courses from Esri (some basic ones are free). The software to be purchased is a basic ArcGIS Desktop license, which is about \$1,500 and is maintained with an annual fee of \$400. This option also includes an account at ArcGIS.com where

“They [Farnsworth Group] have completed our projects in a very professional and efficient manner... Their service and responsiveness is why Colorado Parks and Wildlife has continued to work with them.”

**PAUL BARKER, PE
COLORADO PARKS AND
WILDLIFE**

our GIS data can be uploaded for use in web maps (and on phones and tablets in the field). (Our fee does not include software purchase.)

ArcReader Training Cost (one day onsite): \$2,930

ArcGIS Desktop Training Cost (two days onsite) : \$5,200

The training costs are included in our total proposed fee (GIS Task).

ASSET INVENTORY

Farnsworth Group understands that the overall purpose of the Asset Inventory is to serve as a planning document for the financial management and planning for the Town. A well crafted Inventory, coupled with a Capital Improvement Plan (CIP) serves several purposes:

- It allows the Town to communicate with citizens and present the Plan and needed revenue
- It allows the Town to secure Grants and Loans with the best terms, as it reduces perceived risk to agencies
- It allows the Town to plan accordingly for development and growth, knowing the associated infrastructure required to support the growth
- It allows realistic valuation of Town assets and plans for replacement
- It allows for the assembly of a schedule of activities and milestones for activity related to revenue targets and asset replacement

We will keep these criteria at the forefront as we prepare the Inventory and CIP.

Asset Inventory

As described in the RFP, our asset inventory will include:

- Structural and mechanical needs for town buildings including the Town Hall, Town Shop, Youth Center and Storage Buildings
- Parks including Town Park, Apple Valley Park, Poulos Park, Lee's Park
- Town streets including improvements and alleys
- Town owned lots
- Town Water System including distribution lines service lines valve boxes volts meter pits and the towns to water plants
- Town Sewer System including collection lines manholes treatment facilities and discharge PT

On the next page is a sample spreadsheet showing our typical compilation of the inventory.



EXAMPLE ASSESSMENT INFORMATION - COLLECTION TOOL

Column1	Description	Location	Lat/Long	Dimensions/Area	Condition	Maintenance History	O&M Cost	Usage	Life Cycle	Impairments
Parks										
	Town Park									
	Apple Valley Park									
	Poulos Park									
	Lee's Park									
Streets										
Lots										
Water System										
Wastewater System										

EXAMPLE ASSESSMENT INFORMATION - COLLECTION TOOL FOR MECHANICAL STRUCTURAL

Asset	Need	Age	Need Timeline	Estimated Cost	Code Violation?	Life Safety?
Town Hall	GFCI upgrade		43 Immediate	\$500,000	Y	Y
	HVAC upgrade		22 Medium Priority	\$3,000,000	N	N

CAPITAL IMPROVEMENT PLAN

The final product of our activities in GIS mapping and inventory compilation is the assembly of a Capital Improvement Plan. The CIP is the assembly of all project information and recommendations into a single document. The single document will provide answers and recommendations to the following:

- What and where are our assets?
- What is the condition of each asset?
- What are the highest priority Capital projects?
- How much will the high priority projects cost?
- What plan should we have to implement Capital Improvements?

The outline of the CIP will be as shown below:

1. Inventory of Assets with GIS Map Data
2. Prioritized List of Capital Projects for 10 Years
3. Recommended Plan for Improvements

DELIVERABLES

Farnsworth Group will structure its deliverables to best serve the Town. We will match deliverables as closely as possible to the RFP. We will discuss these deliverables upon award. Identified deliverables:

- a. GIS Mapping of water service and distribution lines
- b. Inventory of the Town's capital assets including roads and sidewalks; parks; Town building, and water system
- c. Inventory including an analysis of deficiencies and/or needed improvements.
- d. Tabulation with estimated replacement costs.
- e. Training for Town staff to utilize the data.
- f. Development of the Capital Improvement Plan

BENEFITS OF WORKING WITH FARNSWORTH GROUP

- *Open, timely, honest, and effective communication*
- *Creative solutions*
- *Consummate customer service*
- *Versatile and cost-effective solutions*
- *Collaborative*
- *Continuity through assigned work staff*
- *Dedicated / local trusted advisors*


TAB 6
Cost Estimate

Cost Estimate

We have carefully reviewed the RFP and submit the following fee outline for your consideration. Our intention is to partner with you to achieve your goals. We serve many clients as a trusted advisor, and intend to serve the Town of Paonia in the same manner. As you consider your grant opportunities and other methods of funding, please know that we can work with you to phase this work.

Note that approximately \$18,000 of the total GIS cost show below would be for non-water system GIS layers (sewers, streets, sidewalks, etc.).

PROPOSED FEES	
GIS MAPPING OF WATER SERVICE AND DISTRIBUTION LINES	
	\$ 79,494.00
INVENTORY OF TOWN'S CAPITAL ASSETS (includes roads and sidewalks, parks, Town buildings, and water system)	
	\$ 29,000.00
INVENTORY INCLUDING ANALYSIS OF DEFICIENCIES AND NEEDED IMPROVEMENTS	
	\$ 12,100.00
TABULATION WITH ESTIMATED REPLACEMENT COSTS	
	\$ 16,400.00
TRAINING FOR TOWN STAFF TO UTILIZE THE DATA	
	\$ 4,500.00
DEVELOPMENT OF THE CAPITAL IMPROVEMENT DATA	
	\$ 15,000.00
TOTAL	\$ 156,494.00

	<p>CIRSA – No-Fault Optional Coverage Renewal</p>		
<p>Summary:</p>			
<p>Notes:</p>			
<p>Possible Motions:</p> <p>Motion by: _____ 2nd: _____ vote: _____</p>			
<p>Vote:</p>	<p>Trustee Bachran:</p>	<p>Trustee Bear:</p>	<p>Trustee Bookout:</p>
<p>Trustee Pattison:</p>	<p>Trustee Budinger:</p>	<p>Trustee Knutson:</p>	<p>Mayor Stewart:</p>

October 21, 2019

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

SUBJECT: No-Fault Water Line Rupture and/or Sewer Back-up Coverage 2020 Quote, Plan Information and Acceptance/Rejection Form

Dear Corinne:

Enclosed is the No-Fault Water Line Rupture and/or Sewer Back-up quotation for 2020. 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 2020, please do not hesitate to contact your underwriting representative.

This quote is for coverage effective January 1, 2020, through December 31, 2020. 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, 2020, please return the Notice of Acceptance/Rejection of Quotation form no later than Wednesday, November 27, 2019.

Sincerely,



Jessica M. Cowlshaw, CIC
Senior Underwriting Representative

Enclosures



**2020 NO FAULT WATER LINE RUPTURE AND/OR SEWER BACK-UP COVERAGE
NOTICE OF ACCEPTANCE/REJECTION OF QUOTATION**

The Town of Paonia

does wish to purchase No Fault Water Line Rupture and/or Sewer Back-up Coverage effective January 1, 2020. Please choose an option below:

Option I for an annual premium of **\$1,155.00.**

\$ 2,500 Any one residential premises

\$ 2,500 Any one commercial occupancy

\$ 10,000 Annual Member Aggregate

Option II for an annual premium of **\$1,733.00.**

\$ 5,000 Any one residential premises

\$ 5,000 Any one commercial occupancy

\$ 20,000 Annual Member Aggregate

Option III for an annual premium of **\$2,888.00.**

\$ 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.

**2020 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.**

	U.S. Geological Survey Gaging Station Annual Agreement Update		
Summary: The annual renewal of the gaging station agreement between the Town and USGS.			
Notes:			
Possible Motions: Motion by: _____ 2 nd : _____ vote: _____			
Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Pattison:	Trustee Budinger:	Trustee Knutson:	Mayor Stewart:



United States Department of the Interior

U. S. GEOLOGICAL SURVEY
Colorado Water Science Center, Western Colorado Office
445 W. Gunnison Ave, Ste 130
Grand Junction, Colorado 81501
(970) 628-7140

November 5, 2019

Corinne Furgeson
Town Administrator
Town of Paonia
214 Grand Avenue
PO Box 460
Paonia, Colorado 81428

Dear Mrs. Furgeson:

The proposed cost for the U.S. Geological Survey (USGS) to continue seasonal operation and maintenance of the gaging station 09134100 North Fork Gunnison River below Paonia, CO for the period July 1, 2020 – October 31, 2020 is \$5,927. Of this amount, \$3,972 will be provided by the Town of Paonia and \$1,955 will be provided by USGS Matching Funds as listed in the table below:

Town of Paonia	USGS Matching Funds	Total
\$3,972	\$1,955	\$5,927

Please note that we have implemented the Prioritization Plan for Cooperatively Funded Streamgages in Colorado. In accordance with the Prioritization Plan, the ranking of the gage covered by this agreement is "Medium" and USGS matching funds have been applied accordingly.

Work performed with funds from this agreement will be conducted on a fixed-price basis. The results of all work under this agreement will be available for publication by the U.S. Geological Survey. If this proposal is satisfactory, please sign both copies of the JFA; keep one for your files; and return the remaining one to this office.

USGS policy requires us to obtain approval from our Regional Director to conduct work without a signed agreement. To assist us in complying with this policy, we request that you return the signed agreement by January 1. We appreciate whatever special effort you and others in your organization will make to respond to this request. If you have questions or concerns with this proposal please contact me at 970-628-7140 or Robert Kimbrough at 303-236-6902.

Sincerely,

Steven P. Anders
Data Chief, Western Colorado Office
USGS, Colorado Water Science Center

U.S. Department of the Interior
U.S. Geological Survey
Joint Funding Agreement
FOR WATER RESOURCES INVESTIGATIONS

Customer No: 6000001053
Agreement No: 20REJFACO 113
Project No:
TIN #: 980204600

Fixed Cost Agreement Yes No

THIS AGREEMENT is entered into as of the 1st day of **January, 2020** by the U.S. GEOLOGICAL SURVEY, Colorado Water Science Center, UNITED STATES DEPARTMENT OF THE INTERIOR, party of the first part, and the **TOWN OF PAONIA**, party of the second part.

1. The parties hereto agree that subject to the availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation Water Resource Investigations, **operation and maintenance of the streamflow gaging station, 09134100 North Fork Gunnison River below Paonia, CO**, herein called the program. The USGS legal authority is 43 USC 36C; 43 USC 50; and 43 USC 50b.
2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) includes In-Kind Services in the amount of **\$0.00**.
 - (a) **\$1,955.00** by the party of the first part during the period **July 1, 2020 to October 31, 2020**
 - (b) **\$3,972.00** by the party of the second part during the period **July 1, 2020 to October 31, 2020**
 - (c) Contributions are provided by the party of the first part through other USGS regional or national programs, in the amount of:

\$0.00 Description of USGS regional/national program: **NA**
 - (d) Additional or reduced amounts by each party during the above period or succeeding periods as may be determined by mutual agreement and set forth in an exchange of letters between the parties.
 - (e) The performance period may be changed by mutual agreement and set forth in an exchange of letters between the parties.
3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.
4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.
5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to insure the required standards of accuracy subject to modification by mutual agreement.
6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.
7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.
8. The maps, records or reports resulting from this program shall be made available to the public as promptly as possible. The maps, records or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program and, if already published by the party of the first part shall, upon request, be furnished by the party of the first part, at cost, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps, records or reports published by either party shall contain a statement of the cooperative relations between the parties. The Parties acknowledge that scientific information and data developed as a result of the scope of work are subject to applicable USGS review, approval, and release requirements, which are available on the USGS Fundamental Science Practices website (<https://www.usgs.gov/about/organization/science-support/science-quality-and-integrity/fundamental-science-practices>).
9. Billing for this agreement will be rendered **semi-annually (September and December)**. Invoices not paid within 60 days from date of bill will bear Interest, Penalties, and Administrative costs as the annual rate pursuant the Debt Collection Act of 1982, (codified at 31 U.S.C. 3717) established by the U.S. Treasury.

Form 9-1366
(May 2018)

**U.S. Department of the Interior
U.S. Geological Survey
Joint Funding Agreement
FOR WATER RESOURCES INVESTIGATIONS**

Customer No: 6000001053
Agreement No: 20REJFACO 113
Project No:
TIN #: 980204600
Fixed Cost Agreement Yes No

USGS Technical Point of Contact
Name: Steve Anders
Title: Supervisory Hydrologic Tech
Address: 445 W. Gunnison Ave Suite 130
City/State/Zip: Grand Junction, CO 81501
Telephone: 970-628-7140
Fax: 970-245-1026
Email: spanders@usgs.gov

Customer Technical Point of Contact
Name: Corinne Furgeson
Title: Town Administrator
Address: P.O. Box 460
City/State/Zip: Paonia, CO 81428
Telephone: 970-527-4101
Fax:
Email: corinne@townofpaonia.com

USGS Billing Point of Contact
Name: Donna Hector
Title: Administrative Officer
Address: P.O. Box 25046, Denver Federal Center
Address: Mail Stop 415
City/State/Zip: Lakewood, CO 80225
Telephone: 303-236-6903
Fax: 303-236-4912
Email: djhector@usgs.gov

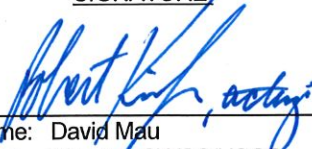
Customer Technical Point of Contact
Name: Corinne Furgeson
Title: Town Administrator
Address: P.O. Box 460
City/State/Zip: Paonia, CO 81428
Telephone: 970-527-4101
Fax:
Email: corinne@townofpaonia.com

U.S. Geological Survey
United States
Department of Interior

Town of Paonia

SIGNATURE

SIGNATURES

By:  Date: 11-8-19
Name: David Mau
Title: Director, CWSC/USGS

By: _____ Date: _____
Name:
Title:

By: _____ Date: _____
Name:
Title:

By: _____ Date: _____
Name:
Title:



Finance & Personnel
Governmental Affairs & Public Safety
Public Works-Utilities-Facilities


Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____


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


	Unused Paid Time Off Payout Request		
Summary:			
Notes:			
Possible Motions:			
Motion by: _____ 2 nd : _____ vote: _____			
Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Pattison:	Trustee Budinger:	Trustee Knutson:	Mayor Stewart:


PTO 2019 RECON

14.

EMPLOYEE	PSL	PTO	LIMIT	ACCR	R PR ACCR	USED	1ST PO 11-1 PR	TOTAL @ 11/1/2019	YE TOTAL	X-PO	COMP @ 11/1/2019
JONES	295.56	312.50	200	7.7	4	30.8	80	240.20	271.00	80.00	18.00
FERGUSON	160.88	312.50	200	7.7	4	30.8	80	240.20	271.00	80.00	281.25
MOJARRO		95.35	200	7.7	4	30.8	8.75	94.30	125.10		
FERGUSON	150.00	239.75	240	9.23	4	36.92	120	128.98	165.90		
HINYARD	229.10	298.44	240	7.7	4	30.8		306.14	336.94		
WINNETT		159.20	200	7.7	4	30.8		166.90	197.70		
PATTERSON		80.55	200	3.85	4	15.4	10.5	73.90	89.30		
VASSEL		23.90	200	7.7	4	30.8		31.60	62.40		
LOBERG	272.62	350.75	240	9.23	4	36.92	120	239.98	276.90	40.00	
REICH	323.50	199.06	280	10.77	4	43.08	40	169.83	212.91		
EDWARDS	23.42	82.16	280	10.77	4	43.08	8	84.93	128.01		
BEARDSLEE		45.50	200	7.7	4	30.8		53.20	84.00		
REDDEN		62.90	200	3.85	4	15.4		66.75	82.15		
VOIGHT		37.70	200	7.7	4	30.8	16	29.40	60.20		
	1,455.08	2,300.26						1,926.31	2,363.51	200.00	299.25

	Space 2 Create		
Summary:			
Notes:			
Possible Motions: Motion by: _____ 2 nd : _____ vote: _____			
Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Knutson:	Trustee Pattison:	Mayor Stewart:

	Tree Board		
Summary:			
Notes:			
Possible Motions: Motion by: _____ 2 nd : _____ vote: _____			
Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Knutson:	Trustee Pattison:	Mayor Stewart:

	Adjournment		
Summary:			
Notes:			
Possible Motions: Motion by: _____ 2 nd : _____ vote: _____			
Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Knutson:	Trustee Pattison:	Mayor Stewart: