



**TOWN OF PAONIA**  
**214 GRAND AVENUE**  
**REGULAR TOWN BOARD MEETING AGENDA**  
**TUESDAY, NOVEMBER 12, 2024 6:30 PM**  
**ZOOM INFO: [HTTPS://US02WEB.ZOOM.US/J/85820881901](https://us02web.zoom.us/j/85820881901)**

**Public Participation:** Must raise hand and be recognized by the Mayor, come to the podium and state your name and the street on which you live. Time limit is 3 minutes, one time per item. Direct all comments to the Mayor. No responses will be made by staff or Board during the meeting. No derogatory or demeaning statements or public displays. Please be respectful.

**Roll Call**

**Approval of Agenda**

**Announcements**

Proclamation - HopeWest: Hospice and Palliative Care Month

Appreciations - Trustee Swartz

[Proclamation](#) Supporting HopeWest Delta County

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

**Public Comment**

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

**Consent Agenda**

[September](#) 4, 2024 Joint Meeting

October 8, 2024 Regular Meeting Minutes

[11.12.2024](#) Disbursements

**Staff Reports**

[October](#) Budget to Actuals

[NFVAAC](#) Requested CDOT Airport (7V2) Economic Impact Report

**Actions & Presentations**

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

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

[Action](#) Item #2 Consideration of Re-applying for RAISE Grant

[Action](#) Item #3 Consideration of Digital Payment Processing Vendor Change

[Action](#) Item #4 Consideration of Purchasing Vac-Trailer for Public Works

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

[Action](#) Item #6 Ordinance No. 2024-05 Regulating Short Term Rentals

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

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

[Action](#) Item #9 Consideration of Surplus Vehicles and Equipment Disposal List

**Mayor & Trustee Reports**

**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.

# HOPEWEST DELTA COUNTY

State of Colorado

## PROCLAMATION

WHEREAS,

*For more than 30 years, HopeWest has been Delta County's community-owned, nonprofit organization where people turn when facing life's most difficult times; and*

WHEREAS,

*As a nationally recognized hospice, palliative care, adult bereavement, and children's bereavement program, HopeWest provides care to more than 4,000 individuals each year. With every year, the need for HopeWest services is growing; and*

WHEREAS,

*Hospice and Palliative Care Month highlights the importance of comfort for those facing aging, serious illness, or grief. HopeWest is privileged to provide exceptional care every day, helping patients and their families transform an overwhelming or fearful time into one of comfort, healing, and hope; and*

WHEREAS,

*This public declaration celebrates our community's unique spirit of helping each other every day and honors the compassion of the many nursing assistants, social workers, chaplains, physicians, counselors, registered nurses, and volunteers at HopeWest; and*

WHEREAS,

*Hospice and Palliative Care Month presents a unique opportunity to increase awareness of these programs and honor all who make them possible.*

NOW, THEREFORE,

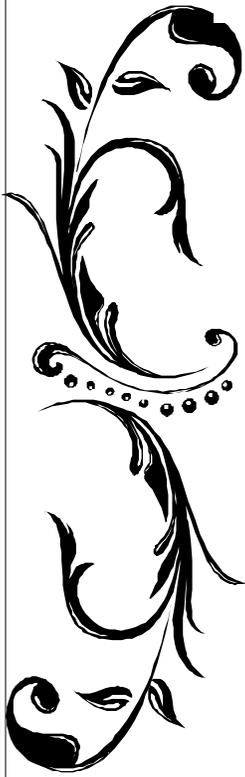
*I, Mayor Paige Smith, by the power vested in me as Mayor of the Town of Paonia, CO, do hereby proclaim November 2024 as*

### **"HOSPICE AND PALLIATIVE CARE MONTH"**

*in the Town of Paonia, CO and ask that the Town Trustees encourage the support and participation of friends, neighbors, colleagues and fellow citizens in hospice activities and programs now and throughout the year.*

*IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official Seal of Town of Paonia, CO this 12th day of November 2024.*

\_\_\_\_\_  
Paige Smith, Mayor



**Minutes**  
**Joint Board of Trustees & Planning Commission Meeting**  
**Town of Paonia, Colorado**  
**September 04, 2024**

**RECORD OF PROCEEDINGS**

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

**Roll Call**

Board of Trustee's

PRESENT

- Mayor Paige Smith
- Mayor Pro-Tem John Valentine
- Trustee Rick Stelter
- Trustee Kathy Swartz
- Trustee Walter Czech
- Trustee Lucy Hunter

Planning Commission

PRESENT

- Chair Suzanne Watson
- Vice-Chair Lyn Howe
- Commissioner Paige Smith
- Commissioner Lucy Hunter

ABSENT

- Commissioner Peter McCarthy

**Approval of Agenda**

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

The motion carries unanimously.

Chair Watson makes a motion, seconded by Commissioner Smith, to suspend approval of the August 19 Planning Commission Meeting minutes.

The motion carries unanimously.

Commissioner Smith makes a motion, seconded by Commissioner Hunter, to approve the Planning Commission Minutes without the August 19, 2024 minutes.

The motion carries unanimously.

**Actions & Presentations**

Item 1 - Appointment to the Zoning Board of Adjustment from the Planning Commission - Board of Trustees Decision

Trustee Hunter makes a motion, seconded by Trustee Swartz, to appoint Planning Commission Chair Suzanne Watson to the Zoning Board of Adjustments.

The motion carries unanimously.

Item 2 - Consideration of Ballot Language for Sidewalk Fee in The November Election

Trustee Swartz makes a motion, seconded by Trustee Hunter, to approve the Sidewalk Fee Ballot Language.

Public Comment:

S. Patterson: comments on plan

The motion carries unanimously.

Item 3 - Discussion & Consideration of Comprehensive (Master) Plan Completion

- DOLA Extension
- Statutorily Required Sections
- Hiring Consultant to Finalize Maps
- Goals and Objectives
- Setting Timeline to meet February 28, 2024 Deadline.

Commissioner Hunter makes a motion, seconded by Chair Watson to ask that the Board of Trustees instruct staff to prepare the Water element of the Comprehensive Plan by September 27, 2024.

The motion carries unanimously

Trustee Hunter makes a motion, seconded by Trustee Stelter to ask Town Administrator Wynn to have the draft Water Element done by September 27, 2024.

The motion carries unanimously.

Commissioner Howe makes a motion, seconded by Commissioner Hunter, to ask the Board of Trustees to ask Town Administrator Wynn to come up with objectives, goals and policies for the housing element of the Master Plan.

The motion carries unanimously

Trustee Stelter makes a motion, seconded by Trustee Hunter to direct Town Administrator Wynn to come up with objectives, goals and policies for the housing element of the Master Plan.

The motion carries unanimously.

Trustee Swartz makes a motion to rescind the Board of Trustees deadline of February 28, 2025.

The motion dies for lack of a second.

**Adjournment**

The meeting adjourns at 8:43 PM.

\_\_\_\_\_  
Samira M Vetter, Town Clerk

\_\_\_\_\_  
Paige Smith, Mayor

**Minutes**  
**Regular Town Board Meeting**  
**Town of Paonia, Colorado**  
**October 08, 2024**

**RECORD OF PROCEEDINGS**

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

**Roll Call**

PRESENT

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

**Approval of Agenda**

Trustee Stelter makes a motion, seconded by Mayor Pro-Tem Valentine, to approve the agenda without “Appreciations”.

The motion carries unanimously.

**Announcements**

None.

**Public Comment**

S. Dangremond: comments on Town funding.

M. Durlin: comments on an article.

T. Markle: comments on procedures

**Consent Agenda**

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

The motion carries unanimously.

**Staff Reports**

Town Administrator Wynn gives his verbal report

Police Chief Laiminger gives his verbal report.

**Actions & Presentations**

Agenda Item #1: Consideration of Directing Staff to Get Estimates to Upgrade Board Room A/V to Provide Accessibility.

Trustee Swartz makes a motion, seconded by Trustee Stelter, to direct staff to get estimates to upgrade the board room audio/video system to provide accessibility.

The motion carries unanimously.

**Executive Session**

Trustee Heck makes motion, seconded by Trustee Stelter, to go into Executive Session for discussion of a personnel matter under C.R.S. 24-6-402(2)(f) and NOT involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees, for Town Administrator Stefen Wynn.

Executive Session Start Time: 7:00PM

Executive Session End Time: 7:40PM

Participants in the Executive Session included Mayor Smith, Mayor Pro-Tem Valentine, Trustee Stelter, Trustee Swartz, Trustee Czech (Zoom), Trustee Heck, Town Administrator Wynn (Zoom), Town Attorney Buchner (Zoom).

No concerns are stated for the record.

Trustee Stelter makes a motion, seconded by Trustee Heck, to have the mayor read the scores on the personnel evaluation.

The motion carries unanimously.

Mayor Smith provides the average scores for each of the seven elements, being 1.) Elected Body Relationships score 3.75, 2.) Organization & Supervisory Skills score 3.75, 3.) Community Relations score 3.25, 4.) Fiscal Performance score 3.5, 5.) Intergovernmental and Agency Relations score 3.5, 6.) Communication score 3.25, 7.) Personal score 3.5. The overall rating average is 3.5 (out of 4), being exceptional and outstanding.

Trustee Swartz adds that the goals set were agreed upon by the Board with Town Administrator Wynn adding two additional goals.

Mayor Smith adds that the two new goals set by Town Administrator Wynn be added to the table as an end note to the agenda packet for the next administrator’s report of October 22, 2024.

Trustee Stelter notes that there is a signature line on the form to sign.

Trustee Stelter makes a motion, seconded by Trustee Swartz, to have the Mayor sign for the entire board.

The motion carries unanimously.

**Mayor & Trustee Reports**

None

**Adjournment**

Mayor Smith adjourns the meeting at 7:45 PM.

\_\_\_\_\_  
Ruben Santiago, Deputy Clerk

\_\_\_\_\_  
Paige Smith, Mayor

OS KS

ADP, INC

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
1352	ADP, INC	6732013437	WORKFORCE PAYROLL SOLUTI	10/18/2024	171.08		10-41-20 LEGAL, ENGINEERING & PR	11/30/2024
Total ADP, INC:					171.08			

All Copy Products Inc

1268	All Copy Products Inc	5031707380	COPIER - ADMIN	10/11/2024	206.97		10-41-25 TOWN HALL EXPENSE	11/30/2024
1268	All Copy Products Inc	5031707380	COPIER - WATER	10/11/2024	206.97		60-50-25 SHOP EXPENSE	11/30/2024
1268	All Copy Products Inc	5031707380	COPIER - WASTEWATER	10/11/2024	206.97		70-51-25 SHOP EXPENSE	11/30/2024
1268	All Copy Products Inc	5031707380	COPIER - SANITATION	10/11/2024	206.98		80-52-25 SHOP EXPENSE	11/30/2024
Total All Copy Products Inc:					827.89			

Archuleta, Benny

1245	Archuleta, Benny	ARCH10-1-202	CERTIFIED OPERATOR IN CHA	11/01/2024	750.00		70-51-20 LEGAL, ENGINEERING & PR	11/30/2024
1245	Archuleta, Benny	ARCH10-1-202	CERTIFIED OPERATOR IN CHA	11/01/2024	750.00		60-50-20 LEGAL, ENGINEERING & PR	11/30/2024
Total Archuleta, Benny:					1,500.00			

Badger Meter, Inc.

654	Badger Meter, Inc.	80174369	Beacon MBL HUOSTING SERVIC	10/30/2024	80.56		60-50-31 DUES & SUBSCRIPTIONS	11/30/2024
Total Badger Meter, Inc.:					80.56			

BARDESSONA, BRAD

1395	BARDESSONA, BRAD	20241024	reimbursemet for vehicle ailgnme	10/24/2024	114.99		10-42-22 REPAIRS & MAINTENANCE	11/30/2024
Total BARDESSONA, BRAD:					114.99			

BERG, DUNCAN

1418	BERG, DUNCAN	50420001-BER	ACCT: 5.04200.01 - FINAL BILLIN	10/30/2024	22.48		09-0107 UTILITY CASH CLEARING AC	11/30/2024
Total BERG, DUNCAN:					22.48			

Black Hills Energy

987	Black Hills Energy	0878832035-1	GAS UTILITY CHARGES FOR 60	10/21/2024	37.23		10-46-28 UTILITIES	11/30/2024
987	Black Hills Energy	5058039592-1	STREETS - GAS UTILITIES	10/21/2024	11.37		10-45-28 UTILITIES	11/30/2024
987	Black Hills Energy	5058039592-1	WATER - GAS UTILITIES	10/21/2024	11.37		60-50-28 UTILITIES	11/30/2024
987	Black Hills Energy	5058039592-1	WW - GAS UTILITIES	10/21/2024	11.37		70-51-28 UTILITIES	11/30/2024
987	Black Hills Energy	5058039592-1	SANITATION - GAS UTILITIES	10/21/2024	11.36		80-52-28 UTILITIES	11/30/2024
987	Black Hills Energy	5315712897-1	GAS UTILITIES - 214 GRAND AV	10/22/2024	28.04		10-41-28 UTILITIES	10/31/2024
987	Black Hills Energy	5315712897-1	GAS UTILITIES - 214 GRAND AV	10/22/2024	28.05		10-42-28 UTILITIES	10/31/2024
987	Black Hills Energy	9843021504-1	GAS UTILITY CHARGES FOR 41	10/21/2024	30.05		60-50-28 UTILITIES	11/30/2024



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Total Black Hills Energy:								
					168.84			
Bruin Waste								
1307	Bruin Waste	2032016	PORTA-A-POTTY - LAMBORN M	10/16/2024	99.75		60-50-24 RENTALS	11/30/2024
1307	Bruin Waste	2032019	PORTA-POTTY - 332 4TH STRE	10/16/2024	231.00		10-46-24 RENTALS	11/30/2024
1307	Bruin Waste	2032092	PORTA-POTTY - 40571 O ROAD	10/16/2024	168.00		10-46-24 RENTALS	11/30/2024
Total Bruin Waste:								
					498.75			
Cedar Creek Supply LLC								
1284	Cedar Creek Supply LLC	INV-04427	T-CHLOR SODIUM HYPCHLORI	09/19/2024	1,659.75		60-50-16 OPERATING SUPPLIES	11/30/2024
1284	Cedar Creek Supply LLC	INV-04448	T-CHLOR SODIUM HYPCHLORI	10/17/2024	756.25		70-51-16 OPERATING SUPPLIES	11/30/2024
1284	Cedar Creek Supply LLC	INV-04449	T-CHLOR SODIUM HYPCHLORI	10/17/2024	1,934.25		60-50-14 CHEMICALS	11/30/2024
1284	Cedar Creek Supply LLC	INV-0451	SODIUM THIOSULFATE, LAGOO	10/24/2024	1,756.00		70-51-16 OPERATING SUPPLIES	11/30/2024
Total Cedar Creek Supply LLC:								
					6,106.25			
City Of Grand Junction								
673	City Of Grand Junction	2024-0007352	LAB TESTING FOR SEPTEMBE	10/17/2024	131.00		70-51-20 LEGAL, ENGINEERING & PR	11/30/2024
Total City Of Grand Junction:								
					131.00			
Clayton M. Buchner Attorney at Law, LLC								
1392	Clayton M. Buchner Attorney at La	0860	TOWN ATTORNEY FEES FOR 9/	10/01/2024	1,650.00		10-41-20 LEGAL, ENGINEERING & PR	11/30/2024
1392	Clayton M. Buchner Attorney at La	0867	TOWN ATTORNEY FEES FOR 10	11/01/2024	1,650.00		10-41-20 LEGAL, ENGINEERING & PR	11/30/2024
Total Clayton M. Buchner Attorney at Law, LLC:								
					3,300.00			
Delta County Landfill								
56	Delta County Landfill	431279	Landfill Fee	10/21/2024	466.25		80-52-42 LANDFILL FEES	11/30/2024
56	Delta County Landfill	431507	Landfill Fee	10/23/2024	495.00		80-52-42 LANDFILL FEES	11/30/2024
56	Delta County Landfill	431848	Landfill Fee	10/28/2024	441.50		80-52-42 LANDFILL FEES	11/30/2024
56	Delta County Landfill	432019	Landfill Fee	11/01/2024	478.25		80-52-42 LANDFILL FEES	11/30/2024
Total Delta County Landfill:								
					1,879.00			
Delta Montrose Electric Assn.								
43	Delta Montrose Electric Assn.	208861002024	HMVY 133 (sewage treatment plant	11/01/2024	3,060.79		70-51-28 UTILITIES	11/30/2024
43	Delta Montrose Electric Assn.	MULTIPLE - 41	Electric Bill 320012500 09/09/202	10/28/2024	692.16		10-45-28 UTILITIES	11/30/2024
43	Delta Montrose Electric Assn.	MULTIPLE - 41	Electric Bill 3200690300 09/09/20	10/28/2024	208.63		10-41-28 UTILITIES	11/30/2024
43	Delta Montrose Electric Assn.	MULTIPLE - 41	Electric Bill 3200690300 09/09/20	10/28/2024	208.63		10-42-28 UTILITIES	11/30/2024
43	Delta Montrose Electric Assn.	MULTIPLE - 41	Electric Bill 3140305400 09/09/20	10/28/2024	227.28		10-46-28 UTILITIES	11/30/2024
43	Delta Montrose Electric Assn.	MULTIPLE - 41	Electric Bill 3140124001 09/09/20	10/28/2024	134.88		10-45-28 UTILITIES	11/30/2024



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
43	Delta Montrose Electric Assn.	MULTIPLE - 41	Electric Bill 3180027500 09/09/20	10/28/2024	32.07		10-45-28 UTILITIES	11/30/2024
43	Delta Montrose Electric Assn.	MULTIPLE - 41	Electric Bill 3180027500 09/09/20	10/28/2024	32.07		60-50-28 UTILITIES	11/30/2024
43	Delta Montrose Electric Assn.	MULTIPLE - 41	Electric Bill 3180027500 09/09/20	10/28/2024	32.08		70-61-28 UTILITIES	11/30/2024
43	Delta Montrose Electric Assn.	MULTIPLE - 41	Electric Bill 3180027500 09/09/20	10/28/2024	32.08		80-52-28 UTILITIES	11/30/2024
43	Delta Montrose Electric Assn.	MULTIPLE - 41	Electric Bill 3120200000 09/09/20	10/28/2024	52.88		10-46-28 UTILITIES	11/30/2024
43	Delta Montrose Electric Assn.	MULTIPLE - 41	Electric Bill 31400308201 09/09/20	10/28/2024	39.85		10-46-28 UTILITIES	11/30/2024
43	Delta Montrose Electric Assn.	MULTIPLE - 41	Electric Bill 3140015008 09/09/20	10/28/2024	30.50		10-46-28 UTILITIES	11/30/2024
43	Delta Montrose Electric Assn.	MULTIPLE - 41	Electric Bill 20992900 09/09/2024	10/28/2024	42.10		10-46-28 UTILITIES	11/30/2024
43	Delta Montrose Electric Assn.	MULTIPLE - 41	Electric Bill 9896013000 09/09/20	10/28/2024	30.50		10-46-28 UTILITIES	11/30/2024
43	Delta Montrose Electric Assn.	MULTIPLE - 41	Electric Bill 20886100 09/16/2024	10/28/2024	2,446.08		70-51-28 UTILITIES	11/30/2024
43	Delta Montrose Electric Assn.	MULTIPLE-416	3080629100	10/29/2024	1,323.43		60-50-28 UTILITIES	11/30/2024
43	Delta Montrose Electric Assn.	MULTIPLE-416	3100701901	10/29/2024	182.06		60-50-28 UTILITIES	11/30/2024
43	Delta Montrose Electric Assn.	MULTIPLE-416	3080270000	10/29/2024	172.34		60-50-28 UTILITIES	11/30/2024
43	Delta Montrose Electric Assn.	MULTIPLE-416	3100003000	10/29/2024	37.84		10-46-28 UTILITIES	11/30/2024
43	Delta Montrose Electric Assn.	MULTIPLE-416	3200125000	10/29/2024	33.10		60-50-28 UTILITIES	11/30/2024
43	Delta Montrose Electric Assn.	MULTIPLE-416	3200690300	10/29/2024	692.16		10-45-28 UTILITIES	11/30/2024
43	Delta Montrose Electric Assn.	MULTIPLE-416	3200690300	10/29/2024	158.90		10-41-28 UTILITIES	11/30/2024
43	Delta Montrose Electric Assn.	MULTIPLE-416	3200690300	10/29/2024	158.91		10-42-28 UTILITIES	11/30/2024
43	Delta Montrose Electric Assn.	MULTIPLE-416	3140305400	10/29/2024	236.28		10-46-28 UTILITIES	11/30/2024
43	Delta Montrose Electric Assn.	MULTIPLE-416	3140124001	10/29/2024	103.98		10-45-28 UTILITIES	11/30/2024
43	Delta Montrose Electric Assn.	MULTIPLE-416	3180027500	10/29/2024	25.74		10-45-28 UTILITIES	11/30/2024
43	Delta Montrose Electric Assn.	MULTIPLE-416	3180027500	10/29/2024	25.74		60-50-28 UTILITIES	11/30/2024
43	Delta Montrose Electric Assn.	MULTIPLE-416	3180027500	10/29/2024	25.74		70-51-28 UTILITIES	11/30/2024
43	Delta Montrose Electric Assn.	MULTIPLE-416	3180027500	10/29/2024	25.74		80-52-28 UTILITIES	11/30/2024
43	Delta Montrose Electric Assn.	MULTIPLE-416	3140015008	10/29/2024	68.39		10-46-28 UTILITIES	11/30/2024
43	Delta Montrose Electric Assn.	MULTIPLE-416	3140308201	10/29/2024	60.81		10-46-28 UTILITIES	11/30/2024
43	Delta Montrose Electric Assn.	MULTIPLE-416	3120200000	10/29/2024	58.80		10-46-28 UTILITIES	11/30/2024
43	Delta Montrose Electric Assn.	MULTIPLE-416	20992900	10/29/2024	42.93		10-46-28 UTILITIES	11/30/2024
43	Delta Montrose Electric Assn.	MULTIPLE-416	9805013000	10/29/2024	30.74		10-46-28 UTILITIES	11/30/2024
Total Delta Montrose Electric Assn.:					10,766.20			
Dependable Lumber, Inc.								
46	Dependable Lumber, Inc.	2410-058357	CONCRETE FOR TOWN HALL P	10/08/2024	18.38		10-45-22 REPAIRS & MAINTENANCE	11/30/2024
46	Dependable Lumber, Inc.	2410-059849	3/4" DRILL & TAPPING SCREWS	10/16/2024	5.20		80-52-23 VEHICLE EXPENSE	11/30/2024
46	Dependable Lumber, Inc.	2410-059850	1/2" DRILL & TAPPING SCREWS	10/16/2024	6.40		80-52-23 VEHICLE EXPENSE	11/30/2024
46	Dependable Lumber, Inc.	2410-058891	QUICK LINK FOR PARK SWING	10/17/2024	6.49		10-46-22 REPAIRS & MAINTENANCE	11/30/2024
46	Dependable Lumber, Inc.	2410-058986	EAR PLUGS FOR CLINT	10/17/2024	2.99		80-52-25 SHOP EXPENSE	11/30/2024
46	Dependable Lumber, Inc.	2410-058910	1/4" QUICK LINKS FOR PARK S	10/17/2024	4.98		10-46-22 REPAIRS & MAINTENANCE	11/30/2024
46	Dependable Lumber, Inc.	2410-060607	RAT TRAPS	10/22/2024	5.58		60-50-25 SHOP EXPENSE	11/30/2024
46	Dependable Lumber, Inc.	2410-060912	PLUMBING ELBOW FOR PARKS	10/23/2024	19.99		10-46-22 REPAIRS & MAINTENANCE	11/30/2024
46	Dependable Lumber, Inc.	2410-060933	PIPE, NIPPLE, BALL VALVE FOR	10/23/2024	10.57		10-46-22 REPAIRS & MAINTENANCE	11/30/2024
46	Dependable Lumber, Inc.	2410-060957	BALL VALVE, CLOSE NIPPLE, R	10/23/2024	16.97		10-46-22 REPAIRS & MAINTENANCE	11/30/2024
46	Dependable Lumber, Inc.	2410-060958	RETURN OF NOT NEEDED NIPP	10/23/2024	8.28		10-46-22 REPAIRS & MAINTENANCE	11/30/2024



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46	Dependable Lumber, Inc.	2410-060966	REDUCER BUSHING FOR PARK	10/23/2024	2.49		10-46-22 REPAIRS & MAINTENANCE	11/30/2024
46	Dependable Lumber, Inc.	2410-061007	2X6 BRS NIPPLE	10/24/2024	70.99		10-46-22 REPAIRS & MAINTENANCE	11/30/2024
46	Dependable Lumber, Inc.	2410-061081	NIPPLES: 1X4, 1X6, 1X12	10/24/2024	7.47		10-46-22 REPAIRS & MAINTENANCE	11/30/2024
46	Dependable Lumber, Inc.	2410-061129	CAP, PVC, NIPPLE	10/28/2024	11.77		10-46-22 REPAIRS & MAINTENANCE	11/30/2024
46	Dependable Lumber, Inc.	2410-061700	MALE REDUCING ADAPTER & 1	10/28/2024	6.28		10-46-22 REPAIRS & MAINTENANCE	11/30/2024
46	Dependable Lumber, Inc.	2410-061751	5 GALLON PLASTIC LIDS	10/28/2024	13.96		10-45-25 SHOP EXPENSE	11/30/2024
46	Dependable Lumber, Inc.	2410-061872	RAT GLUE BOARD	10/29/2024	7.98		60-50-40 MISCELLANEOUS	11/30/2024
46	Dependable Lumber, Inc.	2411-062616	X/L/G GLOVES	11/04/2024	41.48		80-52-25 SHOP EXPENSE	11/30/2024

Total Dependable Lumber, Inc.: 251.69

<b>Duckworks Auto Parts Inc</b>								
50	Duckworks Auto Parts Inc	03670022782	COMPRESSED OXYGEN	10/24/2024	6.68		60-50-25 SHOP EXPENSE	11/30/2024
50	Duckworks Auto Parts Inc	03670022782	COMPRESSED OXYGEN	10/24/2024	6.69		70-51-25 SHOP EXPENSE	11/30/2024
50	Duckworks Auto Parts Inc	03670022782	COMPRESSED OXYGEN	10/24/2024	6.69		80-52-25 SHOP EXPENSE	11/30/2024
50	Duckworks Auto Parts Inc	03670022913	CAP	10/25/2024	6.43		80-52-25 SHOP EXPENSE	11/30/2024

Total Duckworks Auto Parts Inc: 26.49

<b>EAGLE WASH</b>								
1367	EAGLE WASH	1006	CAR WASH SERVICES 9/16/24-1	10/22/2024	2.29		10-42-23 VEHICLE EXPENSE	11/30/2024
1367	EAGLE WASH	1006	CAR WASH SERVICES 9/16/24-1	10/22/2024	2.29		10-45-23 VEHICLE EXPENSE	11/30/2024
1367	EAGLE WASH	1006	CAR WASH SERVICES 9/16/24-1	10/22/2024	2.29		10-46-23 VEHICLE EXPENSE	11/30/2024
1367	EAGLE WASH	1006	CAR WASH SERVICES 9/16/24-1	10/22/2024	2.29		60-50-23 VEHICLE EXPENSE	11/30/2024
1367	EAGLE WASH	1006	CAR WASH SERVICES 9/16/24-1	10/22/2024	2.30		70-51-23 VEHICLE EXPENSE	11/30/2024
1367	EAGLE WASH	1006	CAR WASH SERVICES 9/16/24-1	10/22/2024	2.30		80-52-23 VEHICLE EXPENSE	11/30/2024

Total EAGLE WASH: 13.76

<b>Elevate Fiber</b>								
986	Elevate Fiber	MULTIPLE-416	Internet- 66210-1-0092024	10/29/2024	40.00		10-41-29 TELEPHONE & INTERNET	11/30/2024
986	Elevate Fiber	MULTIPLE-416	Internet- 66210-1-0092024	10/29/2024	40.01		10-42-29 TELEPHONE & INTERNET	11/30/2024
986	Elevate Fiber	MULTIPLE-416	Internet- 66210-1-0092024	10/29/2024	79.98		60-50-29 TELEPHONE & INTERNET	11/30/2024
986	Elevate Fiber	MULTIPLE-416	Internet- 66210-1-0092024	10/29/2024	79.98		70-51-29 TELEPHONE & INTERNET	11/30/2024
986	Elevate Fiber	MULTIPLE-416	Internet- 66210-1-0092024	10/29/2024	79.98		80-52-29 TELEPHONE & INTERNET	11/30/2024
986	Elevate Fiber	MULTIPLE-416	Internet- 277710-1-0092024	10/29/2024	129.94		60-50-29 TELEPHONE & INTERNET	11/30/2024
986	Elevate Fiber	MULTIPLE-416	Internet- 3140305401-10092024-ONE-TIM	10/29/2024	100.00		10-43-29 TELEPHONE & INTERNET	11/30/2024
986	Elevate Fiber	MULTIPLE-416	Internet- 1198710-1-0092024	10/29/2024	10.00		10-45-29 TELEPHONE & INTERNET	11/30/2024
986	Elevate Fiber	MULTIPLE-416	Internet- 1198710-1-0092024	10/29/2024	10.01		10-46-29 TELEPHONE & INTERNET	11/30/2024
986	Elevate Fiber	MULTIPLE-416	Internet- 1198710-1-0092024	10/29/2024	19.98		60-50-29 TELEPHONE & INTERNET	11/30/2024
986	Elevate Fiber	MULTIPLE-416	Internet- 1198710-1-0092024	10/29/2024	19.98		70-51-29 TELEPHONE & INTERNET	11/30/2024
986	Elevate Fiber	MULTIPLE-416	Internet- 1198710-1-0092024	10/29/2024	19.98		80-52-29 TELEPHONE & INTERNET	11/30/2024
986	Elevate Fiber	MULTIPLE-416	Internet- 1277710-1-0092024	10/29/2024	79.95		70-51-29 TELEPHONE & INTERNET	11/30/2024



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	Total Elevate Fiber:				709.79			
	<b>Empower Trust Company LLC</b>							
	1190 Empower Trust Company LLC	P101822024	Retirement Plan PPE101822024	10/18/2024	3,548.83		10-0220 RETIREMENT PLAN	11/30/2024
	Total Empower Trust Company LLC:				3,548.83			
	<b>Empowered Energy Systems LLC</b>							
	1098 Empowered Energy Systems LLC	183	LABOR FOR MICRO INVERTER	11/06/2024	195.00		10-41-22 REPAIRS & MAINTENANCE	11/30/2024
	Total Empowered Energy Systems LLC:				195.00			
	<b>Fire &amp; Police Pension Assn.</b>							
	63 Fire & Police Pension Assn.	PPE10112024	Pay Period Ending 10/11/2024	10/11/2024	3,193.19		10-0219 FPPA	11/30/2024
	63 Fire & Police Pension Assn.	PPE10112024	Pay Period Ending 10/11/2024	10/11/2024	522.52		10-42-12 FPPA D&D	11/30/2024
	Total Fire & Police Pension Assn.:				3,715.71			
	<b>ICMA Membership Renewals</b>							
	928 ICMA Membership Renewals	WYNN-2025-D	2025 ICMA MEMBERSHIP DUES:	10/15/2024	161.68		10-41-31 DUES & SUBSCRIPTIONS	11/30/2024
	928 ICMA Membership Renewals	WYNN-2025-D	2025 ICMA MEMBERSHIP DUES:	10/15/2024	161.68		80-50-31 DUES & SUBSCRIPTIONS	11/30/2024
	928 ICMA Membership Renewals	WYNN-2025-D	2025 ICMA MEMBERSHIP DUES:	10/15/2024	161.68		70-51-31 DUES & SUBSCRIPTIONS	11/30/2024
	928 ICMA Membership Renewals	WYNN-2025-D	2025 ICMA MEMBERSHIP DUES:	10/15/2024	161.68		80-52-31 DUES & SUBSCRIPTIONS	11/30/2024
	Total ICMA Membership Renewals:				646.72			
	<b>Leon, Susan</b>							
	470 Leon, Susan	LEON-11-2024	Cleaning Contract FOR 11/2024	11/01/2024	775.00		10-41-02 TOWN ADMIN/CONTRACT L	11/30/2024
	Total Leon, Susan:				775.00			
	<b>McCandless Truck Center LLC</b>							
	896 McCandless Truck Center LLC	P105107962:0	20 UNITS OF DIESEL EXHAUST	10/28/2024	259.00		80-52-23 VEHICLE EXPENSE	11/30/2024
	Total McCandless Truck Center LLC:				259.00			
	<b>MEGAN BARDESSONA</b>							
	1410 MEGAN BARDESSONA	0002	BLUE/PINK BADGE STICKERS	10/31/2024	250.00		10-42-16 OPERATING SUPPLIES	11/30/2024
	Total MEGAN BARDESSONA:				250.00			
	<b>Mesa County Public Health Regional Lab</b>							
	763 Mesa County Public Health Regio	11794	total coliform w/E coil 11042024	11/05/2024	25.00		70-51-20 LEGAL, ENGINEERING & PR	11/30/2024



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763	Mesa County Public Health Regio	11800	total coliform w/E. coli 11/04/2024	11/05/2024	25.00		70-51-20 LEGAL, ENGINEERING & PR	11/30/2024
Total Mesa County Public Health Regional Lab:					50.00			
<b>NAPA - Paonia Auto Parts</b>								
122	NAPA - Paonia Auto Parts	415708	KEY FOB BATTERY	10/01/2024	7.78		10-42-23 VEHICLE EXPENSE	11/30/2024
122	NAPA - Paonia Auto Parts	416127	WELDABLE STEEL FOR TRASH	10/16/2024	20.22		80-52-23 VEHICLE EXPENSE	11/30/2024
122	NAPA - Paonia Auto Parts	416149	AIR FILTER AND WINDSHIELD	10/17/2024	15.81		10-46-23 VEHICLE EXPENSE	11/30/2024
122	NAPA - Paonia Auto Parts	416149	AIR FILTER AND WINDSHIELD	10/17/2024	15.82		10-45-23 VEHICLE EXPENSE	11/30/2024
122	NAPA - Paonia Auto Parts	416149	AIR FILTER AND WINDSHIELD	10/17/2024	15.82		70-51-23 VEHICLE EXPENSE	11/30/2024
122	NAPA - Paonia Auto Parts	416152	AIR FILTER AND WINDSHIELD	10/17/2024	15.82		60-50-23 VEHICLE EXPENSE	11/30/2024
122	NAPA - Paonia Auto Parts	416265	MARINE ANTFREEZE FOR APP	10/21/2024	38.10		10-46-16 OPERATING SUPPLIES	11/30/2024
122	NAPA - Paonia Auto Parts	416277	OIL & OIL FILTER - AJO440	10/22/2024	103.08		10-41-22 REPAIRS & MAINTENANCE	11/30/2024
122	NAPA - Paonia Auto Parts	416287	STRUTS AND BALL JOINTS FOR	10/22/2024	1,100.22		10-42-23 VEHICLE EXPENSE	11/30/2024
122	NAPA - Paonia Auto Parts	416287	WD40 & FREEZE OFF	10/22/2024	31.52		80-52-23 VEHICLE EXPENSE	11/30/2024
122	NAPA - Paonia Auto Parts	416490	20 INCH EXACT FIT BLADES	10/28/2024	25.56		10-46-23 VEHICLE EXPENSE	11/30/2024
122	NAPA - Paonia Auto Parts	416506	MARINE ANTFREEZE FOR SPR	10/29/2024	38.10		10-46-23 VEHICLE EXPENSE	11/30/2024
122	NAPA - Paonia Auto Parts	416537	WINDSHIELD WASH FOR 2 TON	10/30/2024	23.48		10-45-23 VEHICLE EXPENSE	11/30/2024
122	NAPA - Paonia Auto Parts	416562	ENGIN OIL FILTER	10/31/2024	8.40		10-46-23 VEHICLE EXPENSE	11/30/2024
Total NAPA - Paonia Auto Parts:					1,459.73			
<b>Norris, Mary</b>								
991	Norris, Mary	NORRIS-11-20	11/2024 PENSION PAYMENT	11/01/2024	560.00		60-50-08 PENSION BENEFITS	11/30/2024
991	Norris, Mary	NORRIS-11-20	11/2024 PENSION PAYMENT	11/01/2024	560.00		70-51-08 PENSION BENEFITS	11/30/2024
Total Norris, Mary:					1,120.00			
<b>One Delta County: An Economic Alliance</b>								
1168	One Delta County: An Economic	2024-040	CLASS 2024,10,22 NF - POSITV	10/23/2024	273.00		10-41-26 TRAVEL, MEETINGS & TRAI	11/30/2024
1168	One Delta County: An Economic	2024-040	CLASS 2024,10,22 NF - POSITV	10/23/2024	273.00		60-50-26 TRAVEL, MEETINGS & TRAI	11/30/2024
1168	One Delta County: An Economic	2024-040	CLASS 2024,10,22 NF - POSITV	10/23/2024	273.00		70-51-26 TRAVEL, MEETINGS & TRAI	11/30/2024
1168	One Delta County: An Economic	2024-040	CLASS 2024,10,22 NF - POSITV	10/23/2024	273.00		80-52-26 TRAVEL, MEETINGS & TRAI	11/30/2024
1168	One Delta County: An Economic	2024-040	CLASS 2024,10,22 NF - POSITV	10/23/2024	273.00		10-45-26 TRAVEL, MEETINGS & TRAI	11/30/2024
1168	One Delta County: An Economic	2024-040	CLASS 2024,10,22 NF - POSITV	10/23/2024	273.00		60-50-26 TRAVEL, MEETINGS & TRAI	11/30/2024
1168	One Delta County: An Economic	2024-040	CLASS 2024,10,22 NF - POSITV	10/23/2024	273.00		70-51-26 TRAVEL, MEETINGS & TRAI	11/30/2024
1168	One Delta County: An Economic	2024-040	CLASS 2024,10,22 NF - POSITV	10/23/2024	273.00		80-52-26 TRAVEL, MEETINGS & TRAI	11/30/2024
1168	One Delta County: An Economic	2024-040	CLASS 2024,10,22 NF - POSITV	10/23/2024	728.00		10-42-26 TRAVEL, MEETINGS & TRAI	11/30/2024
Total One Delta County: An Economic Alliance:					2,912.00			
<b>Paonia Farm &amp; Home Supply Inc</b>								
125	Paonia Farm & Home Supply Inc	204429	ROPE TO CLEAR CULVERT AT	10/17/2024	10.99		70-51-22 REPAIRS & MAINTENANCE	11/30/2024
125	Paonia Farm & Home Supply Inc	204984	LOCKNUT FOR TOWN PARK PU	10/24/2024	1.99		10-46-22 REPAIRS & MAINTENANCE	11/30/2024



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125	Paonia Farm & Home Supply Inc	205020	BUSHING, ADAPTERS FOR TO	10/24/2024	36.76		10-46-22 REPAIRS & MAINTENANCE	11/30/2024
125	Paonia Farm & Home Supply Inc	205081	MAGIC ERASERS FOR GRAFIT	10/25/2024	7.98		10-46-22 REPAIRS & MAINTENANCE	11/30/2024
125	Paonia Farm & Home Supply Inc	205484	PONCHO AND GLOVES	10/30/2024	19.97		80-52-16 OPERATING SUPPLIES	11/30/2024
Total Paonia Farm & Home Supply Inc:					77.69			
<b>Roop Excavating LLC</b>								
931	Roop Excavating LLC	R24-378	3/4 SCREEN ROCK & DELIVERY	10/16/2024	220.00		60-50-25 SHOP EXPENSE	11/30/2024
931	Roop Excavating LLC	R24-378	3/4 SCREEN ROCK & DELIVERY	10/16/2024	220.00		70-51-25 SHOP EXPENSE	11/30/2024
Total Roop Excavating LLC:					440.00			
<b>SGM, INC.</b>								
1335	SGM, INC.	2013-471.013-	2MG TANK RE-COATING PROF.	10/24/2024	4,230.00		60-50-20 LEGAL, ENGINEERING & PR	11/30/2024
1335	SGM, INC.	2013-471.014-	5TH/GRAND RE-ALIGNMENT PR	10/24/2024	6,130.25		10-45-20 LEGAL, ENGINEERING & PR	11/30/2024
1335	SGM, INC.	2013-471.016-	GIS MAPPING SIDEWALK PROF.	10/24/2024	40.00		60-50-20 LEGAL, ENGINEERING & PR	11/30/2024
1335	SGM, INC.	2013-471.016-	GIS MAPPING SIDEWALK PROF.	10/24/2024	40.00		10-46-20 LEGAL, ENGINEERING & PR	11/30/2024
1335	SGM, INC.	2013-471.016-	GIS MAPPING SIDEWALK PROF.	10/24/2024	40.00		10-46-20 LEGAL, ENGINEERING & PR	11/30/2024
1335	SGM, INC.	2013-471.016-	GIS MAPPING SIDEWALK PROF.	10/24/2024	40.00		70-51-20 LEGAL, ENGINEERING & PR	11/30/2024
Total SGM, INC.:					10,520.25			
<b>Southwestern Systems, Inc</b>								
152	Southwestern Systems, Inc	203404	Jet Clean & TV Inspection SERVI	10/30/2024	1,755.02		70-51-22 REPAIRS & MAINTENANCE	11/30/2024
Total Southwestern Systems, Inc:					1,755.02			
<b>Technical College of the Rockies</b>								
1214	Technical College of the Rockies	24-0516	TRAIN THE TRAINER CLASS 111	10/17/2024	517.00		10-42-26 TRAVEL, MEETINGS & TRAI	11/30/2024
Total Technical College of the Rockies:					517.00			
<b>THE HARTFORD</b>								
1404	THE HARTFORD	857909846841	INSURANCE PREMIUM COVER	10/31/2024	264.13		10-0226 THE HARTFORD	11/30/2024
Total THE HARTFORD:					264.13			
<b>T-MOBILE</b>								
1374	T-MOBILE	266033839-21	PD	10/30/2024	109.97		10-42-29 TELEPHONE & INTERNET	11/30/2024
1374	T-MOBILE	266033839-21	STREETS	10/30/2024	18.33		10-45-29 TELEPHONE & INTERNET	11/30/2024
1374	T-MOBILE	266033839-21	PARKS & REC	10/30/2024	18.33		10-46-29 TELEPHONE & INTERNET	11/30/2024
1374	T-MOBILE	266033839-21	WATER	10/30/2024	91.64		60-50-29 TELEPHONE & INTERNET	11/30/2024
1374	T-MOBILE	266033839-21	WASTE WATER	10/30/2024	91.64		70-51-29 TELEPHONE & INTERNET	11/30/2024
1374	T-MOBILE	266033839-21	SANITATION	10/30/2024	36.66		80-52-29 TELEPHONE & INTERNET	11/30/2024



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Total T-MOBILE: 366.57

United Merchants Bank

1371	United Merchants Bank	2024 OCT STA	Heiniger-Les Schwab Tires 188	11/01/2024	1,799.68		80-52-23 VEHICLE EXPENSE	11/30/2024
1371	United Merchants Bank	2024 OCT STA	Police Dept-Sib Coalition Sales	11/01/2024	1,250.00		10-42-26 TRAVEL, MEETINGS & TRAI	11/30/2024
1371	United Merchants Bank	2024 OCT STA	Police Dept-Sq *s, K Bikes	11/01/2024	75.56		10-42-44 HUMAN SERVICES	11/30/2024
1371	United Merchants Bank	2024 OCT STA	Police Dept-Wal-Mart #5458	11/01/2024	54.18		10-42-44 HUMAN SERVICES	11/30/2024
1371	United Merchants Bank	2024 OCT STA	Police Dept-Usps Po 0769660541	11/01/2024	6.10		10-42-17 POSTAGE	11/30/2024
1371	United Merchants Bank	2024 OCT STA	Santiago-Usps Po 0769660541	11/01/2024	9.68		10-41-17 POSTAGE	11/30/2024
1371	United Merchants Bank	2024 OCT STA	Santiago-Usps Po 0769660541	11/01/2024	3.23		60-50-17 POSTAGE	11/30/2024
1371	United Merchants Bank	2024 OCT STA	Santiago-Usps Po 0769660541	11/01/2024	3.23		70-51-17 POSTAGE	11/30/2024
1371	United Merchants Bank	2024 OCT STA	Santiago-Usps Po 0769660541	11/01/2024	3.22		80-52-17 POSTAGE	11/30/2024
1371	United Merchants Bank	2024 OCT STA	Wynn-Wyndham	11/01/2024	34.72		10-41-26 TRAVEL, MEETINGS & TRAI	11/30/2024
1371	United Merchants Bank	2024 OCT STA	Wynn-Wyndham	11/01/2024	34.72		60-50-26 TRAVEL, MEETINGS & TRAI	11/30/2024
1371	United Merchants Bank	2024 OCT STA	Wynn-Wyndham	11/01/2024	34.72		70-51-26 TRAVEL, MEETINGS & TRAI	11/30/2024
1371	United Merchants Bank	2024 OCT STA	Wynn-Wyndham	11/01/2024	34.72		80-52-26 TRAVEL, MEETINGS & TRAI	11/30/2024
1371	United Merchants Bank	2024 OCT STA	Wynn-Cooileys Heating Cooli	11/01/2024	7.49		10-41-22 REPAIRS & MAINTENANCE	11/30/2024
1371	United Merchants Bank	2024 OCT STA	Wynn-Cooileys Heating Cooli	11/01/2024	7.48		10-42-22 REPAIRS & MAINTENANCE	11/30/2024
1371	United Merchants Bank	2024 OCT STA	Laininger-Smartforce	11/01/2024	289.97		10-42-33 Data Processing	11/30/2024
1371	United Merchants Bank	2024 OCT STA	Laininger-Sq *s, K Bikes	11/01/2024	226.66		10-42-44 HUMAN SERVICES	11/30/2024
1371	United Merchants Bank	2024 OCT STA	Laininger-Fsp*edcor, Lic	11/01/2024	160.00		10-42-26 TRAVEL, MEETINGS & TRAI	11/30/2024
1371	United Merchants Bank	2024 OCT STA	Laininger-Conocco - Stop N Save	11/01/2024	52.50		10-42-26 TRAVEL, MEETINGS & TRAI	11/30/2024
1371	United Merchants Bank	2024 OCT STA	Laininger-Residence Inns Hghnd	11/01/2024	111.00		10-42-26 TRAVEL, MEETINGS & TRAI	11/30/2024
1371	United Merchants Bank	2024 OCT STA	Vetter-National Association Of	11/01/2024	139.00		10-41-31 DUES & SUBSCRIPTIONS	11/30/2024
1371	United Merchants Bank	2024 OCT STA	Wynn -Fairfield	11/01/2024	79.36		10-41-26 TRAVEL, MEETINGS & TRAI	11/30/2024
1371	United Merchants Bank	2024 OCT STA	Wynn -Fairfield	11/01/2024	79.36		60-50-26 TRAVEL, MEETINGS & TRAI	11/30/2024
1371	United Merchants Bank	2024 OCT STA	Wynn -Fairfield	11/01/2024	79.36		70-51-26 TRAVEL, MEETINGS & TRAI	11/30/2024
1371	United Merchants Bank	2024 OCT STA	Wynn -Fairfield	11/01/2024	79.37		80-52-26 TRAVEL, MEETINGS & TRAI	11/30/2024
1371	United Merchants Bank	2024 OCT STA	Wynn-Cooileys Heating Cooli	11/01/2024	14.96		60-50-22 REPAIRS & MAINTENANCE	11/30/2024
1371	United Merchants Bank	2024 OCT STA	Wynn-Cooileys Heating Cooli	11/01/2024	14.96		70-51-22 REPAIRS & MAINTENANCE	11/30/2024
1371	United Merchants Bank	2024 OCT STA	Wynn-Cooileys Heating Cooli	11/01/2024	14.96		80-52-22 REPAIRS & MAINTENANCE	11/30/2024

Total United Merchants Bank: 4,709.99

USA Blue Book

441	USA Blue Book	INW00516514	CHLORINE REAGENT SET FOR	10/16/2024	478.34		60-50-16 OPERATING SUPPLIES	11/30/2024
Total USA Blue Book:					478.34			

Wilmore & Company Inc

177	Wilmore & Company Inc	11910	SURVEY PROJECT 8/6/2024-08/	08/30/2024	2,087.50		10-45-20 LEGAL, ENGINEERING & PR	11/30/2024
177	Wilmore & Company Inc	11934	SURVEY PROJECT DRAFT 8/28/	09/16/2024	100.00		10-45-20 LEGAL, ENGINEERING & PR	11/30/2024



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
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Total Wilmore & Company Inc:

WRIGHT WATER ENGINEERS, INC.

1385	WRIGHT WATER ENGINEERS, I	70989	HYDROGEOLOGICAL STUDY S	10/22/2024	16,604.74		60-50-75 GRANT PROJECTS	11/30/2024
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Total WRIGHT WATER ENGINEERS, INC.:

WYNN, STEFEN

1394	WYNN, STEFEN		WYNN-REIMB- MILEAGE REIMBURSEMENT -1	10/22/2024	42.64		10-41-26 TRAVEL, MEETINGS & TRAI	11/30/2024
1394	WYNN, STEFEN		WYNN-REIMB- MILEAGE REIMBURSEMENT -1	10/22/2024	42.64		70-61-26 TRAVEL, MEETINGS & TRAI	11/30/2024
1394	WYNN, STEFEN		WYNN-REIMB- MILEAGE REIMBURSEMENT -1	10/22/2024	42.65		60-50-26 TRAVEL, MEETINGS & TRAI	11/30/2024
1394	WYNN, STEFEN		WYNN-REIMB- MILEAGE REIMBURSEMENT -1	10/22/2024	42.65		80-52-26 TRAVEL, MEETINGS & TRAI	11/30/2024

Total WYNN, STEFEN:

Grand Totals:

170.58	
79,542.57	

Board Meeting Date: \_\_\_\_\_

Town Administrator: \_\_\_\_\_

Finance Committee/Mayor: \_\_\_\_\_

Finance Committee/Trustee: \_\_\_\_\_

Trustees: \_\_\_\_\_

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



ACCOUNT	DESCRIPTION	11.8.2024 ACTUAL
<b>UBB Accounts</b>		
		<b>CURRENT BALANCES</b>
x3637	<b>Business Money Market Account - 4.82% Interest Rate</b>	\$ 2,452,035.37
x0857	<b>Conservation Trust Fund - 0.1% Interest Rate</b>	\$ 20,313.43
x3858	<b>Grant Pass Through - 0.00% Interest Rate (May Close Account)</b>	\$ 25,025.00
x0571	<b>Internal Grants - 0.00% Interest Rate (Needed to Receive Grants from State)</b>	\$ 40,912.00
x0733	<b>Operating (Main Account) - 0.00% Interest Rate</b>	\$ 827,527.48
x3629	<b>Payroll - 0.00% Interest Rate</b>	\$ 3,160.28
x2318	<b>WWTP - 0.15% Interest Rate (Debt Reserves)</b>	\$ 58,756.09
	<b>Subgroup : Total UBB Accounts</b>	<b>\$ 3,427,729.65</b>
<b>ColoTrust Investment Accounts</b>		
x8001	<b>General Fund - 5.4156% 30-Day Yield</b>	\$ 597,437.62
x8002	<b>Sewer Restricted - 5.4156% 30-Day Yield</b>	\$ 595,293.47
x8003	<b>Debt Reserve - 5.4156% 30-Day Yield</b>	\$ 119,949.32
x8004	<b>Bridge Reserve - 5.4156% 30-Day Yield</b>	\$ 660,628.75
x8005	<b>Water - 5.4156% 30-Day Yield</b>	\$ 495,304.06
	<b>Subgroup : ColoTrust Investment Accounts</b>	<b>\$ 2,468,613.22</b>
<b>TOTAL BANK ACCOUNTS</b>		<b>\$3,427,729.65</b>
<b>TOTAL INVESTMENT ACCOUNTS</b>		<b>\$2,468,613.22</b>
<b>TOTAL CURRENT BALANCE ALL ACCOUNTS</b>		<b>\$5,896,342.87</b>

Grant Description	Granting Agency	Total Award	Date Awarded	Amount Rec'd.	Contract Expiration	Revenue Account	Expenditure Account	Consultant/ Contractor	Total Contract Price	Remaining Balance of Grant
EIAF - A00278 Paonia Code Revision	DOLA	\$ 25,000.00	11/27/2023	\$ 9,801.85	11/27/2024	10-35-20	10-41-75	Sustainable Futures	\$ 38,000.00	\$ 15,198.15
EIAF - A00232 Paonia Comprehensive Plan Update	DOLA	\$ 25,000.00	2/1/2023	\$ 23,749.99	9/30/2024	10-35-20	10-41-75	Phoenix Rising Resources (w/ 1 CO)	\$ 68,275.00	\$ 1,250.01
EIAF - 09609 Paonia Dorris Ave. Sewer Line Replacement	DOLA	\$ 137,756.00	5/31/2023	\$ 137,756.00	7/31/2025	70-37-13	70-51-70	K&D Construction	\$ 373,992.00	\$ -
IHOP - PLN064 Housing Needs Assessment and Action Plan	DOLA	\$ 59,850.00	11/28/2022	\$ 52,612.50	4/30/2025	10-35-20	10-41-75	Urban Rural Continuum (w/ 2 CO)	\$ 86,147.50	\$ 7,237.50
EIAF (Tier II) - 9721 Paonia Water Tank Relining	DOLA	\$ 956,000.00	4/3/2024	\$ -	10/31/2025	60-36-30	60-50-70	TBD	TBD	\$ 956,000.00
RMS - M035-003 (25364) Safe Pathways for Paonia (5th & Grand)	CDOT	\$ 1,040,774.00	10/20/2023	\$ -	8/27/2033	10-35-20	10-45-70	TBD	TBD	\$ 1,040,774.00
Town Park & Apple Valley Park Restroom Renovations	Colorado Grand	\$ 17,000.00	2023	\$ 17,000.00	12/31/2024	10-35-20	10-46-73	TBD/Staff	Approx. \$50,000	\$ 15,730.48
<b>HYDROGEOLOGICAL STUDY</b>										
CFP - 2023-19 Paonia Hydrogeological Study	Col. River Water Conservation District	\$ 25,000.00	5/30/2023	\$ 12,500.00	6/1/2026	60-36-30	60-50-75	Wright Water Engineering		\$ 12,500.00
(CWCB) WSRF Grant - POGG1 2024-2691 Hydrogeological Study of Paonia Spring Complexes	Col. Water Conservation Board	\$ 147,973.00	11/27/2023	\$ -	11/27/2028	60-36-30	60-50-70	Wright Water Engineering		\$ 147,973.00
	CWCB Task 1	Engineering & Data Review	\$ 50,570.00							
	CWCB Task 2	Subsurface Investigation	\$ 97,403.00							
	CWCB Task 3	Metering	\$ -							
				\$ 12,500.00		60-36-30	60-50-70	Wright Water Engineering	\$ 197,974.00	\$ 160,473.00
<b>GRANT14002201 - Funding Opportunity No. R23AS00109 - Water SMART Planning &amp; Project Design Grant - Paonia, "Watershed and Water System Strategy Plans for Resiliency in the Face of Change"</b>										
	Bureau of Reclamation	\$ 250,000.00	4/23/2024	\$ -	TBD	60-36-30	60-50-70	TBD	TBD	\$ 250,000.00
SS4A - Safe Streets for All - Supplemental Planning and Demonstration Grant	USDOT (FHWA)	\$ 293,974.00	6/18/2024	\$ -	TBD	10-35-20	10-45-20	No Notice to Proceed as of 7.9.2024	TBD	\$ 293,974.00

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	NOVEMBER 8TH ACTUAL	PERCENT REALIZED
<b>General Fund</b>				
10-31-01	PROPERTY TAXES	\$ 195,000.00	\$ 187,005.65	96%
10-31-02	S.O. AUTO TAXES	\$ 21,000.00	\$ 16,021.05	76%
10-31-03	SALES TAX - TOWN	\$ 785,000.00	\$ 445,708.13	57%
10-31-04	SALES TAX - COUNTY	\$ 260,000.00	\$ 124,349.00	48%
10-31-05	SALES TAX - STATE MARIJUANA	\$ 52,000.00	\$ 11,061.99	21%
10-31-06	CIGARETTE TAX	\$ 1,500.00	\$ 1,128.61	75%
10-31-07	FRANCHISE TAX	\$ 45,000.00	\$ 49,339.06	110%
10-31-08	PENALTY & INTEREST	\$ 200.00	\$ 232.21	116%
10-31-09	DELINQUENT TAX	\$ -	\$ -	
10-31-10	ABATEMENTS	\$ -	\$ -	
10-31-11 (22-31-06)	MARIJUANA OCCUPATIONAL TAX (Transaction Fee)	\$ 132,000.00	\$ 79,460.00	60%
	<b>Subgroup : TAXES</b>	<b>\$ 1,491,700.00</b>	<b>\$ 914,305.70</b>	<b>61%</b>
<b>General Fund</b>				
10-32-01	LIQUOR LICENSES	\$ 2,750.00	\$ 5,095.00	185%
10-32-02	MISCELLANEOUS PERMITS	\$ 2,500.00	\$ 8,990.00	360%
10-32-03	BUILDING PERMITS	\$ 26,000.00	\$ 29,369.34	113%
10-32-04	SPECIAL REVIEWS	\$ 1,000.00	\$ 1,550.00	155%
10-32-05	ZONING VERIFICATION & ADMINISTRATIVE REVIEWS	\$ 1,000.00	\$ 300.00	30%
10-32-06	VIN INSPECTIONS	\$ 2,200.00	\$ 1,070.00	49%
10-32-07	PRE-APPLICATION MEETINGS	\$ 1,000.00	\$ -	0%
10-32-09 (26-30-01)	SIDEWALK FEE	\$ 30,000.00	\$ 22,222.32	74%
10-32-10	MARIJUANA LICENSING FEE	\$ 9,000.00	\$ 4,675.00	52%
	<b>Subgroup : LICENSES, PERMITS &amp; FEES</b>	<b>\$ 75,450.00</b>	<b>\$ 73,271.66</b>	<b>97%</b>
<b>General Fund</b>				
10-33-01	HIGHWAY USER TAX	\$ 56,000.00	\$ 61,622.24	110%
10-33-02	MOTOR VEHICLE - \$1.50	\$ 1,500.00	\$ 1,073.14	72%
10-33-03	MOTOR VEHICLE - \$2.50	\$ 3,500.00	\$ 2,472.07	71%
10-33-07	SEVERANCE TAX	\$ 5,500.00	\$ 4,895.47	89%
10-33-08	MINERAL LEASING	\$ 16,000.00	\$ 8,012.82	50%
10-33-09 (40-38-01)	CONSERVATION TRUST FUND	\$ 9,250.00	\$ 14,084.63	152%
10-33-10	ROAD & BRIDGE	\$ 10,000.00	\$ 6,585.62	66%
	<b>Subgroup : INTERGOVERNMENTAL REVENUES</b>	<b>\$ 101,750.00</b>	<b>\$ 98,745.99</b>	<b>97%</b>
<b>General Fund</b>				
10-34-01	COURT FINES	\$ 100.00	\$ 1,095.00	1095%
10-34-02	POLICE FINES	\$ 2,500.00	\$ 7,773.50	311%
10-34-03	MISCELLANEOUS FINES - BONDS	\$ 100.00	\$ 135.00	135%
10-34-04	OTHER AGENCY CONTRIBUTIONS - PD (B2B COUNTY)	\$ -	\$ 164,754.68	40K%
10-34-05	DOG TAGS	\$ 100.00	\$ 170.00	170%
10-34-06	CODE ENFORCEMENT VIOLATIONS	\$ 2,500.00	\$ -	0%
10-34-10	LAW ENFORCEMENT COST ALLOCATION	\$ -	\$ -	
10-34-50	PD GRANT	\$ 4,000.00	\$ -	0%
	<b>Subgroup : FINES AND FORFEITURES</b>	<b>\$ 9,300.00</b>	<b>\$ 173,928.18</b>	<b>1870%</b>

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	NOVEMBER 8TH ACTUAL	PERCENT REALIZED
<b>General Fund</b>				
10-35-01	RENTS & ROYALTIES	\$ 3,600.00	\$ 24,141.02	671%
10-35-02	MOTOR FUEL TAX REFUNDS	\$ -	\$ -	
10-35-04	INTEREST INCOME	\$ 115,000.00	\$ 170,013.44	148%
10-35-05	LATE CHARGES	\$ -	\$ 5,970.84	2000%
10-35-06	OTHER INCOME	\$ 100.00	\$ 16,488.79	16489%
10-35-07	INSURANCE PROCEEDS (NEEDS ADDED)	\$ -	\$ -	

10-35-09	PARK DONATIONS	\$	-	\$	-	
10-35-10	OTHER AGENCY CONTRIBUTIONS	\$	-	\$	-	
10-35-13	BRIDGE RESERVE	\$	-	\$	-	
10-35-15	REFUND OF EXPENDITURES	\$	1,000.00	\$	17,206.10	1721%
10-35-16	RESTITUTION	\$	5,200.00	\$	4,276.81	82%
10-35-18	SALES OF ASSETS	\$	-	\$	-	
10-35-20	GRANT REVENUE	\$	1,035,592.00	\$	64,199.11	6%
	<b>Subgroup : MISCELLANEOUS REVENUES</b>	<b>\$</b>	<b>1,160,492.00</b>	<b>\$</b>	<b>302,296.11</b>	<b>26%</b>
<b>General Fund</b>						
10-39-99	TRANSFER REVENUE	\$	386,826.00	\$	-	
	<b>Subgroup : TRANSFERS</b>	<b>\$</b>	<b>386,826.00</b>	<b>\$</b>	<b>-</b>	
<b>General Fund</b>						
	<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$</b>	<b>3,225,518.00</b>	<b>\$</b>	<b>1,562,547.64</b>	<b>48%</b>
<b>General Fund</b>						
	<b>NET SURPLUS (DEFICIT) - General Fund</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>99,146.57</b>	

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	NOVEMBER 8TH ACTUAL
<b>ADMINISTRATION PERSONNEL SERVICES</b>			
10-41-01	MAYOR & TRUSTEES	\$ 9,600.00	\$ 8,344.00
10-41-02	TOWN ADMINISTRATOR/CONTRACT LABOR	\$ 44,500.00	\$ 37,083.42
10-41-03	SALARIES & WAGES	\$ 65,500.00	\$ 54,955.62
10-41-04	EMPLOYER FICA	\$ 7,400.00	\$ 6,196.74
10-41-05	EMPLOYER MEDICARE	\$ 1,750.00	\$ 1,426.94
10-41-06	UNEMPLOYMENT TAX	\$ 900.00	\$ 196.83
10-41-07	INSURANCE BENEFITS	\$ 15,750.00	\$ 20,682.53
10-41-08	RETIREMENT BENEFITS	\$ 5,200.00	\$ 3,762.83
10-41-09	LIFE/DISABILITY INSURANCE	\$ 500.00	\$ -
10-41-10	WORKMEN'S COMPENSATION	\$ 1,200.00	\$ 697.62
10-41-13	OVERTIME	\$ 982.00	\$ 1,201.39
	<b>Subgroup : Personnel Services</b>	<b>\$ 153,282.00</b>	<b>\$ 134,547.92</b>
		Percent Realized	88%
<b>ADMINISTRATION OPERATING</b>			
10-41-15	OFFICE SUPPLIES	\$ 2,000.00	\$ 2,342.75
10-41-16	OPERATING SUPPLIES	\$ 6,000.00	\$ 2,888.32
10-41-17	POSTAGE	\$ 500.00	\$ 5,274.06
10-41-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 105,000.00	\$ 56,133.40
10-41-21	AUDIT & BUDGET EXPENSE	\$ 5,000.00	\$ 6,708.34
10-41-22	REPAIRS & MAINTENANCE	\$ 5,000.00	\$ 305.84
10-41-25	TOWN HALL EXPENSE	\$ 12,000.00	\$ 4,639.51
10-41-26	TRAVEL, MEETINGS, & TRAININGS	\$ 10,200.00	\$ 7,141.50
10-41-27	INSURANCE & BONDS	\$ 10,000.00	\$ 7,525.70
10-41-28	UTILITIES	\$ 5,200.00	\$ 2,181.49
10-41-29	TELEPHONE & INTERNET	\$ 1,800.00	\$ 598.64
10-41-30	PUBLISHING ADS	\$ 6,500.00	\$ 2,030.95
10-41-31	DUES & SUBSCRIPTIONS	\$ 24,000.00	\$ 33,673.87
10-41-33	DATA PROCESSING	\$ 8,000.00	\$ 432.11
10-41-40	MISCELLANEOUS	\$ 5,500.00	\$ 23,415.50
10-41-43	CULTURAL EVENTS	\$ -	\$ -
10-41-44	HUMAN SERVICES	\$ 4,500.00	\$ 3,018.05
10-41-45	BUILDING INSPECTOR	\$ -	\$ -
	<b>Subgroup : Operating Expenditures</b>	<b>\$ 211,200.00</b>	<b>\$ 158,310.03</b>
		Percent Realized	75%
<b>ADMINISTRATION CAPITAL OUTLAY &amp; TRANSFERS</b>			
10-41-73	BUILDING IMPROVEMENTS	\$ 10,000.00	\$ 1,142.19
10-41-74	MACHINERY & EQUIPMENT	\$ 1,500.00	\$ 3,158.25
10-41-75	GRANT PROJECTS	\$ 50,000.00	\$ 44,654.61
10-41-90	TREASURER'S FEE	\$ -	\$ 6,833.45
10-41-99	TRANSFERS	\$ -	\$ -
	<b>Subgroup : CAPITAL OUTLAY</b>	<b>\$ 61,500.00</b>	<b>\$ 55,788.50</b>
		Percent Realized	75%
<b>TOTAL</b>		<b>\$ 425,982.00</b>	<b>\$ 348,646.45</b>
		Percent Realized	82%

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	NOVEMBER 8TH ACTUAL
<b>LAW ENFORCEMENT PERSONNEL SERVICES</b>			
10-42-02	CONTRACT LABOR (JUDGE)	\$ 6,600.00	\$ 5,270.00
10-42-03	SALARIES & WAGES	\$ 422,500.00	\$ 365,184.39
10-42-04	EMPLOYER FICA	\$ 29,100.00	\$ 2,981.47
10-42-05	EMPLOYER MEDICARE	\$ 6,800.00	\$ 5,422.08
10-42-06	UNEMPLOYMENT TAX	\$ 4,000.00	\$ 747.85
10-42-07	INSURANCE BENEFITS	\$ 65,500.00	\$ 52,388.63
10-42-08	RETIREMENT BENEFITS	\$ 11,000.00	\$ 7,785.93
10-42-09	LIFE/DISABILITY INSURANCE	\$ 1,180.00	\$ -
10-42-10	WORKMEN'S COMPENSATION	\$ 13,000.00	\$ 7,596.01
10-42-11	FPPA PENSION	\$ 40,000.00	\$ 31,964.96
10-42-12	FPPA D&D	\$ 10,000.00	\$ 9,290.55
10-42-13	OVERTIME	\$ 40,800.00	\$ 10,266.72
	<b>Subgroup : Personnel Services</b>	<b>\$ 650,480.00</b>	<b>\$ 498,898.59</b>
		Percent Realized	77%
<b>LAW ENFORCEMENT OPERATING</b>			
10-42-15	OFFICE SUPPLIES	\$ 750.00	\$ 372.12
10-42-16	OPERATING SUPPLIES	\$ 20,000.00	\$ 3,755.28
10-42-17	POSTAGE	\$ 500.00	\$ 55.53
10-42-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 5,000.00	\$ 7,139.75
10-42-22	REPAIRS & MAINTENANCE	\$ 1,500.00	\$ 103.51
10-42-23	VEHICLE EXPENSE	\$ 23,500.00	\$ 19,153.58
10-42-26	TRAVEL, MEETINGS, & TRAININGS	\$ 7,500.00	\$ 1,941.50
10-42-27	INSURANCE & BONDS	\$ 55,500.00	\$ 41,382.33
10-42-28	UTILITIES	\$ 2,500.00	\$ 1,493.57
10-42-29	TELEPHONE & INTERNET	\$ 1,200.00	\$ 1,386.31
10-42-30	PUBLISHING ADS	\$ -	\$ -
10-42-31	DUES & SUBSCRIPTIONS	\$ 1,200.00	\$ 1,516.73
10-42-33	DATA PROCESSING	\$ 1,500.00	\$ 549.80
10-42-42	CONTRACT SERVICES	\$ 13,500.00	\$ 6,918.32
10-42-44	HUMAN SERVICES	\$ 1,500.00	\$ 590.70
	<b>Subgroup : Operating Expenditures</b>	<b>\$ 135,650.00</b>	<b>\$ 86,359.03</b>
		Percent Realized	64%
<b>LAW ENFORCEMENT CAPITAL OUTLAY &amp; TRANSFERS</b>			
10-42-73	BUILDING IMPROVEMENTS	\$ -	\$ 2,032.35
10-42-74	MACHINERY & EQUIPMENT	\$ 39,000.00	\$ 46,163.40
	<b>Subgroup : CAPITAL OUTLAY</b>	<b>\$ 39,000.00</b>	<b>\$ 48,195.75</b>
		Percent Realized	77%
		<b>TOTAL \$ 825,130.00</b>	<b>\$ 633,453.37</b>
		Percent Realized	77%

<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>ADOPTED FY-2024 BUDGET</b>	<b>NOVEMBER 8TH ACTUAL</b>
<b>BUILDING</b>	<b>PERSONNEL SERVICES</b>		
10-43-01	MAYOR & TRUSTEES	\$ -	\$ -
10-43-02	CONTRACT LABOR	\$ 52,000.00	\$ 5,437.50
10-43-03	SALARIES & WAGES	\$ -	\$ -
10-43-04	EMPLOYER FICA	\$ -	\$ -
10-43-05	EMPLOYER MEDICARE	\$ -	\$ -
10-43-06	UNEMPLOYMENT TAX	\$ -	\$ -
10-43-07	INSURANCE BENEFITS	\$ -	\$ -
10-43-08	RETIREMENT BENEFITS	\$ -	\$ -
10-43-09	LIFE/DISABILITY INSURANCE	\$ -	\$ -
10-43-10	WORKMEN'S COMPENSATION	\$ -	\$ -
10-43-13	OVERTIME	\$ -	\$ -
	<b>Subgroup : Personnel Services</b>	<b>\$ 52,000.00</b>	<b>\$ 5,437.50</b>
		Percent Realized	10%
<b>BUILDING</b>	<b>OPERATING</b>		
10-43-15	OFFICE SUPPLIES	\$ -	\$ -
10-43-16	OPERATING SUPPLIES	\$ 1,000.00	\$ -
10-43-17	POSTAGE	\$ 500.00	\$ -
10-43-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 5,500.00	\$ 28,871.00
10-43-22	REPAIRS & MAINTENANCE	\$ 500.00	\$ -
10-43-23	VEHICLE EXPENSE	\$ -	\$ -
10-43-26	TRAVEL & MEETINGS	\$ -	\$ -
10-43-27	INSURANCE & BONDS	\$ 1,000.00	\$ 745.62
10-43-28	UTILITIES	\$ 1,500.00	\$ 239.85
10-43-29	TELEPHONE & INTERNET	\$ 1,100.00	\$ -
10-43-30	PUBLISHING ADS	\$ -	\$ -
10-43-31	DUES & SUBSCRIPTIONS	\$ 500.00	\$ 290.00
10-43-33	DATA PROCESSING	\$ -	\$ 827.40
10-43-40	MISCELLANEOUS	\$ -	\$ -
10-43-43	CULTURAL EVENTS	\$ -	\$ -
10-43-44	HUMAN SERVICES	\$ -	\$ -
	<b>Subgroup : Operating Expenditures</b>	<b>\$ 11,600.00</b>	<b>\$ 30,973.87</b>
		Percent Realized	267%
<b>BUILDING</b>	<b>CAPITAL OUTLAY &amp; TRANSFERS</b>		
10-43-73	BUILDING IMPROVEMENTS	\$ -	\$ 54.20
10-43-74	MACHINERY & EQUIPMENT	\$ -	\$ -
	<b>Subgroup : CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ 54.20</b>
		Percent Realized	57%
<b>TOTAL</b>		<b>\$ 63,600.00</b>	<b>\$ 36,465.57</b>
		Percent Realized	57%

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	NOVEMBER 8TH ACTUAL
<b>STREETS</b>	<b>PERSONNEL SERVICES</b>		
10-45-02	CONTRACT LABOR	\$ -	\$ 700.00
10-45-03	SALARIES & WAGES	\$ 133,000.00	\$ 90,871.39
10-45-04	EMPLOYER FICA	\$ 8,500.00	\$ 5,688.36
10-45-05	EMPLOYER MEDICARE	\$ 2,000.00	\$ 1,330.35
10-45-06	UNEMPLOYMENT TAX	\$ 1,100.00	\$ 183.50
10-45-07	INSURANCE BENEFITS	\$ 22,000.00	\$ 16,837.71
10-45-08	RETIREMENT BENEFITS	\$ 7,000.00	\$ 4,165.55
10-45-09	LIFE/DISABILITY INSURANCE	\$ 450.00	\$ -
10-45-10	WORKMEN'S COMPENSATION	\$ 6,700.00	\$ 4,042.27
10-45-13	OVERTIME	\$ 4,500.00	\$ 2,365.32
	<b>Subgroup : Personnel Services</b>	<b>\$ 185,250.00</b>	<b>\$ 126,184.45</b>
		Percent Realized	68%
<b>STREETS</b>	<b>OPERATING</b>		
10-45-15	OFFICE SUPPLIES	\$ -	\$ 8.79
10-45-16	OPERATING SUPPLIES	\$ 1,500.00	\$ 1,580.92
10-45-17	POSTAGE	\$ -	\$ -
10-45-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 102,000.00	\$ 3,138.75
10-45-21	AUDIT & BUDGET EXPENSE	\$ 1,500.00	\$ 2,208.33
10-45-22	REPAIRS & MAINTENANCE	\$ 25,000.00	\$ 15,277.10
10-45-23	VEHICLE EXPENSE	\$ 12,500.00	\$ 3,652.91
10-45-24	RENTALS	\$ 1,500.00	\$ -
10-45-25	SHOP EXPENSE	\$ 1,500.00	\$ 2,776.41
10-45-26	TRAVEL, MEETINGS & TRAININGS	\$ 1,500.00	\$ 855.77
10-45-27	INSURANCE & BONDS	\$ 3,700.00	\$ 2,758.83
10-45-28	UTILITIES	\$ 13,000.00	\$ 6,887.70
10-45-29	TELEPHONE & INTERNET	\$ 1,100.00	\$ 511.64
10-45-30	PUBLISHING ADS	\$ -	\$ 157.25
10-45-31	DUES & SUBSCRIPTIONS	\$ 1,000.00	\$ 2,592.75
10-45-33	DATA PROCESSING	\$ 1,250.00	\$ 136.10
10-45-40	MISCELLANEOUS	\$ 2,500.00	\$ 84.27
10-45-42	SNOW REMOVAL	\$ 15,000.00	\$ 3,538.58
10-45-43	CULTURAL EVENTS	\$ -	\$ -
10-45-44	HUMAN SERVICES	\$ -	\$ -
10-45-45	BUILDING INSPECTOR	\$ -	\$ -
	<b>Subgroup : Operating Expenditures</b>	<b>\$ 184,550.00</b>	<b>\$ 46,166.10</b>
		Percent Realized	25%
<b>STREETS</b>	<b>CAPITAL OUTLAY &amp; TRANSFERS</b>		
10-45-70	CAPITAL OUTLAY	\$ 1,117,680.00	\$ 5,188.51
10-45-72	CAPITAL OUTLAY 5TH ST REALIGNMENT		\$ 82,818.06
10-45-73	BUILDING IMPROVEMENTS	\$ -	\$ -
10-45-74	MACHINERY & EQUIPMENT	\$ 82,500.00	\$ 19,326.43
10-45-75	GRANT PROJECTS	\$ -	\$ -
10-45-90	TREASURER'S FEE	\$ -	\$ -
10-45-99	TRANSFERS	\$ -	\$ -
	<b>Subgroup : CAPITAL OUTLAY</b>	<b>\$ 1,200,180.00</b>	<b>\$ 107,333.00</b>
		Percent Realized	18%
	<b>TOTAL</b>	<b>\$ 1,569,980.00</b>	<b>\$ 279,683.55</b>
		Percent Realized	18%

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	NOVEMBER 8TH ACTUAL
<b>PARKS PERSONNEL SERVICES</b>			
10-46-02	CONTRACT LABOR	\$ 3,600.00	\$ 1,000.00
10-46-03	SALARIES & WAGES	\$ 108,500.00	\$ 73,142.58
10-46-04	EMPLOYER FICA	\$ 7,000.00	\$ 4,568.92
10-46-05	EMPLOYER MEDICARE	\$ 1,650.00	\$ 1,068.53
10-46-06	UNEMPLOYMENT TAX	\$ 950.00	\$ 147.39
10-46-07	INSURANCE BENEFITS	\$ 18,500.00	\$ 15,556.25
10-46-08	RETIREMENT BENEFITS	\$ 5,750.00	\$ 3,357.50
10-46-09	LIFE/DISABILITY INSURANCE	\$ 350.00	\$ -
10-46-10	WORKMEN'S COMPENSATION	\$ 3,750.00	\$ 2,151.17
10-46-13	OVERTIME	\$ 4,500.00	\$ 2,404.75
	<b>Subgroup : Personnel Services</b>	<b>\$ 154,550.00</b>	<b>\$ 103,397.09</b>
		Percent Realized	67%
<b>PARKS OPERATING</b>			
10-46-15	OFFICE SUPPLIES	\$ 100.00	\$ 7.98
10-46-16	OPERATING SUPPLIES	\$ 4,500.00	\$ 3,277.39
10-46-17	POSTAGE	\$ -	\$ 61.53
10-46-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 1,000.00	\$ 867.00
10-46-21	AUDIT & BUDGET EXPENSE	\$ 1,000.00	\$ 2,208.33
10-46-22	REPAIRS & MAINTENANCE	\$ 28,000.00	\$ 10,381.07
10-46-23	VEHICLE EXPENSE	\$ 4,500.00	\$ 3,542.54
10-46-24	RENTALS	\$ 1,750.00	\$ 3,147.00
10-46-25	SHOP EXPENSE	\$ 750.00	\$ 1,215.82
10-46-26	TRAVEL, MEETINGS & TRAININGS	\$ 500.00	\$ 112.59
10-46-27	INSURANCE & BONDS	\$ 6,250.00	\$ 4,868.49
10-46-28	UTILITIES	\$ 6,500.00	\$ 6,094.76
10-46-29	TELEPHONE & INTERNET	\$ 750.00	\$ 289.96
10-46-30	PUBLISHING ADS	\$ -	\$ -
10-46-31	DUES & SUBSCRIPTIONS	\$ -	\$ 2,152.60
10-46-32	FEES & PERMITS	\$ 750.00	\$ -
10-46-33	DATA PROCESSING	\$ -	\$ -
10-46-40	MISCELLANEOUS	\$ 3,000.00	\$ 1,300.00
10-46-42	CONTRACT SERVICES	\$ 3,500.00	\$ 6,775.48
10-46-43	CULTURAL EVENTS	\$ -	\$ -
10-46-44	HUMAN SERVICES	\$ -	\$ -
10-46-45	BUILDING INSPECTOR	\$ -	\$ -
	<b>Subgroup : Operating Expenditures</b>	<b>\$ 62,850.00</b>	<b>\$ 46,302.54</b>
		Percent Realized	74%
<b>PARKS CAPITAL OUTLAY &amp; TRANSFERS</b>			
10-46-70	CAPITAL OUTLAY	\$ -	\$ 11,166.00
10-46-73	BUILDING IMPROVEMENTS	\$ 42,334.00	\$ 227.23
10-46-74	MACHINERY & EQUIPMENT	\$ -	\$ 4,059.27
10-46-75	GRANT PROJECTS	\$ 2,500.00	\$ -
10-46-90	TREASURER'S FEE	\$ -	\$ -
10-46-99	TRANSFERS	\$ -	\$ -
	<b>Subgroup : CAPITAL OUTLAY</b>	<b>\$ 44,834.00</b>	<b>\$ 15,452.50</b>
		Percent Realized	34%
<b>TOTAL</b>		<b>\$ 262,234.00</b>	<b>\$ 165,152.13</b>
		Percent Realized	63%

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	NOVEMBER 8TH ACTUAL
<b>WATER</b>			
<i>* Revenue is dependent upon utility rate increases</i>			
<b>WATER UTILITY REVENUE</b>			
60-36-01*	WATER CHARGES	\$ 895,000.00	\$ 741,723.95
60-36-02*	WATER CHARGES - USAGE	\$ 700,000.00	\$ 267,079.81
60-36-03	SALES & SERVICES	\$ 500.00	\$ (3,772.51)
60-36-04	STANDBY TAP FEES	\$ 62,000.00	\$ 47,226.48
60-36-05	BULK WATER	\$ 2,500.00	\$ 13,062.00
60-36-06	RECONNECT FEES & PENALTIES	\$ 1,500.00	\$ -
60-36-07	WATER TAPS	\$ -	\$ 12,975.00
60-36-08	TAPS FEES ASSIGNED FOR STORAGE	\$ -	\$ -
60-36-09	START/STOP SERVICE FEES	\$ 6,500.00	\$ 5,265.14
60-36-10	INTEREST	\$ -	\$ -
60-36-12	RENTS	\$ -	\$ 500.00
60-36-13	MISCELLANEOUS REVENUE	\$ -	\$ 370.38
60-36-15	SALE/DISPOSAL OF ASSETS	\$ -	\$ -
60-36-20	PASS THROUGH FUNDS	\$ -	\$ -
60-36-21	DOLA PASS THROUGH REVENUE	\$ -	\$ -
60-36-22	WPA PASS THROUGH REVENUE	\$ -	\$ -
60-36-23	DWRF GRANT (PRINCIPAL LOAN FORGIVENESS)	\$ -	\$ -
60-36-24	DOLA URS PASS THROUGH REVENUE	\$ -	\$ -
60-36-25	LOAN FUNDS	\$ 7,200,000.00	\$ -
60-36-30	GRANT FUNDS	\$ 1,137,973.00	\$ 12,500.00
60-36-31	CAPITAL CONTRIBUTIONS	\$ 352,500.00	\$ -
	<b>Subgroup : Total Revenue<sup>1</sup></b>	<b>\$ 10,358,473.00</b>	<b>\$ 1,096,930.25</b>
		Percent Realized	11%
<b>WATER</b>			
<i><sup>1</sup> Budget Revenues differ from 20-year cashflow analysis, budget is in whole numbers, cashflow is to the penny</i>			
<b>WATER UTILITY PERSONNEL SERVICES</b>			
60-50-02	TRUSTEE/ADMIN SALARIES	\$ 40,750.00	\$ 30,067.40
60-50-03	SALARIES & WAGES	\$ 236,500.00	\$ 167,153.93
60-50-04	EMPLOYER FICA	\$ 20,000.00	\$ 12,402.10
60-50-05	EMPLOYER MEDICARE	\$ 5,000.00	\$ 2,878.18
60-50-06	UNEMPLOYMENT TAX	\$ 2,500.00	\$ 396.98
60-50-07	INSURANCE BENEFITS	\$ 52,500.00	\$ 35,290.92
60-50-08	RETIREMENT BENEFITS	\$ 15,000.00	\$ 8,542.64
60-50-09	LIFE/DISABILITY INSURANCE	\$ 1,000.00	\$ -
60-50-10	WORKMEN'S COMPENSATION	\$ 5,500.00	\$ 3,216.67
60-50-13	OVERTIME	\$ 17,500.00	\$ 6,164.04
	<b>Subgroup : Personnel Services</b>	<b>\$ 396,250.00</b>	<b>\$ 266,112.86</b>
		Percent Realized	67%
<b>WATER</b>			
<b>WATER UTILITY OPERATING EXPENSES</b>			
60-50-14	CHEMICALS (New Line Item as of 7.1.2024)	\$ -	\$ -
60-50-15	OFFICE SUPPLIES	\$ 2,000.00	\$ 1,688.11
60-50-16	OPERATING SUPPLIES	\$ 28,000.00	\$ 14,318.65
60-50-17	POSTAGE	\$ 4,000.00	\$ 2,229.30
60-50-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 525,000.00	\$ 342,874.26
60-50-21	AUDIT & BUDGET EXPENSE	\$ 7,700.00	\$ 13,375.00
60-50-22	REPAIRS & MAINTENANCE	\$ 75,000.00	\$ 32,779.46
60-50-23	VEHICLE EXPENSE	\$ 6,000.00	\$ 3,946.47
60-50-24	RENTALS	\$ 2,500.00	\$ 1,095.75
60-50-25	SHOP EXPENSE	\$ 7,300.00	\$ 4,683.62
60-50-26	TRAVEL, MEETINGS & TRAININGS	\$ 3,500.00	\$ 1,819.87
60-50-27	INSURANCE & BONDS	\$ 17,000.00	\$ 12,675.66
60-50-28	UTILITIES	\$ 27,500.00	\$ 17,954.11
60-50-29	TELEPHONE & INTERNET	\$ 1,850.00	\$ 3,367.21

ACCOUNT	DESCRIPTION	ADOPTED FY-2024 BUDGET	NOVEMBER 8TH ACTUAL
<b>WATER</b>			
<b>WATER UTILITY OPERATING EXPENSES</b>			
60-50-30	PUBLISHING ADS	\$ 2,000.00	\$ 157.25
60-50-31	DUES & SUBSCRIPTIONS	\$ 27,700.00	\$ 42,221.14
60-50-32	FEES & PERMITS	\$ 9,750.00	\$ 1,561.00
60-50-33	DATA PROCESSING	\$ 10,500.00	\$ 3,052.62
60-50-40	MISCELLANEOUS	\$ 500.00	\$ 266.93
60-50-41	WRITEOFF - UNCOLLECTABLE	\$ -	\$ 374.83
60-50-42	CONTRACT SERVICES	\$ 32,000.00	\$ 9,345.00
60-50-44	NORRIS RETIREMENT	\$ 13,500.00	\$ 6,048.00
60-50-50	WATER POWER AUTHORITY LOAN	\$ 180,000.00	\$ 154,059.69
60-50-51	DRINKING WATER REVOLVING FUND	\$ 24,000.00	\$ -
60-50-52	FCNB INTERIM FINANCING	\$ 500.00	\$ -
60-50-54	DEBT SERVICE	\$ 15,000.00	\$ -
60-50-55	LOAN PRINCIPAL	\$ -	\$ 21,210.22
60-50-56	LOAN INTEREST	\$ -	\$ 22,542.40
60-50-60	WATER STORAGE EXPENDITURE	\$ -	\$ 215.00
	<b>Subgroup : Water Operating Expenditures</b>	<b>1,022,800.00</b>	<b>\$ 713,861.55</b>
		Percent Realized	70%
<b>WATER</b>			
<b>WATER UTILITY CAPITAL OUTLAY &amp; TRANSFERS</b>			
60-50-70	CAPITAL OUTLAY	\$ 7,775,000.00	\$ 24,502.55
60-50-71	PASS THROUGH ACCOUNT	\$ -	\$ -
60-50-72	PASS THROUGH ENGINEERING	\$ -	\$ -
60-50-73	PASS THROUGH OPERATING	\$ -	\$ -
60-50-75	GRANT PROJECTS	\$ -	\$ 47,953.28
60-50-76	BUILDING IMPROVEMENTS	\$ -	\$ -
60-50-77	MACHINERY & EQUIPMENT	\$ 24,500.00	\$ 23,042.10
60-50-99	TRANSFERS	\$ -	\$ -
	<b>Subgroup : Water Capital Outlay &amp; Transfers</b>	<b>\$ 7,799,500.00</b>	<b>\$ 95,497.93</b>
		Percent Realized	1%
<b>WATER</b>			
<b>WATER UTILITY DEPRECIATION</b>			
60-59-99	DEPRECIATION	\$ 223,550.00	\$ -
	<b>Subgroup : Water Depreciation</b>	<b>\$ 223,550.00</b>	<b>\$ -</b>
		Percent Realized	0%
<b>WATER FUND</b>			
<b>TOTAL REVENUES</b>	<b>\$</b>	<b>10,358,473.00</b>	<b>\$1,096,930.25</b>
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>9,442,100.00</b>	<b>\$1,075,472.34</b>
		Percent Realized	11%
	<b>NET INCOME (LOSS) - Water Utility</b>	<b>\$ 916,373.00</b>	<b>\$ 21,457.91</b>

ACCOUNT	DESCRIPTION	ADOPTED FY-24 BUDGET	NOVEMBER 8TH ACTUAL
<b>WASTEWATER</b>			
<b>WASTEWATER UTILITY REVENUE</b>			
70-37-01	SEWER BASE CHARGE	\$ 884,000.00	\$ 654,032.61
70-37-04	SEWER TAPS	\$ -	\$ 10,000.00
70-37-05	SEWER RENTAL PROPERTY	\$ -	\$ -
70-37-07	SALES & SERVICE	\$ -	\$ -
70-37-08	PASS THROUGH FUNDS	\$ -	\$ -
70-37-09	INTEREST INCOME	\$ 23,000.00	\$ 31,437.53
70-37-10	WWTP PAYBACK FUND	\$ -	\$ -
70-37-11	WWTP PAYBACK INTEREST	\$ -	\$ -
70-37-12	RENTS	\$ -	\$ -
70-37-13	GRANT REVENUE	\$ -	\$ 137,756.00
70-37-14	MISCELLANEOUS REVENUE	\$ -	\$ -
	<b>Subgroup : Total Revenue</b>	<b>\$ 907,000.00</b>	<b>\$ 833,226.14</b>
		Percent Realized	92%
<b>WASTEWATER</b>			
<b>WASTEWATER UTILITY PERSONNEL SERVICES</b>			
70-51-02	TRUSTEE/ADMIN SALARIES	\$ 40,750.00	\$ 30,067.62
70-51-03	SALARIES & WAGES	\$ 237,000.00	\$ 167,211.61
70-51-04	EMPLOYER FICA	\$ 18,250.00	\$ 12,409.38
70-51-05	EMPLOYER MEDICARE	\$ 4,500.00	\$ 2,879.90
70-51-06	UNEMPLOYMENT TAX	\$ 2,500.00	\$ 397.21
70-51-07	INSURANCE BENEFITS	\$ 52,000.00	\$ 34,586.59
70-51-08	RETIREMENT BENEFITS	\$ 14,500.00	\$ 8,547.79
70-51-09	LIFE/DISABILITY INSURANCE	\$ 750.00	\$ -
70-51-10	WORKMEN'S COMPENSATION	\$ 5,200.00	\$ 3,023.01
70-51-11	OVERTIME	\$ 16,000.00	\$ 6,166.58
	<b>Subgroup : Personnel Services</b>	<b>\$ 391,450.00</b>	<b>\$ 265,289.69</b>
		Percent Realized	68%
<b>WASTEWATER</b>			
<b>WASTEWATER UTILITY OPERATING EXPENSES</b>			
70-51-15	OFFICE SUPPLIES	\$ 2,000.00	\$ 205.88
70-51-16	OPERATING SUPPLIES	\$ 7,500.00	\$ 8,426.11
70-51-17	POSTAGE	\$ 4,000.00	\$ 1,913.95
70-51-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 15,250.00	\$ 39,425.57
70-51-21	AUDIT & BUDGET EXPENSE	\$ 7,700.00	\$ 13,625.00
70-51-22	REPAIRS & MAINTENANCE	\$ 75,000.00	\$ 49,497.10
70-51-23	VEHICLE EXPENSE	\$ 6,500.00	\$ 3,824.55
70-51-24	RENTALS	\$ 2,500.00	\$ 375.75
70-51-25	SHOP EXPENSE	\$ 11,500.00	\$ 1,611.18
70-51-26	TRAVEL, MEETINGS & TRAININGS	\$ 1,000.00	\$ 1,055.90
70-51-27	INSURANCE & BONDS	\$ 6,750.00	\$ 5,032.98
70-51-28	UTILITIES	\$ 40,000.00	\$ 29,368.74
70-51-29	TELEPHONE & INTERNET	\$ 1,350.00	\$ 3,396.74
70-51-30	PUBLISHING ADS	\$ 500.00	\$ 157.25
70-51-31	DUES & SUBSCRIPTIONS	\$ 4,450.00	\$ 21,043.22
70-51-32	FEES & PERMITS	\$ 7,700.00	\$ 1,826.30
70-51-33	DATA PROCESSING	\$ 8,500.00	\$ 3,002.62
70-51-40	MISCELLANEOUS	\$ 1,500.00	\$ 5,000.00
70-51-41	WRITEOFF - UNCOLLECTABLE	\$ -	\$ 255.00
70-51-42	CONTRACT SERVICES	\$ 7,500.00	\$ 6,859.07
70-51-43	GAUGING STATION	\$ 5,000.00	\$ 4,853.00
70-51-44	NORRIS RETIREMENT	\$ -	\$ 5,152.00
70-51-50	DOLA PRINCIPAL & INTEREST	\$ -	\$ -
70-51-51	RURAL DEVELOPMENT PRINCIPAL & INTEREST	\$ 73,250.00	\$ 99,560.00
70-51-52	WWTP PAYBACK FUND EXPENDITURES	\$ -	\$ -
70-51-53	ISSUANCE COSTS	\$ -	\$ -
70-51-54	DEBT RESERVE	\$ 24,000.00	\$ -
	<b>Subgroup : Operating Expenses</b>	<b>\$ 313,450.00</b>	<b>\$ 305,467.91</b>
		Percent Realized	97%

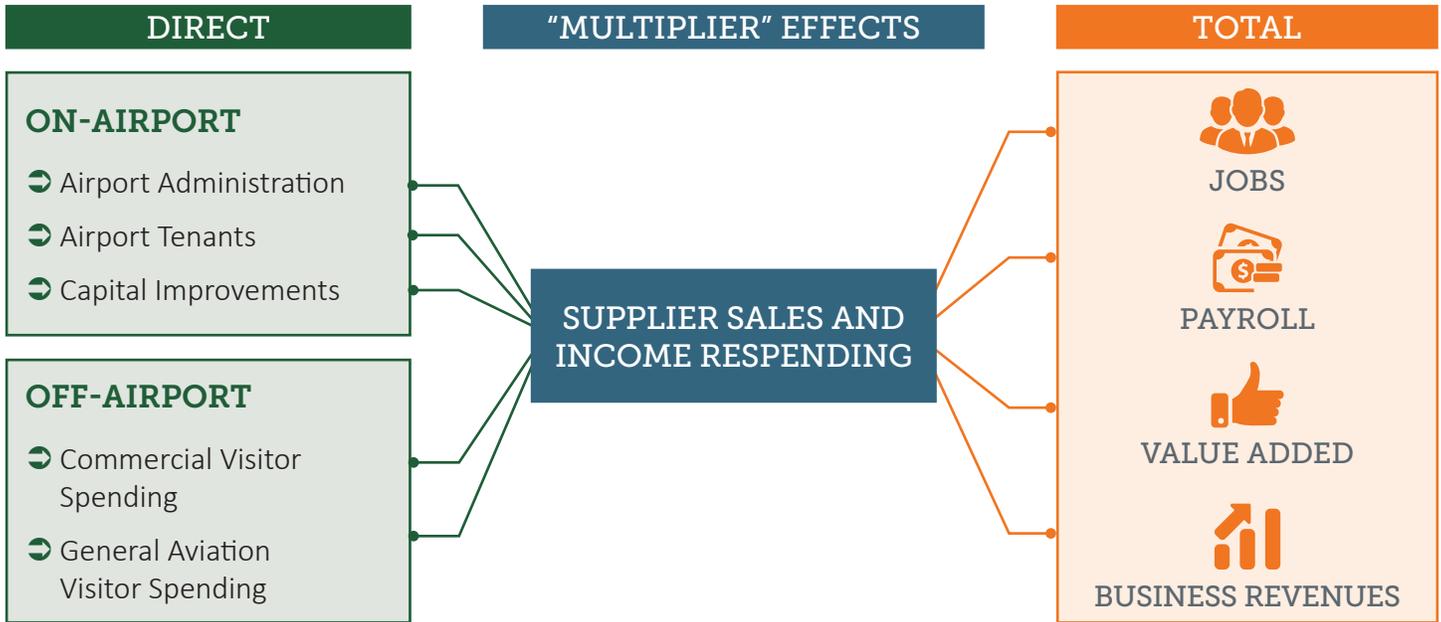
ACCOUNT	DESCRIPTION	ADOPTED FY-24 BUDGET	NOVEMBER 8TH ACTUAL
<b>WASTEWATER</b>			
<b>WASTEWATER UTILITY CAPITAL OUTLAY &amp; TRANSFERS</b>			
70-51-70	CAPITAL OUTLAY	\$ 70,000.00	\$ -
70-51-71	PASS THROUGH FUNDS	\$ -	\$ -
70-51-72	ASSET REPLACEMENT RESERVE	\$ -	\$ -
70-51-73	PASS THROUGH OPERATING	\$ -	\$ -
70-51-75	GRANT PROJECTS	\$ -	\$ -
70-51-76	BUILDING IMPROVEMENTS	\$ -	\$ -
70-51-77	MACHINERY & EQUIPMENT	\$ 132,000.00	\$ 6,939.55
70-51-99	TRANSFERS	\$ -	\$ -
	<b>Subgroup : Wastewater Capital Outlay &amp; Transfers</b>	<b>\$ 202,000.00</b>	<b>\$ 6,939.55</b>
		Percent Realized	3%
<b>WASTEWATER</b>			
<b>WASTEWATER UTILITY DEPRECIATION</b>			
70-59-99	DEPRECIATION	\$ 100.00	\$ -
	<b>Subgroup : Wastewater Depreciation</b>	<b>\$ 100.00</b>	<b>\$ -</b>
<b>WASTEWATER FUND</b>			
<b>TOTAL REVENUES</b>	<b>\$</b>	<b>907,000.00</b>	<b>\$833,226.14</b>
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>907,000.00</b>	<b>\$577,697.15</b>
		Percent Realized	64%
	<b>NET INCOME (LOSS) - Wastewater Utility</b>	<b>\$ -</b>	<b>\$ 255,528.99</b>

ACCOUNT	DESCRIPTION	ADOPTED FY-24 BUDGET	NOVEMBER 8TH ACTUAL
<b>SANITATION</b>			
<b>SANITATION REVENUE</b>			
80-30-02	TRASH CHARGES	\$ 320,000.00	\$ 265,943.93
80-30-03	BULK TRASH CHARGE	\$ 1,500.00	\$ 1,155.00
80-30-04	TIRE PICK UP	\$ -	\$ -
	<b>Subgroup : Total Revenue</b>	<b>\$ 321,500.00</b>	<b>\$ 267,098.93</b>
		Percent Realized	83%
<b>SANITATION</b>			
<b>SANITATION PERSONNEL SERVICES</b>			
80-52-02	CONTRACT/ADMIN SALARIES	\$ 12,000.00	\$ 3,446.74
80-52-03	SALARIES & WAGES	\$ 93,000.00	\$ 52,749.28
80-52-04	EMPLOYER FICA	\$ 6,800.00	\$ 3,528.37
80-52-05	EMPLOYER MEDICARE	\$ 1,600.00	\$ 802.87
80-52-06	UNEMPLOYMENT TAX	\$ 900.00	\$ 110.75
80-52-07	INSURANCE BENEFITS	\$ 23,000.00	\$ 11,987.09
80-52-08	RETIREMENT BENEFITS	\$ 5,700.00	\$ 2,452.85
80-52-09	LIFE/DISABILITY INSURANCE	\$ 500.00	\$ -
80-52-10	WORKMEN'S COMPENSATION	\$ 4,250.00	\$ 2,499.60
80-52-11	OVERTIME	\$ 4,750.00	\$ 1,713.55
	<b>Subgroup : Personnel Services</b>	<b>\$ 152,500.00</b>	<b>\$ 79,291.10</b>
		Percent Realized	52%
<b>SANITATION</b>			
<b>SANITATION OPERATING EXPENSES</b>			
80-52-15	OFFICE SUPPLIES	\$ 2,000.00	\$ 213.88
80-52-16	OPERATING SUPPLIES	\$ 1,500.00	\$ 678.79
80-52-17	POSTAGE	\$ 2,500.00	\$ 1,810.33
80-52-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 5,500.00	\$ 16,361.24
80-52-21	AUDIT & BUDGET EXPENSE	\$ 7,700.00	\$ 13,375.00
80-52-22	REPAIRS & MAINTENANCE	\$ 2,500.00	\$ 120.57
80-52-23	VEHICLE EXPENSE	\$ 15,000.00	\$ 10,220.80
80-52-24	RENTALS	\$ 5,000.00	\$ 110.00
80-52-25	SHOP EXPENSE	\$ 2,500.00	\$ 2,520.47
80-52-26	TRAVEL, MEETINGS & TRAININGS	\$ 1,000.00	\$ 1,600.82
80-52-27	INSURANCE & BONDS	\$ 6,800.00	\$ 5,070.27
80-52-28	UTILITIES	\$ 3,000.00	\$ 1,473.45
80-52-29	TELEPHONE & INTERNET	\$ 1,400.00	\$ 1,072.44
80-52-30	PUBLISHING ADS	\$ -	\$ 157.25
80-52-31	DUES & SUBSCRIPTIONS	\$ 2,700.00	\$ 18,337.57
80-52-32	FEES & PERMITS	\$ 1,000.00	\$ 63.00
80-52-33	DATA PROCESSING	\$ 5,000.00	\$ 1,430.56
80-52-40	MISCELLANEOUS	\$ 1,000.00	\$ 275.12
80-52-41	WRITEOFF - UNCOLLECTABLE	\$ -	\$ -
80-52-42	LANDFILL FEES	\$ 38,100.00	\$ 29,282.55
80-52-43	CLEAN UP DAYS	\$ 7,000.00	\$ -
	<b>Subgroup : Operating Expenses</b>	<b>\$ 111,200.00</b>	<b>\$ 104,174.11</b>
		Percent Realized	94%
<b>SANITATION</b>			
<b>SANITATION CAPITAL OUTLAY &amp; TRANSFERS</b>			
80-52-70	CAPITAL OUTLAY	\$ -	\$ -
80-52-71	PASS THROUGH FUNDS	\$ -	\$ -
80-52-75	GRANT PROJECTS	\$ -	\$ -
80-52-76	BUILDING IMPROVEMENTS	\$ -	\$ -
80-52-77	MACHINERY & EQUIPMENT	\$ -	\$ 6,939.55
80-52-99	TRANSFERS	\$ -	\$ -
	<b>Subgroup : Sanitation Capital Outlay &amp; Transfers</b>	<b>\$ -</b>	<b>\$ 6,939.55</b>
		Percent Realized	0%
<b>SANITATION</b>			
<b>SANITATION DEPRECIATION</b>			
80-59-99	DEPRECIATION	\$ 57,800.00	\$ -
	<b>Subgroup : Sanitation Depreciation</b>	<b>\$ 57,800.00</b>	<b>\$ -</b>
		Percent Realized	0%
<b>SANITATION FUND</b>			
TOTAL REVENUES	\$	321,500.00	\$267,098.93
TOTAL EXPENDITURES	\$	321,500.00	\$190,404.76
		Percent Realized	59%
<b>NET INCOME (LOSS) - Wastewater Utility</b>		<b>\$ -</b>	<b>\$ 76,694.17</b>

ACCOUNT	DESCRIPTION	ADOPTED FY-24 BUDGET	NOVEMBER 8TH ACTUAL
<b>NFV AIRPORT</b>			
<b>NFV AIRPORT REVENUE</b>			
50-31-06	AIRPORT REVENUE	\$ 3,100.00	\$ 6,375.00
50-31-15	TRANSFER FROM GENERAL FUND RESERVE	\$ 75,492.00	\$ -
50-31-16	CAPITAL IMPROVEMENT FUND - AIRPORT GRANTS	\$ -	\$ -
	<b>Subgroup : Total Revenue</b>	<b>\$ 78,592.00</b>	<b>\$ 6,375.00</b>
		Percent Realized	8%
<b>NFV AIRPORT</b>			
<b>NFV AIRPORT CAPITAL OUTLAY &amp; TRANSFERS</b>			
50-32-70	CAPITAL OUTLAY	\$ 78,592.00	\$ -
50-52-71	PASS THROUGH FUNDS	\$ -	\$ -
50-52-75	GRANT PROJECTS	\$ -	\$ -
50-52-76	BUILDING IMPROVEMENTS	\$ -	\$ -
50-52-77	MACHINERY & EQUIPMENT	\$ -	\$ -
50-52-99	TRANSFERS	\$ -	\$ -
	<b>Subgroup : NFV Capital Outlay &amp; Transfers</b>	<b>\$ 78,592.00</b>	<b>\$ -</b>
		Percent Realized	0%
<b>NFV AIRPORT</b>			
<b>NFV AIRPORT DEPRECIATION</b>			
50-59-99	DEPRECIATION	\$ -	\$ -
	<b>Subgroup : NFV Depreciation</b>	<b>\$ -</b>	<b>\$ -</b>
		Percent Realized	0%
<b>NFV AIRPORT</b>			
TOTAL REVENUES	\$	78,592.00	\$6,375.00
TOTAL EXPENDITURES	\$	78,592.00	\$0.00
		Percent Realized	0%
<b>NET INCOME (LOSS) - NFV CAPITAL IMPROVEMENT FUND</b>			<b>\$6,375.00</b>

Colorado has a robust public-use airport system that supports and contributes to Colorado’s state and regional economies. All airports in the system provide important job centers and gateways for out-of-state visitors to reach all parts of Colorado. The 2020 Colorado Aviation Economic Impact Study (CEIS) measured the economic impacts of North Fork Valley and all airports in the state using the following methodology:

## Calculation of Total Impacts by Measure



## Economic Impact Measures

The economic impacts of each airport are defined using the following economic measures:

**Jobs:** Jobs are the total number of persons employed, regardless of whether they are full time or part time.

**Payroll:** Payroll is defined as total employment compensation, including wages and other benefits (e.g. health care insurance payments, retirement contributions, etc.). This is also known as “labor income” or “total compensation”.

**Value Added:** Value added measures the economic productivity of each aviation-related business establishment, calculated as business revenues earned minus the costs of purchasing goods and services from other businesses. Value added reflects a company’s or industry’s contribution to Colorado’s Gross Regional (or State) Product (a local concept synonymous with Gross Domestic Product). It includes all labor compensation, profits, and business taxes paid.

**Business Revenues:** Business revenues incorporate expenditures needed to administer airports, sales of goods and services by airport tenants, budget expenditures by public sector agencies located on airports, the cost of capital expenditures, and visitor spending in Colorado’s hospitality-related sectors. This is also commonly referred to as business “output” or sales.

## Individual Airport Impacts

North Fork Valley is one of 56 Colorado general aviation airports contributing to the state's aviation economic impacts. The components that comprise the total economic impacts for 7V2 are summarized below.

Visitors travel to Colorado's GA airports on private and chartered aircraft to do business and visit our state. Off-Airport Visitor Spending measures all GA visitor impacts.

### Annual On-Airport Economic Impacts for 7V2

	Direct	Supplier Sales	Income Re-Spending
Jobs	1	1	1
Payroll	\$90,000	\$35,000	\$35,000
Value Added	\$99,000	\$52,000	\$61,000
Business Revenues	\$176,000	\$85,000	\$104,000

### Annual Off-Airport Visitor Spending Economic Impacts for 7V2

	Direct	Supplier Sales	Income Re-Spending
Jobs	1	0	0
Payroll	\$44,000	\$17,000	\$18,000
Value Added	\$73,000	\$27,000	\$33,000
Business Revenues	\$121,000	\$45,000	\$55,000

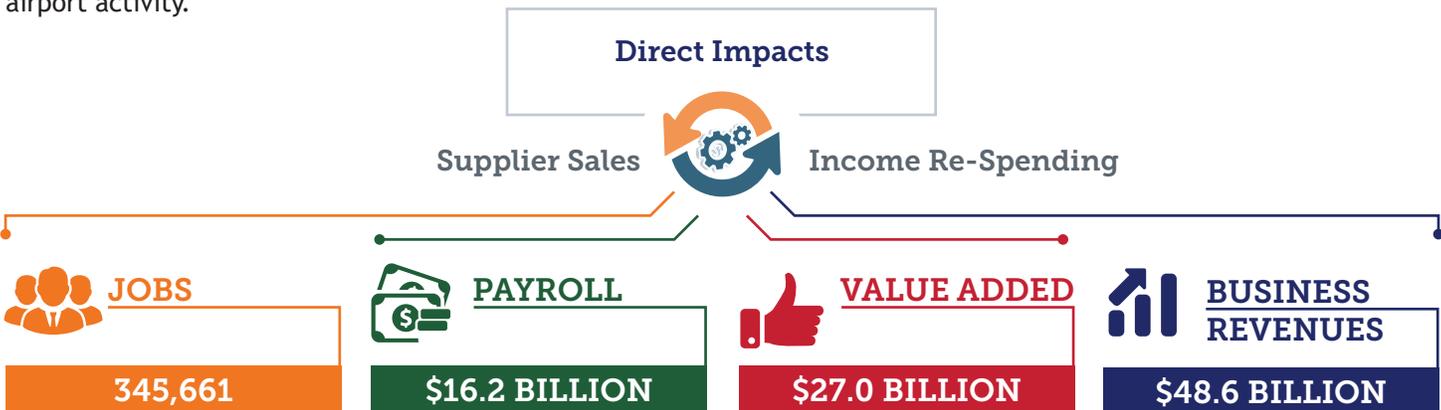
## North Fork Valley's Total Impacts

	Jobs	Payroll	Value Added	Business Revenues
On-Airport Activity	3	\$160,000	\$212,000	\$365,000
Visitor Spending	1	\$79,000	\$133,000	\$221,000
<b>Total</b>	<b>4</b>	<b>\$239,000</b>	<b>\$345,000</b>	<b>\$586,000</b>

Columns may not add due to rounding.

## Total Statewide Economic Impacts

Each individual airport contributes to the statewide economic impacts that result from on- and off-airport activities. In addition to the on-airport and visitor components, the state benefits from the activity that is generated as a result of air cargo. These statewide benefits represent aviation's economic contribution to Colorado's economy. Beyond these quantifiable impacts, there are many more health, safety, and mobility benefits that are experienced due to airport activity.





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

<b>AGENDA ITEM:</b>	PH Action Item #1 Special Event from North Fork Valley Creative Coalition for Holiday Art Fair & Liquor Sales Special Event Request
<b>SUBMITTED BY:</b>	Stefen Wynn, Town Administrator/Treasurer
<b>DATE:</b>	11.8.2024
<b>BACKGROUND:</b>	Application submitted by the NFVCC for the Annual Holiday Art Fair, Request is for street closure, cones, barricades, staff assistance, Town Hall use of Restrooms, Town Hall Pancake Breakfast, and for the sale of alcoholic drinks at Poulos Park during the event from 10AM to 4PM. Due to extenuating circumstances amongst staff, a check for appropriate fees was not a required for placement of the event on the agenda by a decision of the Town Administrator. Staff have no opinion on the request to waive fees, but did not collect a check ahead of time due to appropriate staff decision-makers being out of the office. This has been an event that is well-attended by Residents and the extended community.
<b>BUDGET:</b>	N/A
<b>RECOMMENDATION:</b>	Recommended Motion: I Move to Approve/Deny the special event permit with liquor sales at Poulos Park and waive/collect all fees related to the special event application.
<b>ATTACHMENT:</b>	Attachment A: NFVCC Holiday Art Fair Special Event and Liquor Sales Application

Special Event Permit Checklist

Minimum  
Days Due

PRIOR TO EVENT

ITEM:

Request to be on Agenda		60 DAYS
Large Group Park Application		45 DAYS
Special Event Permit Application (serving alcohol) (\$50/day \$150 max)		45 DAYS
On Premise Liquor Permit Requested (\$150.00)		45 DAYS
Park/Location Map		45 DAYS
(Outline all areas to be licensed, serving area, and storage area)		
Off Site Map (Map area of off site liquor storage)		45 DAYS
Safety Plan		45 DAYS
✓ Banner Permit Application (\$50.00)		45 DAYS
✓ Street Closure Application (\$50 app fee \$25/hr \$500 Refundable Deposit)		45 DAYS
Street Barricade, Cone and Barrel Rental		45 Days
Non-Profit Certificate of Good Standing		45 DAYS
Town Fees - park - per application requirements		with application
Vendor List (PRELIMINARY)		15 DAYS
Certificate of Insurance		15 DAYS
**SEP Notification Posted PRIOR TO HEARING		15 DAYS
(Email photo of posting proof to: paonia@townofpaonia.com)		15 DAYS

Packet Complete: \_\_\_\_\_ Date: \_\_\_\_\_

Board of Trustees Meeting Date: \_\_\_\_\_

Pre -Event Meeting with Staff (Two weeks prior to event): Required

Additional Notes:

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Applications will not be processed and/or dates blocked out until a COMPLETE application and all fees have been received by the Town of Paonia.



Name: Jess Devin-Ackerman, North Fork Valley Creative Coalition

Address/Email: director@northforkcreative.org  
225 Highway 133, Paonia Co 81428

Phone: 570-693-7677

Date of Request: 12-7-24

Meeting Date Request: Nov 12th, 2024

Subject: Paonia Holiday Art Fair Street Closure

Please describe below, in as much detail as possible, information concerning the item you wish to present before the Board of Trustees. If the Board of Trustees has all the information needed, they can make a decision or render an opinion in a much more expeditious manner. Your appearance is required for the Board of Trustees to make a decision.

Presentation:  
Requesting Approval for a street closure of Grand Avenue (200 Block) between 2nd Street and 3rd street for Saturday, December 7th between 8am + 6pm. For the Paonia Holiday Art Fair, an annual event. This will be the 32nd annual fair.

We would also like to request that fees associated with this legacy event are waived, and that the town would get the value of those fees as credit as an in kind donation to the event and listed as a sponsor.

## Town of Paonia Park/Event Registration Application

*This form is intended for events over 100 people using public property. The Town of Paonia encourages the use of its parks for the pleasure of its citizens, and reminds applicants to consider impacts on neighbors living adjacent to these public areas so we may all continue to enjoy our parks!*

*Please contact the Town office should there be any questions in filling out this form. The Town office is open from 8:00a to 4:30p Monday through Friday.*

*Thank you~*

Applicant Name: Jess Devin - Ackerman

Organization: North Fork Valley Creative Coalition

Mailing Address: PO Box 143, Paonia CO 81428

Telephone Number: 570-693-7677

Event Manager (if different than Applicant): \_\_\_\_\_

Event Manager Telephone: 570-693-7677

Event Manager E-Mail: director@northforkcreative.org

Please describe the event: Paonia Holiday Art Fair (32nd annual)  
is a street fair of arts + crafts vendors, food,  
and activities for the whole family

Event Date(s): Dec 7th, 2024 Event Hours: 10AM - 4pm

Event Date(s): \_\_\_\_\_ Event Hours: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Hours: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Hours: \_\_\_\_\_

**Which park do you want to use?**

Town Park – 700 Fourth Street  
 Green space including shelters and gazebo  
 Football Field area  
 Apple Valley Park – 45 Pan American Avenue  
 Poulos Park – 221 Grand Avenue *(no commercial activity allowed)*  
 River Park – Grand Avenue *(no commercial activity allowed)*

**Will there be alcohol?**

No  
 Yes, but we are not selling it.  
 An On-Premise Liquor Application is required.  
 Yes, and we would like to sell it.  
 We are a non-profit and submitted From DR-8439 Application for a Special Event Permit and any associated forms required.  
 On an attached piece of paper is the Alcohol Mitigation Plan.

**Will there be vendors?**

No  
 Yes  
 A list of vendors is being provided to the Town for tax compliance.  
 We have contacted the Department of Revenue to work out how taxes will be submitted for the event; either electronically or manually.  
 Vendors will be notified that tax compliance will be monitored.  
 Chalk or tape are permitted to define vendor boundaries on the grass.

**Are you having a parade? Do you need a street closed?**

No  
 Yes. Attached is the street closure request form noting the day, hours and route information.

**Do you have any special requests? (ie - gate openings at certain times?)**

No  
 Yes Barricades to help with the street closure.

**Pricing:**

**Half Day (4 Hours or less)** \$ **150.00/day**  
 Refundable Deposit for Cleaning & Materials \$ **\$100.00**  
 Includes: 3 dumpsters and up to 5 vendors  
 Date Submitted \_\_\_\_\_ Amount \_\_\_\_\_

**Full Day (6+ Hours until 10:00p)** \$ **225.00/day**  
 Refundable Deposit for Cleaning & Materials \$ **250.00**  
 Includes: 3 dumpsters and up to 10 vendors  
 Date Submitted \_\_\_\_\_ Amount \_\_\_\_\_

**Multi-Day Rate (3+ consecutive days)** \$ **200.00/day**  
 Refundable Deposit for Cleaning & Materials \$ **250.00**  
 Includes: 3 dumpsters and up to 10 vendors  
 Date Submitted \_\_\_\_\_ Amount \_\_\_\_\_

**Additional Vendors (More than 10)** \$ **15.00/ea.**  
 Date Submitted \_\_\_\_\_ Amount \_\_\_\_\_

**Trash:** The Town will provide 3 dumpsters. If the event requires more, it is the responsibility of the applicant to contract with a local agency for additional services. Compostable ware is strongly encouraged from all vendors and event managers. Styrofoam not permitted.  
 Date Submitted \_\_\_\_\_ Amount \_\_\_\_\_

**Any additional fees submitted (street closure, liquor licensing, etc):**  
 Type: Street closure \$ 50.00  
liquor license \$ 150.00  
parcades+cones \$ 100.00  
 \_\_\_\_\_ \$ \_\_\_\_\_

Date Submitted \_\_\_\_\_ Amount \_\_\_\_\_

**Recycling:** Should the event provide recycling, \$ \_\_\_\_\_  
 a \$50 credit shall be applied. *If recyclable material is thrown into a Town dumpster by applicants' representatives, the credit will not apply.*

**TOTAL FEES SUBMITTED** \$ \_\_\_\_\_

**All fees must be submitted no less than thirty (30) days before the first date of the event.**

**Other items submitted for consideration:** *(On an attached piece(s) of paper)*

- Communication Contacts
- Liability Insurance  
*(\$1,000,000 minimum AND the Town of Paonia needs to be listed as an additional insured)*
- Medical Plan *(ie - How do you plan on addressing a person who is injured at the event?)*
- Parking Plan *(ie-Staff versus Visitor parking)*
- Safety Plan *(ie - How would you deal with a natural emergency or a tree limb falling?)*
- Security Plan *(ie - Vendor security, controlling alcohol, etc)*

**Promotion:**

The Town is willing to promote your event by posting submitted material on the Town website, the Town of Paonia Facebook page, via e-mail to people who are on the Town's subscribed list, and/or a poster placed in the Town Hall entryway.

Any material to be promoted must be submitted no less than thirty (30) days before the first day of the event. Material shall only be promoted once for each avenue noted above.

***The undersigned agrees to restore the park to pre-event condition, safety standards will be observed at all times, no glass will be brought into the park and all fees submitted are non-refundable, even if the event is canceled.***

Signed and submitted this 29<sup>th</sup> day of October, 2024

Printed Name: Jess Devin-Ackerman

Signature: 

- No less than one week before the event, a meeting **must** be scheduled with the Public Works Director, Parks Maintenance, Town Clerk and the Police Chief, or designees to finalize all plans and coordinate last minute items.  
**Date of Pre-Event Meeting:** \_\_\_\_\_
- Application is deemed complete and is accepted. Employee Initials \_\_\_\_\_
- Application requires Board of Trustee Approval.  
**Hearing Date:** \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# TOWN OF PAONIA, COLORADO

PERMIT #: \_\_\_\_\_

## APPLICATION FOR AN ON PREMISES LIQUOR PERMIT

Under section 6-2, "Permit for Public Consumption and Possession" Town of Paonia Criminal Code, the following information shall be obtained before a permit to consume or possess alcohol within the Town limits of Paonia shall be issued.

You must be at least 21 years of age to apply for this permit.

Name: Jess Devin - Ackerman  
Address: 225 Highway 133 Telephone Number: 570-693-7677  
Paonia Co 81428  
Submit Copy of Drivers License

Employer: North Fork Valley Creative Coalition  
Organization or Group: NFV Creative Coalition

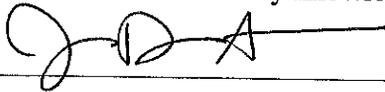
Briefly describe the activity to be conducted by applicant or group:  
selling alcoholic drinks at the Paonia Holiday Art Fair

Number of people expected to participate: 200-500

Date(s) of Permit: 12/7/24 Hours: 10 AM - 4 PM

To the best of your knowledge have you or anyone in your organization or group ever been convicted of any criminal offense other than traffic? NO  
If yes, please explain: \_\_\_\_\_

This permit shall be valid only during the date(s) and hours requested above and not to exceed 72 hours. Permit issued hereunder may be revoked by the Town of Paonia at any time. Permit shall be posted in a conspicuous place at all times. I/we understand the State Liquor Laws and realize I/we can be held responsible for serving persons under 21. I/we agree to the clean up of the site after the event. I swear all information listed above is true and correct to the best of my knowledge.

Signature: 

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief of Police

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permit fee: \$150.00



# Application for a Special Events Permit

In order to qualify for a Special Events Permit, You **Must Be Nonprofit** and **One of the Following** (See back for details.)

<input checked="" type="checkbox"/> Social	<input type="checkbox"/> Athletic	<input type="checkbox"/> Philanthropic Institution
<input type="checkbox"/> Fraternal	<input type="checkbox"/> Chartered Branch, Lodge Or Chapter	<input type="checkbox"/> Political Candidate
<input type="checkbox"/> Patriotic	<input type="checkbox"/> Of A National Organization Or Society	<input type="checkbox"/> Municipality Owning Arts Facilities
<input type="checkbox"/> Political	<input type="checkbox"/> Religious Institution	

<b>LIAB</b>	<b>DO NOT WRITE IN THIS SPACE</b>
Type of Special Event Applicant is Applying for:	Liquor Permit Number
2110 <input type="checkbox"/> Malt, Vinous And Spirituous Liquor \$50.00 Per Day	
2170 <input type="checkbox"/> Fermented Malt Beverage \$10.00 Per Day	

1. Name of Applicant Organization or Political Candidate: North Fork Valley Creative Coalition State Sales Tax Number (Required): \_\_\_\_\_

2. Mailing Address of Organization or Political Candidate (include street, city/town and ZIP) <u>Po Box 143 Paonia CO 81428</u>	3. Address of Place to Have Special Event (include street, city/town and ZIP) <u>200 Block Grand Avenue Paonia CO 81428</u>
--	--

Name	Date of Blrth	Home Address (Street, City, State, ZIP)	Phone Number
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4. Pres./Sec'y of Org. or Political Candidate <u>Donna Littlefield</u>	Date of Birth <u>7/7/57</u>	Home Address <u>129 Niagara Paonia CO 81428</u>	Phone Number <u>970-261-3487</u>
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5. Event Manager <u>Jess Derwin-Ackerman</u>	Date of Birth <u>8/2/1987</u>	Home Address <u>225 Highway 133 Paonia CO 81428</u>	Phone Number <u>570-693-7677</u>
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6. Has Applicant Organization or Political Candidate been Issued a Special Event Permit this Calendar Year? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES HOW MANY DAYS? _____	7. Is premises now licensed under state liquor or beer code? <input type="checkbox"/> NO <input type="checkbox"/> YES TO WHOM? _____
---	---

8. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed?  Yes  No

List Below the Exact Date(s) for Which Application is Being Made for Permit

Date	Date	Date	Date	Date
Hours From To	Hours From To	Hours From To	Hours From To	Hours From To
<u>12/7/24</u> From <u>10 A.m.</u> To <u>4 P.m.</u>				

**Oath of Applicant**

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Signature <u>[Signature]</u>	Title <u>Executive Director</u>	Date <u>10/28/24</u>
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**Report and Approval of Local Licensing Authority (City or County)**

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended.

**THEREFORE, THIS APPLICATION IS APPROVED.**

Local Licensing Authority (City or County)	<input type="checkbox"/> City <input type="checkbox"/> County	Telephone Number of City/County Clerk
Signature	Title	Date

**DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY**

Liability Information			
License Account Number	Liability Date	State	Total
		-750 (999)	\$

# Application Information and Checklist

The following supporting documents must be attached to this application for a permit to be issued:

- Appropriate fee.
- Diagram of the area to be licensed (not larger than 8 1/2" X 11" reflecting bars, walls, partitions, ingress, egress and dimensions.  
**Note:** If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.
- Copy of deed, lease, or written permission of owner for use of the premises.
- Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within last two years; or
- If not incorporated, a NONPROFIT charter; or
- If a political Candidate, attach copies of reports and statements that were filed with the Secretary of State.

- Application must first be submitted to the local licensing authority (city or county) at least thirty (30) days prior to the event.
- The premises to be licensed must be posted at least ten (10) days before a hearing can be held. (44-5-106 C.R.S.)
- An approved application must be received by the liquor enforcement division at least ten (10) days prior to the event.
- Check payable to the Colorado Department Of Revenue

(44-5-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 4 and 3 of this title, which has been incorporated under the laws of this state for the purpose of a social, fraternal, patriotic, political or athletic nature, and not for pecuniary gain or which is a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes and being non profit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Article 45 of Title 1, C.R.S. A Special Event permit may be issued to any municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented for use at such facilities.

If an event is cancelled, the application fees and the day(s) are forfeited.

# Town of Paonia Temporary Banner Permit

Organization Name: North Fork Valley Creative Coalition  
Address: Po Box 143, Paonia Co 81428  
Contact Person: Jess Davis-Ackerman Telephone #: 50-693-2677  
Event: Paonia Holiday Art Fair Date(s): 12/23/24 - 12/29/24

This permit is good for local events only.  
Organization must be registered non-profit.  
\$50.00

### Banner Specifications:

- Not to exceed 3 Foot Height x 16 Foot Length \_\_\_\_\_
- Must have air holes
- Installation performed by applicant

(Note: The Applicant agrees to indemnify and hold harmless the Town, and its officers and its employees, from and against any and all liability, claims, demands, and expenses, including court costs and attorney fees, on account of any injury, loss, or damage, which arise out of or are in any manner connected with the services to be provided under this Agreement, if such injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the act, omission, or other fault of the Applicant, any subcontractor of the Applicant, or any officer, employee, or agent of the Applicant or any subcontractor of the Applicant. Applicant further waives and releases the Town, and its officers and its employees, from any and all liability, claims, demands, and expenses, including court costs and attorney fees, on account of any injury, loss, or damage, which Applicant may suffer and which arise out of or are in any manner connected with the services to be provided under this Agreement.)

Banners may be installed up to two (2) weeks prior to event and **must** be removed no later than five (5) days after the event.

I, the undersigned, hereby agree to all terms and conditions set forth herein.  
Failure to comply may result in the inability to apply for future permits.

Applicant Signature:

Jess Davis-Ackerman Date: 10/29/24

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

Applications will not be accepted more than 60 days in advance of the event date and will not be processed and/or dates blocked out until a COMPLETE application and all fees have been received by the Town of Paonia.

# Town of Paonia Application for Street Closure

Application Fee: \$50.00

Organization Name: North Fork Valley Creative Coalition  
Address: Po Box 143, Paonia Co 81428  
Contact Person: Jess Devin Ackerman Telephone #: 510-693-7677  
Date of Requested Street Closure: 12/7/24

Start Time	End Time	Street(s) and Block(s) Requested for Closure
8 AM	6pm	200 Block Grand Avenue

Number of Participants Expected:  
200 - 500

I have read the attached Street Closure Ordinance 2023-03 and fully accept all responsibilities required by the Town for this street closure, including the requirement to provide trash containers and portapotties for event goers at my own cost. Attached to this application are the following:

1. A copy of general liability insurance policy;
  2. A check in the amount of \$50.00 per hour of street closure (minimum one hour)
  3. \*A check in the amount of \$500.00 for deposit to be held by the Town of Paonia  
(The deposit will be returned to the applicant following the event in full if the street(s) are in the same condition prior to closure);
  4. Written proof of notification to all adjoining property owners and businesses; and written description of any vending and/or commercial activity occurring during the event.
- \* I acknowledge and agree that The Town may draw on my organization's deposit upon my organization's (1) failure to ensure the removal of all barricades, event organizer and vendor equipment and personal property, trash containers and receptacles, and any other items placed by my organization or vendors in the event area by such time as the event is required to conclude as established in this permit, or (2) upon my organization's*

Applicant Signature: JDA Date: 12/29/24

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

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

Applications will not be accepted more than 60 days in advance of the event date and will not be processed and/or dates blocked out until a COMPLETE application and all fees have been received by the Town of Paonia.

# Town of Paonia Application for Street Closure

**COST OF PERMIT**  
**\$50.00**

Organization Name: North Fork Valley Creative Coalition  
Address: 225 Highway 133 Paonia CO 81428  
Contact Person: Jess Devin-Aekerman Telephone #: 510-693-7677  
Date of Requested Street Closure: Dec 7th

Start Time	End Time	Street(s) and Block(s) Requested for Closure
8 AM	5 pm	200 Block Grand Ave

Number of Participants Expected: 250-500

I have read the attached Street Closure Ordinance 2023-03 and fully accept all responsibilities required by the Town for this street closure, including the requirement to provide portapotties for event goers at my own cost. Attached to this application are the following:

- A copy of general liability insurance policy;
- A check in the amount of \$25.00 per hour of street closure (minimum one hour, maximum charge, 4 consecutive hours)
- A check in the amount of \$500.00 for deposit to be held by the Town of Paonia (The deposit will be returned to the applicant following the event in full if the street(s) are in the same condition prior to closure);
- Written proof of notification to all adjoining property owners and businesses; and
- Written description of any vending and/or commercial activity occurring during the event.

Applicant Signature: [Signature] Date: 10/23/24

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

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



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**Sec. 11-1-80. Street closure; permit.**

- (a) Persons and/or organizations requesting a parade or other event involving street closure within the Town limits must apply in writing to the Town Clerk for a street closure permit. The Town Clerk shall submit such application to the Chief of Police for comment and to the Town Administrator for review and denial or approval.
- (b) The issuance of a street closure permit shall be in accordance with applicable provisions herein, the provisions for street closure as set forth below, and any applicable provisions of the ordinances of the Town regarding the private usage of public property. Such permit is revocable by the Town Administrator, the Mayor, or Mayor Pro Tem.
- (c) The fee and deposit amount for submittal of a street closure permit application will be set by Resolution as determined from time-to-time by the Board of Trustees. The deposit, minus any amounts lawfully drawn upon by the Town in accordance with Subsection (o) of this Section, shall be returned to the applicant within the thirty (30) day period subsequent to the event and upon the Town Administrator's determination that the street and adjoining area are returned to the same condition as prior to the closure as further detailed in Subsection (o).
- (d) The application shall be submitted no less than thirty (30) days in advance of the event.
- (e) The Town Administrator shall not approve any street closure if the Town does not have sufficient resources to properly manage the event in a manner consistent with the preservation of the public peace, health and safety and to provide for adequate traffic control or if an adequate alternate route is not available, if applicable.
- (f) The applicant shall provide proof of a commercial general liability insurance policy with minimum limits of not less than the maximum amount that may be recovered from public entities pursuant to Section 24-10-114, C.R.S. , which names the Town, its officers, agents and employees as additional insureds for claims arising out of the event.
- (g) The closure shall be implemented and the route chosen in a manner that will cause the least inconvenience to the driving public, adjacent residents or businesses consistent with the reasonable requirements of the event. The applicant shall submit and implement an adequate plan to control and organize the event in a manner consistent with all applicable ordinances of the Town.
- (h) Applicable open container laws within the Town shall apply in all street closure events.
- (i) The applicant shall also provide, as a requirement of permit issuance, written proof of street closure notification to all adjoining property owners and businesses abutting the area of the street closure.
- (j) The applicant shall also provide a detailed description of any vending or commercial activity occurring coincident with the event. Separate vending permits shall not be required for all such commercial activities so described, but vendors shall be subject to all other permitting requirements, including but not limited to sales tax licenses.
- (k) For street-closure events, the Town shall provide barricades to be installed and monitored by the applicant as necessary to prevent vehicles from entering the area of street closure.
- (l) The applicant shall arrange for and provide portalets and trash containers in an amount necessary to serve the event. The applicant shall maintain the portalets in a clean and sanitary condition and shall empty trash containers as necessary to prevent the accumulation of trash in the event area. The applicant shall maintain the event area in a clean, sanitary, and orderly condition at all times during the event, and shall ensure all trash is picked up and properly disposed of following the event's conclusion. For purposes of this Section,



"event area" shall mean and include the area of street closure, abutting sidewalks, and all other areas utilized by the event.

- (m) Street closures shall not exceed ten (10) hours in duration in any twenty-four (24) hour period, unless a longer period is approved by the Board of Trustees upon the Board's finding that the application demonstrates;
  - (1) A need for a closure longer than ten (10) hours in duration for the success of the event;
  - (2) That the proposed period of closure in excess of ten (10) hours is the maximum amount of time necessary for the success of the event;
  - (3) That the extended period of the closure will not unduly burden the Town staff or Town resources;
  - (4) That the proposed event is open to all members of the public; and
  - (5) That the event will not unreasonably interfere with business patronage in the vicinity of the proposed event area.
- (n) The Town Administrator shall not approve the closure of:
  - (1) Any city block more than two (2) times in any thirty (30) day period;
  - (2) Any city block in the Core Commercial (C-1) or Community Commercial (C-2) more than five (5) times in a calendar year; or
  - (3) Any city block the Core Commercial (C-1) zone district for any single organization more than two (2) times in any calendar year.

For purposes of this subsection, "city block" shall mean the distance along the subject street between the two (2) nearest intersecting through streets or, where there is no second intersecting through street, the distance along the subject street from the intersecting through street to the dead end.

- (o) The Town may draw on the deposit under the following circumstances:
  - (1) The applicant's failure to ensure the removal of all barricades, event organizer and vendor equipment and personal property, trash containers and receptacles, and any other items placed by the applicant in the event area by such time as the event is required to conclude as established in the street closure of the permit; or
  - (2) The applicant's failure to return the event area free of trash and to the condition existing prior to the event within twelve (12) hours of the conclusion of the event;

The Town shall draw fifty dollars (\$50.00) from the deposit if the applicant fails to meet the deadlines set forth above, and an additional fifty dollars (\$50.00) for every thirty (30) minute period thereafter until such time as the applicant has complied with its obligations pursuant to this subsection, or the deposit is depleted. In addition, the Town will draw such amounts from the deposit as are necessary to offset the Town's costs in removing trash or items remaining in the event area following the deadlines set forth above, including but not limited to staff time and any fuel and equipment costs.

(p) The Town, upon permit approval, shall notify all emergency service providers accordingly.

(Ord. No. 2002-06, 6-11-2002; Ord. No. 2014-04, § 1, 1-13-2015; Ord. No. 2014-09, § 1(R), 1-13-2015; Ord. No. 2023-03, § 1, 3-28-2023)



# Town of Paonia

## Street Barricade, Cone, Barrel Rental

Organization Name: North Fork Valley Creative Coalition

Address: PO Box 143, Paonia Co 81428

Contact Person: Jess Demin - Ackerman Telephone #: 510-693-7677

Date of Requested Rental: 12/7/24

Start Time	End Time	Street(s) and Block(s) Rental Requested for
8 AM	6 PM	200 Block Grand Avenue

**Barricade Rental:** \$10 Per Barricade per Event \$ 40  
Total is # of barricades x \$10 x number of events.

**Street Cone Rental:** \$5 per Cone per Event \$ 60  
Total is # of cones x \$5 x number of events.

**Street Barrel Rental:** \$10 per Barrel per Event \$ \_\_\_\_\_  
Total is # of barrels x \$10 x number of events.

Applicant Signature: [Signature] Date: 10/29/24

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

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

Applications will not be accepted more than 60 days in advance of the event date and will not be processed and/or dates blocked out until a COMPLETE application and all fees have been received by the Town of Paonia.





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

<b>AGENDA ITEM:</b>	Action Item #2 Consideration of Re-applying for RAISE Grant
<b>SUBMITTED BY:</b>	Stefen Wynn, Town Administrator/Treasurer
<b>DATE:</b>	11.8.2024
<b>BACKGROUND:</b>	The Energy and Climate Federal Funds Officer for the Governor's Office of Federal Funds and Strategic Initiatives sent an email that USDOT released a NOFO for the next round of RAISE Grant federal funding. We submitted a package earlier this year that was denied for additional funding for the 5th and Grand realignment project. Staff is seeking permission to reapply for federal funding for the project in conjunction with the Safe Routes to School Funding, we believe that the application will be more competitive due to the horrific traffic accident in which someone lost their life while cycling on the Town's streets that occurred after the last RAISE grant application was already denied. Any additional funding secured for the project will help to offset the Town's required cash to complete it. As of right now, the Town's required match is approximately \$1,900,000.00.
<b>BUDGET:</b>	
<b>RECOMMENDATION:</b>	Recommended Motion: I move to direct Staff to re-apply for this next round of RAISE Grant funding.
<b>ATTACHMENT:</b>	Attachment A: RAISE Grant and Direct

**From:** [Blaney - GOVOffice, Dallas](#)  
**To:** [Stefen Wynn](#)  
**Subject:** RAISE Grant and Direct Pay  
**Date:** Thursday, November 7, 2024 10:16:08 AM

You don't often get email from dallas.blaney@state.co.us. [Learn why this is important](#)

Good morning!

My name is Dallas Blaney and I'm the Energy and Climate Federal Funds Officer in the Governor's Office. I'm reaching out because we noticed that your community submitted an application for the RAISE grant earlier this year that was not successful. I want to make sure you are aware that the DOT just released its NOFO for the next round of funding. I also want to remind you that our office offers technical assistance to support local governments in drawing down federal funding tied to IIJA and IRA, which includes the RAISE opportunity. If you opt to resubmit your application and would like to learn more about our technical assistance programs, please complete the short application for support on our website: <https://dlg.colorado.gov/ijja-grant-writing-and-technical-assistance-program-guide>

As an aside, our office also provides technical support services tied to Direct Pay. Direct Pay allows tax exempt organizations to access a range of tax credit opportunities that support clean energy projects, with rebate opportunities that can offset up to 60% of your costs for solar, wind, geothermal HVAC, and battery backup projects. If you are interested in learning more, I would be happy to schedule a brief presentation about the opportunity. Please feel free to use my scheduling tool to pick a meeting time that works for you: [calendly.com/dsblaney](https://calendly.com/dsblaney)

Thank you for your time and for your community service!

Dallas Blaney

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**Dallas Blaney, PhD**  
**Energy and Climate Federal Funds Officer | Governor's Office of Federal Funds and Strategic Initiatives**



C 720.751.0948

1313 Sherman St, Denver, CO 80203

[dallas.blaney@state.co.us](mailto:dallas.blaney@state.co.us) | [governor.colorado.gov](https://governor.colorado.gov)

[Schedule a meeting here](#)

Please consider the environment before printing this email.

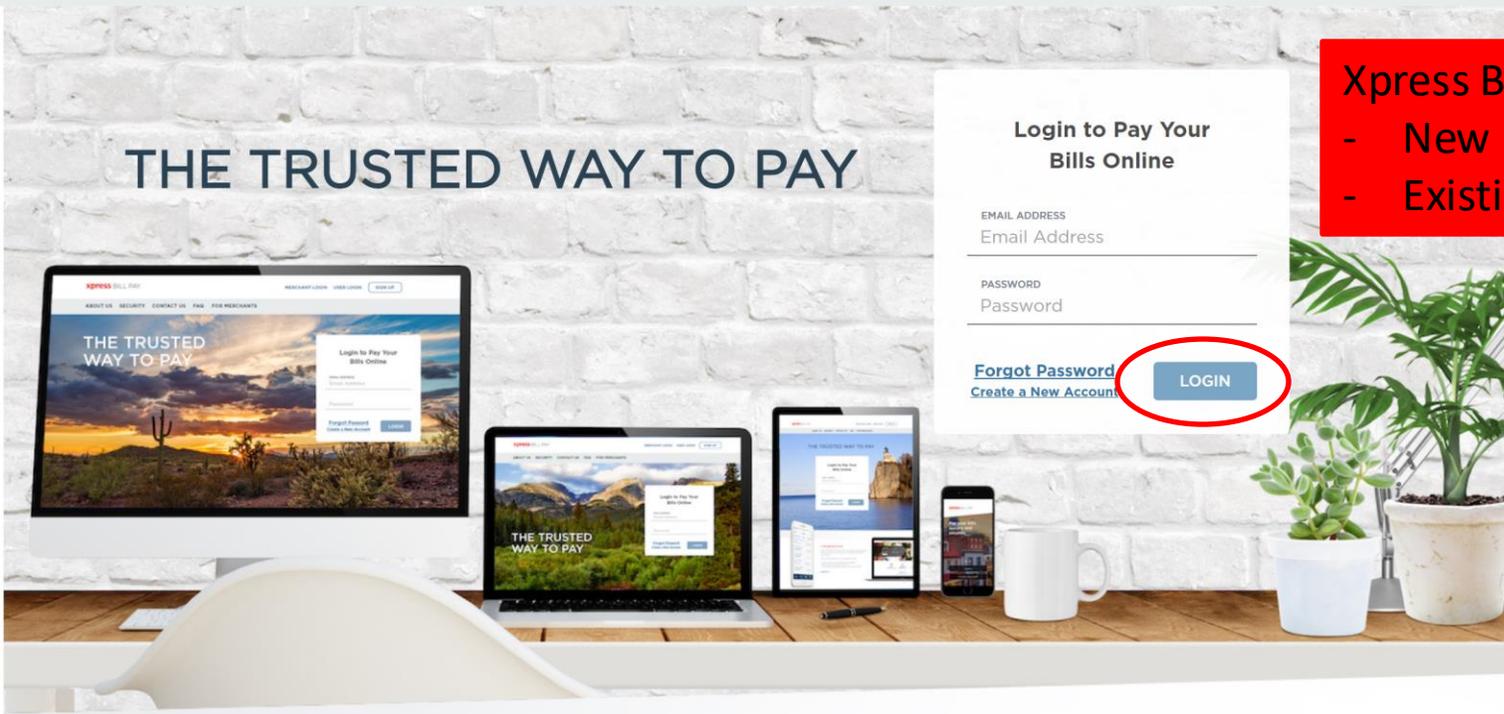
Under the Colorado Open Records Act (CORA), all messages sent by or to me on this state-owned e-mail account may be subject to public disclosure.





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

<b>AGENDA ITEM:</b>	Digital Payment Processing System
<b>SUBMITTED BY:</b>	Kaja Bowman
<b>DATE:</b>	November 8, 2024
<b>BACKGROUND:</b>	Our current digital payment processing is done through Point&Pay. Point&Pay has been riddled with issues since integration with Caselle and they have been unable to deliver on promised features. The utility payment portal that was supposed to integrate with Caselle has been shut down and payments must be entered manually into Caselle. Online non-integrated payments are not easy for customers to understand and frequently still have issues with payments showing on the wrong date etc. Town staff have looked at alternative options and are suggesting a switch to Xpress Bill Pay. This switch is more costly than Point&Pay and requires entering a 36 month contract; however Xpress Bill Pay has a much longer product history, very high recommendations, fully integrates with Caselle, and offers many additional features including integration with other Caselle modules and paperless billing.
<b>BUDGET:</b>	Estimated cost is \$454/month (includes paperless billing) and one time set up cost of \$500/day onsite and travel expenses. TOP would collect transaction fees and pay in lump sum to Xpress Bill Pay.
<b>RECOMMENDATION:</b>	Staff recommendation is to end our agreement with Point&Pay and to enter a contract with Xpress Bill Pay to better serve our town and maximize staff time.  Recommended Motion: I move to terminate our agreement with Point&Pay and to enter into a contract with Xpress Bill Pay.
<b>ATTACHMENT:</b>	Xpress Bill Pay Slides Point&Pay Vendor Info/Issues Xpress Bill Pay Vendor Info Ruben's Scoring Sheet, Ruben's Feature Matrix Kaja's Scoring Sheet, Kaja's Feature Matrix



Xpress Bill Pay homepage:  
- New users need to "Sign Up"  
- Existing users need to "Login"



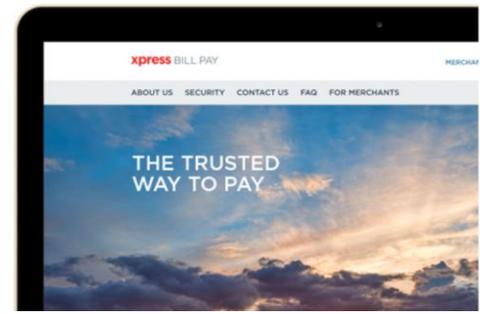
### A TRUSTED WAY TO PAY

Xpress Bill Pay works closely with cities, governments, and business to provide you a seamless bill-paying experience.

Trust Xpress Bill Pay to manage your bills.

- Authorized by your billing organization.
- 24-7 Access using any device.
- Automatic payments means you're never late.

[SIGN UP >>](#)



SELECT ALL DUE DATE AMOUNT DUE

Tax Returns 1 Total Account ▶

Salem City 1 Total Account ▼

<input type="checkbox"/> Account #: 2028613 Utility <b>View Bill</b> Edit Auto Pay	9/15/2017	\$0.00 <small>(I'd already paid my bill this month, so my balance was \$0.00)</small>	<a href="#">PAY</a>
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**Homepage displaying bills (once user has logged in):  
- Click "View Bill"**

Xpress Demo 4 Total Accounts ▼

<input type="checkbox"/> Account #: 2028613 Utility View Bill Set up Auto Pay	4/25/2017	\$364.09	<a href="#">PAY</a>
<input type="checkbox"/> Account #: 12345 A/R Payment View Bill Set up Auto Pay	5/1/2017	\$2,652.25	<a href="#">PAY</a>
<input type="checkbox"/> Account #: 10000 Business License Renewal View Bill Set up Auto Pay	6/7/2017	\$150.00	<a href="#">PAY</a>
<input type="checkbox"/> Account #: 11111 Property Tax View Bill	8/30/2017	\$899.00	<a href="#">PAY</a>

[Remove Account](#)



Salem City

30 West 100 South | PO Box 901  
Salem, UT 84653

801-423-2770  
salemcity@salemcity.org  
Office hours are Monday - Thursday 7:30 to 5:30, Friday 7:30 to Noon

Enter a nickname

Remove Account

Auto Pay (On) Edit  
Paperless (On)

This billing includes the actual electric and water usage for July 2017.  
Have your bill paid automatically each month with Xpress Bill Pay's hassle-free Auto Pay feature.

Billing Address

SWINFORD, MEGAN & JARED  
691 E 80 S  
SALEM, UT 84653

Service Address

SWINFORD, MEGAN & JARED  
691 E 80 S  
SALEM UT 84653

Account Information

Account Number: 2.0286.13  
Bill Type: Utility  
Due Date: 9/15/2017  
Billing Period End: 8/31/2017

Description	Read Date	Prev Reading	Present Reading	Total Usage
EL	8/4/2017	16,783	18,698	1,915
WA	8/4/2017	322	327	5,000

Previous Payment Date

Previous Payment Amount

Pressurized Irrigation-Lot Size Square Feet

8/11/2017  
\$284.97  
1039

Amount Due: \$0.00

Custom amount: 20.00

**PAY NOW \$20.00**

Pay amount due

Total Charges

ELECTRIC	\$231.97
WATER	\$23.50
PRESS. IRRIGATION	\$29.00
SEWER	\$28.00
STORM DRAIN	\$6.24
GARBAGE	\$13.09
RECYCLE	\$6.75
ENERGY TAX	\$13.92
SALES TAX	\$9.39
<b>Statement Charges</b>	<b>\$361.86</b>
Payment on 9/10/2017	-\$361.86
<b>Total Amount Due</b>	<b>\$0.00</b>

« Back to Bills

# Bill Cart

Cart Contents

## Salem City

Utility

691 E 80 S  
SALEM UT 84653

Remove | Full Amount

Remove All | Add More Bills to the Cart

ACCOUNT #:  
2028613

DUE:  
9/15/2017

AMOUNT:

20.00

Cart Summary

Total Amount:

\$20.00

Proceed to Checkout

« Back to Cart

# Checkout

## Payment Options

Accepted Pay Method(s)



### Select Pay Method

Select Pay Method

Add Pay Method



Checking

Routing #: \*\*\*\*\*0054

Acct #: \*\*\*\*\*7762



MasterCard

\*\*\*\*\*2585

Expires 10/2020

(These are payment methods I've stored from previous transactions. They are encrypted and saved for future use.)

+ Add New Email

## Payment Details

Payment Amount:

\$20.00

Please select a pay method.

Review and Confirm

« Back to Cart

# Checkout

Payment Options

Bank Account is the default payment method.

Accepted Pay Method(s)



Select Pay Method

Select Pay Method

### Add New Payment Method

Nickname  
Enter Nickname

### Billing Information

First Name	Last Name
Jared	Swinford
Address	City
691 East 80 South	Salem
State	ZIP
Utah	84653

### Contact Information

Phone Number	Email Address
801-361-7428	jaredswinford@gmail.com

### Payment Type

Bank Account (Recommended)

Choose Type

Bank Account (Recommended)

Credit/Debit Card

Routing Number

Enter Routing Number

\* Choose Category

Account Number

\* Enter Account Number

Verify Account Number

\* Re-Enter Account Number

Need help?

### Payment Details

Payment Amount:  
**\$20.00**

Please select a pay method.

Review and Confirm



Payment Amount:  
**\$20.00**

REVIEW AND CONFIRM

« Back to Cart

# Checkout

Payment Options

Or debit/credit card can be chosen (assuming you choose to accept them).

Accepted Pay Method(s)



Select Pay Method

Select Pay Method

### Add New Payment Method

Nickname  
Enter Nickname

### Billing Information

First Name Jared	Last Name Swinford
Address 691 East 80 South	City Salem
State Utah	ZIP 84653

### Contact Information

Phone Number 801-361-7428	Email Address jaredswinford@gmail.com
------------------------------	--

Payment Type  
Credit/Debit Card

### Card Information

\* Debit/Credit Card Number

\* Enter Name on Card

Expire Month * Month	Expire Year * Year
-------------------------	-----------------------

\* Enter Security Code

Need help?

Payment Details

Payment Amount:  
**\$20.00**

Please select a pay method.

**Review and Confirm**



Payment Amount:  
**\$20.00**

**REVIEW AND CONFIRM**

[« Back to Checkout](#)

## Review & Confirm

### Payment Information

#### Items

Salem City Utility for #2.0286.1.3 at 691 E 80 S

Amount

\$20.00

#### Statement Total

\$20.00

Submit Payment

By clicking Submit Payment, you are  
authorizing us to pay the above amounts.

### Billing Contact Information

Billing Name: Jared Swinford  
Billing Address: 691 East 80 South Salem, UT 84653  
Billing Phone: 801-361-7428  
Account Number(s): 2.0286.1.3

### Payment Details

[Edit](#)

Payment Type: Bank Account  
Payment Nickname: Checking  
Routing #: \*\*\*\*\*0054  
Account #: \*\*\*\*\*7762

### Receipt Options

[Edit](#)

Email: jaredswinford@gmail.com

« Back to History



## SUCCESS!

Your payment has been submitted.  
Here is your receipt.

05/18/2017 1:17 PM  
JARED SWINFORD  
Confirmation Number: 29953306

Item	Amount
Salem City Utility Account Number: 2.0286.13 Transaction Number: 68604553PT	\$20.00
<b>Total</b>	<b>\$20.00</b>

Pay Method: Mastercard \*\*\*\*\*2585

Now a look at Auto Pay.

<input type="checkbox"/> SELECT ALL		DUE DATE	AMOUNT DUE	
Tax Returns <span>1 Total Account ▶</span>				
<input type="checkbox"/> Salem City <span>1 Total Account ▼</span>				
<input type="checkbox"/>	Account #: 2028613 Utility <a href="#">View Bill</a> <a href="#">Edit Auto Pay</a>	9/15/2017	\$0.00	<a href="#">PAY</a>
<input type="checkbox"/> Xpress Demo <span>4 Total Accounts ▼</span>				
<input type="checkbox"/>	Account #: 2028613 Utility <a href="#">View Bill</a> <a href="#">Set up Auto Pay</a>	4/25/2017	\$364.09	<a href="#">PAY</a>
<input type="checkbox"/>	Account #: 12345 A/R Payment <a href="#">View Bill</a> <a href="#">Set up Auto Pay</a>	5/1/2017	\$2,652.25	<a href="#">PAY</a>
<input type="checkbox"/>	Account #: 10000 Business License Renewal <a href="#">View Bill</a> <a href="#">Set up Auto Pay</a>	6/7/2017	\$150.00	<a href="#">PAY</a>
<input type="checkbox"/>	Account #: 11111 Property Tax <a href="#">View Bill</a>	8/30/2017	\$899.00	<a href="#">PAY</a>

Remove Account

## Auto Pay Settings

# Step 1: Set Payment Date

1. Schedule

2. Amount

3. Method

4. Notifications

5. Summary

### PAYMENT SCHEDULE

Based on Due Date

Bill will auto pay  day(s) before the bill due date.

Based on Calendar Date

Bill will auto pay on the  day of the month.

#### PAYMENT FREQUENCY

- Monthly (Pay every 1 month after start date)
- Bi-Monthly (Pay every 2 months after start date)
- Quarterly (Pay every 3 months after start date)
- Semi-annually (Pay every 6 months after start date)
- Annually (Pay every 12 months after start date)

### END AUTO PAY

Continue until I cancel

Continue until

An optional "End Date" can be specified if you are planning on discontinuing your service. Otherwise, leave the "Continue until I cancel" option selected.



Account #: 2028613

No Payments Scheduled. There are no current bills posted by the organization.

Close  Saved! **Next >**

# Auto Pay Settings

## Step 2: Set Payment Amount

- 1. Schedule
- 2. Amount
- 3. Method
- 4. Notifications
- 5. Summary

### PAYMENT AMOUNT

Pay full bill amount

Pay set amount

Limit

We recommend paying the full bill as bills may not be the same amount each month. Auto Pays that are setup to pay the full bill amount will only make a payment if there is a current bill with an amount due. We allow a "Safety Limit" just in case your bill is ever much higher than you would expect. If specified, and your bill amount due is more than the Safety Limit, your Auto Pay will only pay the Safety Limit amount.

The amount specified here will be charged independent of the amount due on the bill. While we provide this as an option, we recommend using the Pay full bill amount option to ensure no past due balances.



Account #: 2028613  
No Payments Scheduled. There are no current bills posted by the organization.

< Back

Close  Saved!



Auto Pay Settings

Step 3: Set Payment Method

- 1. Schedule
- 2. Amount
- 3. Method
- 4. Notifications
- 5. Summary

PAYMENT METHOD

Accepted Pay Method(s)



Primary Pay Method

eCheck Checking Routing #: \*\*\*\*\*0054 Acct #: \*\*\*\*\*7762

Backup Pay Method(s)

MasterCard \*\*\*\*\*2585 Expires 10/2020



Account #: 2028613

No Payments Scheduled. There are no current bills posted by the organization.

< Back

Close  Saved! Next >



## Auto Pay Settings

# Step 4: Set Email Notifications

1. Schedule

2. Amount

3. Method

4. Notifications

5. Summary

### NOTIFICATION PREFERENCES

Notify me when a payment is processed



Notify me when a new payment is scheduled



Notify me if my Auto Pay gets disabled



Notify me if my Auto Pay gets enabled



Notify me via:

jaredswinford@gmail.com



Enter second notification email address



< Back



Account #: 2028613

No Payments Scheduled. There are no current bills posted by the organization.

Close

✓ Saved!

Next >

# Auto Pay Settings

## Step 5: Auto Pay Summary

- 1. Schedule
- 2. Amount
- 3. Method
- 4. Notifications
- 5. Summary

### Auto Pay Summary

Setup Auto Pay for: Jared Swinford  
Payment Frequency: Pay 5 days before the due date  
Payment Amount: Pay full bill amount, but not more than \$400  
Notification: Send notifications to jaredswinford@gmail.com  
Payment Method: Checking



Account #: 2028613

No Payments Scheduled. There are no current bills posted by the organization.

By activating or updating this auto pay, you agree to the auto pay terms and conditions.

< Back

Close



SEARCH

Now a look at History.

<input type="checkbox"/> SELECT ALL		DUE DATE	AMOUNT DUE	
Tax Returns <span>1 Total Account ▶</span>				
<input type="checkbox"/> Salem City <span>1 Total Account ▼</span>				
<input type="checkbox"/> Account #: 2028613 Utility <a href="#">View Bill</a> <a href="#">Edit Auto Pay</a>		9/15/2017	\$0.00	<a href="#">PAY</a>
<input type="checkbox"/> Xpress Demo <span>4 Total Accounts ▼</span>				
<input type="checkbox"/> Account #: 2028613 Utility <a href="#">View Bill</a> <a href="#">Set up Auto Pay</a>		4/25/2017	\$364.09	<a href="#">PAY</a>
<input type="checkbox"/> Account #: 12345 A/R Payment <a href="#">View Bill</a> <a href="#">Set up Auto Pay</a>		5/1/2017	\$2,652.25	<a href="#">PAY</a>
<input type="checkbox"/> Account #: 10000 Business License Renewal <a href="#">View Bill</a> <a href="#">Set up Auto Pay</a>		6/7/2017	\$150.00	<a href="#">PAY</a>
<input type="checkbox"/> Account #: 11111 Property Tax <a href="#">View Bill</a>		8/30/2017	\$899.00	<a href="#">PAY</a>

[Remove Account](#)

# History

Payment History (24 months worth).

Search Options

Jump to Month:  
Select month

View Range:  
Start Date to End Date

Clear Options

Payments Bills/Statements

NAME	DATE	AMOUNT
Salem City Auto-Paid using Checking *****7762 <a href="#">View Details</a>	Sep 10, 2017	\$361.86 <a href="#">view receipt</a>
Salem City Auto-Paid using Checking *****7762 <a href="#">View Details</a>	Aug 11, 2017	\$284.97 <a href="#">view receipt</a>
Salem City Payment Voided for MasterCard *****2585 <a href="#">View Details</a>	Jul 13, 2017	\$0.00 <a href="#">view receipt</a>
Salem City Auto-Paid using Checking *****7762 <a href="#">View Details</a>	Jul 10, 2017	\$189.95 <a href="#">view receipt</a>
Salem City Auto-Paid using Checking *****7762 <a href="#">View Details</a>	Jun 10, 2017	\$157.50 <a href="#">view receipt</a>
Salem City Paid using MasterCard *****2585 <a href="#">View Details</a>	May 18, 2017	\$20.00 <a href="#">view receipt</a>
Salem City Auto-Paid using Checking *****7762 <a href="#">View Details</a>	May 10, 2017	\$199.97 <a href="#">view receipt</a>
Salem City Paid using Checking *****7762 <a href="#">View Details</a>	Apr 11, 2017	\$10.00 <a href="#">view receipt</a>
Salem City Auto-Paid using Checking *****7762 <a href="#">View Details</a>	Apr 10, 2017	\$179.03 <a href="#">view receipt</a>
Salem City Auto-Paid using Checking *****7762 <a href="#">View Details</a>	Mar 10, 2017	\$221.76 <a href="#">view receipt</a>
Salem City Paid using Checking *****7762 <a href="#">View Details</a>	Mar 1, 2017	\$10.00 <a href="#">view receipt</a>

Clicking any receipt will take you to the full receipt details.



# History

Bill History (24 months worth).

Search Options

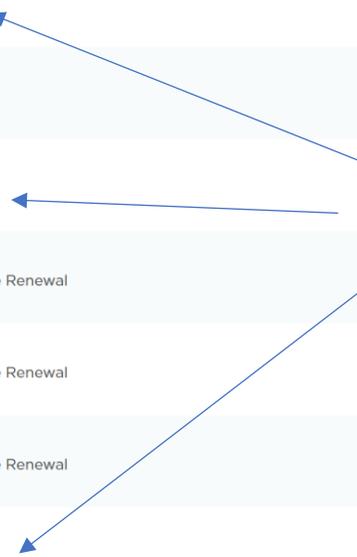
Jump to Month:  
Select month

View Range:  
Start Date to End Date

Clear Options

NAME	BILL DATE	DUE DATE	AMOUNT
Salem City Utility Account #: 2028613	Aug 31, 2017	Sep 15, 2017	\$361.86
Salem City Utility Account #: 2028613	Jul 31, 2017	Aug 15, 2017	\$284.97
Salem City Utility Account #: 2028613	Jun 30, 2017	Jul 15, 2017	\$189.95
Xpress Demo Business License Renewal Account #: 10000	Jun 7, 2017	Jun 7, 2017	\$0.00
Xpress Demo Business License Renewal Account #: 10000	Jun 7, 2017	Jun 7, 2017	\$0.00
Xpress Demo Business License Renewal Account #: 10000	Jun 7, 2017	Jun 7, 2017	\$150.00
Salem City Utility Account #: 2028613	May 31, 2017	Jun 15, 2017	\$157.50
Xpress Demo A/R Payment Account #: 12345	May 1, 2017	May 1, 2017	\$2,652.25
Salem City Utility Account #: 2028613	Apr 30, 2017	May 15, 2017	\$199.97
Salem City Utility Account #: 2028613	Mar 31, 2017	Apr 15, 2017	\$179.03
Xpress Demo Utility Account #: 2028613	Mar 31, 2017	Apr 25, 2017	\$364.09
Xpress Demo	Mar 1, 2017	Apr 30, 2017	\$817.00

Clicking any bill will take you to that eBill's full billing details.



Now a look at Xpress Wallet.  
(i.e. – encrypted/stored payment info)

<input type="checkbox"/> SELECT ALL		DUE DATE	AMOUNT DUE	
<b>Tax Returns</b> <span>1 Total Account ▶</span>				
<input type="checkbox"/> Salem City <span>1 Total Account ▼</span>				
<input type="checkbox"/> Account #: 2028613 Utility <a href="#">View Bill</a> <a href="#">Edit Auto Pay</a>		9/15/2017	\$0.00	<a href="#">PAY</a>
<input type="checkbox"/> Xpress Demo <span>4 Total Accounts ▼</span>				
<input type="checkbox"/> Account #: 2028613 Utility <a href="#">View Bill</a> <a href="#">Set up Auto Pay</a>		4/25/2017	\$364.09	<a href="#">PAY</a>
<input type="checkbox"/> Account #: 12345 A/R Payment <a href="#">View Bill</a> <a href="#">Set up Auto Pay</a>		5/1/2017	\$2,652.25	<a href="#">PAY</a>
<input type="checkbox"/> Account #: 10000 Business License Renewal <a href="#">View Bill</a> <a href="#">Set up Auto Pay</a>		6/7/2017	\$150.00	<a href="#">PAY</a>
<input type="checkbox"/> Account #: 11111 Property Tax <a href="#">View Bill</a>		8/30/2017	\$899.00	<a href="#">PAY</a>

[Remove Account](#)

### Your Saved Pay Methods

**AMEX**  
 AMERICAN EXPRESS  
 Card Number: \*\*\*\*2046  
 Expires: 5/2020  
[Edit](#) | [Delete](#)

**Checking**  
 ECHECK - CHECKING  
 Routing Number: \*\*\*\*0054  
 Account Number: \*\*\*\*7762  
[Edit](#) | [Delete](#)

**MasterCard**  
 MASTERCARD  
 Card Number: \*\*\*\*2585  
 Expires: 10/2020  
[Edit](#) | [Delete](#)

They can edit/update/delete their payment info here.

### Add New Payment Method

Nickname

### Billing Information

First Name <input type="text" value="Jared"/>	Last Name <input type="text" value="Swinford"/>
Address <input type="text" value="691 East 80 South"/>	City <input type="text" value="Salem"/>
State <input type="text" value="Utah"/>	ZIP <input type="text" value="84653"/>

### Contact Information

Phone Number <input type="text" value="801-361-7428"/>	Email Address <input type="text" value="jaredswinford@gmail.com"/>
---	---

Payment Type

### Account Information

<input type="text" value="* Choose Type"/>	<input type="text" value="* Choose Category"/>
Routing Number <input type="text" value="* Enter Routing Number"/>	
Account Number <input type="text" value="* Enter Account Number"/>	Verify Account Number <input type="text" value="* Re-Enter Account Number"/>

Need help?



SAVE

<input type="checkbox"/> SELECT ALL	DUE DATE	AMOUNT DUE	
Tax Returns <span style="float: right;">1 Total Account ▶</span>			
<input type="checkbox"/> Salem City <span style="float: right;">1 Total Account ▼</span>			
<input type="checkbox"/> Account #: 2028613 Utility <a href="#">View Bill</a> <a href="#">Edit Auto Pay</a>	9/15/2017	\$0.00	<a href="#">PAY</a>
<input type="checkbox"/> Xpress Demo <span style="float: right;">4 Total Accounts ▼</span>			
<input type="checkbox"/> Account #: 2028613 Utility <a href="#">View Bill</a> <a href="#">Set up Auto Pay</a>	4/25/2017	\$364.09	<a href="#">PAY</a>
<input type="checkbox"/> Account #: 12345 A/R Payment <a href="#">View Bill</a> <a href="#">Set up Auto Pay</a>	5/1/2017	\$2,652.25	<a href="#">PAY</a>
<input type="checkbox"/> Account #: 10000 Business License Renewal <a href="#">View Bill</a> <a href="#">Set up Auto Pay</a>	6/7/2017	\$150.00	<a href="#">PAY</a>
<input type="checkbox"/> Account #: 11111 Property Tax <a href="#">View Bill</a>	8/30/2017	\$899.00	<a href="#">PAY</a>

Finally, a look at Tech Support.

[Remove Account](#)

Email Support

# Contact Us



SEND US A MESSAGE

Your Full Name  
YOUR FULL NAME

Subject  
SUBJECT

Email Address  
EMAIL ADDRESS

Phone Number  
PHONE NUMBER

- CUSTOMER SUPPORT
- PRODUCT SALES

Billing Organization  
BILLING ORGANIZATION

QUESTIONS OR COMMENTS

Type your questions or comments here.

Responses are typically quick, but can take up to 48 hours for us to get back to you.

SEND MESSAGE

Phone Support

## Contact Us

SALES, PRODUCT INFO:

1(800) 768-7295 EXT 2

CUSTOMER SUPPORT:

1(800) 766-2350

IF OUTSIDE US/CANADA:

1-385-218-0343

PHONE HOURS

Weekdays 8am - 5pm (Mountain Time)  
Closed Weekends and Holidays

Meeting Date: n/a

Vendor: Point & Pay

Qualifications: Although listed as one of the preferred vendors on Caselle web site, found that integration does not work well and Paonia is one of the first integration partners with them.

Integration with Caselle: Yes but has been spotty and problematic. The Town of Paonia is one of the first partners Point & Pay integrated with.

Real time or daily batch processing: Nightly.

Payment options: online, counter, in-person using payment terminal.

Payment types accepted: Utilities, Fees, Permits, Fines, Misc.

Posting timeframes to bank: 3-7 Days

Understanding of Town needs? – Yes, but they have been sub-par in getting the integration issues all sorted out. Reconciliation is still a mess since payments posted via Point & Pay sometimes reflect spread across multiple days in Caselle.

Support: email 24/7, but 24–48-hour response time.

Future Possible Needs:

1. Ability to send out billing info – Not supported.
2. Paperless option. – Not supported.
3. Mobile Payments – Not supported.

Account management:

- Run reports.
- Void receipts.
- Take payments.

Additional Information:

- Integration with Caselle has been problematic.
- Reconciliation has been problematic.
- Support has been lacking.

Caselle integration happened on 4/17/2024. Issues encountered:

1. Service fees also posted to customer accounts as credits.
2. New 'eCheck' type needed for differentiating Card/Check.
3. Account lookup constantly problematic by not connecting to Caselle to retrieve amounts.
4. Using periods in the account numbers during lookup.
5. Account registration does not tie properties to users.
6. Caselle reports posting payments to various days, not the day made online.

Meeting Date: 9/20/2024 (Demo) / 9/26/2024 (Quote Review)

Vendor: Xpress Bill Pay

Qualifications? Over 100 users of Caselle utilize Xpress Bill Pay. Founded in 2005.

Integration with Caselle? Yes. Most modules in Caselle can integrate.

Real time or daily batch processing? Both real time and nightly batch processing. Utility payments reflect in Caselle in real time, but we may need to utilize batch as well for non-utility payments.

Payment options: online, counter, in-person using payment terminal, mobile, PayPal, and Venmo. Optional are IVR Automated/Live. Credit cards, debit cards, checking, savings, ~~venmo, paypal~~.

Payment types accepted: anything other than utilities does not integrate with Caselle and will require a manual entry (such as all other vendors).

Posting timeframes to bank? Up to 3 days. We can check the back end real time and see what has processing. They have a process called 'XBP Deposit Account Withdraws' which verifies checks for available funds prior to completion of payment for e-checks/ACH.

Understanding of Town needs? Yes. But does not do paper billing, only paperless. Town would have to handle billing via paper in-house.

Support? Access to dedicated Service Account Manager. 7:00AM-6:00PM (MT) 7 days a week phone or email support.

**NOTE: Contract is for 36 months with auto renewal at end of term for another 12 months.**

Future Possible Needs:

1. Ability to send out billing info – Service is not provided.
2. Paperless option. – only the paperless option is available.
3. Mobile Payments – yes.
4. Text to Pay Option – yes.
5. Google and Apple – Yes – but no PayPal or Venmo

Account Management:

- Pop up if auto pay is set up
- View real time customer payments, everything is printable and downloadable, lists what fees are on each one etc.
- Deposit to bank is as a batch not individual.
- Non-utility payments – pick category, put in name, amount, etc, pay (permits, court fees, etc).
- Send Payment Links.
- Add attachments to email notices.

Additional info gathered:

- Customers will get an email (for those that paid online prior) with amount due and unique payment link.

- Search for accounts can be limited to accounts or any field that can serve as a look up.
- Customers can make a full or partial payment – and schedule payments.
- Auto Payment system can use ACH/Credit Cards. And includes support for when to stop auto payments. Customer can set up date(s) or due date.
- Can pay as guest without login or account set up.
- Customers can view 2 years of Caselle billing & payment history (since it hooks into Caselle).
- Combine accounts feature would be useful for property landlords or those that have multiple properties.
- Admin view includes daily recon report, batch transmittal data, bank deposits made, management of user accounts.
- 8 Weeks to implementation.
- 1-2 Days of Staff training covered by the initial \$500 + hotel/travel expenses.
- Auto pay options ACH or credit cards – can set start/end dates for auto pay (for vacation etc.), max payment amount limits.
- Town has ability to manage accounts.

Costs:

1. Set up Implementation = Caselle Side: \$0 / XBP Side: \$500/per Day (Onsite)
2. Paperless Billing = .25¢/Per Paperless Bill (Example: 1,300 billing entries x .25¢ = \$325/Month)
3. Support & Maintenance =  
.02¢/Per Customer Bill (min \$100) + \$29 Maint. Fee = \$129 Minimum + Any Fees Incurred.
4. Transaction Fees =

PRODUCT	ASSESED TO	RATE PER TRANSACTION
*Credit/Debit Card Transactions	Assessed to End Users	3.00% of the transaction amount + \$0.65 USD
EFT Transactions	Assessed to End Users	USD 2.00
EFT Returned Item Basic - Invalid account number or unable to locate account	Assessed to Customer	USD 7.00
EFT Return NSF or Account Closed	Assessed to Customer	USD 14.00
EFT Return Stop Payment or Charge Back	Assessed to Customer	USD 30.00
XBP Deposit Account Withdrawals (6 Free Per Month then \$6.25)	Assessed to Customer	USD 6.25
Bank Bill Pay Transactions	Assessed to Customer	USD 0.59
Toll Free IVR Surcharge	Assessed to End Users	USD 1.25
Toll Free Operator Assisted Surcharge	Assessed to End Users	USD 2.00
Pay by Text Surcharge	Assessed to End Users	USD 0.00

5. PoS Devices:
  - a. USB Card Reader: \$85

Initial Charges:

\$ 500.00 – Per Day Training

\$ 0 - Caselle Implementation Costs

\$ 85.00 – Card Reader Purchase

Average Total Costs per Month (based on 1,300 accounts):

- \$129 + Transaction Fees – With No Reader.
  - \$214 + Transaction Fees – with initial purchase of reader.
- No monthly fees for readers after purchase.

## PAYMENT VENDORS FEATURES SCORING

TABLE 1 - Weighted Score Table	
Feature Need	Value
Don't Care About the Feature	0
Nice to Have Feature	1
Must Have Feature	2

		Vendors				TABLE 3 - Vendor Grading Table	
TABLE 2 - Feature List	Features	BillFlash	PSN (Invoice Cloud)	Xpress Bill Pay	Point & Pay	Grade Description	Grade Value
Online Payments	2	3	2	2	1	Vendor Doesn't Comply	0
Counter/In-Person (Web/Terminal)	2	3	2	2	1	Vendor Complies Partially	1
Mobile Payments	1	3	2	3	0	Vendor Complies Fully	2
Pay by Text	1	0	0	3	0	Vendor Complies Above and Beyond	3
IVR (Automated)	0	0	2	2	0		
IVR (Live Person)	0	0	2	2	0		
Real-Time Integration with Caselle	1	1	0	3	0		
Paperless Options	2	3	2	2	0		
Ability to Send out Billings	1	3	1	2	0		
Auto-Pay	1	1	2	2	0		
Schedule Payments	1	2	2	3	0		
Partial Payments	1	2	2	3	2		
Billing History	1	1	1	3	0		
Payment History	1	1	1	3	0		
Support for Multiple Accounts	1	2	2	2	0		
Email Notices	1	3	0	3	0		
Guest Checkout	2	2	2	3	2		
Registration/Account Creation	1	3	2	3	0		
	<b>SCORES:</b>	<b>33</b>	<b>27</b>	<b>46</b>	<b>6</b>		

# PAYMENT VENDORS FEATURES SCORING

## Ruben Scores

TABLE 1 - Weighted Score Table	
Feature Need	Value
Don't Care About the Feature	0
Nice to Have Feature	1
Must Have Feature	2

		Vendors				TABLE 3 - Vendor Grading Table	
TABLE 2 - Feature List	Features	BillFlash	PSN (Invoice Cloud)	Xpress Bill Pay	Point & Pay	Grade Description	Grade Value
Online Payments	2	2	2	2	1	Vendor Doesn't Comply	0
Counter/In-Person (Web/Terminal)	2	2	2	2	2	Vendor Complies Partially	1
Mobile Payments	1	2	2	2	0	Vendor Complies Fully	2
Pay by Text	1	0	2	2	0	Vendor Complies Above and Beyond	3
IVR (Automated)	0	0	2	2	0		
IVR (Live Person)	0	0	2	2	0		
Real-Time Integration with Caselle	1	1	1	3	1		
Paperless Options	2	3	2	2	1		
Ability to Send out Billings	1	3	0	0	0		
Auto-Pay	1	1	2	2	0		
Schedule Payments	1	2	2	3	0		
Partial Payments	1	2	1	2	0		
Billing History	1	1	2	3	0		
Payment History	1	1	1	2	0		
Support for Multiple Accounts	2	2	2	2	0		
Email Notices	2	3	3	3	0		
Guest Checkout	2	2	2	3	2		
Registration/Account Creation	1	2	2	2	0		

**54 Possible SCORES:                    29                    32                    39                    7**

## CRITERIA CHECKLIST

Scores available from 1-5.

1. Company	Bill Flash	Invoice Cloud	Xpress Bill Pay	BASIS FOR SCORE
History	5	3	5	Established History
Location	5	2	5	Time zone is important for support.
Caselle Partner	4	3	5	Integration with Caselle.
Support	5	2	4	Support Levels Provided
<b>Average Score</b>	<b>5</b>	<b>3</b>	<b>5</b>	
2. Service Options	Bill Flash	Invoice Cloud	Xpress Bill Pay	BASIS FOR SCORE
Online Payments (card/debt/echeck)	5	5	5	Availability of online payments for Utilities + other types.
In-Person Payments	5	5	5	Ability to take in-person payments via manual entry or vendor unit.
Mobile Payments	4	4	5	Ability to pay from phone via text/link.
Paperless	5	4	4	Provides paperless options.
Real-Time Processing	0	3	5	Posting to Caselle in real-time.
Overnight Batch Processing	5	5	5	Posting to Caselle via batch process overnight.
<b>Average Score</b>	<b>4</b>	<b>4</b>	<b>5</b>	
3. Project Understanding	Bill Flash	Invoice Cloud	Xpress Bill Pay	BASIS FOR SCORE
Overall Comprehension of Project Objectives	5	3	5	Written section shows comprehension
Understanding of the Business Future Needs	4	4	5	Written section shows comprehension
Understanding Town Needs	5	4	5	Written section shows comprehension
<b>Average Score</b>	<b>5</b>	<b>4</b>	<b>5</b>	
4. Requirements	Bill Flash	Invoice Cloud	Xpress Bill Pay	BASIS FOR SCORE
Thoroughness of Product with needs.	4	2	4	Product ability to cover all needs.
Vendor Ability to Meet Requirements	4	2	4	Vendor details ability to meet requirements
<b>Average Score</b>	<b>4</b>	<b>2</b>	<b>4</b>	
5. Product Viability & History	Bill Flash	Invoice Cloud	Xpress Bill Pay	BASIS FOR SCORE
Technology Is Sustainable	5	2	5	Track record of product history
Product Roadmap	4	2	5	Detailed roadmap for future product development
Product Development Life-Cycle	4	2	4	Life-cycle is realistic for product updates
New Release Process	4	2	4	New release process is comprehensive

Average Score	4	2	5	
<b>6. Terms &amp; Conditions</b>	<b>Bill Flash</b>	<b>Invoice Cloud</b>	<b>Xpress Bill Pay</b>	<b>BASIS FOR SCORE</b>
Town Staff time requirements.	5	4	3	Buyer duties favorable
Terms & Conditions	5	2	4	Terms & conditions favorable
Purchase Agreement Details	4	2	5	Outlines purchase details
<b>Average Score</b>	<b>5</b>	<b>3</b>	<b>4</b>	
<b>7. Vendor Software Demonstration</b>	<b>Bill Flash</b>	<b>Invoice Cloud</b>	<b>Xpress Bill Pay</b>	<b>BASIS FOR SCORE</b>
Solution Is Integrated	4	3	5	Fully integrated solution receives full points
Aligns with Company Objectives	5	3	5	
Third-Party Products Shown	3	5	5	Requires 3rd Party
Ease of Use	4	3	4	
System Performance	5	2	5	
Flow & Simplicity	5	3	5	
System Ability To Handle Requirements	4	3	4	
Flexibility, Tailorability, Extensibility	5	2	5	
Ability to Answer Questions	5	1	5	
Application Robustness	5	2	5	
<b>Average Score</b>	<b>5</b>	<b>3</b>	<b>5</b>	
<b>8. Fee Summary</b>	<b>Bill Flash</b>	<b>Invoice Cloud</b>	<b>Xpress Bill Pay</b>	<b>BASIS FOR SCORE</b>
License Fees	0	0	0	
Maintenance Fees	5	2	3	
Purchase Timeline	5	3	4	
Licensing Period	5	1	2	
Other Fees	5	2	3	
<b>Average Score</b>	<b>4</b>	<b>2</b>	<b>2</b>	

100
-----

\*Change weights based on company requirements. Total score should = 1.00

<b>CRITERIA SCORES</b>	<b>WEIGHT</b>	<b>BILL FLASH WEIGHTED SCORE</b>	<b>INVOICE CLOUD WEIGHTED SCORE</b>	<b>XPRESS BILL PAY WEIGHTED SCORE</b>	<b>NOTES</b>
1. Company	0.05	0.24	0.13	0.24	
2. Service Options	0.05	0.80	0.87	0.97	
3. Project Understanding	0.20	1.40	1.10	1.50	
4. Requirements	0.30	0.20	0.10	0.20	

5. Product Viability & History	0.05	0.21	0.10	0.23	
6. Terms & Conditions	0.05	1.17	0.67	1.00	101
7. Vendor Software Demonstration	0.25	0.23	0.14	0.24	
8. Fee Summary	0.05	4.00	1.60	2.40	
<b>Total Score</b>	<b>1.00</b>	<b>8.24</b>	<b>4.69</b>	<b>6.77</b>	

## CRITERIA CHECKLIST

Scores available from 1-5.

1. Company	Bill Flash	Invoice Cloud (PSN)	Xpress Bill Pay	BASIS FOR SCORE
History	3	2	4	Established History
Location	5	2	5	Time zone is important for support.
Caselle Partner	3	3	5	Integration with Caselle.
Support	3	3	4	Support Levels Provided
<b>Average Score</b>	<b>4</b>	<b>3</b>	<b>5</b>	
2. Service Options	Bill Flash	Invoice Cloud	Xpress Bill Pay	BASIS FOR SCORE
Online Payments (card/debt/echeck)	5	5	5	Availability of online payments for Utilities + other types.
In-Person Payments	4	4	5	Ability to take in-person payments via manual entry or vendor unit.
Mobile Payments	4	4	5	Ability to pay from phone via text/link.
Paperless	5	4	4	Provides paperless options.
Real-Time Processing	1	4	5	Posting to Caselle in real-time.
Overnight Batch Processing	5	4	5	Posting to Caselle via batch process overnight.
<b>Average Score</b>	<b>4</b>	<b>4</b>	<b>5</b>	
3. Project Understanding	Bill Flash	Invoice Cloud	Xpress Bill Pay	BASIS FOR SCORE
Overall Comprehension of Project Objectives	5	4	5	Written section shows comprehension
Understanding of the Business Future Needs	4	4	5	Written section shows comprehension
Understanding Town Needs	5	4	5	Written section shows comprehension
<b>Average Score</b>	<b>5</b>	<b>4</b>	<b>5</b>	
4. Requirements	Bill Flash	Invoice Cloud	Xpress Bill Pay	BASIS FOR SCORE
Thoroughness of Product with needs.	4	2	5	Product ability to cover all needs.
Vendor Ability to Meet Requirements	4	4	5	Vendor details ability to meet requirements
<b>Average Score</b>	<b>4</b>	<b>3</b>	<b>5</b>	
5. Product Viability & History	Bill Flash	Invoice Cloud	Xpress Bill Pay	BASIS FOR SCORE
Technology Is Sustainable	4	3	5	Track record of product history
Product Roadmap	4	4	5	Detailed roadmap for future product development
Product Development Life-Cycle	4	4	5	Life-cycle is realistic for product updates
New Release Process	3	3	5	New release process is comprehensive
<b>Average Score</b>	<b>4</b>	<b>4</b>	<b>5</b>	

6. Terms & Conditions	Bill Flash	Invoice Cloud	Xpress Bill Pay	BASIS FOR SCORE
Town Staff time requirements.	5	4	4	Buyer duties favorable
Terms & Conditions	4	1	2	Terms & conditions favorable
Purchase Agreement Details	3	2	4	Outlines purchase details
<b>Average Score</b>	<b>4</b>	<b>2</b>	<b>3</b>	
7. Vendor Software Demonstration	Bill Flash	Invoice Cloud	Xpress Bill Pay	BASIS FOR SCORE
Solution Is Integrated	3	2	5	Fully integrated solution receives full points
Aligns with Company Objectives	3	3	5	
Third-Party Products Shown	1	1	5	Required 3rd party.
Ease of Use	4	3	5	
System Performance	4	3	5	
Flow & Simplicity	4	3	5	
System Ability To Handle Requirements	4	4	5	
Flexibility, Tailorability, Extensibility	4	2	5	
Ability to Answer Questions	5	2	5	
Application Robustness	5	2	5	
<b>Average Score</b>	<b>4</b>	<b>3</b>	<b>5</b>	
8. Fee Summary	Bill Flash	Invoice Cloud	Xpress Bill Pay	BASIS FOR SCORE
License Fees	0	0	0	
Maintenance Fees	4	2	3	
Purchase Timeline	4	1	4	
Licensing Period	5	1	2	Multi-year
Other Fees	3	0	2	Additional vendor invoice.
<b>Average Score</b>	<b>3</b>	<b>1</b>	<b>2</b>	

\*Change weights based on company requirements. Total score should = 1.00

CRITERIA SCORES	WEIGHT	BILL FLASH WEIGHTED SCORE	INVOICE CLOUD WEIGHTED SCORE	XPRESS BILL PAY WEIGHTED SCORE	NOTES
1. Company	0.05	0.18	0.13	0.23	
2. Service Options	0.05	0.80	0.83	0.97	
3. Project Understanding	0.20	1.40	1.20	1.50	
4. Requirements	0.30	0.20	0.15	0.25	
5. Product Viability & History	0.05	0.19	0.18	0.25	
6. Terms & Conditions	0.05	1.00	0.58	0.83	

7. Vendor Software Demonstration	0.25	0.19	0.13	0.25	
8. Fee Summary	0.05	3.20	0.80	2.20	
<b>Total Score</b>	<b>1.00</b>	<b>7.15</b>	<b>3.99</b>	<b>6.48</b>	



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

<b>AGENDA ITEM:</b>	Consideration to approve the purchase of a Vac Trailer
<b>SUBMITTED BY:</b>	Cory Heiniger – Public Works Director Nicki Gisoldi – Deputy Public Works Director
<b>DATE:</b>	11-4-2024
<b>BACKGROUND:</b>	With the approval of the 2024 Budget it was considered to set aside funds for the purchase of a Vac Trailer to assist in water and sewer line breaks. In the past, Public Works (PW) has had to rely on emergency calls to contractors for a Vac system. This System can cut threw tree roots and suck up mud and other solids to expose water and sewer lines without the risk of causing more damage with an excavator. Purchasing our own system will save on the time it takes to repair breaks, emergency contractor rates as well as parts and supplies.
<b>BUDGET:</b>	Between Water and Wastewater, Machinery and Equipment, there is \$123,518.35 available Water (60-50-77) \$1,457.90 Wastewater (70-51-77) \$125,606.45
<b>RECOMMENDATION:</b>	PW recommends the Vermeer Brand of Vac Trailer. The Contractors used to assist with breaks use them and highly recommend this brand. All Quotes come with a 2 and 3 year Parts & labor warranty

<b>ATTACHMENT:</b>	Attachment A – Vermeer Colorado #1 Attachment B - Vermeer Colorado #2 Attachment C – Vermeer Colorado #3
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Vermeer Sales and Service of CO and WY  
 5801 East 76th Avenue  
 Commerce City, CO 80022  
 Phone 303.286.1866 Fax 303.286.0406

# Sales Quotation

Customer	Town of Paonia	Date	10/3/2024
Contact	Cory Heiniger	Sales Person	Hanson Turnbull
Billing Address	401 2nd Street, Paonia CO 81428	INVOICE #	
Delivery Address	401 2nd Street, Paonia CO 81428	Customer P.O. #	
Phone	970.417.6820	<b>Prices are in Effect for 30 Days Only</b>	
E-Mail	<a href="mailto:coryheiniger_pw@townofpaonia.com">coryheiniger_pw@townofpaonia.com</a>		

QTY	PN	Description	Unit Price	Total Price
<b>NEW 2025 Vermeer Vactron</b>				
1		<b>MODEL: LP573SDT HEAVY</b>	<b>\$ 110,000.00</b>	<b>\$ 110,000.00</b>
		* Hydraulic Jack		
		* Strong Arm		
		* Internal Washout System		
		* TWO 150 Gallon Water Tanks		
		* 3" Hose and Tooling Kit		
		Standard 1YR / 1000 Hour Vermeer Warranty		
		Standard Engine Warranty		
		NOTE: PRICE includes Freight & Prep Cost		
		Optional: 2YR Parts & Labor Vermeer Warranty	\$ 3,766.00	
		Optional: 3YR Parts & Labor Vermeer Warranty	\$ 4,665.00	

Subtotal	\$ 110,000.00
Trade In Allowance (-)	
Applied Rental	
Discount	
Net Price	\$ 110,000.00
Tax	4.75%
Extended Warranty	
12% Fed. Excise Tax	
Freight & Prep	
<b>Grand Total</b>	<b>\$ 110,000.00</b>

**Thank you for allowing us to quote your business.**

Accepted: Vermeer Sales and Service of CO & WY  
 By \_\_\_\_\_  
 (Sales Representative)  
 Date \_\_\_\_\_

Customer \_\_\_\_\_  
 (Please Print)  
 By \_\_\_\_\_  
 (Signature)  
 Date \_\_\_\_\_

PN: SF102

I (we), promise to pay the Balance Due in cash, or to execute a Time Sale Agreement (Retail Installment Contract) for purchase price of the Equipment, plus additional charges shown thereon, on or before delivery of the Equipment, plus additional charges shown thereon, on or before delivery of the Equipment ordered herein. Despite physical delivery of the Equipment, title shall remain in the seller until one of the foregoing is accomplished.

**Trade:**

Model Description	Model Year	Serial #	Trade Value

I (we), offer to sell, transfer and convey the following item(s) at or prior to the time of delivery of the above Equipment, as a "trade in" to be applied against the cash price. Such item(s) shall be free and clear of all security agreements, liens and encumbrances at the time of transfer to you. The following is a description and the price to be allowed for each item. "All warranties, if any, made with respect to this equipment are those warranties made by the manufacturer. DEALER MAKES NO WARRANTIES EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE."

**Notes:**





# Sales Quotation

Quote Number 00000527  
 Created Date 10/3/2024  
 Quote Expires: 11/2/2024

Contact Name Cory Heiniger  
 Phone 970-417-6820  
 Email coryheiniger\_pw@townofpaonia.com  
 Phone 970-417-6820

### Address Information

Bill To Name Town of Paonia  
 Bill To 401 2nd Street  
 Paonia, Colorado 81428  
 United States

Ship To Name Town of Paonia  
 Ship To 401 2nd Street  
 Paonia, Colorado 81428  
 United States

Dan Toelle  
 dan@vermeercolorado.com

712 Arrowest Court  
 Grand Junction, Colorado 81505  
 United States

### Quote Line Items

Product	Product Description	Quantity	Subtotalled Items	Sales Price	Subtotal
LPSDS3600	3" HOSE AND TOOLING	1.00	<input checked="" type="checkbox"/>	\$686.00	\$686.00
LPSDT1006	LP573SDT HVY, 14K GVWR, 2X150 GAL WTR TANKS	1.00	<input checked="" type="checkbox"/>	\$95,180.00	\$95,180.00
LPSDT3520	HYDRAULIC JACK	1.00	<input checked="" type="checkbox"/>	\$2,672.00	\$2,672.00
LPSDT4010	STRONG ARM FOR LPSD TRAILER	1.00	<input checked="" type="checkbox"/>	\$2,578.00	\$2,578.00
LPSDT4205	INTERNAL TANK WASH-OUT 500 GAL	1.00	<input checked="" type="checkbox"/>	\$894.00	\$894.00
LPSDT4491	150 GAL WATER TANK SHT PACKAGE	1.00	<input checked="" type="checkbox"/>	\$3,113.00	\$3,113.00
LPSDTP2	2 YR PARTS WARRANTY	1.00	<input type="checkbox"/>	\$1,853.00	\$1,853.00
LPSDTP3	3 YR PARTS WARRANTY	1.00	<input type="checkbox"/>	\$2,996.00	\$2,996.00
LPSDTPL2	2 YR PARTS & LABOR WARRANTY	1.00	<input type="checkbox"/>	\$3,766.00	\$3,766.00
LPSDTPL3	3 YR PARTS & LABOR WARRANTY	1.00	<input type="checkbox"/>	\$4,665.00	\$4,665.00

### Terms

Customer Signature: \_\_\_\_\_  
 Vermeer Signature: \_\_\_\_\_

Subtotal \$105,123.00  
 Total Price \$105,123.00  
 Tax Amount \$0.00  
 Freight and Prep \$3,525.00  
 Final Amount \$108,648.00

#### For all sales:

I (we) promise to pay the Balance Due in cash, or to execute a Time Sale Agreement (Retail Installment Contract) for purchase price of the Equipment, plus additional charges shown thereon, on or before delivery of the Equipment, plus additional charges shown thereon, on or before delivery of the Equipment ordered herein. Despite physical delivery of the Equipment, title shall remain in the seller until one of the foregoing is accomplished.

#### For Trade-ins:

I (we) offer to sell, transfer and convey the following item(s) at or prior to the time of delivery of the above Equipment, as a "trade in" to be applied against the cash price. Such item(s) shall be free and clear of all security agreements, liens and encumbrances at the time of transfer



# Sales Quotation

to you. The following is a description and the price to be allowed for each item. "All warranties, if any, made with respect to this equipment are those warranties made by the manufacturer. DEALER MAKES NO WARRANTIES EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE."



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

<b>AGENDA ITEM:</b>	Action Item #5 Consideration of a Time Extension for Wright Water Engineering to Complete Hydrogeological Study
<b>SUBMITTED BY:</b>	Stefen Wynn, Town Administrator/Treasurer
<b>DATE:</b>	11.8.2024
<b>BACKGROUND:</b>	Initially, the WWE and the Town were waiting on approval for brush clearing and ground disturbance from USFS and USBOR and necessitated the request for an extension. We've since received an approval from USFS and will have a finalized WaterSMART grant agreement with USBOR after we receive a bid for RFP 2024-04 Site Preparation Brush Clearing for Hydrogeological Study that's currently out for consideration. The bid closes on 11.20.2024 and will be on the 11.26.2024 Board Agenda for consideration. Extension is for the contract with Wright Water until October 22, 2025.
<b>BUDGET:</b>	N/A
<b>RECOMMENDATION:</b>	<b>RECOMMENDED MOTION:</b> I move to approve a contract extension with Wright Water Engineering for a final contract date of October 22, 2025.
<b>ATTACHMENT:</b>	Attachment A: Extension Request for Hydrogeological Study



October 21, 2024

**Via Email: [stefenw@townofpaonia.com](mailto:stefenw@townofpaonia.com)**

Stefen Wynn, M.P.A.  
Paonia Town Administrator & Treasurer  
214 Grand Ave.  
Paonia, CO 81428

Attention: Town of Paonia Board Members

Re: Extension Request for Hydrogeological Study

Dear Members of the Board:

Wright Water Engineers, Inc. (WWE) has prepared this letter to summarize our progress and developments regarding the two-dimensional resistivity (2DR) geophysical survey and the related activities concerning the Town of Paonia's ability to clear brush near the Town's springs. The 2DR survey will need to be delayed until next year's field season, being approximately May to October 2025, because Federal approval from the U.S. Forest Service (USFS) and the Bureau of Reclamation (BOR) has not been acquired. Therefore, WWE is requesting a one-year extension request to the contract date of October 22, 2024.

### **Initial Conversations and USFS Approval**

In May 2024, during our initial site visit, WWE alongside Town Staff, became aware that the brush at some of the Town's springs was dense and would prevent access during a 2DR survey. WWE and the Town staff engaged in preliminary discussions with Abigail Radar from the USFS because the high priority springs (i.e., springs delivering water to the upper treatment plant) are located mostly on USFS land. During this meeting, WWE presented the existing field conditions of dense vegetation and identified the specific types of vegetation that would need to be cleared to facilitate the 2DR survey. Following these discussions, Abigail requested that WWE prepare a letter outlining the 2DR survey and vegetation clearing conditions for USFS approval. WWE prepared and submitted the letter and received a nominal effects letter approving the vegetation clearing in June 2024. Around this same time, WWE became aware of the Town being awarded a BOR WaterSMART Planning and Project Design Grant.

### **Compliance with Funding Requirements**

The Town's award for the BOR WaterSmart Grant is an impactful project to further improve water resources. However, this funding opportunity comes with stringent requirements for

environmental and cultural resource compliance, including adherence to the National Environmental Policy Act (NEPA), the Endangered Species Act, the Clean Water Act, and the National Historic Preservation Act. Because of this funding opportunity, it became critical that all ground-disturbing activities, including fieldwork and monitoring, await a Notice to Proceed from a Reclamation Grants Officer. Therefore, it became imperative for the Town to confirm compliance with these requirements to maintain eligibility for this funding. During a meeting on June 26 with BOR, USFS, and BLM, it was further clarified that additional NEPA compliance through a cultural resource inventory of the 2DR survey sites would be required before brush clearing activities could proceed. This requirement necessitated collaboration between Town Staff, RESPEC, WWE, and Alpine Archaeological Consultants, Inc. (Alpine) to assure a NEPA compliant approach.

**Brush Clearing Work Plan**

To facilitate compliance, RESPEC and WWE prepared a proposed brush clearing work plan and identified specific locations for Alpine to conduct the necessary surveys mandated by the BOR. This letter report was submitted by Alpine to both the USFS (as the lead federal agency) and BLM on August 21. Our understanding is that Alpine has routinely reached out to USFS and BLM and the Town is still awaiting USFS and BLM review and approval.

**Importance of 2D Resistivity (2DR)**

The scope of WWE’s work related to the 2DR survey is important data for the hydrogeological study. This non-intrusive methodology will enable us to gain insights into subsurface geological conditions without the need for intrusive drilling. Developing an understanding of the depth, extent, and spring flow paths is essential for a more comprehensive understanding of the hydrogeology characteristics of the springs. Relying solely on surface conditions would provide limited value to our study, making the 2DR a pivotal aspect of our field investigation.

**Request for Contract Extension**

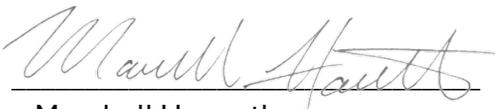
WWE reached out to Melissa Wills at the Colorado River District to discuss the possibility of extending the timeline for the hydrogeological study due to the delays associated with securing Federal approval and the need to meet NEPA requirements. Melissa confirmed that acquiring an extension would not pose any issues. It is WWE’s understanding that CWCB projects can be completed within a period of up to five years. Therefore, WWE respectfully requests a one-year extension of our current contract to accommodate these unforeseen delays in receiving Federal regulatory approval and enable WWE to complete the work within the 2025 field season.

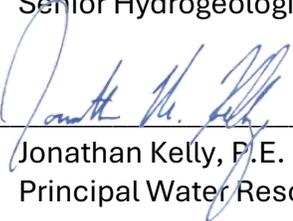
In conclusion, WWE wants to express our gratitude for the Town’s ongoing support as we navigate these important processes. Our collaboration is vital to the success of the project,

and we are committed to maintaining open communication as we move forward. Thank you for your attention to these matters. Please feel free to reach out with any questions or for further discussion.

Sincerely,

WRIGHT WATER ENGINEERS, INC.

By   
Marshall Haworth  
Senior Hydrogeologist

By   
Jonathan Kelly, P.E.  
Principal Water Resources Engineer



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

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

**TOWN OF PAONIA, COLORADO  
ORDINANCE NO. 2024-05**

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

**WHEREAS**, the Town of Paonia, Colorado (the “Town”) is a statutory municipality organized pursuant to Colorado Revised Statutes (C.R.S.) §31-1-203; and

**WHEREAS**, C.R.S. §31-15-201 establishes Administrative Powers for statutory municipalities, and

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

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

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

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

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

**WHEREAS**, the Board of Trustees finds that:

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

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

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

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

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

**Chapter 6, Article 5. SHORT TERM RENTAL LICENSES**

**Sec. 6-5-10. Purposes, Interpretation of Rules.**

- (a) Interpretation. This Article shall be construed and applied to promote its underlying purposes and policies.
- (b) Purposes and Policies. The purpose of this Article is to establish license requirements for short-term residential property rentals within the Town of Paonia.

**Sec. 6-5-20. Definitions.**

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

*Applicant*

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

*Local Contact Person*

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

*Primary Residence*

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

*Short – Term Rental*

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

*Single – Bedroom Short – Term Rental*

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

**Sec. 6-5-30. License Required.**

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

(1) Provide proof of ownership of said property, and, if the property is owned by an entity or trust, proof of the applicant’s controlling ownership interest in the property must be provided;

(2) Provide either:

- i. Proof that the Short-Term Rental was operational on or before December 31, 2024; or
- ii. Proof that the applicant’s Primary Residence is the same property or on the same property as the Short-Term Rental; and
- iii. Provide proof that all applicable Paonia sales and lodging tax was paid on the Short-Term Rental for which a license is sought for rentals prior to December 31, 2024.

(c) There shall be forty (40) total combined Short-Term Rental and Single-Bedroom Short-Term Rental licenses initially available.

(d) Licenses will be issued for those properties which are either the applicant’s primary residence, or are located within the Core Commercial District (C-1), the Community Commercial District (C-2), the Higher Density Residential District (R-3), the Medium-Density Residential District (R-2), by Special Use Review in the Low-Density Residential District (R-1), and by Special Use Review in the Estate Residential District (E-1), as defined in Chapter 16 of the Paonia Municipal Code and the Town’s Zoning Map.

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

(a) *Occupancy.* All Short-Term Rentals and Single-Bedroom Short-Term Rentals shall have a maximum occupancy equal to two (2) persons per bedroom plus an additional two (2) persons per property. Children under the age of five (5) shall not count toward this occupancy limitation. The number of bedrooms that may be occupied within each Short-Term Rental or Single-Bedroom Short-Term Rental shall at all times be limited to the number of bedrooms for which fees have been paid pursuant to this Article.

(b) *Private Covenants.* The Town is not a party to and does not enforce most private covenants and agreements. Applicants should therefore review all covenants and agreements that apply to the property they wish to license as a Short-Term Rental because such documents may restrict or prohibit Short-Term Rentals. The Town’s issuance of a Short-Term Rental license shall have no legal effect upon any such restrictive covenants or agreements applicable to a property.

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

(4) When a license becomes available, the Town will contact the next Applicant on the waitlist via email to inform them that they have fourteen (14) days to submit a complete Short-Term Rental license application and have it received by the Town.

(5) If a complete application is not received within fourteen (14) days, the Short-Term Rental license will be denied, the Applicant will lose their placement on the waitlist, and no refund will be issued, and the next Applicant on the waitlist will be notified of an available license.

(h) *Local Management Required.* Short-Term Rentals must at all times have a designated Local Contact Person whose contact information must be on file with the Town. It is the responsibility of the Applicant to ensure that the contact information is current.

(1) The Local Contact Person shall be responsible for ensuring compliance with provisions of this Code associated with the Short-Term Rental, including but not limited to compliance with all applicable sales and lodging tax requirements, maintenance of parking areas, removal of snow and ice from sidewalks and pathways, garbage disposal, and other property maintenance requirements.

(2) The local contact person must be available twenty-four (24) hours a day, seven (7) days a week and able to respond within sixty (60) minutes, in person as necessary, to emergencies, any Municipal Code Violations, and/or complaints regarding the condition, operation, occupancy or conduct of the occupants of the Short-Term Rental, and to take remedial action to resolve such violations and/or complaints.

i. The Local Contact Person must comply with provisions of this code in §16-9-10 (d) (3).

(i) *Compliance.* Except as otherwise set for in this Article, all provisions of the Municipal Code, including but not limited to all provisions to health, sanitation, garbage and refuse, animals, motor vehicles, noise abatement, dark skies and light trespass, zoning, and other nuisances, shall remain fully applicable to all properties licensed for Short-Term Rentals, and compliance with all such provisions shall be deemed a condition of all Short-Term Rental licenses.

**Sec. 6-5-50. Application Procedure.**

(a) All license applications shall be filed with the Town Administrator, or designee, on forms supplied by the Town.

(b) The Town Administrator, or designee, may issue a new Short-Term Rental license upon all of the following conditions:

- (1) The Applicant has submitted a complete application form and provided all required information regarding the Short-Term Rental unit, including, but not limited to, where applicable, proof of the Applicant's ownership interest in the property, proof of past payment of all applicable sales and lodging tax to the Town, proof that the property to be rented is the Applicant's Personal Residence, or is located within are located within the Core Commercial District (C-1), the Community Commercial District (C-2), the Higher Density Residential District (R-3), the Medium-Density Residential District (R-2), by Special Use Review in the Low-Density Residential District (R-1), and by Special Use Review in the Estate Residential District (E-1), proof of the total number of bedrooms being rented, and information concerning the required Local Contact Person.
- i. An Application for a Short-Term Rental within the Low-Density Residential (R-1) zoning district, and/or the Estate Residential District (E-1) must also apply for a Special Use Review and pay all associated fees.
    - 1. When an application for a Short-Term Rental is received and there is a license available, that application will encumber a license until the Special Use Review process is complete and upon approval of the review will be activated. If the Special Use Review is denied, then the license will be unencumbered and returned to the pool of available licenses.
  - ii. The Mobile Home district (MH), Light Industrial district (I-1), Industrial District (I-2), Developing Resource District (DR) and Public District (P) are ineligible for a Short-Term Rental license.
- (2) The Applicant has paid an annual license fee of \$150.00 per bedroom, up to a maximum of five (5) licenses per Primary Residence for Single-Bedroom Short-Term Rentals, or an annual license fee of \$500.00, for a Short-Term Rental that is not a Primary Residence or Single-Bedroom Short-Term Rental, and has also paid all other applicable taxes and fees owed to the Town, including any outstanding taxes or fees related to any of the Applicant's or property owner's other properties and purposes within the Town.
- (3) A satisfactory Short-Term Rental license inspection has been completed that verifies certain life-safety items are in place, and must comply with the provisions of this Code listed in §16-9-10 (d) (2).
- i. Access to an exterior thirty-six inch (36") wide by six foot eight inches (6' 8") egress door.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Sec. 6-5-70. Appeals.**

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

**Sec. 6-5-80. Penalties.**

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

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

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

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

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

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

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

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

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

Add to Table 16-1:

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

Add to Table 16-3:

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

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

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

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

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

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

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

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

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

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

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

(e) The burden shall be upon the owner of the Short-Term Rental to verify to the Town that the criteria of this Section are met and if necessary, provide adequate proof.

(f) Failure to comply with any provision in this Section may result in revocation or suspension of any license to operate a Short-Term Rental in accordance with the provisions of §6-5-60, and may be subject to fines and penalties found in §6-5-80 of this Code.

**PASSED AND ADOPTED** this 12<sup>th</sup> Day of November 2024.

\_\_\_\_\_  
Paige Smith, Mayor

ATTEST:

\_\_\_\_\_  
Samira M. Vetter, Town Clerk

Approved as to form and contents:

\_\_\_\_\_  
Clay Buchner, Town Attorney

## Memo

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

Stefen,

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

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

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



Shay Coburn &lt;shay@urbanruralcontinuum.com&gt;

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

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

Tue, Mar 19, 2024 at 7:00 PM

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

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

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

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

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

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

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

To: Paonia <paonia@townofpaonia.com>

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

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

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

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

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-Michelle



Shay Coburn &lt;shay@urbanruralcontinuum.com&gt;

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**Fwd: Cabin loft question ...**

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**Molly Wheelock** <wheelockmolly@gmail.com>

Thu, Mar 21, 2024 at 9:14 AM

To: Molly Wheelock &lt;molly@studiomwarch.com&gt;, Shay Coburn &lt;shay@urbanruralcontinuum.com&gt;

Hey Shay!

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

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

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

Some comments I thought I'd share in writing:

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

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

**MOLLY WHEELOCK***"Let the beauty you love be what you do.**There are hundreds of ways to kneel and kiss the ground." - Rumi*

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

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

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

Subject: Re: Cabin loft question ...

To: Molly Wheelock &lt;wheelockmolly@gmail.com&gt;



# CABINS

## Minimum Floor Area and Room Dimensions

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

## Additional Information & Requirements

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

## DEFINITIONS

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

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

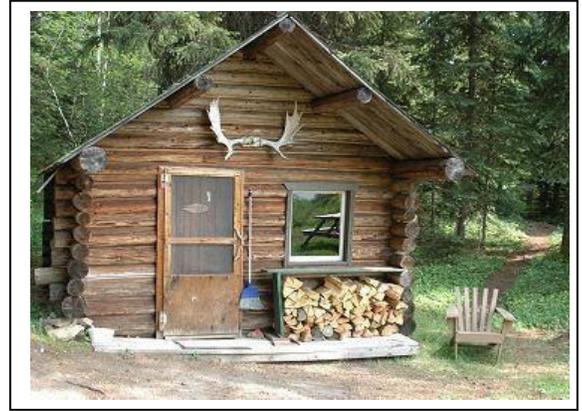
1. A cabin that includes a primary heat source and living facilities for sleeping, eating, cooking and sanitation will be classified as a single-family dwelling.
2. Cabins are permitted in the applicable zoning districts (see Larimer County Land Use Code Section 3.3.3) only in the west half of Range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

**Note: Cabins may be lived in year-round.**

## Primary Heat Source

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

## Additional Information & Requirements



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

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

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

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

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

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

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

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

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

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

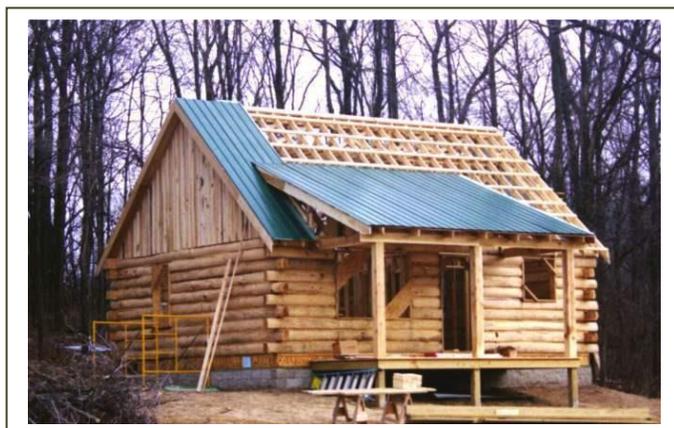
If any one of the above listed items is NOT present, the structure will be classified as a **cabin and no CO will be issued**. (See the previous eight listed items concerning Cabins.)

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

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

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

- Private sewage disposal system installation





Dear Town Council of Paonia,

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

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

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

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

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

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

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

Thank you for your attention to this critical issue.

Sincerely,  
Pete McCarthy  
119 ½ Dorris Ave

**415.623.9773**

From Steve Clisset

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

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

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

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

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

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

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

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

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

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

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



Shay Coburn &lt;shay@urbanruralcontinuum.com&gt;

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

1 message

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

Mon, Mar 25, 2024 at 8:52 AM

Hi Shay,

Please see below for your consideration.

SW

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

Hello,

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

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

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

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

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

Thank you,

Paige Smith

3/29/24, 11:31 AM

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

Town of Paonia Trustee

307-631-4544

140



Shay Coburn &lt;shay@urbanruralcontinuum.com&gt;

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## Short term rentals

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**Shirley A Yeamans** <oosqh@paonia.com>

Tue, Mar 26, 2024 at 10:19 AM

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

Cc: oosqh@paonia.com

Shay and the Town of Paonia,

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

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

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

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

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

Respectively submitted,  
Shirley Yeamans



Shay Coburn &lt;shay@urbanruralcontinuum.com&gt;

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**Fwd: STR ADU Comments**

1 message

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**Dave K** <DaveK@townofpaonia.com>  
To: Shay Coburn <shay@urbanruralcontinuum.com>

Mon, Apr 8, 2024 at 3:37 PM

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

The Town of Paonia is an Equal Opportunity Employer

Dave Knutson  
970 260-3260

Begin forwarded message:

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

April 8, 2024

Dear Shay,

Here are my comments regarding STR and ADU regulations

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

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

Section 6-5-20:

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

Section 6-5-30:

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

Section 16-1-100:

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

Section 6-3-20

Excellent comment SC13, no special review process

Section 16-6-10

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

OUT OF THE BOX PROPOSAL:

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

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

4/10/24, 11:55 AM

urbanruralcontinuum.com Mail - Fwd: STR ADU Comments

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

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David Knutson  
(970) 260-3260

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

from Deborah Spiegel

~~Wong~~

How is requiring licenses  
going to help with housing  
needs? <sup>or anything?</sup> As a homeowner

I would not choose to rent

a room in my house long term,  
so its not taking away from long term rental pool.  
A short term guest doesn't  
use the kitchen <sup>of my house</sup>. This idea  
Doesn't

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

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

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

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

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



Shay Coburn &lt;shay@urbanruralcontinuum.com&gt;

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**FW: Short Term Rentals**

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**Paonia** <paonia@townofpaonia.com>

Mon, Apr 15, 2024 at 9:42 AM

To: Samira V &lt;SamiraV@townofpaonia.com&gt;, Shay Coburn &lt;shay@urbanruralcontinuum.com&gt;

Cc: "deborah@dbtmusic.com" &lt;deborah@dbtmusic.com&gt;

Comments received...

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

P : (970) 527-4101

F : (970) 527-4102

E : [RubenS@townofpaonia.com](mailto:RubenS@townofpaonia.com)

214 Grand Ave.

Paonia, CO 81428

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

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

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

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

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

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

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

Let's take these one at a time.

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

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

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

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

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

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

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

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

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

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

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

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



Shay Coburn &lt;shay@urbanruralcontinuum.com&gt;

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**FW: Short Term Rentals**

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Paonia &lt;paonia@townofpaonia.com&gt;

Wed, Apr 10, 2024 at 2:28 PM

To: Samira V &lt;SamiraV@townofpaonia.com&gt;, Shay Coburn &lt;shay@urbanruralcontinuum.com&gt;

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

P : (970) 527-4101

F : (970) 527-4102

E : [RubenS@townofpaonia.com](mailto:RubenS@townofpaonia.com)

214 Grand Ave.

Paonia, CO 81428

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

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

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

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

Thank you

David A. Marek

Paonia, CO 81428

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

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**2 attachments**

**STR-Colorado-Impact-Study\_Final\_05.25.2022.pdf**

9165K



**Paonia STR Memo\_0001.pdf**

68K

April 10, 2024

Paonia Planning Commission and Board of Trustees

Re: Short Term Rentals

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

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

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

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

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

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

Thank you for your time and consideration.

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



# Colorado Short Term Rental Impact Study

May 2022



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Section 2: Housing Market Overview	16
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# Executive Summary

# Executive Summary

## ABOUT THE STUDY

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

## HR&A'S APPROACH

### 1. Tourism Analysis

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

### 2. Economic and Fiscal Impact of STR Visitor Spending

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

### 2. Housing Market Overview

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

### 4. Impact of STRs on Workforce Housing Inventory

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

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

# Key Findings



## Tourism and STR Visitors

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



## Economic & Fiscal Impact

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

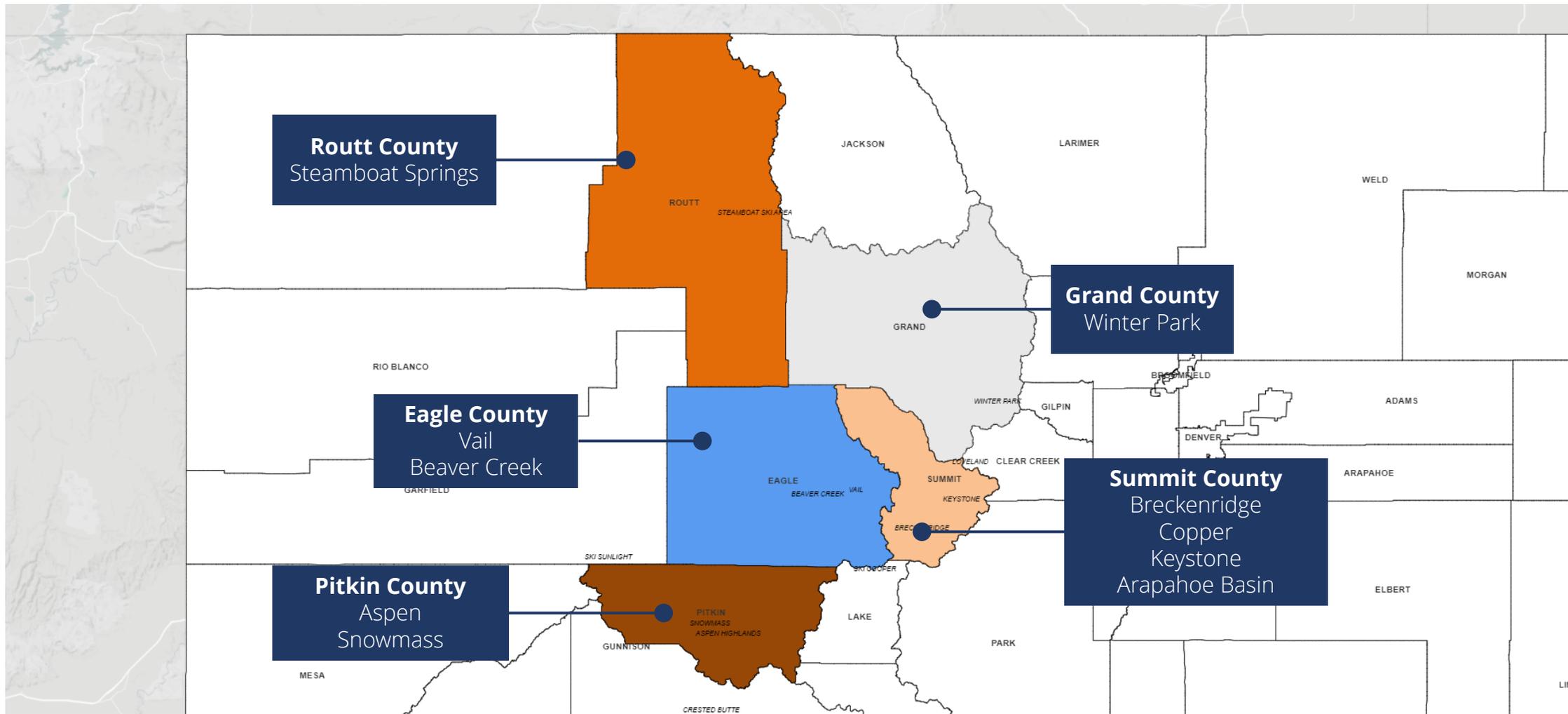


## Workforce Housing

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

# Study Area

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



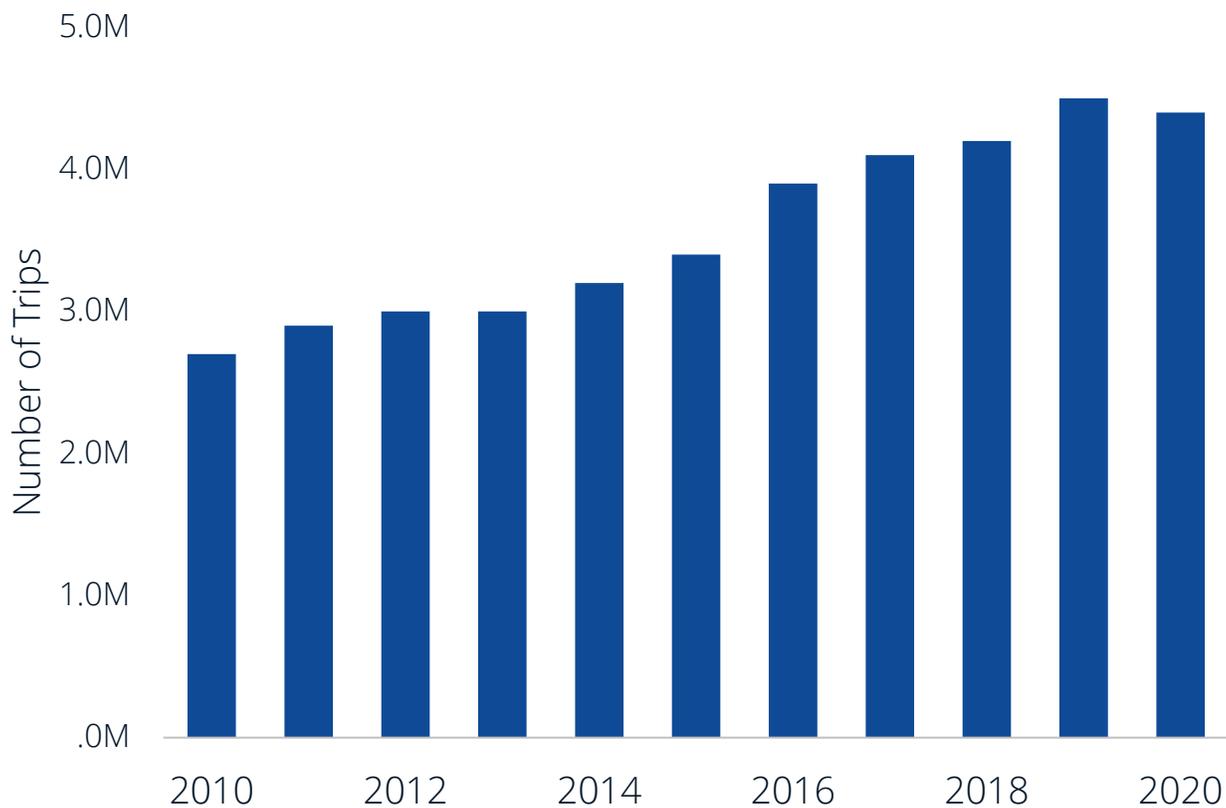


## **Economic Benefit of STR Visitors**

# Colorado Tourism

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

Overnight Outdoor Trips, Colorado, 2010-2020



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

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

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

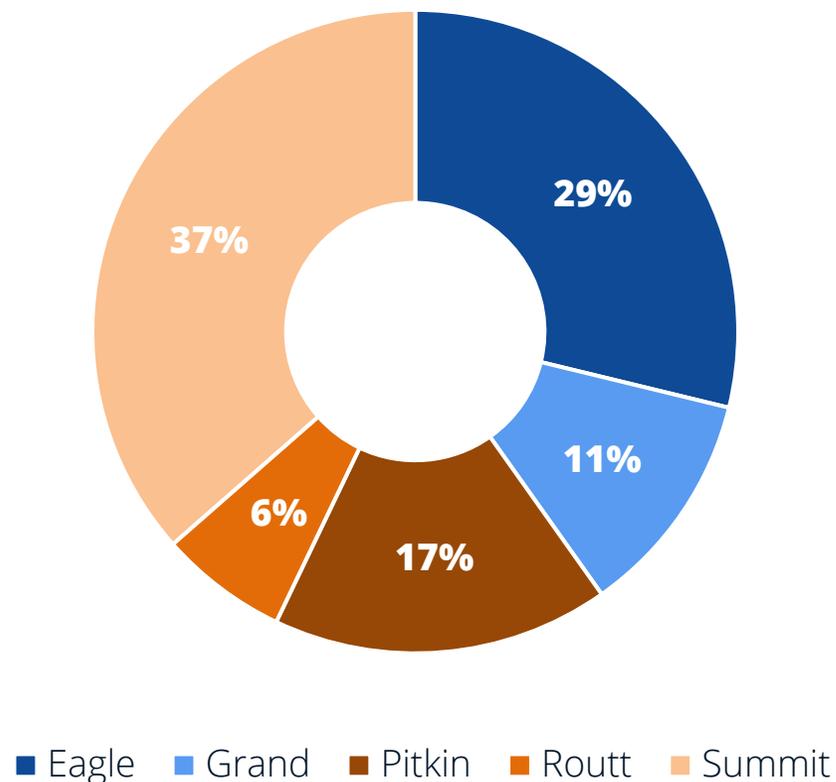
# County Tourism

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

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

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

Approximate Share of Visitors by County, 2020

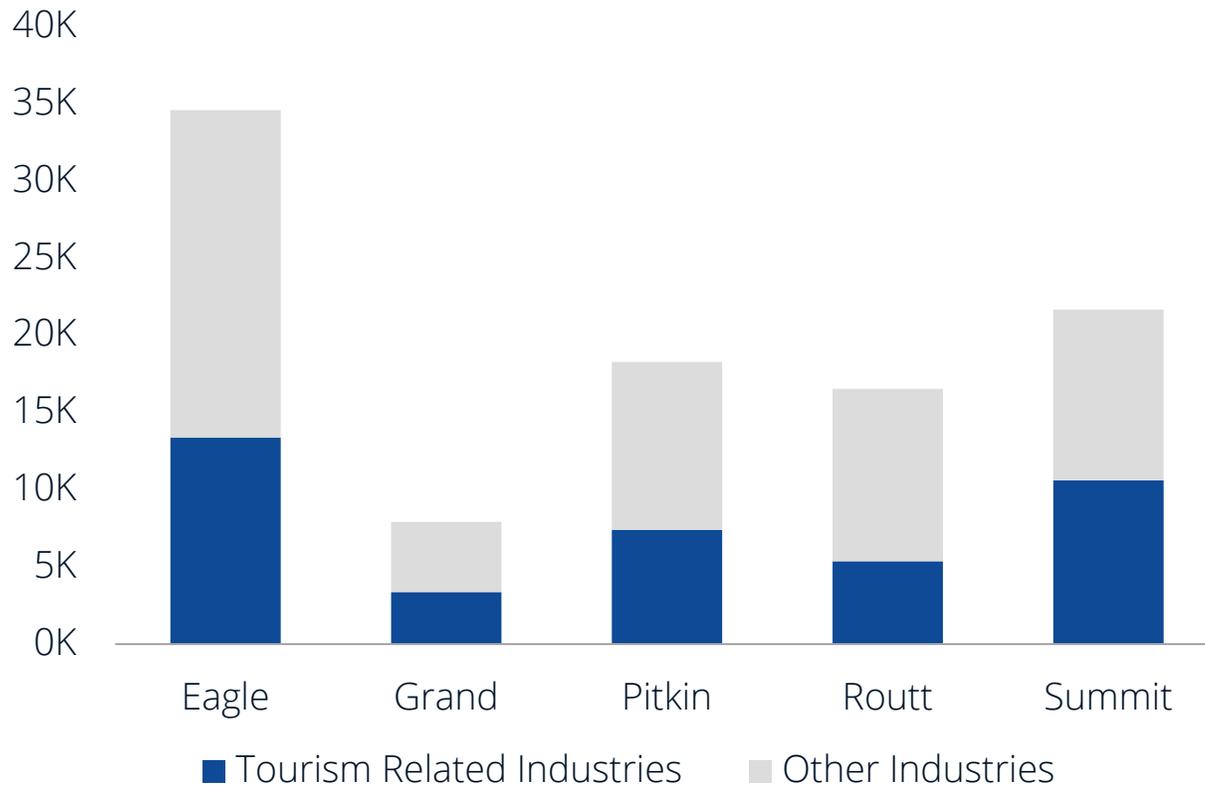


Sources: Longwoods International; Colorado Tourism Office (CTO).

# Tourism Jobs Impact

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

Number of Jobs by Industry by County, 2020



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

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

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

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

Source: Emsi.

# STR Visitors

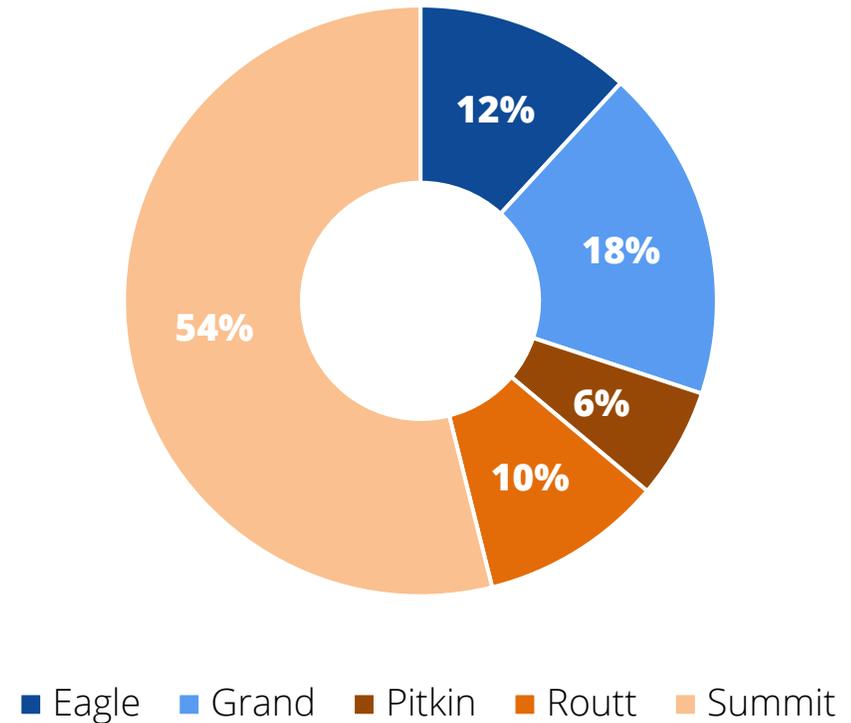
STR visitors comprise approximately 30% of all visitors, with over half staying in Summit County.

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

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

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

Approximate Share of STR Visitors by County, 2020

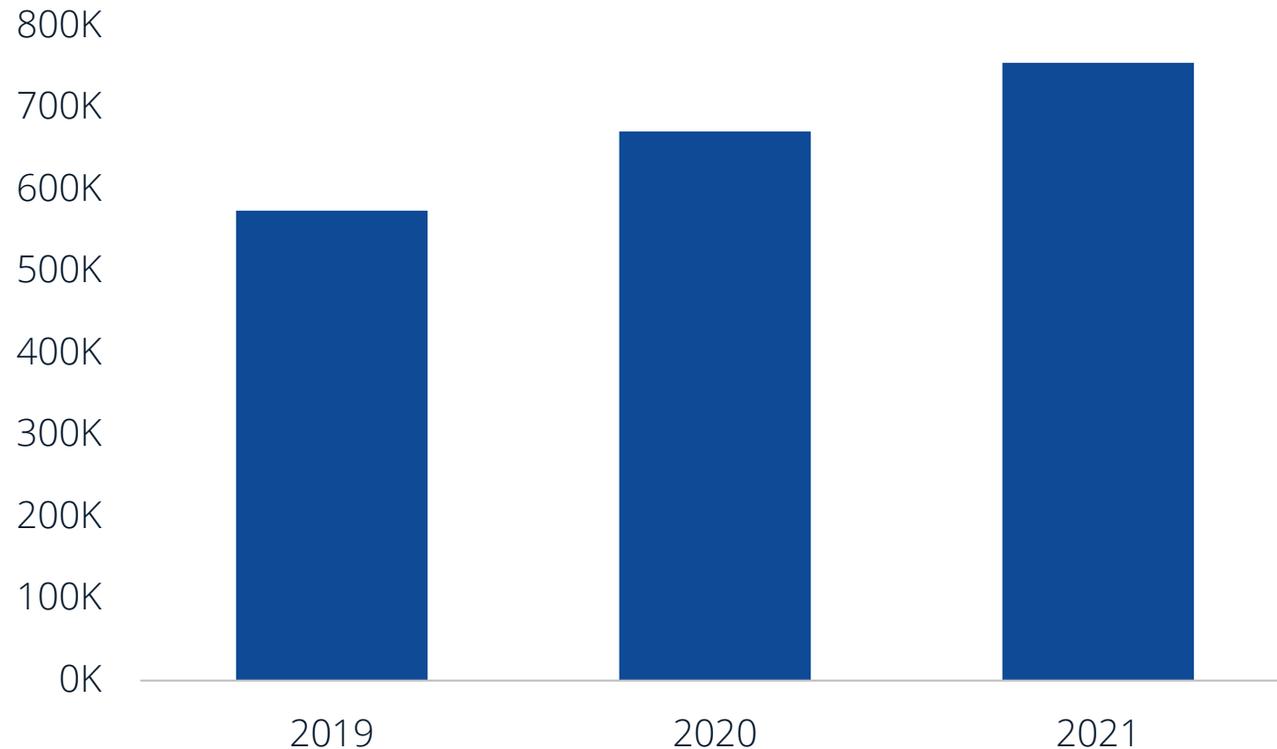


Sources Airbnb, Colorado Tourism Office, Utah Skier Study, Summit Rentals, MTExpress.

## COVID Impacts

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

Airbnb Occupied Nights, Aggregate five counties



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

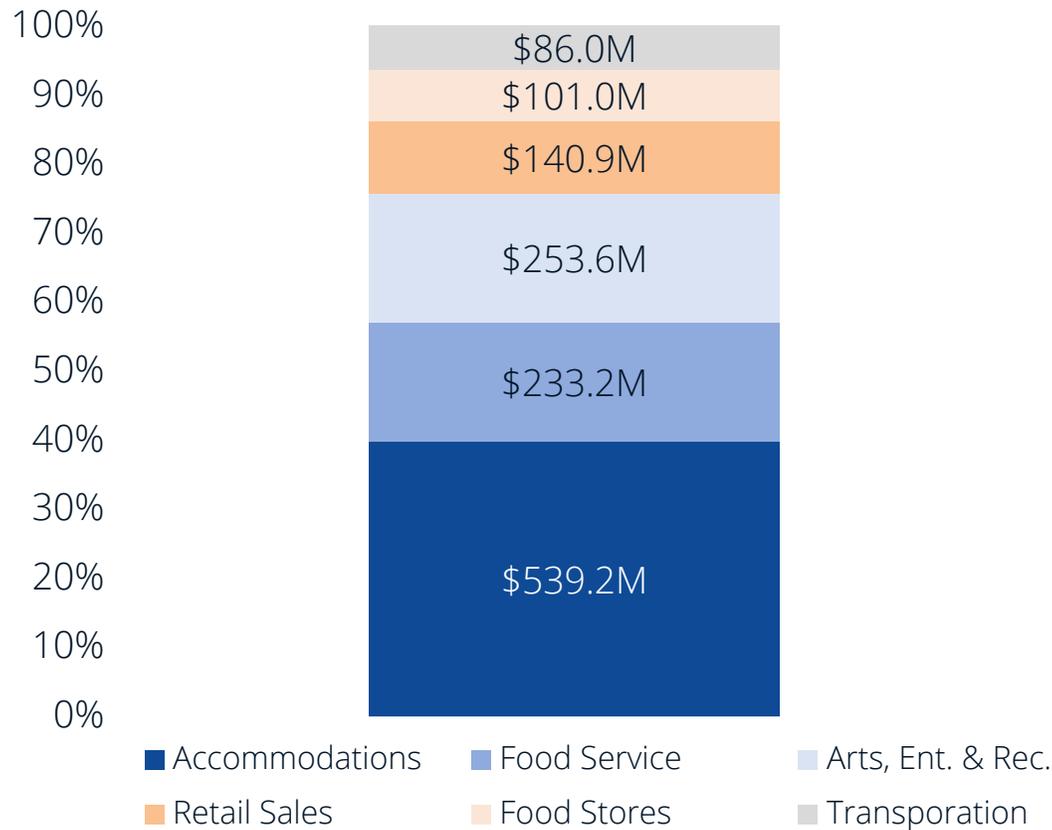
STR visitation in the five counties also remained strong through 2020 and 2021.

Source: Airbnb.

# STR Visitor Spending

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

STR Visitor Spending by Type, 2020



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

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

Sources: Airbnb, Colorado Tourism Office, Emsi, Transparent

## STR Visitors' Economic Impact

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

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

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

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

# 14,700

## JOBS CREATED

*15% of total jobs in the 5 counties*

# \$599M

## EARNINGS

# \$1.5B

## ECONOMIC OUTPUT

# STR Visitors' Fiscal Impact

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



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

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

Sources: Colorado Tourism Office, Emsi.

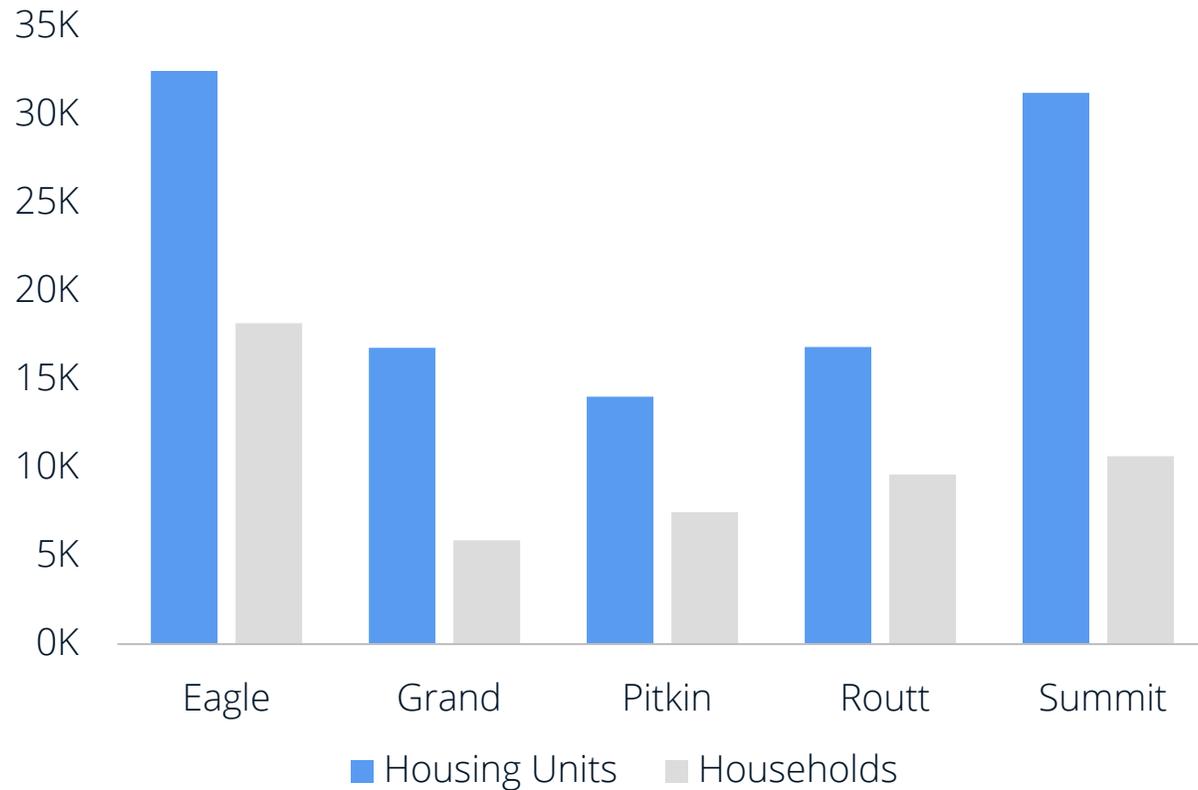


# Housing Market Overview

# Housing Inventory Overview

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

Housing Units and Households per County, 2019



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

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

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

## Housing Inventory Overview

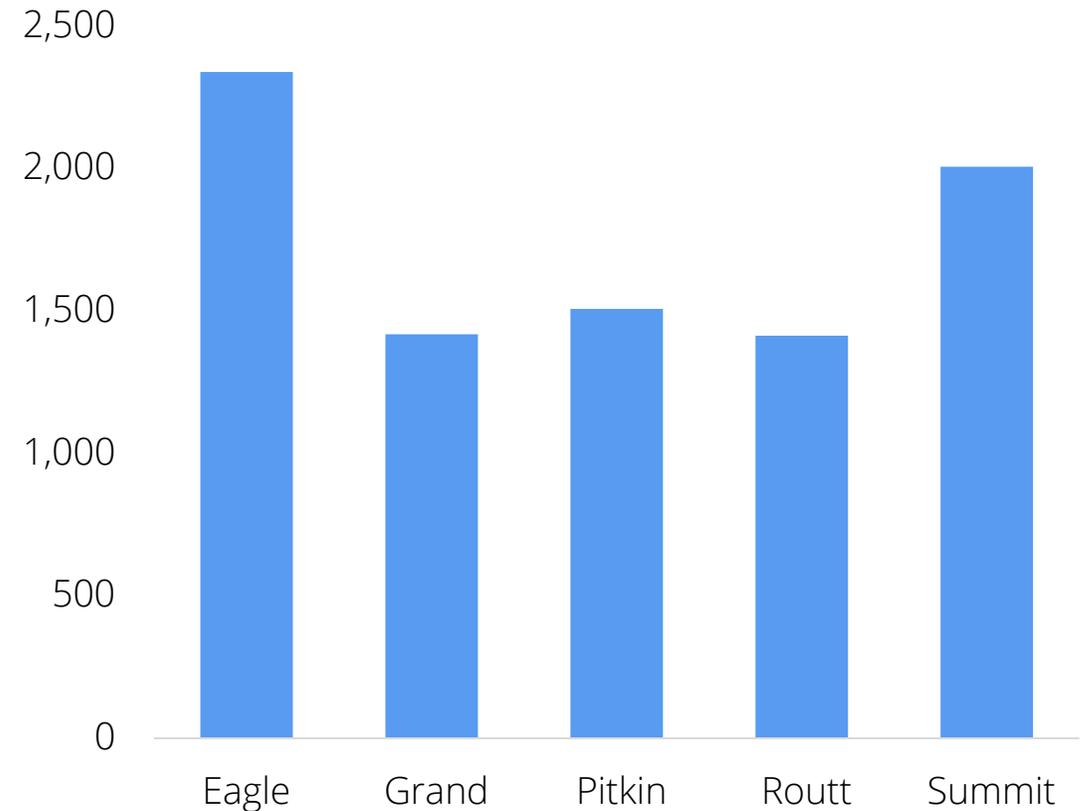
The housing inventory across the five counties grew by 8,600 units from 2010 to 2019, or about 8%, compared to 17% overall job growth.

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

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

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

Net Change in Housing Units, 2010-2019



## Vacant and Seasonal Housing Inventory

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

# 59,500

Number of unoccupied housing units as compared to the residential population

# 49,200

Units listed on STR platforms as of 2021

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

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

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

# Workforce Housing Overview

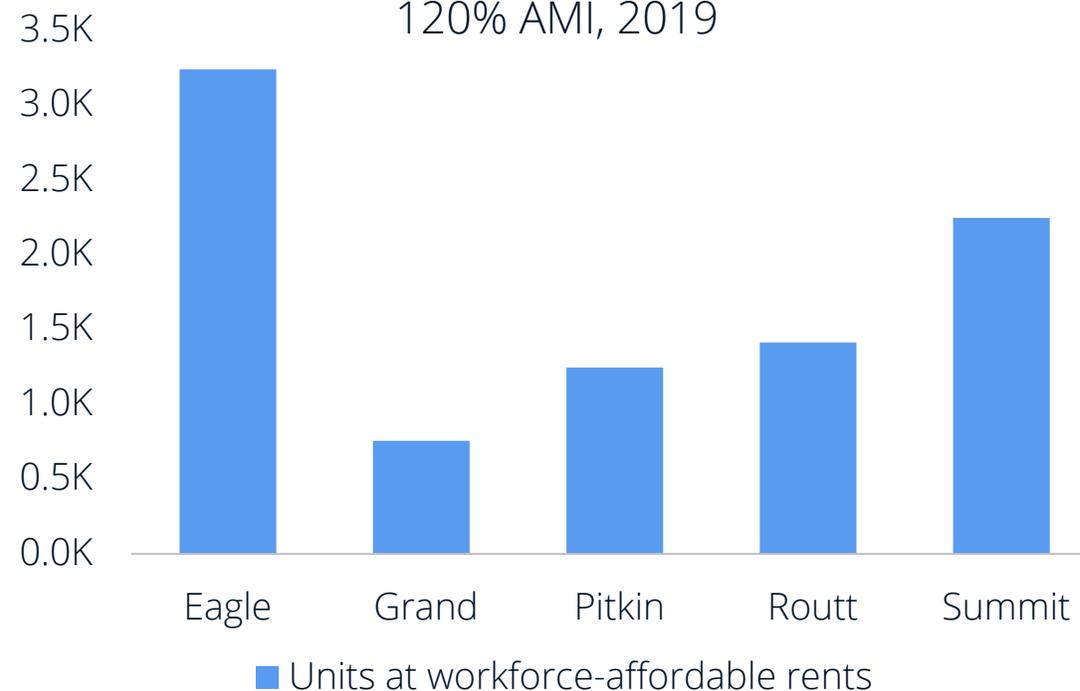
In 2019, more than half of occupied rental units were affordable to households making between 60% and 120% of area median income.

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

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

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

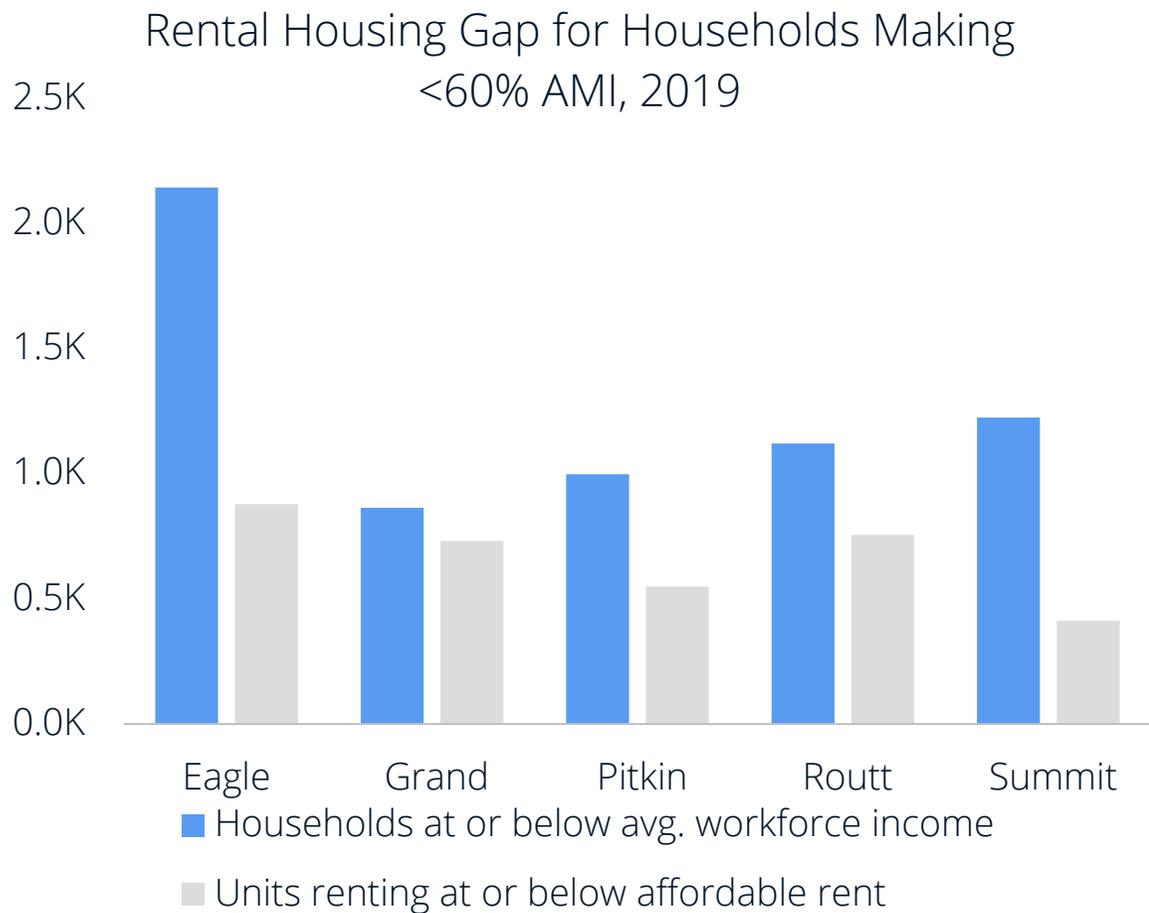
Number of Workforce Housing Units Affordable to Households Making 60%-120% AMI, 2019



Sources: Urban Land Institute, ACS 5-Year estimates.

# Workforce Housing Overview

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



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

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

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

Sources: ACS 5-Year estimates, Emsi.

# Workforce Housing Supply

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

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

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

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

Source: Zillow, February 2022, Emsi

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



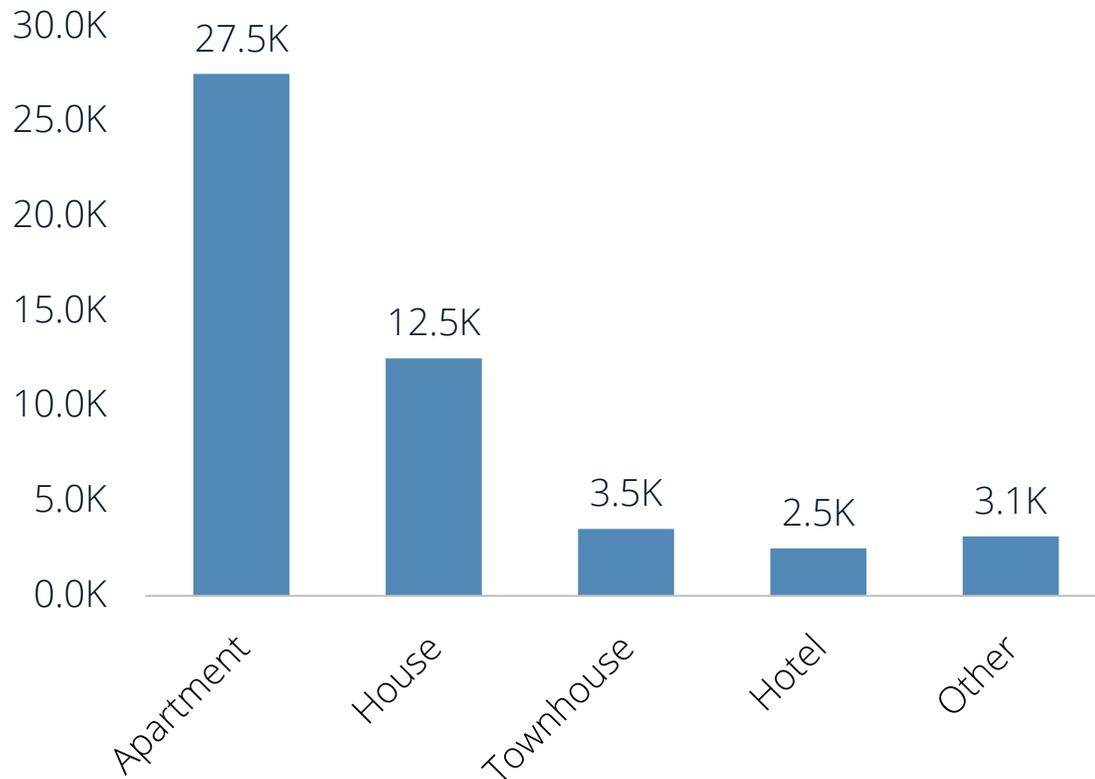


## Impact of STRs on Workforce Housing

# STR Inventory

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

Total STR Inventory by Type, All Counties, October 2021



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

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

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

Source: Transparent.

## Comparison Criteria: STRs and Workforce Housing

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

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



### Typology:

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



### Availability:

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



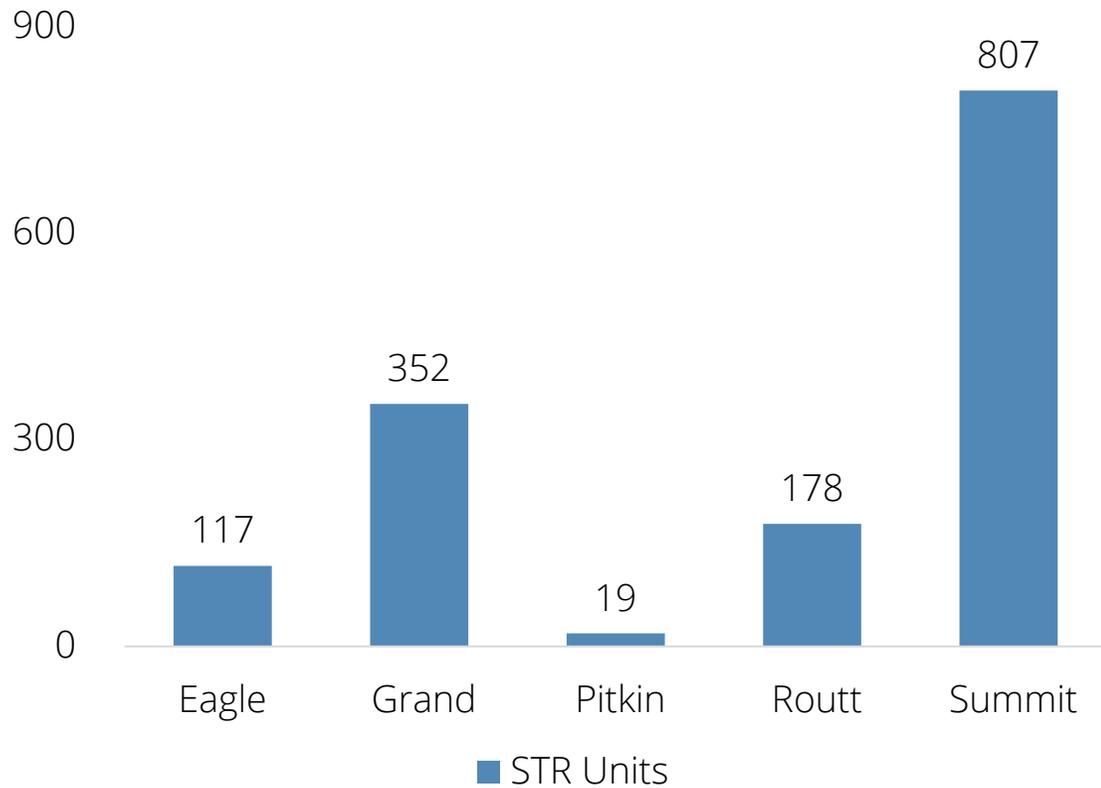
### Price Point:

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

# Impacts of STR Inventory on Workforce Housing

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

STR Inventory Comparable to Workforce Housing by County, 2021



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

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

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

Source: Transparent

# Impacts of STR Inventory on Workforce Housing

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

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

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

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

Source: Zillow, March 2022.



**\$3,500**  
Jan 2019

•

**\$4,500**  
Feb. 2022



**\$2,300**  
Aug. 2021

•

**\$3,800**  
Feb. 2022

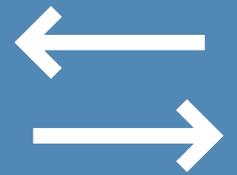
## Impacts of STR Inventory on Workforce Housing

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

### Build Rental Housing



### Subsidize Rental Conversions



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

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

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



# Technical Appendix

## Tourism and STR Visitors

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

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

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

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

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

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

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

# Economic Impact Analysis

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

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

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

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

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

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

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

## Economic Impact Analysis (Continued)

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

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

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

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

spent \$22.6M at food stores.

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

## Economic Impact Analysis (Continued)

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

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

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

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

# Economic Impact Analysis (Continued)

## Figure A-1: NAICS Code Translation

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

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

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

# Economic Impact Analysis (Continued)

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

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

Numbers rounded to the nearest 10

## Fiscal Impact Analysis

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

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

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

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

# Housing Market Analysis

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

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

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

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

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

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

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

# Workforce Housing Analysis

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

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

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

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



# County Profiles

# Eagle County

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

## Demographic Overview

**18,200**

Households

**\$84,800**

Median Household  
Income

## Housing Inventory Overview

**32,500**

Housing Units

**10,300**

STR Units

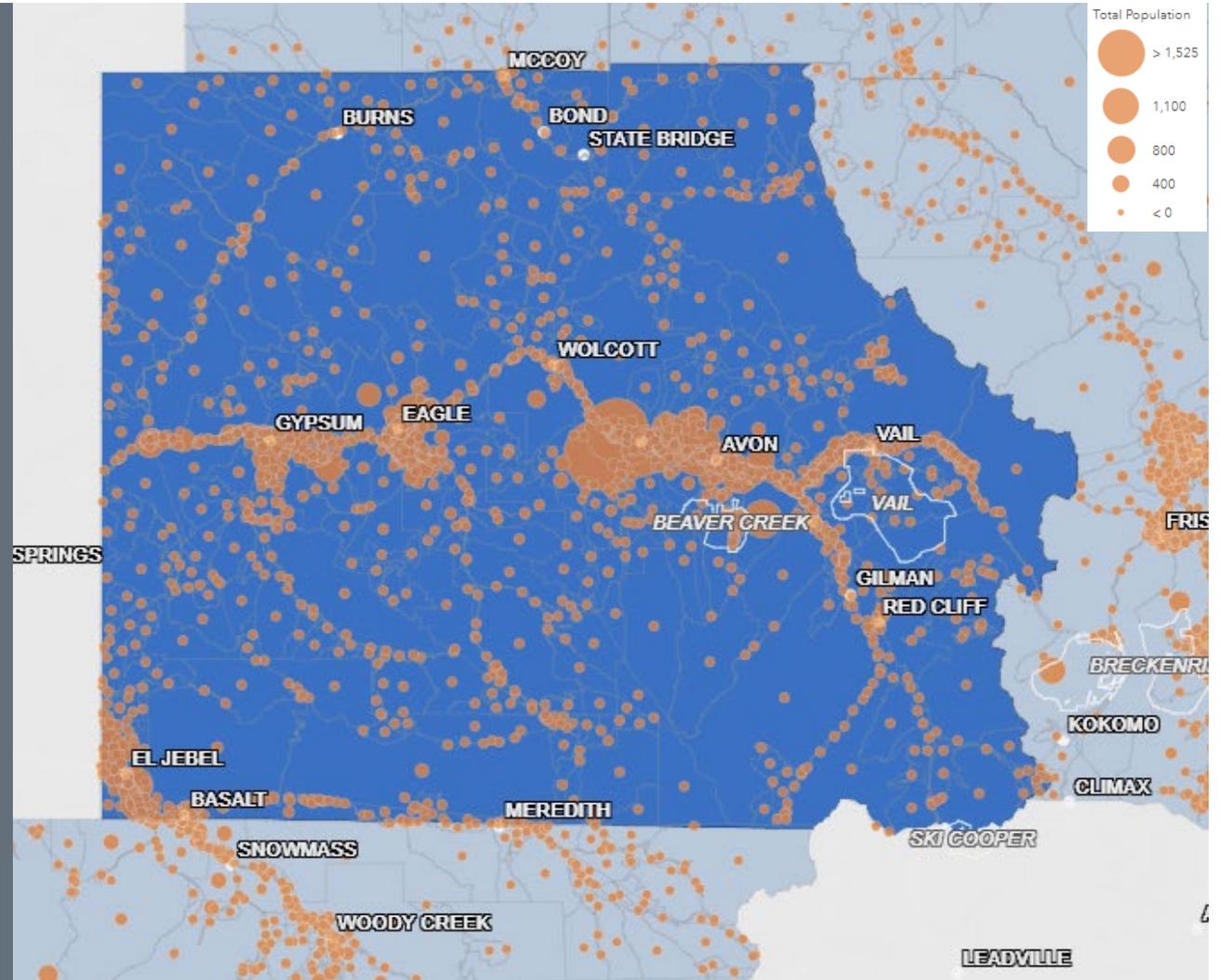
## Tourism Overview

**1.5M**

Est. Annual Visitors

**\$974.9M**

Visitor Spending in 2020



# Eagle County

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

## Economic & Fiscal Impact

**4,200**

Jobs Supported

**\$193.5M**

Worker Earnings

**\$20.7M**

State & Local Taxes

**\$527.0M**

Total Economic Output

## Workforce Housing Impact

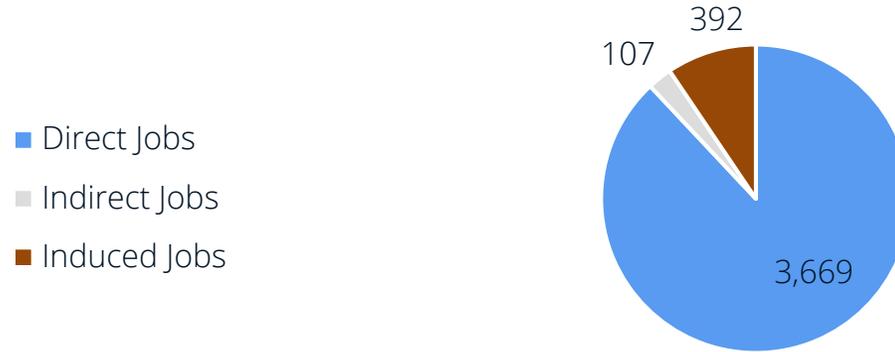
**117**

STRs comparable to workforce housing\* in 2021

**+43**

Increase in STRs comparable to workforce housing\* from 2019 to 2021

### Jobs Supported by STR Visitor Spending, 2020



### Tax Revenue from STR Visitor Spending, 2020



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

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

# Grand County

Home to **Winter Park** ski resort

## Demographic Overview

**5,900**

Households

**\$71,200**

Median Household Income

## Housing Inventory Overview

**16,800**

Housing Units

**6,400**

STR Units

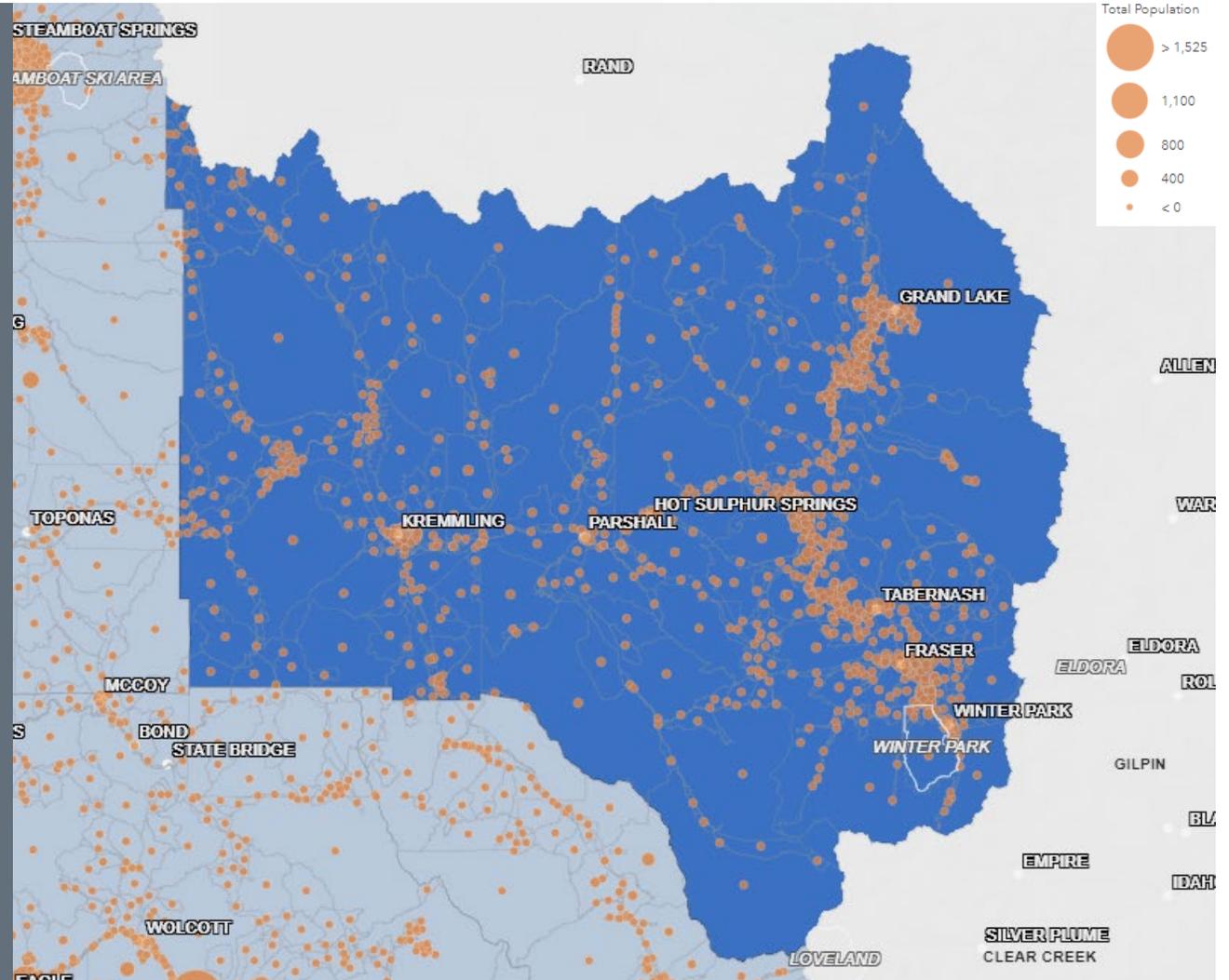
## Tourism Overview

**591,900**

Est. Annual Visitors

**\$385.9M**

Visitor Spending in 2020



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

# Grand County

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

## Economic & Fiscal Impact

**1,600**  
Jobs Supported

**\$33.1M**  
Worker Earnings

**\$8.3M**  
State & Local Taxes

**\$115.1M**  
Total Economic Output

## Workforce Housing Impact

**352**  
STRs comparable to  
workforce housing\* in 2021

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

Jobs Supported by STR Visitor Spending, 2020



Tax Revenue from STR Visitor Spending, 2020



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

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

# Pitkin County

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

## Demographic Overview

**7,500**

Households

**\$78,900**

Median Household Income

## Housing Inventory Overview

**14,000**

Housing Units

**4,900**

STR Units

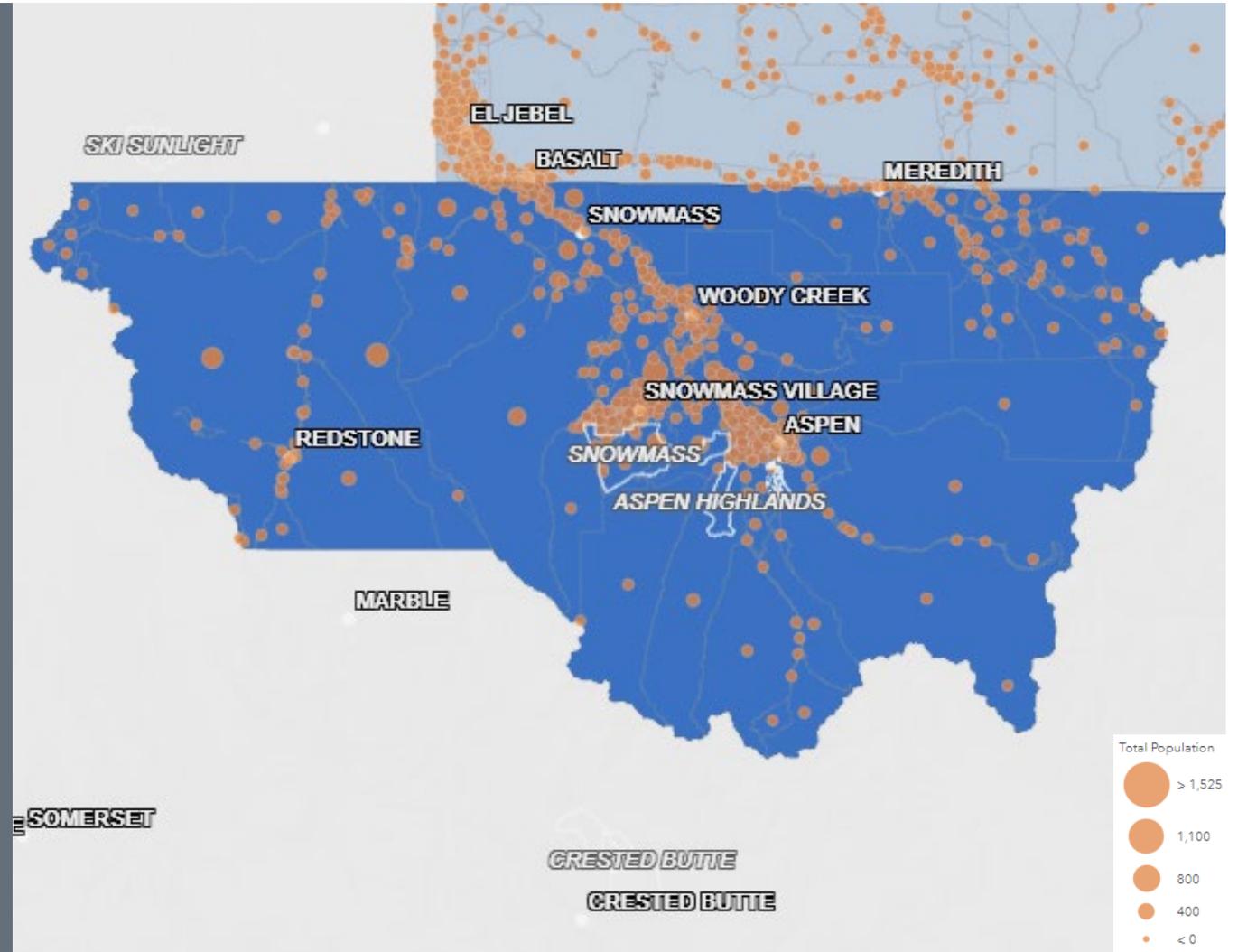
## Tourism Overview

**876,500**

Est. Annual Visitors

**\$571.5M**

Visitor Spending in 2020



# Pitkin County

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

## Economic & Fiscal Impact

**1,900**  
Jobs Supported

**\$119.3M**  
Worker Earnings

**\$13.7M**  
State & Local Taxes

**\$331.8M**  
Total Economic Output

## Workforce Housing Impact

**19**  
STRs comparable to  
workforce housing\* in 2021

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

### Jobs Supported by STR Visitor Spending, 2020



### Tax Revenue from STR Visitor Spending, 2020



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

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

# Routt County

Home to **Steamboat Springs** ski resort

## Demographic Overview

**9,600**

Households

**\$77,400**

Median Household Income

## Housing Inventory Overview

**16,800**

Housing Units

**6,800**

STR Units

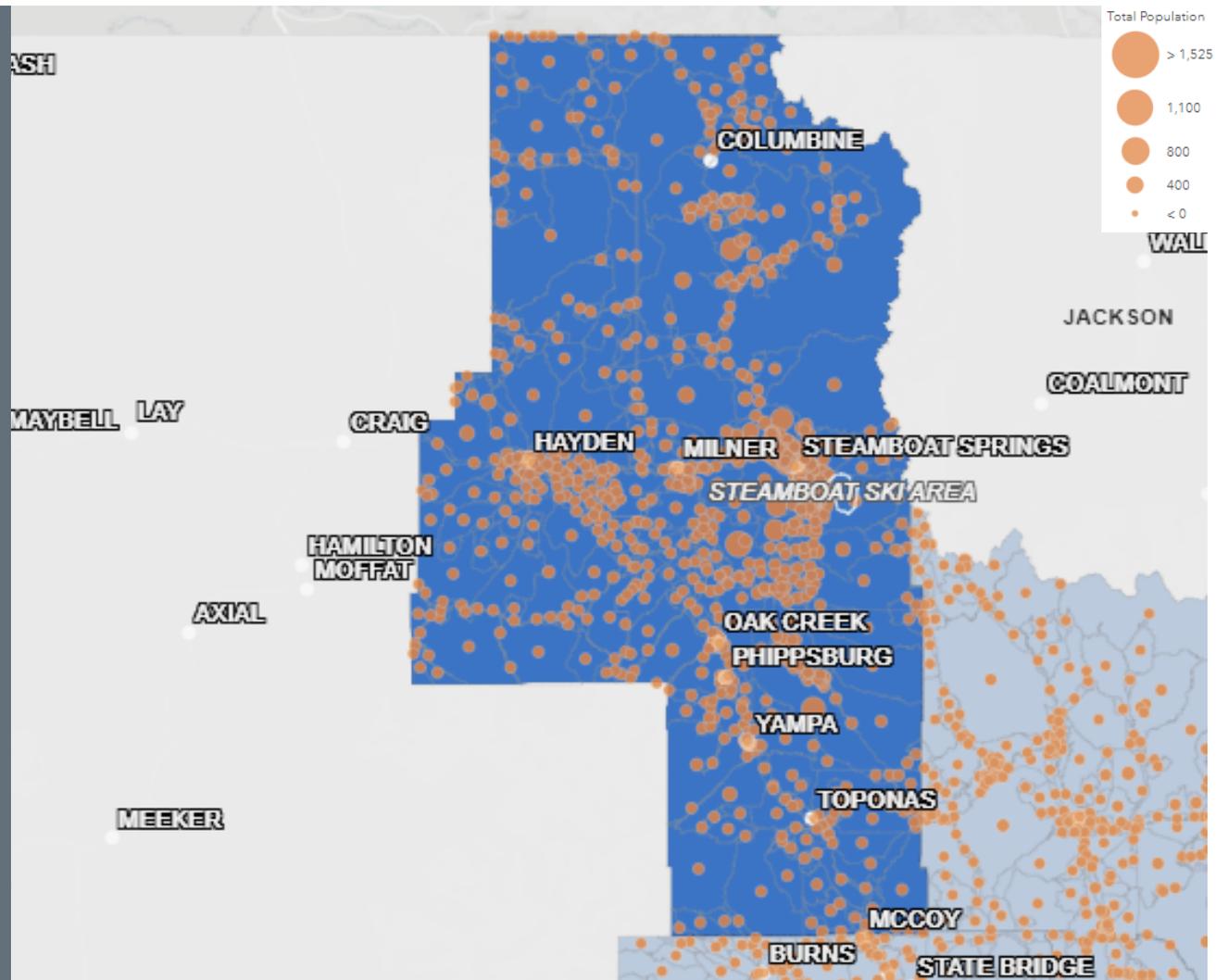
## Tourism Overview

**333,700**

Est. Annual Visitors

**\$217.6M**

Visitor Spending in 2020



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

# Routt County

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

## Economic & Fiscal Impact

**1,100**  
Jobs Supported

**\$41.6M**  
Worker Earnings

**\$4.5M**  
State & Local Taxes

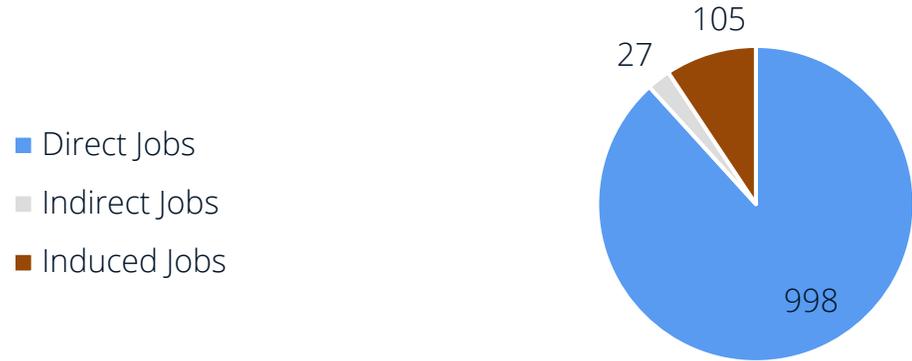
**\$179.2M**  
Total Economic Output

## Workforce Housing Impact

**178**  
STRs comparable to  
workforce housing\* in 2021

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

Jobs Supported by STR Visitor Spending, 2020



Tax Revenue from STR Visitor Spending, 2020



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

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

# Summit County

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

## Demographic Overview

**10,600**  
Households

**\$79,300**  
Median Household  
Income

## Housing Inventory Overview

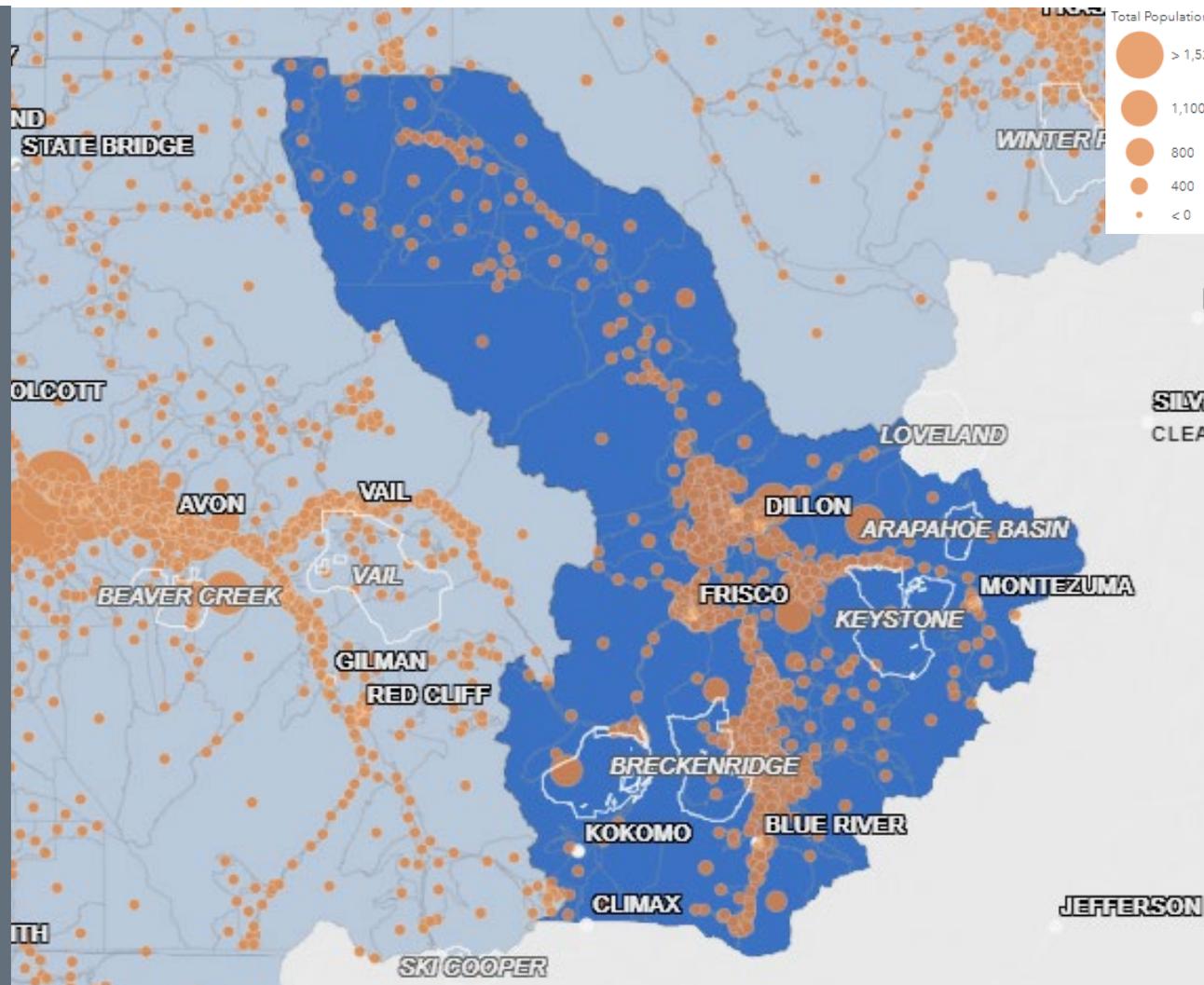
**31,200**  
Housing Units

**20,800**  
STR Units

## Tourism Overview

**1.9M**  
Est. Annual Visitors

**\$1.23B**  
Visitor Spending in 2020



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

# Summit County

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

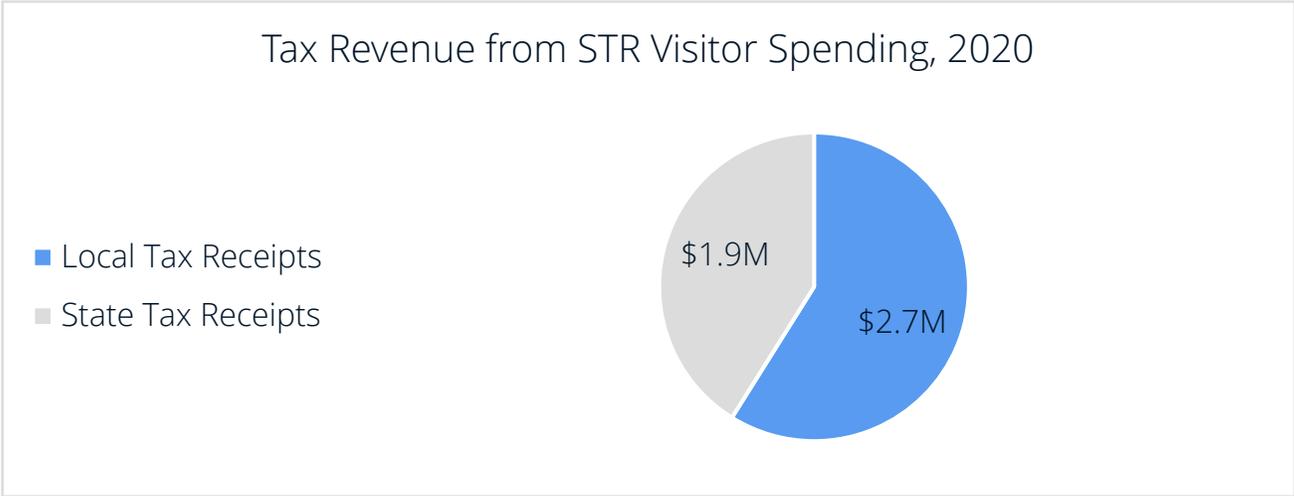
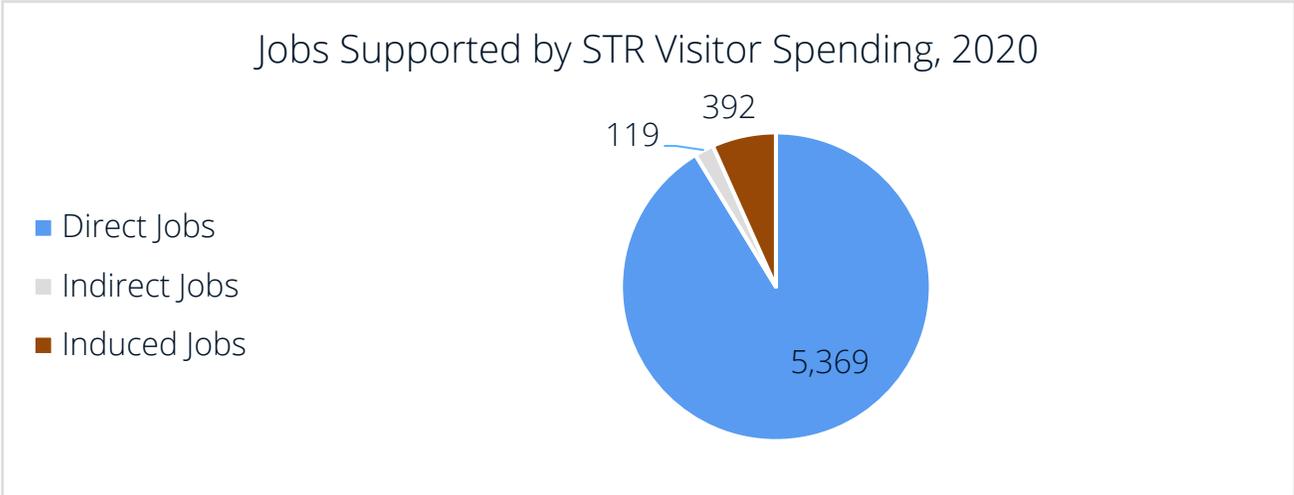
### Economic & Fiscal Impact

<b>5,900</b> Jobs Supported	<b>\$211.6M</b> Worker Earnings
<b>\$26.8M</b> State & Local Taxes	<b>\$358.2M</b> Total Economic Output

### Workforce Housing Impact

<b>807</b> STRs comparable to workforce housing* in 2021	<b>+243</b> Increase in STRs comparable to workforce housing* from 2019 to 2021
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Sources: ACS 5-Year estimates, Airbnb, Colorado Tourism Office, Emsi.

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



HR&A



# Colorado Short Term Rental Impact Study

May 2022



Shay Coburn &lt;shay@urbanruralcontinuum.com&gt;

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## Comments on Proposed ADU's and STR's

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Laurene Bissell &lt;laurenejessie@gmail.com&gt;

Mon, Apr 15, 2024 at 4:39 PM

To: shay@urbanruralcontinuum.com

Cc: paonia@townofpaonia.com

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

**The cap of 20 STR's is to low.**

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

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

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

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

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

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

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

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

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

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

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

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

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

Thank you,

Roger and Laurene Bissell

[337 Rio Grande Ave](#)

970-261-4101



Shay Coburn &lt;shay@urbanruralcontinuum.com&gt;

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

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Paige S &lt;paiges@townofpaonia.com&gt;

Mon, Apr 15, 2024 at 6:01 PM

To: Stefen Wynn &lt;StefenW@townofpaonia.com&gt;, Shay Coburn &lt;shay@urbanruralcontinuum.com&gt;

Hello,

Sharing a few thoughts and suggestions.

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

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

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

Specific comments-----

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4/16/24, 9:25 AM

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

Paige Smith

205

Town of Paonia Trustee

307-631-4544



Shay Coburn &lt;shay@urbanruralcontinuum.com&gt;

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## Comments on STR code proposals

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**Megan Lawson** <meganmclawson@gmail.com>  
To: shay@urbanruralcontinuum.com, paonia@townofpaonia.com

Mon, Apr 15, 2024 at 9:30 PM

Dear Planning Commission and Ms. Coburn -

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

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

Thank you for your consideration.

Sincerely,  
Megan

--

Megan Lawson, Ph.D.  
406.570.7475  
[meganmclawson@gmail.com](mailto:meganmclawson@gmail.com)



Shay Coburn &lt;shay@urbanruralcontinuum.com&gt;

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## Fwd: Short Term Rentals

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Dave K &lt;DaveK@townofpaonia.com&gt;

Tue, Apr 16, 2024 at 11:16 AM

To: Paige S &lt;paiges@townofpaonia.com&gt;, Shay Coburn &lt;shay@urbanruralcontinuum.com&gt;

Hi Paige and Shay, Here's info from Mancos about enforcing locally owned STRs. Thought this might be of help as we move toward regulations.

Best...

Dave

The Town of Paonia is an Equal Opportunity Employer

Dave Knutson  
970 260-3260

Begin forwarded message:

**From:** Jamie Higgins <jhiggins@mancoscolorado.com>

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

**To:** Dave K <DaveK@townofpaonia.com>

**Subject:** Short Term Rentals

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

Good afternoon Trustee Dave,

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

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

Thank you,

*Jamie Higgins*

Town Clerk/Treasurer

Town of Mancos

P.O. Box 487

Mancos, CO 81328

(970) 533-7725 Phone

(970) 533-7727 Fax

[www.mancoscolorado.com](http://www.mancoscolorado.com)

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 **Ord770Series2022ShortTermWithExhibit.pdf**  
338K

Ordinance #770  
Series 2022

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

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

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

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

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

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

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

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

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

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

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

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

TOWN OF MANCOS, COLORADO

\_\_\_\_\_  
Ellen "Queenie" Barz, Mayor

ATTEST:

\_\_\_\_\_  
Jamie Higgins, Town Clerk

PUBLISHED THE \_\_\_ DAY OF \_\_\_\_\_, 2022 BY THE AUTHORITY OF THE TOWN  
CLERK OF MANCOS, COLORADO.

ATTEST:

\_\_\_\_\_  
Jamie Higgins, Town Clerk

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

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

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

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

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

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

**Mancos Short-Term Rental Regulations Update Public Review Draft**

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**ARTICLE 4 - USE STANDARDS**

**Sec. 16-4-10 - Accessory Uses**

(k) Short-Term Rentals ..... 1

    (1) Purpose ..... 1

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

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    (4) STR Business License Cap ..... 3

    (5) Short-Term Rental Eligibility ..... 3

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**(k) Short-Term Rentals**

**(1) Purpose**

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

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

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

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

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

**(3) Applicability to Existing Short-Term Rental Licenses**

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

**(4) STR Business License Cap**

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

**(5) Short-Term Rental Eligibility**

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

**(6) Use and Occupancy**

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

**(7) Structure and Site Requirements**

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

**(8) Business License**

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

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

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

d. Issuance and Renewal

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

e. Effect of Denial

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

f. Violation and Revocation

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

g. Abandonment

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

**(9) Periodic Life Safety Inspections**

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

**(10) Listing Information**

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

**(11) Guest Information in the Rental Unit**

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

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

**(12) Violation, Enforcement, and Penalties**

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

**(13) Definitions**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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## Fwd: Short Term Rentals

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Dave K <DaveK@townofpaonia.com>

Tue, Apr 23, 2024 at 2:26 PM

To: Paige S <paiges@townofpaonia.com>

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

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

Carry on!

Dave

The Town of Paonia is an Equal Opportunity Employer

Dave Knutson

970 260-3260

Begin forwarded message:

**From:** Jamie Higgins <jhiggins@mancoscolorado.com>

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

**To:** Dave K <DaveK@townofpaonia.com>

**Subject: RE: Short Term Rentals**

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

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

Thank you,

*Jamie Higgins*

Town Clerk/Treasurer

Town of Mancos

P.O. Box 487

Mancos, CO 81328

(970) 533-7725 Phone

(970) 533-7727 Fax

[www.mancoscolorado.com](http://www.mancoscolorado.com)

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

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

Thanks,

Dave

The Town of Paonia is an Equal Opportunity Employer

Dave Knutson

970 260-3260

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

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

Good afternoon Trustee Dave,

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

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

Thank you,

*Jamie Higgins*

Town Clerk/Treasurer

Town of Mancos

P.O. Box 487

Mancos, CO 81328

(970) 533-7725 Phone

(970) 533-7727 Fax

[www.mancoscolorado.com](http://www.mancoscolorado.com)

<Ord770Series2022ShortTermWithExhibit.pdf>

TO: Paonia planning commission and board of trustees

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

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

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

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

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



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## Fwd: PAONIA ADU & STR Meeting!

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

Thu, May 2, 2024 at 1:01 PM

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

### Andrew Coburn

Urban Rural Continuum LLC

720.464.5821

[andrew@urbanruralcontinuum.com](mailto:andrew@urbanruralcontinuum.com)

[www.urbanruralcontinuum.com](http://www.urbanruralcontinuum.com)

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

From: **Ben Graves** <[benjgraves@gmail.com](mailto:benjgraves@gmail.com)>

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

Subject: PAONIA ADU & STR Meeting!

To: [paonia@townofpaonia.com](mailto:paonia@townofpaonia.com) <[paonia@townofpaonia.com](mailto:paonia@townofpaonia.com)>, [info@urbanruralcontinuum.com](mailto:info@urbanruralcontinuum.com) <[info@urbanruralcontinuum.com](mailto:info@urbanruralcontinuum.com)>

Cc: Sam Mi Amor <[samj16@gmail.com](mailto:samj16@gmail.com)>

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

For this reason, I'll submit written comments.

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

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

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

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

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

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

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

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

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

Thank you for your consideration  
Ben Graves  
1004 3rd St.

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## Fw: Inglewood STR ordinance and process

2 messages

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Samira V <SamiraV@townofpaonia.com>

Thu, May 9, 2024 at 10:14 AM

FYI for tonight's work session



**Samira M. Vetter**

*Paonia Town Clerk*

P : (970) 527-4101

F : (970) 527-4102

E :

SamiraV@TownofPaonia.com

[214 Grand Ave.](#)

PO Box 460

Paonia, CO 81428

<https://townofpaonia.colorado.gov>

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

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**From:** Karen Fogg <karenleefogg@gmail.com>

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

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

**Subject:** Inglewood STR ordinance and process

To Mayor Smith and Ms Vetter:

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

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

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

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

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

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

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

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

Thank you for considering the Inglewood plan.

226



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

Thu, May 9, 2024 at 11:13 AM

Thanks!

**Shay Coburn**  
Urban Rural Continuum LLC  
970.872.8682  
[shay@urbanruralcontinuum.com](mailto:shay@urbanruralcontinuum.com)  
[www.urbanruralcontinuum.com](http://www.urbanruralcontinuum.com)

[Quoted text hidden]



# CITY OF INGLEWOOD

## OFFICE OF THE CITY MANAGER



**DATE:** July 19, 2022

**TO:** Mayor and Council Members

**FROM:** Housing Protection Department

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

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**RECOMMENDATION:**

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

**BACKGROUND:**

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

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

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

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

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

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

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

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

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

**DISCUSSION:**

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

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

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

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

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

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

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

**STR Permit Categories:**

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

**STR Dwelling Units:**

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

**STR Property Types:**

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

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

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

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

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

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

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

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

**FINANCIAL/FUNDING ISSUES AND SOURCES:**

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

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

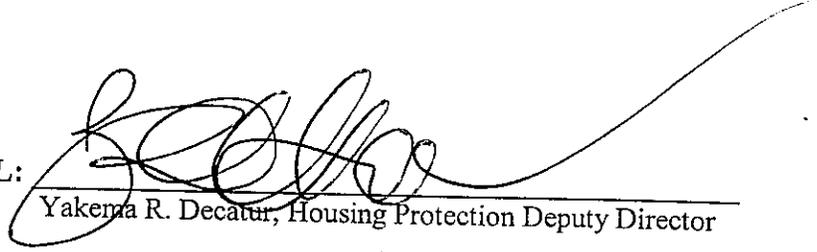
**DESCRIPTION OF ANY ATTACHMENTS:**  
Attachment No. 1 - Ordinance No. 22-15

**PREPARED BY:**  
Yakema Decatur, Housing Protection Department  
Alicia Fong, Division Manager - Short Term Rental Division 

**COUNCIL PRESENTER:**  
Yakema Decatur, Housing Protection Department

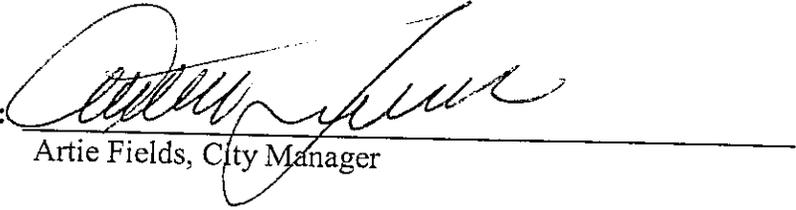
**APPROVAL VERIFICATION SHEET**

**DEPARTMENT HEAD APPROVAL:**



Yakema R. Decatur, Housing Protection Deputy Director

**CITY MANAGER APPROVAL:**



Artie Fields, City Manager

# **ATTACHMENT NO. 1**

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**ORDINANCE NO.: 22- 15**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

16           **SECTION 1.**

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

20           **Section 8-136.           Objectives**

21           The objectives of the Short Term Rental regulations are:

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

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

3 **Section 8-137. Definitions**

4 1. **“Accessory Dwelling Unit”** (ADU) shall mean a dwelling unit providing complete  
5 independent living facilities for one or more persons that (1) is located on a parcel with  
6 another primary, single-unit dwelling as defined by State law; and (2) includes  
7 permanent provisions for living, sleeping, eating, cooking, and sanitation on the same  
8 parcel as the single-unit dwelling’s location.

9 2. **“Bedroom”** shall mean any habitable space in a dwelling unit other than a kitchen,  
10 bathroom or living room that is intended for or capable of being used for sleeping, is at  
11 least 70 square feet in area, is separated from other rooms by a door, and is accessible  
12 to a bathroom without crossing another bedroom.

13 3. **“Booking Transaction”** shall mean any reservation or payment service provided by a  
14 person or entity who facilitates a short term rental transaction between a prospective  
15 visitor and Short Term Rental Host.

16 4. **“Dwelling Unit”** shall mean one or more rooms designed, occupied, or intended for  
17 occupancy as separate living quarters, with full cooking, sleeping, and bathroom  
18 facilities for the exclusive use of a single household.

19 5. **“Guidelines”** shall mean additional regulations which may include, but are not limited  
20 to, registration requirements, permit conditions, reporting requirements, inspection  
21 frequencies, enforcement procedures, advertising restrictions, disclosure  
22 requirements, administrative subpoena procedures, insurance requirements, or other  
23 provisions designed to carry out the intent of this Article. Said Guidelines may be  
24 updated from time to time by City Council resolution. No person shall fail to comply  
25 with any such Guidelines.

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

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

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

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

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

28       ///

1 **Section 8-139. General Regulations**

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

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

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

9 **Section 8-140. Vacation Rentals**

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

- 16 a. Single Family Homes, and condominiums whose owner(s) is defined in Section  
17 8-137. For these property types that have a Home Owners Association (HOA),  
18 written approval (on HOA Letterhead) will be required by the HOA with contact  
19 information to verify the approval if needed.
- 20 b. Properties containing two (2) units, whose owner(s) is as defined in Section 8-  
21 137, in which one of the units is the owner's primary place of residence,  
22 continues in occupancy, and the owner's tenancy existed prior to the tenancy of  
23 the other unit or the other unit is vacant.
- 24 c. Properties containing two (2) to four (4) units, whose owner(s) is defined in  
25 Section 8-137, and the owner's primary residence is also established and  
26 continuous.
- 27 d. Owners of properties in subsections (b) and (c) that are subject to Chapter 8,  
28 Articles 9 and 10, shall not operate a Short Term Rental until and unless the

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

3 2. Only one unit can qualify as a vacation rental.

4 3. If more than one Dwelling Unit is on the parcel, the owner’s primary residence must be  
5 located on the property.

6 4. The proposed vacation unit must be vacant.

7 5. Be available for rent 90 calendar days or less and in blocks of 30 consecutive days or less  
8 per calendar year.

9 6. Be allowed only as long as the Short Term Rental Permit is valid.

10 7. Be subject to Sections 8-139 and 8-141 of this Article.

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

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

14 1. Completes a short term rental application provided by the City. Such application shall  
15 include, but is not limited to:

16 a. Address and Assessor’s Parcel Number where the Short Term Rental will take  
17 place;

18 b. The identification of the type of use desired, e.g. Short Term Rental Hosted,  
19 Unhosted, Vacation Rental;

20 c. Type of Dwelling Unit (e.g., single-family home, duplex, triplex, four-plex);

21 d. The total number of residents of the Dwelling Unit;

22 e. A list of all persons that will be a Short Term Rental Host for the Unit;

23 f. Legal name, address, email address, and telephone number of all Short Term  
24 Rental Host(s), agent(s) of said Host and Local Contact Person(s) of the property  
25 proposed to operate as a Short Term Rental Unit;

26 g. A floor plan or diagram of each Bedroom, office, den, living room, etc., in the  
27 Dwelling Unit;

28 h. The floor plan or diagram shall provide information for each Bedroom, including

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

- 1 smoke detectors, and carbon monoxide alarms. The notice shall also include trash pickup
- 2 day and the rules and regulations regarding trash removal, including without limitation,
- 3 when trash may be left out.
- 4 10. Limits guest on street parking to one (1) vehicle per booking.
- 5 11. Provides information on noise regulations, quiet hours, trash and recycling requirements
- 6 to prospective guests, prior to their occupancy of the unit. Host shall also inform guests
- 7 of any cameras on the property.
- 8 12. Provides a code of conduct to all guests that includes the relevant provisions of this
- 9 Article and other information to address behavioral, safety, security, and other matters
- 10 as may be provided in any Guidelines.
- 11 13. Agrees to affix the short-term rental permit on the inside of the main entry door of each
- 12 short-term rental unit to which it applies. The interior display will also contain the
- 13 maximum number of overnight occupants permitted to stay in the unit, any parking
- 14 restrictions, and a 24-hour, seven-day per week local phone number of the agent
- 15 responsible for the short-term rental unit.
- 16 14. Consents to receive all City notices and citations regarding their Short Term Rental
- 17 activities by U.S. Mail and/or email.
- 18 15. Accepts and agrees that the validity of a Short Term Rental Permit is predicated upon
- 19 obtaining and maintain a valid Short Term Rental Business Tax Certificate.
- 20 16. Keeps and preserves, for a minimum period of three years, all records regarding each
- 21 Short Term Rental event, including the length of stay and the price paid for each stay,
- 22 and any other records required by and Guidelines promulgated by the City.
- 23 17. Agrees, on the Short Term Rental application, to the City’s inspection of records at all
- 24 reasonable times and places for the purposes of enforcement of this Section.
- 25 18. Is found to be in compliance with the relevant Inglewood Municipal Codes upon an
- 26 Initial Inspection and any Renewal Inspection(s).
- 27 19. Complies with the regulations contained within this Article and/or any Short Term
- 28 Rental Guidelines.

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

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

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

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

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

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

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

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

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

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

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

6 i. A material misrepresentation, false or misleading information was  
7 included on the application or renewal application;

8 ii. A violation of any provision under this Article, any applicable provision  
9 of this Code and/or any other applicable law, rule or regulation has  
10 occurred on the premises of the Short Term Rental;

11 iii. An authorized official has given notification of existing health or safety  
12 violations on the property or non-compliance with applicable laws, rules  
13 or regulations relating to health and safety;

14 iv. A Permit for the property has been revoked in the previous twelve (12)  
15 months, unless the property has been sold and the new owner can  
16 demonstrate to the City that a change of property ownership during that  
17 time period;

18 v. The applicant is delinquent in the payment of any outstanding fees,  
19 assessments or taxes owed to the City related to any property located in  
20 the City that is owned including, but not limited to Transient Occupancy  
21 Taxes (TOT).

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

23 1. Short Term Rental Host Platforms shall be responsible for collecting all applicable TOTs  
24 and remitting the same to the City. The Short Term Rental Host Platform shall be  
25 considered an agent of the Short Term Rental Host for purposes of TOT collections and  
26 remittance responsibilities as set forth in Article 8, Chapter 9 of this Code.

27 2. Subject to applicable laws, Short Term Rental Host Platforms shall disclose to the City,  
28 on a monthly basis, each Short Term Rental or Vacation Rental listing located in the City,

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

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

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

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

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

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

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

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

2 **Section 8-144. Prohibitions**

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

5 **Section 8-145. Preemption**

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

8 **Section 8-146. Fees**

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

11 **Section 8-147. Enforcement**

12 1. It is unlawful to violate any provision of this Article. A violation of this Article by any  
13 person, Short Term Rental Host, Owner, or Short Term Rental Host Platform that  
14 violates its obligations under Section 8-143, shall be guilty of an infraction unless  
15 determined to be a misdemeanor pursuant to Article 1-18.3 of this Code.

16 2. Any action by a Short Term Rental Host or Owner that is an infraction is punishable  
17 pursuant to Government Code 36900, or as that section may be amended from time to  
18 time.

19 3. Any person convicted of violating any provision of this Article in a criminal case or found  
20 to violate this Article in a civil or administrative case brought by a law enforcement  
21 agency shall be ordered to reimburse the City and other participating law enforcement  
22 agencies their full investigative costs, pay all back TOTs, and remit all illegally obtained  
23 rental revenue to the City so that it may be returned to the Short Term Rental visitors  
24 or used to compensate victims of illegal Short Term Rental Host activities.

25 4. Any Short Term Rental Host who violates any provision of this Article, or Short Term  
26 Rental Host Platform that violates its obligations under Section 8-143, may be subject  
27 to administrative fines and administrative penalties pursuant to Article 11.4 of Chapter  
28 11 of this Code.

1 5. Any interested person may seek an injunction or other relief to prevent or remedy  
2 violations of this Article.

3 6. The City may issue and serve administrative subpoenas as necessary to obtain specific  
4 information regarding Short Term Rental or Vacation Rental listings located in the City,  
5 including, but not limited to, the names of the persons responsible for each such listing,  
6 the address of each such listing, the length of stay for each such listing and the price  
7 paid for each stay, to determine whether the Short Term Rental or Vacation Rental  
8 listings complies with this Article. Any subpoena issued pursuant to this section shall  
9 not require the production of information sooner than thirty (30) days from the date of  
10 service. A person that has been served with an administrative subpoena may seek  
11 judicial review during that thirty-day period.

12 7. The remedies provided in this Article are not exclusive, and nothing in this Article shall  
13 preclude the use or application of any other remedies, penalties or procedures  
14 established by law.

15 8. Each day, or a portion thereof, that a violation of this Article occurs or continues is  
16 considered a separate offense.

17 **Section 8-148 Temporary Permits**

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

23 **SECTION 2.**

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

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1           **SECTION 3.**

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

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

8           **SECTION 4.**

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

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

13           **SECTION 5.**

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

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

18           **SECTION 6.**

19   **Section 12-17.11.** Short Term Rental (STR) and Vacation Rental (VR) is hereby added to Article  
20 1.2 (Home Occupations Regulations) of Chapter 12 of the Inglewood Municipal Code to read as  
21 follows:

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

25           **SECTION 7.**

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

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

7 **SECTION 8.**

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

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

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

**APPROVED:**

\_\_\_\_\_  
James T. Butts, Jr., Mayor

**ATTEST:**

\_\_\_\_\_  
Aisha L. Thompson, City Clerk

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

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

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

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

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

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

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

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

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

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

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

**APPROVED AND ADOPTED** this 12<sup>th</sup> day of November 2024, by the Board of Trustees, Town of Paonia.

**TOWN OF PAONIA, COLORADO**

\_\_\_\_\_

Paige Smith, Mayor

ATTEST:

\_\_\_\_\_

Samira M. Vetter, Town Clerk

Approved as to form and contents:

\_\_\_\_\_

Clayton Buchner, Town Attorney

## EXHIBIT A

### **MISSION STATEMENT:**

Paonia is a vibrant community that values our rural, small-town history and heritage centered on education, recreation, social and economic diversity, and a government that ensures a quality of life for all residents by striving to provide exemplary service in a safe, healthy and transparent manner while protecting our precious natural resources.

### **VALUE STATEMENTS:**

**Resiliency:** We embrace our creative culture and recognize that new industries have flourished after experiencing historic losses to the mineral industry, we commit to ensuring that Paonia remains a livable Town, recovers quickly from difficulties, and we strive to support our Town by proactively adapting to the rapidly evolving impacts of climate change.

**Family & Community:** We value our families, individuals, neighbors and our extended community as a whole and ensure Paonia remains a livable Town providing an affordable high quality of life for all Residents through exceptional management of resources.

**Conservation & Recreation:** We value our diverse recreational opportunities and recognize that thoughtful stewardship of our natural resources contributes to our vibrant community and quality of life and that we recognize that our water, agricultural and recreation management practices directly impact our environment and the ability for our residents and the environment to flourish.

**Natural Resource & Economic Development:** We value investment in our businesses and promote sustainable solutions to economic development while honoring our agricultural heritage and ensuring that we address the impacts of growth to our natural environment in a sustainable and regenerative manner.

# Our Mission

Paonia is a vibrant community that values our rural, small-town history and heritage centered on education, recreation, social and economic diversity, and a government that ensures a quality of life for all residents by striving to provide exemplary service in a safe, healthy and transparent manner while protecting our precious natural resources.



## **Resiliency**

We embrace our creative culture and recognize that new industries have flourished after experiencing historic losses to the mineral industry, we commit to ensuring that Paonia remains a livable Town, recovers quickly from difficulties, and we strive to support our Town by proactively adapting to the rapidly evolving impacts of climate change.

## **Family & Community**

We value our families, individuals, neighbors and our extended community as a whole and ensure Paonia remains a livable Town providing an affordable high quality of life for all Residents through exceptional management of resources.

## **Conservation & Recreation**

We value our diverse recreational opportunities and recognize that thoughtful stewardship of our natural resources contribute to our vibrant community and quality of life and that we recognize that our water, agricultural and recreation management practices directly impact our environment and the ability for our residents and the environment to flourish.

## **Natural Resources & Economic Development**

We value investment in our businesses and promote sustainable solutions to economic development while honoring our agricultural heritage and ensuring that we address the impacts of growth to our natural environment in a sustainable and regenerative manner.



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

<b>AGENDA ITEM:</b>	Action Item #8 Consideration and approval of Tier II \$1M application.
<b>SUBMITTED BY:</b>	Stefen Wynn, Town Administrator/Treasurer
<b>DATE:</b>	11.8.2024
<b>BACKGROUND:</b>	The Town received a Tier II EIAF Grant for about \$956k for the Tank Project. The state recently changed their requirements and are allowing municipalities to apply for additional Tier II EIAF grant funding for other projects while a previously awarded grant is still active. Town staff and RESPEC have a pre-application meeting scheduled with DOLA ahead of approval at this meeting. The filing deadline for the grant application is December 2. The grant application will be for \$1,000,000.00 to go towards the Western Loop Pipe Realignment (replacing 8" Steel Line with 12" plastic in most of the project or 10" plastic).
<b>BUDGET:</b>	N/A
<b>RECOMMENDATION:</b>	<b>RECOMMENDED MOTION:</b> I move to approve staff applying for up to \$1,000,000.00 in Grant funding through Tier II EIAF for the Western Loop Waterline Realignment Project.
<b>ATTACHMENT:</b>	



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

<b>AGENDA ITEM:</b>	Action Item #9 Consideration of Surplus Vehicles and Equipment Disposal List
<b>SUBMITTED BY:</b>	Stefen Wynn, Town Administrator/Treasurer
<b>DATE:</b>	11.8.2024
<b>BACKGROUND:</b>	There are a number of vehicles and aging equipment that no longer serves the operations of the Town. Department Heads have gone through their respective departments and identified items for surplus with a dollar value above \$100 and added them to this list for the Board's consideration of disposal. A Public Auction will be held to dispose of the items listed in 2025. There may be items of little to no value that will also be recommended for surplus such as old laptops, computers, tablets and electronics that do not have a disposal value of \$100 or more. Approval of this list will allow Staff to plan accordingly for next year. Items that have been deemed to have no value, such as scrap metal, will be taken to a wastehauler and scrapped for their metal weight value.
<b>BUDGET:</b>	Surplus Auction is expected to bring the Town \$10,000.00+ in revenue.
<b>RECOMMENDATION:</b>	<b>RECOMMENDED MOTION:</b> I Move to approve the surplus vehicle and equipment list and direct staff to begin planning a surplus auction for 2025 to include items in this list and other items valued at less than \$100.
<b>ATTACHMENT:</b>	Attachment A: 2024 Surplus Final

Public Works Equipment								
Nickname	Make	Model	Year	Miles/hours	VIN	Condition	Value	Picture
Road Grader	John Deere	772A				Fair		
Tandum International	International	2545	1991	245104	1HTGCN6R5MH387454	Poor		
CAT Generator	CAT	C44	2000	Unknown	CAT00C44TD4B02881	Fair		
Snow blower	John Deere					Fair		
Compressor	Sears	4HP				Good		
Water Truck	Chevy	181	1972	62721	CCE632V147146	Poor		
Blue Dump Truck	International	1600	1972	39292	106620H255471	in-op		
Box Broom	John Deere	BP84F				in -op		
Old Trash Truck	International	326	1999		1HTGGAXT4XH648794	fair		

Pull Truck	International	4900	1998	205188	1HSSDAAN9W4577866	fair		
Sand bed 1	Sno-Way					fair		
Sand bed 2	Henderson					fair		
Sand bed 3	Swenson					poor		
Polaris 6x6	Polaris	Sportsman	2005		4XACL50A3YD209710	fair		
Green Machine-Utility Truck	Ford	F700	1982	13321	1FDNF70K8CVA41977	Good		
Snow plow 1	Meyer							
Snow Plow 2	Misc							
Snow Plow 3	Snow Pro							

Snow Plow 4	Misc							
Tonneau Cover	Ford	Explorer Sport Trac	2008					
Pumps	Misc							
Polaris Ranger 6x6	Polaris	Ranger	2004	8615 hr	4XARF50A44D436601			
CAT Skiddy?								
Blue Mower?								

**Police Department Equipment**

Make	Model	Year	Mileage	Plate	Mechanical	Value	Action	Picture	Notes
FORD	EXPLORER - XLS	2002	110,607	604	Airbag Service Indicator	\$2,612	LIQUIDATE		VIN#: 1FMZU72K72UD57587
GMC	TERRAIN - SLE	2016	61,088	JOY-068	fuel pump module, faulty variable valve timing solenoid	\$10,287	LIQUIDATE		VIN#: 2GKFLSEK6G6186432

GMC	TERRAIN - SLT	2017	59,651	JOY-069		\$12,537	LIQUIDATE		VIN#: 2GKFLUEK5H6321428
CHEVROLET	EQUINOX - LT	2018	50,079	AJO-439		\$13,300	LIQUIDATE		VIN#: 2GNAXSEV2J6318914
EZ-GO	TXT	2019	N/A	N/A	Battery Fault/No-Charge	\$1,400	LIQUIDATE		VIN#: 5ASAG2744YF009261
GEM	E825 SPORT	2000	N/A	N/A	Battery Fault/No-Charge		LIQUIDATE		SERIAL #: 3433048