



STAFF REPORTS

DEPARTMENT	PRESENTED BY	DATE
Administration	Christy Doon - City Administrator	February 20, 2024

Administration and Human Resources

- Posted and received applications for the City Clerk and Administrative Coordinator positions. Interviews for both positions will be held in February.
- Successfully hosted both the new Tree Board and Sustainability Committee meetings with new board members

Arts and Culture

- A special exhibit was hung in the Paquette Gallery featuring the works from local artist and SteamPlant employee, Ben Strawn. A special spoken word performance was organized by Arts & Culture Supervisor, Tina Gramann, that told the artist's story. The reception was held during the monthly Creative Mixer, which was attended by (50) people.
- The A&C department partnered with the Colorado Symphony to bring an octet of string musicians to the SteamPlant for a night of chamber music programming. The sold out event was attended by (200) people.
- The performance highlight of the month was from the annual partnership of the Rok Skool Snowfest Music Showcase. Five total bands of talented local youth played to a full house of (200) people.
- The SteamPlant and Scout Hut played host venues to many municipal, county, educational, business, and non-profit groups, including the City of Salida, Longfellow Parents Assoc., Chaffee County Economic Development Corporation, Central Colorado Humanists, Heart of the Rockies Wedding Assoc., United States Air Force, GARNA, St. Spyridon Orthodox Church, We Are Chaffee, Salida Chamber of Commerce, Colorado Mountain Club and Chaffee County Government. All total the LISTED events/meetings were attended throughout the month by (1,056).
- TOTAL GUESTS Attending (32) Events/Meetings for January = 2,948
 - Number of free arts and culture events/no admission = 4
 - Number of attendees at free events = 435
 - Number of events paying rental fees = 13
 - Number of entities using the facilities = 20

City Clerk

- Ran Court on February 9th, 2024 with a Court Docket of 55 cases
- Processed and issued a new Liquor License and two renewals

Community Development

- Building Permits: Thus far through 2/15/24, we have seen 27 total building permits, including 16 new residential units. At this time in 2023, we had seen 22 total building permits, inc. 7 new residential units. In 2022, we had seen 19 total building permits, inc. 4 new residential units. In 2021, we had seen 24 total building permits, inc. 9 new residential units.
- South Ark Neighborhood Master Plan and Phase I Infrastructure: Now that the PD modification/master plan has been approved, the focus is on amassing funding to implement design and development of the first phase of mainline infrastructure throughout the site (anticipated total of approximately \$7.1 million). We have applied for two main funding sources-- the More Housing Now Initiative Grant (ask is \$2 million), and the Strong Communities Grant (ask is \$3.1 million). We will be presenting our request to the DOLA funding team for the MHN grant later in February and expect to hear back on both grants by sometime in April. Right now, the hope is to receive at least a total of \$4 million in funding from the grants. We will continue to look at other funding opportunities to potentially supplement the partnership and grant funds, as needed.
- 1st and D Apartments Project: With public input from the October open house and additional staff and developer input, the architects and engineers for the project have developed a concept layout with two separate architectural



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concepts for the site. These designs will be unveiled at the next open house slated for March 6th, from 6:00PM - 8:00PM, at the Scout Hut. A presentation will be given at 6:30PM. An online survey requesting input on the design is anticipated to be circulated following the meeting. They will also be utilizing the services of a local surveyor and geotech services in the coming weeks, so you may see folks doing some work on site to establish some more baseline data for the architects and engineers to use. We are still on schedule to have final designs by Spring/early summer 2024, with potential construction beginning at the end of 2024/beginning of 2025, provided affordable housing funds, grants, and potentially other loans can be compiled in the coming year.

- Land Use Code update: Staff is finishing up final review of Installment 3 of the Land Use Code update (development and design standards). This new installment is expected to be made public for review and feedback in the next couple of months prior to a consolidated draft code being created.
- Local Planning Capacity Grant: This would help fund a position to help with housing-related work and specifically to help meet the requirements of Proposition 123 commitments, in addition to the deluge of applications, permits, and inquiries that we now deal with on a daily basis. An application was submitted on Feb. 14 with notification due sometime in March.
- New Assistant Planner Position: Staff intends to recruit for a new Assistant Planner position to assist with land use applications, building permits, and public information regarding both. Should we receive the LPC grant mentioned above, this position will also serve to backfill some of the new housing-related duties of the existing Associate Planner position.
- Housing Fair: Staff is working with the Housing Authority (and others) to plan a Housing Fair for sometime this summer. The goal of such a "fair" is to gather names of individuals interested in any of the dozens of affordable housing units (rental and for-sale) that are anticipated to come online in the next year or so, plus to provide education regarding eligibility for such units. Many people/households may not know that they would actually qualify for one of these units—because they think they make too much money. With AMI's as high as they are (and market prices), that may not be the case—some households making over \$100,000 may even qualify for a deed-restricted unit. Date and location TBD.

Finance

- Year-end work and preparing for the annual financial audit of the City's financial records is well underway. "Closing the books" involves quite a bit of work ensuring that all revenues and expenses are properly recorded and in the proper period. As we are closer to identifying all final 2023 bills and receipts, we are confident that there will be no surprises and that actual 2023 results are well within budget goals for all funds.
- Council will receive an update on work that staff (Finance, Public Works and Planning) are doing with Ehler's, Inc. in regard to a rate study for our Water & Wastewater fees.
- Council will be asked to approve a change to the City's Purchasing Policy and will take necessary action in the close out process for a pass through CDBG grant related to the Salida Ridge project at their February 20 meeting.
- Sales tax data from the state has been worked in hopes of breaking the data down into remote and local revenue sources. The 40,000+ vendor records are inconsistent in how locations are presented within the data but staff is optimistically working through the problems and are getting to results that are deemed materially acceptable so further insights into this important revenue stream can be obtained.

Fire

- Salida Fire assisted Chaffee County Fire Protection District with a structure fire on CR 140.



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- Staff members participated in Ice Rescue training on February 14th with Arkansas Headwaters Recreation Area staff.
- South Arkansas Fire Protection District will be completing a final check of their new Type 3 Engine the week of February 26. We should receive delivery shortly after this final inspection. (Type 3 fire engines are designed to fight fires in areas unreachable with municipal type fire engines. Type 3 engines are equipped with four-wheel drive, rugged suspension, and high wheel clearance for steep, off-road conditions.)
- The new fire stations' foundations should be completed by this week. Work on underground utilities and building drainage is being accomplished simultaneously. We should be going vertical with the structure on March 4th. Sand Oil interceptor and underground sewer and water are installed.



Parks and Recreation

- Aquatics
 - Hot Springs Pool (ledger code) sales increase 9.5% in 2024 over 2023
 - Interviewing for new P&R Representatives for the pool
 - Open positions: Lifeguards needed to increase guest capacity and reduce unplanned closures
 - Salida High School Girl's Swim Team season ended this week. Salida placed 21st at the state meet
 - Working on contracts for the Cyclone swim team and Longfellow swim lessons
 - Reservable Lap Lane study underway (PROST request due to public comment). Will present at 2/27/24 PROST meeting.
- Recreation
 - Recreation Program Revenue (ledger code) sales increase 43% in 2024 over 2023



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- Recreation and Aquatics combined sales increase 14.6% in 2024 over 2023
- Added 11 to seasonal staff for winter/spring programming (basketball, volleyball.
- Dodgeball, paddling, wrestling, ski bus)
- Resource Guide shift from Winter/Spring to Spring/Summer. Working with Slate Communications
- Parks and Rec website content updates to include a summary of our offerings, brief descriptions, abbreviated details and links to registration/more information
- Youth Wrestling is in the second week of practices. Duels/Tournaments start next week.
- Adult Dodgeball League starts 02/21/2024
- Women's Volleyball League starts 03/05/2024
- Community Gardens are starting up in late March/early April
- Facilities
 - Dave and Bart went to an Aquatic Facility Operator course and passed the certification exam
 - Getting private utility locates for the Hot Water Main Replacement Project.
 - Working with Xcel and electrical engineer for proposed soaking pool pumproom.
 - Getting a quote for window coverings
 - Rebuilding a section of pipe for the amenities pump
 - Getting updated quotes for automated lock system for the Aquatic Center
 - Pool side grate repair
 - Getting the effluent meter calibrated
 - Performance Reviews
 - Getting Conscious Creations Handyman, LLC. On board for cleaning seven days a week
 - Pool vacuum repairs
 - Fibark Building flooring awarded to Josh Cooper.
 - Scout Hut Restroom tile awarded to 1st Street Flooring
 - FibArk Roof Sealing to be awarded to Troyers
 - Council Chambers furniture arriving the 22nd. Existing Pews to be recycled on the 21st
- Parks
 - Ryan Matthew is at Qualified Water Efficient Landscape course this week.
 - Riverside steps and landscaping retention completed behind climbing wall.
 - Prepping for landscape installation on Poncha Blvd.
 - New doors installed on Alpine Parks Restroom
 - First Street Flooring on 3rd got approved for the tile work in Scout Hut Restrooms
 - New portolet screen and pad going in at Riverside along with ADA portolets.
 - Staff wrapped up some upgrades to the Dog Park.

Police

- A lot of the time we are handling calls that require us to be the face of Salida. This gives us the chance to interact with people and show them how we conduct business. By going the extra mile on everything we do, the community and our guests get a higher level of service. Below is a recent email I received about a job well done.
 - Officer Brenna Osborn,
 - We drove from Omaha to Salida on February 9th. We went downtown for an evening meal at Amicas. After dinner we went to where I thought I had parked my car. Much to my surprise my car (Jeep Grand Cherokee? was not there. We then spent approximately an hour searching the side streets to no avail. We called the Police and Officer Brenna Osborn met us outside of Amicas. After taking all the pertinent information she helped us contact a taxi to return us to the Hampton



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Inn, and indicated she would initiate a grid search for the car. In a very short time, she notified us she had located the car and brought us to it. Needless to say we were much relieved to know it had not been stolen. I would like to emphasize that Officer Osborn was very professional and helpful in what was a very awkward situation for us. She handled the incident very well. Officer Brenna, Please forward this to your Chief as we were unable to do so. We commend you for your assistance. Also, we would like to make a contribution to a Salida Police Fund or Foundation if one is available. Sincerely, Dale Broekemeier

- Unfortunately, our call numbers are continuing to soar. We are not getting any assistance from the courts, and it is becoming a little frustrating. This problem is not unique to Salida. The majority of the communities in the State are facing the same challenges. We are trying to utilize some different tactics in the hopes that we can deter some of the criminal activity. I am also at a point where I need to add some additional staff to keep up. I will be brainstorming and looking at our needs over the next few months so we will have a plan as we get into the 2025 budget season. Just to give you an idea, our call volume has increased 98.10% since 2019. To start this year, we were significantly up in January and February has been just a busy if not more.
- On a high note, the change in the pay plan seems to be helping. Last year when we advertised an open position we had zero applicants over 4 months. This January we advertised our open positions and have had a fair number of people apply. We have a testing date set for next week. Fingers crossed that we are able to fill all our or most of the open positions.

Public Works

- Planning/Engineering/Construction
 - Planning and Construction
 - Streets
 - Oak Street Reconstruction and US-50 SRTS
 - CDOT working on final clearances.
 - Planned bid in spring.
 - CDOT scoping of 291-50 intersection complete with design to start in 2024 through 2025
 - Poncha Blvd
 - April start planned for Holman intersection.
 - Utilities
 - Rate Study – Comparing existing structure to Equivalent Res. Unit (ERU)
 - Ehlers to present to Council.
 - Poncha Trunk line: Design complete
 - Other CIP Items:
 - Caboose restoration in progress
 - Final stenciling and details remain.
 - Information placards and relocating to the site being planned
 - Multi-use office space addition underway. Final trim out complete
- Operations
 - Streets
 - Assistance with MUF trim and doors
 - Prep equipment for K. Nelson service
 - Sign maintenance and replacements underway



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- Planning downtown light enhancements, prep fencing for caboose move, assist with parking and fencing improvements along City golf course property along Poncha Blvd
- Utilities
 - Smart meter upgrades underway
 - SCADA communications upgrades are underway at both treatment facilities.
 - WTP staff working on piping repair with Moltz.

