



STAFF REPORTS

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| Administration | Christy Doon - City Administrator | April 16, 2024 |

Administration and Human Resources

- The Sustainability Committee helped fully fund a Water Bottle Fill Station at ScoutHut. Through their work and support, we were able to get the \$11,000 project fully funded through donations.
- The Sustainability Committee is working on their Strategic Planning and Budgeting for 2025-2026
- Thanks to the Tree Board and the work of Marilyn Moore and Zach Ryerson, the City was awarded Tree City USA for the 37th year and received the Growth Award.
- The City is putting on an Earth Day Recycling Event on April 22nd and two Arbor Day events, one open to the public on May 11th and one for the 4th grade Elementary class on May 16th.
- Completed transition to ADP Comprehensive Services.

Arts and Culture

- An exhibit was hung in the Paquette Gallery featuring the works from artist, Joceyln Catterson. The artist was recognized at the reception held during the monthly Creative Mixer, which was attended by (45) people. Additionally, local musician David Tipton entertained the attendees.
- The annual March Movie Madness hit the big screen at the SteamPlant with eight (8) screenings of films that garnered either Oscar nominations or other festival-circuit accolades with a total of (617) people attending.
- The performance highlights of the month came from the Sventastik Productions presentation of "Bugsy Malone," a poetry reading event by Poetry Live, and Colorado TINTS with their original production of "Chasing Grace," a celebration of stories performed by local actors for international women's month. All total these performances were attended by (530) people.
- The SteamPlant and Scout Hut played host venues to many municipal, county, educational, business and non-profit groups, including City of Salida, Chaffee County Economic Development Corporation, Central Colorado Humanists, United States Air Force, Longfellow Parents Assoc., GARNA, Chaffee County Public Health and Guidestone. All total the LISTED events/meetings were attended throughout the month by (606).
- TOTAL GUESTS Attending (60) Events/Meetings for March = 3,108
 - Number of free arts and culture events/no admission = 8
 - Number of attendees at free events = 213
 - Number of events paying rental fees = 25
 - Number of entities using the facilities = 29

City Clerk

- Training continues with all aspects of the Clerk's Office and Municipal Court
- Recently processed 3 CORA requests. So far in 2024 the Clerk's Office has processed 22 CORA requests.
- Working on several new Liquor Licenses and Liquor License renewals.
- Processed 5 Arborist License renewals.
- Processing 2024-2025 Tobacco License renewals.
- The April Municipal Court had 62 cases.
- Advertised for the Deputy City Clerk/Court Clerk position.
- Gearing up for the Short-term license renewals in June.

Community Development

- Building Permits: Thus far through 4/11/24, we have seen 55 total building permits, including 102 new residential units (2 mixed-use building permits alone accounted for 75 units within Salida Crossings). At this time in 2023, we



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had seen 52 total building permits, inc. 16 new residential units. In 2022, we had seen 47 total building permits, inc. 17 new residential units. In 2021, we had seen 80 total building permits, inc. 95 new residential units.

- South Ark Neighborhood Phase I Infrastructure: Over the last few weeks, we have received notice of award of a total of \$4 million in funding for initial infrastructure in the South Ark Neighborhood, including a \$2 million award from the More Housing Now Initiative and a \$2 million award from the Strong Communities Program, both within DOLA. Combined with other financial commitments from the City, Chaffee County, and Colorado Mountain College, these grants will allow us to move forward with an RFP for design and engineering of Phase I infrastructure, which will be followed by procurement of a developer.
- 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 developed a concept layout with two separate architectural concepts for the site. These designs were unveiled at an open house on March 6th at the Scout Hut. Following the presentation, an online survey requesting input on the design was made publicly available through March 22nd. Results from that survey are in and the more "traditionally historic" concept design was preferred 3-to-1 over the "modern" design. Artspace and the architects will be reviewing additional input and making certain changes to the design to bring to Council at a work session in the near future with hopes of consensus prior to going under contract with a general contractor, establishing real cost estimates, and pursuing funding for the project.
- Land Use Code update: Staff is finishing up final review of Installment 3 of the Land Use Code update (development and design standards). There have been recent work sessions regarding this installment with the Land Use Code Advisory Committee and Planning Commission. 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. A final product is anticipated by late summer to be offered for adoption, along with a comprehensive zoning conversion map to align with the new code.
- Eastside Senior Living Apartments and Park Project: Staff is finalizing a sales agreement with the owner of the 2.6-acre property where we hope to locate a 36-40 unit low-income senior living development, along with an approximately 1.5-acre park directly behind the school district administration buildings and Crest Academy. We would use the \$750,000 awarded via the CHFA land banking grant along with additional housing funds to acquire the property. The plan is to bring a LIHTC developer on board who would be able to design and build the project at little-to-no additional cost to the City, via the use of Low-Income Housing Tax Credits. Applications for funding for that type of project is Feb. 1, 2025.
- Local Planning Capacity Grant: We were recently awarded \$88,000 to help fund a position to help with affordable housing-related work and specifically to help meet the requirements of Proposition 123 commitments. This will pay 55% of the salary for our current planner, Kathryn Dunleavy, over the next two years and allow us to hire a new Assistant/Associate Planner position to help backfill her work and carry out other duties (see below). The revised position is anticipated to officially being in mid-late April.
- Hiring New Senior Planner: With the departure of Kristi Jefferson to become City Clerk (sad face), we advertised for a new Senior Planner. An offer has been made and accepted by Carolyn Poissant, who has over 3 decades of planning experience with a diverse array of specialization. She will join our team in Community Development on June 3rd.
- New Assistant/Associate Planner Position: Staff are recruiting for a new Assistant or Associate Planner position to assist with land use applications, building permits, public education, and a wide variety of other duties. Applications were due March 22, and we will be conducting interviews in mid/late-April with the hope of having someone on board by June, as well.
- Housing Fair: Staff is working with the Housing Authority (and others) to plan a Housing Fair 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



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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 is tentatively set for August 24th (location TBD).

Finance

- Our independent auditors successfully completed their fieldwork.
- Staff will work on completing the Annual Comprehensive Financial Report (ACFR) with the auditors and the auditors will present to Council at their June 4th meeting.
- Work has started on an update to the long-term capital plan.
- Staff are striving to get more water and wastewater customers to pay their water bills online versus mailing in payments or coming into the office. Currently, 33% pay using our online portal, up from just 10% in 2019. The rate is still low but we're making progress.

Fire

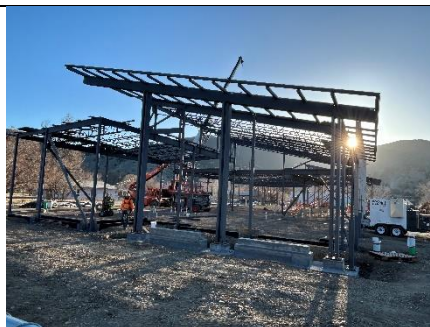
- Operations
 - Responded to 100 emergency calls.
 - increase in call volume of 13% from 2024.
- Fire Prevention
 - Conducted 13 fire inspections to identify and mitigate potential hazards in our community.
 - Performed plans reviews to ensure compliance with fire code.
 - Conducted evacuation drills.
- Community Risk Reduction
 - Hosted Community event featuring the Easter Bunny at the park for children and families.
 - Provided station tours for seven groups of children, sparking their interest in fire safety and prevention.
 - Assisted residents with replacing smoke detector batteries, ensuring they have early warning of fire hazards.
 - Delivered a buyer safety presentation to 1st graders at the local school, educating them on fire prevention and escape plans.
- New Firehouse
 - The main load bearing wall was completed early in the month. After that the steel this erected and the north side of the Firehouse that houses the offices and the firefighters living quarters is being completed.
 - Concrete will be poured in the very near future.
 - Percentage of work completed is 41%.
 - There will be a BBQ and walk through May 10th. At this point the concrete should be poured, and everyone should be able to get a very good concept of the layout of the new Firehouse. This is an important investment in safety infrastructure.
- Training
 - The fire department is working with local businesses to secure vacant properties under the “acquired structure program” for training. This is an incredibly useful tool for firefighter training, especially considering that we do not have training grounds until the new Firehouse is built.
 - Training has been occurring at 505 Oak St.
 - Crews are being trained on the new Type 3 Engine. The unit is expected to be deployed very soon.



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- Wildland teams will be conducting the annual refresher April 17th.





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Parks and Recreation

- Aquatics
 - Longfellow swim lesson are the dominant program running at the pool during March and April
- Recreation
 - Youth Kayaking level 1 lessons
 - Starts 4/9 and registration is full
 - Field Trip Fridays return!
 - Registration is full for *all* sessions!
 - Skateboard Lessons
 - Offering Private and group lessons at Centennial Park Skate Park Beginning 3/18
 - Youth Baseball League
 - Registration is open and closes on May 12
 - Looking for coaches!
 - Youth Softball League-Girls
 - Registration is open and closes May 12
 - Looking for coaches!
 - Adult Softball Leagues
 - Team registration is open and closes May 12
 - FIBArk Running Race Registration
 - Opens April 14.
 - 10k-a-day
 - Moved to November.
 - Touch-a-Truck – Sept. 21
 - We are looking for exhibitors! Do you know where we can get cool trucks for kids to check out?
 - Pickleball/Tennis
 - Working on offering tennis lessons
 - Also working on coming out with the summer schedule starting in May
- Facilities
 - Soaking Pool Project Mechanical Equipment and Modular Building Numbers
 - Amenities Pump Re-build. (back in service!)
 - Aqua bike storeroom electrical work
 - Hot Spring Main Pipeline Replacement management
 - Coordinating Hazardous Materials Testing for the Old Marvin Park Concessions stand/restrooms.
- Parks
 - Scoutwave Landscaping Installation
 - Poncha Blvd Irrigation Installation
 - Lynn’s Retirement
 - Exploring Marvin Park potential facility upgrades
 - Scout Hut Restroom Tile Completed, Plumbers Scheduled



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Police

- We had 851 Calls for service in March. This is a 7% increase over March of last year. We are still seeing a rise in calls and are on pace to eclipse 11,000 this year.
- We were able to hire another officer and complete his hiring process in March. James Knight will be starting on the 17th of April. He has been a police officer for a few years so hopefully he will pick things up quickly and be on the road by the middle of August.
- We received our two new patrol cars from the dealer. You will notice we have changed the graphics on newer cars and are moving away from the block "POLICE" decals. We are switching to a more professional, nicer-looking design with our badge on the side.

Public Works

- Planning/Engineering/Construction
 - Planning and Construction
 - Streets
 - Oak Street Reconstruction is currently out to bid
 - SRTS Hwy 50/Holman sidewalk and crossings – plans are being finalized along with CDOT clearances.
 - CDOT W-291 entrance – Design is now underway.
 - Poncha Blvd
 - CR140 concrete is near complete, and paving is scheduled for the 3rd week in April for this leg. Construction will then move/impact Poncha Blvd west of the Holman intersection.
 - Utilities
 - Rate Study – The rate analysis for SDF's is near complete with the first draft. A second presentation to Council will be scheduled soon.
 - Poncha Trunk line and Harrington Pipeline: Design complete, landowner, and other logistics in progress.
 - Meeting occurred with the State District Water Engineer to understand upcoming administrative changes and make internal water accounting updates.
 - Other CIP Items:
 - Caboose restoration complete and delivery anticipated in May (see pic).
 - Site work including landscaping and upgraded fencing planned this next month.
 - Multi-use office space addition complete. Fleet move planned after Fire Station completion.
 - Operations
 - Streets
 - Completed MUF office addition this past month.
 - Fencing improvements for caboose and along golf course underway.
 - Sign maintenance and replacements are underway.
 - Utilities



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- Smart meter upgrades underway.
- SCADA communications upgrades are underway at both treatment facilities.
- WTP staff completed considerable piping repair at WTP with Moltz.
- WTP staff performing ditch maintenance and development of an operation and maintenance plan with other water users on supply ditch.



Figure 1 - Completed Caboose