



## **APRIL 2021 STAFF REPORTS**

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### **Police Department –**

- Code Enforcement is now officially Community Service. Everything seems to be going ok since the switch. We will continue to evaluate things and evolve the position.
  - We are still seeing an increase in calls. So far in 2021 we are 30% up from last year. We are definitely seeing an increase in people in town and that seems to be the biggest contributor so far.
  - Sarge and Officer Coscarella have completed all the K-9 certification training. Sarge will start his career in Salida next week. Once he gets settled in, I will bring him by and introduce him to council.
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### **Finance Department –**

- The audit field work was successful, the auditors have provided a draft report. Staff is preparing the statements we are responsible for (the Management Discussion and Analysis, Transmittal letter and statistical information section). Our goal is to have the report in best practices quality this year and will submit to the Government Finance Officers Association (GFOA) for review, ultimately striving for their prestigious “excellence in financial presentation” award. Council should see the report in May.
- Planning is underway for the 2022 budget. Departments will be asked to provide more information this year tying their budget requests to discussions council had at their retreat. Much of this new information will go into the annual budget document which will add clarity and insight into the budget goals.
- Accounts Payable is now being processed by an outside software vendor increasing efficiency and saving valuable staff time while not impacting service delivery. There is no cost to the City for this service which is offered by our current software providers.

- The Accounts Receivable software upgrade is moving forward and we should be live later this month. In addition to being an upgrade in performance, we can also start working toward collecting more payments online meeting a need that several departments and citizens have requested.
  - The daily work in the office continues to keep staff busy (bill paying, payroll processing, billing, reporting, reconciling, payment processing, etc).
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### **Community Development –**

- As of April 15, we have reviewed 80 building permits with a total of 95 residential units (inc. ADUs) in 2021 alone. At the same time last year (pre-COVID implications), we had reviewed just 34 permits with just 13 residential units.
  - Our newest planner, Kathryn, is getting brought up to speed and starting to review some building permits and facilitate some land use applications.
  - We received information at the beginning of the month that our Safe Routes to Schools grant application was approved for approx. \$710K to help fund mainly pedestrian improvements along Holman Avenue, Highway 50 from Holman to Walmart, and the completion of the Striker Trail behind the soccer fields.
  - Revitalizing Main Streets grant application forthcoming for Oak Street/Hwy 291 section (w/Public Works).
  - Land Use Code Update still on pause due to workload, but we anticipate picking it back up in May.
  - Completing SIAs and DIAs for several recently approved projects.
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### **Recreation Department –**

- See Attached.
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### **Public Works –**

- See Attached.
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## **Arts & Culture –**

- The exhibit Journey Through the Infinite continued in the Paquette Gallery and online at Paquette Gallery Arts; monthly in-person attendance for the exhibition for the month was (46) visitors (Public health safety protocols continuously in place to limit number of guests in the Gallery at any one time). The exhibition ran through end of the month.
  - Hosted a virtual Creative Mixer in partnership with the Salida Council for the Arts on March 11. Participation was (26) total and included a Q&A with the Paquette exhibit's artist, Devyn Grundy, and live music performance by Joan Lobeck.
  - Rehearsals of two-person play Love Crumbs continued weekly through end of March.
  - Filled all remaining spots for two upcoming Arts Education classes - Mixed Media Arts, Beginning Guitar - slated to begin in April (Both classes will be conducted in-person but less than eight participants in each and abide with public health guidelines).
  - Suspension of ALL group classes and activities continued for the month due to public health restrictions.
  - Conducted two Public Art Commission Zoom meetings to hone in on project scope for upcoming presentation to City Council Work Session in April. Additionally, a discussion and review of call for entries to artist-painted blocks for F Street was conducted.
  - Met with Heart of the Rockies radio station programming team to discuss partnership of Locals Live music series for a planned late-April/early-May kickoff.
  - Launched two different Virtual Cinema offerings - Stray and Easter in Art - for the month.
  - Total number of events – 30
  - Total number of attendees – 375
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## **Fire Department –**

- Engine 11 is back in service. Still working through some bugs but for the most part it is repaired.
- Our Emergency Reporting software that we have had since 1995 is being phased out later this year. Asst. Chief Rohrich is researching new reporting software to meet our needs.
- Four of the paid staff and one reserve will be doing practical testing next week to achieve their Colorado State Firefighter II Certification. This certification is not required but they are invested in career development.
- Staff assisted with the fourth grade bicycle helmet program sponsored by Absolute bikes on March 16th.

- Staff assisted Public Health with getting “shots in people’s arms” at several of the vaccination clinics over the past several weeks.
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## **Clerk’s Office –**

### Courtside:

- Prepared background checks, PD reports, citations etc. and sent files to the Prosecutor for him to create plea agreements prior to the April docket.
- Mailed plea agreements to everyone on the April docket along with other Court documents.
- Processed citations paid in full.
- Processed paid citations; sent DMV reports.
- Began preparing the May docket.
- Sara trained with Kathy on preparing morning and afternoon court packets
- Additional training on preparing cases and dismissals

### Clerk-side:

- Onboarding Sara with the Clerk’s Office and responsibilities
- Training on Short Term Rental Licenses
- Training on Liquor and Arborist Licenses
- Training on CORA requests
- Sara signed up for the Colorado Municipal Clerk League as well as, the International Institute of Municipal Clerks
- Working on creating a Special Events meeting and preparing with Parks and Rec on upcoming May Special Events
- Processing Occupational Lodging Taxes for STRs
- Processing a new liquor license
- Starting to renew STR licenses
- Reviewed a STR complaint and found the owner to be in compliance with City requirements

## **Parks and Recreation Department Report**

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### **Administration/Attendants**

#### Operations:

- Hiring process for SPOT Supervisor and Recreation and Aquatics manager
- Weekly meetings with individual staff
- Weekly team meetings
- Weekly construction progress meetings

#### Construction/Capital Improvement:

- Floor inspector reviewed and reported on the Community Center floor on Friday, 4/16/21
  - Skatepark construction is progressing slowly
  - Fencing contractor began work on Sonia's Garden
  - Lowry Excavation completed river bank excavation for River trail repairs
  - Securing a tree supply for upcoming planting
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### **Aquatics**

#### Operations:

- Making changes in Amilia to fit the new CDC guidelines - we will no longer be spraying the facility after each 90 min session.
- Time slot for swimming will now run back to back
- Group lessons started at the beginning of April- 12 kids max; 3 teachers
- Sign up for SilverSneakers went well- folks are very happy to have it back
- Added the SilverSneaker fitness class Splash! back to the schedule
- Salida Cyclones started practice at the beginning of April - they have 50+ kids
- Annual Spring Shut down May 3-8
- Looking to hire another staff member for the front desk

#### Capital Improvement:

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### **Hot Springs Facility**

#### Operations:

- Corey Carey passed exam for Certified Pool and Spa Operator
- Effluent manhole punch list items
- Coordinating with Colorado State Forest Service for fuel mitigation work on the hot spring source property
- Working on CDPHE permit renewal
- Training units to renew state certifications
- Installed battery backup for dechlorination peristaltic pump and effluent flow meter
- Installed new circulation pump for boiler
- Finding replacement temperature data loggers for effluent water and the receiving stream
- Repairing a broken sewer clean out the was driven over
- Built and placed new lobby furniture

Capital Improvement:

- Effluent Manhole Completed
- Signed Professional Services Agreement for boiler engineering

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**Parks, trails, open space and facilities**

Operations:

- General
- Parks, Trails, Open Space:
  - Nate Mohrmann, the new Parks and Facilities Manager started on March 18th.
  - Worked with SMT on flagging new trail East of "S" Mountain
  - Continued progress on Sonia's Garden
  - Fabricated a trailer for hauling event fencing
  - Fabricated fuel locker for outside mow barn
  - Retro-fitted Basketball Court Hoops at Alpine Park
- Facilities:
  - Replaced Urinal at Scout Hut
  - Snaked Sewer Drain at the Community Center
  - Replace flood light on Boat Ramp with energy efficient LED

Capital Improvement:

- Grindline is continuing to make progress on the new Skate Park

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**Recreation**

Operations:

- Silver Sneakers event completed
  - We signed up close to the same number of SS members we used to have
- Women's softball is using the dept's registration software
- Girls softball registration opened and will be run by the rec dept.
- The community resource guide is in development and will be completed before school gets out
- Assisted in rescheduling the aquatics center
- Touch-a-Truck and FIBArk are moving ahead.
- Working with local organizations to bring summer programming to Salida.

Capital Improvement:

## **Public Works Department Report**

### **April 2021**

#### **Planning/Engineering/Construction**

##### ➤ Planning

- Streets
  - CO 291 Intersection Control Evaluation and Corridor Plan – discussion and preplanning for grant application for streetscape portion of work.
  - Two additional EV charging locations - Awaiting delivery of stations.
  - Review street lighting master plan – to discuss RFP with Administrator
  - Prelim design of 10<sup>th</sup>/12<sup>th</sup> Streets for 2022 capital improvements.
- Utilities
  - SRF agreement review/paperwork for the Pasq/Gallery Project. Bond Council and Legal prep and Coordination of Ordinance for Loans
  - Pre-planning for a site and resiliency assessment.

##### ➤ Capital Projects

- US-50 Phase IV Streetscape
  - 291 ADA Ramp Work underway
  - US-50 Phase IV underway – south side lighting near complete
- Project planning, contracting, and project management for the 2021 capital projects.
  - Stormwater Improvements by F St./Riverside Park – Work at lower trail 95% complete along with the concrete under the bridge. Contractor waiting on manholes and asphalt availability to complete remaining work.
  - Bio-solids concrete slab expansion at WWTP 95% complete. Waiting on asphalt availability to complete remaining work.
  - Bar Screen Replacement Project – Met with Contractor for preconstruction meeting
  - 2021 Street Reconstruction,
    - E Crestone – water complete, sewer underway, roadway rough graded
    - Poncha Blvd work anticipated to start in the next couple of weeks. Neighborhood notices sent out.
    - B St. and I St. – work to start in the summer. Neighborhood notices sent out for B St.
  - 2021 Sewer Reconstruction Project – submittals and neighborhood notices sent out.
  - 2021 CIPP - Inspection and pre-cleaning lines complete. CIPP to start 4/26.
  - Gallery Line Project – Conducted prebid meeting





*Figure 1 - US-50 Phase IV Streetscape Construction*



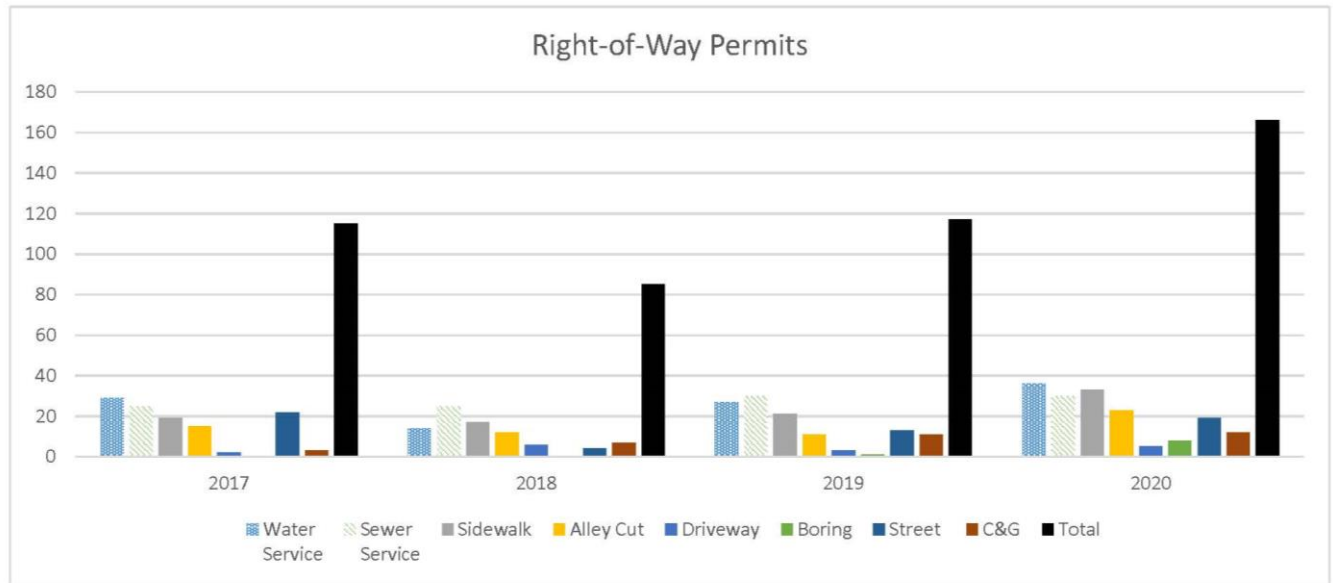
*Figure 2 - E. Crestone Road Construction*



## Operations

### ➤ Streets

- Storm sewer improvements complete along Grant St.
- Street sign replacements
- Downtown cleanup (US-50 next month)
- Permit charting below shows the uptick in workload



### ➤ Utilities

- Field Utilities
  - Continue with CCTV inspection of city sewer mains. Starting 2021 project work area (1/3 of service area)
  - Ongoing inspections for development related work (Confluent Park and other smaller projects/permits)
- Water Treatment
  - Routine repairs and maintenance.
  - Help with resiliency plan
- Wastewater Treatment
  - Completed Whole Effluent Toxicity test for first quarter. Passed 100%
  - Completed two effluent metals sampling and testing.
  - Worked on biosolids building heaters.
  - Removed Ultra violet unit from effluent channel, cleaned and replaced back in service.
  - Started windrowing and drying biosolids.
  - We have continued working with contractor on water and sewer line through the plant, making sure yard irrigation system and electrical lines get repaired where needed.