



STAFF REPORTS

DEPARTMENT	PRESENTED BY	DATE
Administration	Christy Doon - City Administrator	March 19, 2024

Administration and Human Resources

- Hired for the Administrative Coordinator position.
- Began transition to ADP Comprehensive Services, which will provide additional technical assistance and resources for the City regarding payroll, talent management and performance planning.

Arts and Culture

- An exhibit was hung in the Paquette Gallery featuring the works from artist, Cate Wittemore. The artist was recognized at the reception held during the monthly Creative Mixer, which was attended by 45 people. Additionally, local musician Bob Gulley entertained the attendees.
- The A&C department partnered with the local galleries and downtown artists for special February edition of First Friday. Local musician Briony Hunn was featured in the Maverick Potter.
- The performance highlights of the month came from the Walden Chamber Music Society and the ever-popular Salida's Next Last Waltz, the latter of which sold out 5 total shows. All total these performances were attended by 1,020 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, Salida Chamber of Commerce, Monarch Mountain, Solvista Health, Chaffee County Public Health and Chaffee County Democrats. All total the LISTED events/meetings were attended throughout the month by 836 individuals.
- TOTAL GUESTS Attending 47 Events/Meetings for February = 2,620
 - Number of free arts and culture events/no admission = 2
 - Number of attendees at free events = 337
 - Number of events paying rental fees = 28
 - Number of entities using the facilities = 28

City Clerk

- Kristi Jefferson was appointed City Clerk.

Community Development

- Building Permits: Thus far through 3/14/24, we have seen 49 total building permits, including 95 new residential units (2 mixed-use building permits alone accounted for 75 units within Salida Crossings). This large number probably can be attributed to the implementation of new building and energy codes as of March 1st. At this time in 2023, we had seen 31 total building permits, inc. 8 new residential units. In 2022, we had seen 31 total building permits, inc. 10 new residential units. In 2021, we had seen 49 total building permits, inc. 76 new residential units.
- South Ark Neighborhood 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). Bill, Christy, Council member Naccarato, and the Mayor presented our request to the DOLA funding team for the MHN grant on February 29th, and we 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. There is also talk of funding to set up an all-electric micro-grid system in coordination with Chaffee County.



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- 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. The survey will remain open until approximately March 22nd. 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 that grants and other funds and/or 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). 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 some 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: This past Friday, we were 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 for us to hire a new Assistant/Associate Planner position to help backfill her work and carry out other duties (see below).
- Hiring New Senior Planner: With the departure of Kristi Jefferson to become City Clerk (sad face), we are advertising for a new Senior Planner. Applications were due March 15. Following application review and interviews, we hope to make an offer to someone in April with that person joining staff sometime in May.
- New Assistant/Associate Planner Position: Staff is 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 are due March 22 and we hope to have someone on board by June.
- 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 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 (but likely in late August).

Finance

- Staff have mostly completed close-out entries and audit worksheets in preparation for the arrival of the independent auditors the week of March 25.
- Staff closed out two significant grants, Salida Ridge and the IHOA grant for preliminary work on the D Street property.
- Staff is working on the accounting side of switching to smart water meters, each new meter installed requires a fairly lengthy set up in the billing system. To date, 2072 meters have been installed with 1,127 remaining.



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- The office held an auction for surplus equipment receiving approximately \$6K for items that had outlived their effective service lives. This process has the ulterior benefit of clearing up valuable storage space.

Fire

- Chief Aaron Jonke has come onboard as the new Fire Chief. Chief Jonke has 31 years of extensive service in the Denver Fire Department. He is looking forward to meeting all council members and working closely with you to provide the highest level of fire service.
- Chief Jonke is performing a complete review and assessment of fire department operating procedures and policies.
- Salida Fire Department is working with the South Arkansas Fire Protection District board on developing a new IGA.
- Salida Fire Department announced "RANCH HAND CONTROLLED BURN PROGRAM" to help ranchers and citizens deal with controlled burning of ditches and slash piles. This program is free and is important to ensuring safe burning with fire crews on scene to assist.
- On March 3rd, a controlled ditch burn in Chaffee County escalated into a wildfire due to higher winds and improper extinguishing procedures. The quick response and coordinated efforts by multiple agencies successfully contained the fire, preventing damage to structures. Chief Rohrich was incident command for some time. A post-incident After Action Review (AAR) was held with participating agencies to assess the response and identify areas for improvement.
- The new Type 3 pumper should be online in the next couple of weeks and ready for service. Delivery was slated for March 14th; however the snowstorm slowed its arrival.
- The new firehouse construction is going well with some minor weather delays. Walls are being erected and steel work should begin the week of March 18th.





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Parks and Recreation

- Aquatics
 - The pool is open in the afternoon (1-4pm) for the next two weeks (3/10-3/22) for spring breakers.
 - 4th graders participated in kids in kayaks this week- this program gives the kids a chance to paddle around in a kayak.
 - **NEW SPRING SCHEDULE: 4/1-5/31**
 - Monday: 6am-1pm (no 4-8pm opening)
 - Tuesday-Thursday: 6am-1pm & 4-8pm
 - Friday: 6am-8pm
 - Saturday: 10:30am-8pm
 - Sunday: 12pm-6pm (adjusted opening from 10:30am)
 - *Bi-annual closure: May 6-12
 - **LAP LANE RESERVATION CHANGE**
 - Data shows that the reservable lap lanes are being used at 40% capacity.
 - Beginning 4/1, Lane 4 will be eliminated as a reservable lane and transition to a drop-in lane.
 - Lanes 5-6 are reservable at their regular time.
 - Lanes 2-4 are drop in at the regular time.
 - Lane 1 will be open for play (no lap swimming).
 - New signs for the deck are on order.
 - New waitlist procedure for tracking historical data.
 - January –28% hot springs pool, access scans –25%, memberships –27%, multipass –61%
 - February –8% hot springs pool, access scans –14%, memberships –4%, multipass –33%
- Recreation
 - **Adult Dodgeball** is underway with 9 teams and 83 people signed up.
 - **Women's volleyball league** has started and is underway with 9 teams and 45 people signed up.
 - **Youth basketball** finished with 219 kids signed up this year (last year we had 165 kids in the program, that's 32% increase!), 35+ volunteer coaches, and 16 staff involved. After 47 parents answered the survey, they gave the program a 4.5/5 overall or 90% satisfaction rate.



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- **Kids in kayaks** is about to finish tomorrow, 3/14, after getting just over 80 4th graders in kayaks at the Salida Hot Springs Aquatic Center.
- Intro to **youth kayaking** finished with 14 participants in February.
- **Adult kayaking** finished with 3 participants in February.
- **Facilities**
 - FIBArk – Flooring starting on Monday 3/18.
 - Scout Hut Restroom – Currently being tiled.
 - Touber – new Council Chambers and Tenderfoot Meeting Room furniture installed.
 - Aquatic Center –
 - Shades – exploring additional shades at the facility.
 - Amenities piping – rebuilding the pump for the fountains after it burned out.
 - Hot water Mainline replacement – Field decision was made to delete the pipe under Holman Ave. and to put that it to the west end of the project.
- **Parks**
 - Marvin Parking Lot Blocks Installed.
 - Added Pergolas to 3 additional picnic tables at Riverside Park.
 - Staff is gearing up for Poncha Blvd landscaping and irrigation installation.
 - Scout wave restoration planning.
 - S-Mtn planting planning.
 - Common ground grant application.
 - Parks staff is working with PW on caboose location improvements.
 - Staff installed new portolet screens at Riverside Park.
 - The unhoused population are continuing to be a challenge in our restrooms.
 - Art Commission to do a mosaic mural at Chisholm Park concrete wall behind playground.
 - Seasonal Jobs are posted!
 - Hollywood Skills area update.

Police

- We are making progress on the hiring process. We currently have two individuals in the background phase of the process. We hope to have it finalized in the next week and should have one person starting as a Community Service and another as a police officer by the mid-April.
- We had 968 calls for service in February. This is significantly higher than normal for February. We are still seeing upward trends in Salida that follow what's happening across the state.
- We have been trying to put a focus on traffic enforcement to reduce the number of traffic accidents. We will see if this leads to any noticeable reduction after a few months of data.
- We are hosting our next Coffee with a Cop on the 26th of March at Brown Dog. We will be there from 7:30 AM until 9:00 AM.

Public Works

- Planning/Engineering/Construction
 - Planning and Construction
 - Streets
 - Oak Street Reconstruction and US-50 SRTS



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- 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 – Ehlers moving forward on SDF analysis based on Council Work Session comments
 - Poncha Trunk line: Design complete
- Other CIP Items:
 - Caboose restoration in progress
 - Restoration work is near complete
 - Site work including resetting of water fountain, new landscaping, and upgraded fencing underway.
 - Multi-use office space addition underway. Final trim out complete
- Operations
 - Streets
 - Snow plowing and winter maintenance
 - Assistance with MUF trim and doors
 - Sign maintenance and replacements underway
 - 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.