



SEPTEMBER 2021 STAFF REPORTS

Police Department –

- No Report.
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Finance Department –

- Final adjustments to the 2022 budget have been made and a public hearing presentation has been developed.
 - OpenGov will assist with the development of an online budget which should meet the best practice requirements of OpenGov.
 - The daily work in the office continues to keep staff busy (bill paying, payroll processing, billing, reporting, reconciling, payment processing, vital records, analysis, etc.).
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Community Development –

- No Report.
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Recreation Department –

- See Attached.
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Public Works –

- See Attached.

Arts & Culture –

- The exhibit from a selection of Fiber Arts Festival artists showed in the Paquette Gallery for the month. It was highlighted by the in-person Artist Reception/Creative Mixer on Sept 9. Total attendance for the free, monthly event was (45) people with live musical performance by local Red Tischer. Total viewing attendance of the exhibit throughout the month was (80) people.
- The Arts and Culture venues were utilized for a variety of public meetings and talks throughout the month, including the commencement of all Scout Troops meeting at the Hut. Additionally, use of the venues for weddings and other celebratory events dropped off dramatically.
- Conducted two (2) meetings with the Public Art Commission Zoom to first do a public comments/engagement meeting and then to learn of results of public survey.
- Both Michael and Patrick attended the annual Colorado Creative Industries Summit in Steamboat Springs and participated in a day-long session with other Creative Districts from around the state.
- TOTAL GUESTS Attending Arts & Culture Events/Meetings/Special Events during September = 1,577
 - Number of free events/no admission = 9
 - Number of attendees at free events = 410
 - Number of events paying rental fees = 13

Fire Department –

- Wildland team members continue to assist with the wildfires out west.
- Staff took advantage of the second recycling event that was held at the Fairgrounds and was able to rid the building of several cans of old paint, used oil and other recyclables.
- Staff assisted with the annual 4th grade bicycle rodeo at Longfellow Elementary School.
- The department conducted a haz-mat drill with the staff at the HRRMC Oncology Department. We had a simulated chemical spill and worked with staff on proper containment/isolation procedures, evacuation

and safety of staff and patients. In the end, we had more questions than answers but we are working diligently to find solutions and then we will conduct the drill again.

- Envision Chaffee County is conducting Chaffee Chips in the Methodist Mountain subdivisions this weekend. We will be providing a Type VI engine from the fire district to haul trailers to and from the landfill.
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Clerk's Office –

Courtside:

- Sara is training with Kathy to learn the process for electronic parking tickets under the new ordinance and state regulations.
- Continue to send test messages to defendants with court updates and reminder payment details.
- Kathy continues to train Sara on court and Sara is there to support her and especially help with technical difficulties.

Clerk-side:

- Sara is updating Short Term Rental forms to reflect Ordinance 2021-15 changes.
- Working with LodgingRevs/MuniRevs to set up a system for Short Term Rental owners to apply for licenses on their platform, renew, and pay Occupational Lodging Taxes.
- Processing third quarter Occupational Lodging Taxes.
- Sara is running Special Events meetings, working with organizers, and has invited Public Health to meetings so they can work with organizers at the same time (organizers should be reaching out separately to CCPH but Sara is streamlining the process).
- Continue to work through the election process, contacting and having candidates remit their Candidate Affidavit and Contribution/Expenditure reports.
- Will be sending the Election Notice to the paper and drafting a press release for the public.
- Erin attended the annual CML Conference. This will go towards Experience credits for Clerk accreditation.
- Erin will be attending the CMCA (Colorado Municipal Clerk's Association) Conference October 18-22. This will go towards Experience credits for Clerk's accreditation.

- Working with the Department of Revenue on their new Tobacco licensing program. Assisting Tobacco licensees with their application for the state level.
- Continue to work with MSI to start the digitization project for paper/microfiche/CD files.

10/19/21 City Council Parks and Recreation Department Report

General

- Creating contract for Skatepark landscaping
- Working with FIBArk on various projects
- Beginning conversation with Elliott about eBikes
- S mt lights discussion
- AC schedule/price change
 - Leisure pool M-F 6-8pm when Swim Team there.
 - After 12pm \$11
- New procedure/prices: communication plan
- Concessions at AC
- AC Brochure with schedule
- Programming...more coming. Community Center use?

Aquatic

- Working with Amilia to get our Access Management up and running
- Put the new schedule into Amilia- we decided to keep reservations for now
- Fall lesson filled up in two days - Lessons start Oct 19th
- Working on a procedure manual for staff
- Certified Front desk staff in CPR/First Aid
- Working on cleaning out some of our inventory
- Babysitting training - Friday the 15th & Saturday the 16th
- Parent/Tot swim is back - Tuesdays and Thursdays 9AM-10:30AM
- Salida Cyclones are still practicing on Mondays & Wednesdays 6pm-8pm and Saturdays 7am-9am
- Dive and Jive is back - October 22 from 7pm-9pm- Middle school aged kids only

Facilities

- Rec office lights
- Rec storage room lights
- Parking Lot lights
- Utility upgrade meeting
- Soaking pool project bid at 2.75 million and is back on hold
- Meet with CHPhipp to discuss what to do about the soaking pools project
- Looking into a snow blower
- ordered lights for the Centennial Pavilion
- ordered lights for Chisholm Park.
- Meet with Mountain Top Electric to discuss potential projects downtown and onsite at Centennial
- ordered/received door alarms

- ordered/received DPD
- installed all new parts for the meter and it is back up and pushing data to the server
- Reviewed electrical engineering proposal for boiler replacement project
- replaced a grate by the slide
- replaced a light on the exterior of the front office
- ordered new relay and pump for the boiler
- Called Jay with Tolin to see when he can come out to see why the pumps keep burning out
- swapped out a driver for the light above the guard stand
- phase 2 of fuel mitigation at the source coordination
- west wing sewer snake
- Retrofitted parking lot lights to LED's.
- Look at riverside bandshell lights to see if retrofitting is possible
- month end data entry
- month beginning bench sheet layout
- work with Jay from Tolin on boiler issues
- ordered acid for shutdown
- look into new shower curtains for the locker rooms
- ordered back up motor for secondary loop boiler pump
- ordered 4" flanges and gaskets
- ordered the flame probe and spark electrode for the boilered
- drain pools
- F street bridge lights opened and assessed
- power washing
- re-stripe parking lot
- Tolin has been onsite to work on HVAC units
- Wastewater Plant HVAC

Parks, Trails and Open Space

- Aeration/Fertilizer Application
 - Irrigation Blowout/Centennial
 - Fall Cleanup - Leaves/Gladiolus
 - Chisholm Vandalism
 - Community Service Events 10/13 & 10/21 Confirm Times
 - Bike repair station installation
 - Continued irrigation repairs at Mac Witty intersection
 - Continued support with off site debris removal for disc golf course construction
 - Snow removal operations planning underway
 - Playground wood chip tilling
 - Purchased heated power washer for graffiti removal
 - Placed and removed a trash can along the F St. side of Alpine Park
 - Installed a memorial bench for Cathy Armenta at Alpine Park
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Recreation

- Kickball Wraps up next week
 - Floating Pumpkin Patch Scheduled for October 29 from 4-6 at the aquatic center with games and decorating in the lobby
 - pumpkins?
 - Pickleball Contract is underway at the fairgrounds
 - Looking into camp Friday next month, starting on November 5th
 - Youth and Adult Basketball are on track to be starting in early January
 - The community resource guide is due November 5 and will be coming out on November 31
 - The ski bus starts in December
 - We are looking into kayak roll, kayak polo, volleyball, and dodgeball for early next year
 - Working on creating a better scholarship
 - Trying to find space for mahjong/game time
 - Ukulele class just finished. We had 14/10 participants and so far the post-program survey is rating it very highly.
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Public Works Department Report

October 2021

Planning/Engineering/Construction

- Planning
 - Streets
 - Future CDOT Local Agency Project (Oak St., SRTS sidewalks, crossings)
 - Design proposals received – interviews underway
 - Preliminary design and planning for 2022 work (10th, 12th, other overlays)
 - Utilities
 - Updating Emergency Response Plans
 - Updated Poncha sewer trunk line analysis
 - Attended statewide RMWEA water and sewer conference
 - Work with consultant on finalizing Pasqualle WTP design
- Capital Projects
 - US-50 Phase IV Streetscape/CDOT ADA - complete
 - 2021 Street Reconstruction
 - E Crestone – complete
 - Poncha Blvd – complete
 - B St. – complete with some punch list items
 - I St. – complete with some punch list items
 - Storm Water Improvements by F St./Riverside Park – Restart Oct 2021
 - Bar Screen Replacement Project – Equipment procurement underway
 - 2021 Sewer Reconstruction Project – complete
 - 2021 Sewer CIPP – additional change order work planned for November
 - Low Zone Water Main Replacement underway along west US-50.



Figure 1 – Low Zone Waterline Replacement



Operations

- Streets
 - Tree program work
 - Storm inlets and c&g assistance along west 1st Street
 - Finished concrete improvements at entryway to PW shop
 - Pothole and asphalt maintenance
- Utilities
 - Field Utilities
 - Continue with CCTV inspection of city sewer mains. This past month focused on the trunk line along US-50.
 - Ongoing inspections for development related work
 - Smart meter upgrades
 - Note: meter components were backlogged several months due to shipping and chip availability. Partial shipment recently received.
 - Water Treatment
 - Routine sampling including lead and copper.
 - Work with consultant on security upgrades
 - Address minor improvements at treatment sites
 - Wastewater Treatment
 - Additional sampling upstream of plant per discharge permit requirements
 - Replace digester grinder pump
 - Work with Tolin Mechanical to evaluate HVAC systems
 - Pump repairs and other routine maintenance