



STAFF REPORTS

DEPARTMENT	PRESENTED BY	DATE
Administration	Christy Doon - Interim City Administrator	September 19, 2023

Administration and Human Resources

- Christy Doon completed a two-year International City and County Managers Association (ICMA) Emerging Leaders Development Program and earned her Essential Management Skills Certificate.
- We received our final Loss Control Audit score from CIRSA. The City scored 106 points (a perfect score plus 6 of 10 bonus points).
- The City received one (1) proposal for a City Prosecutor. Because the next municipal court date is in January, we will be adding prosecutorial duties to the City Attorney's Office until such time as we can hire a new prosecutor.

Arts and Culture

- The exhibit that debuted in the Paquette Gallery featured the works from local artist Gloria Countryman. The artist was recognized at the reception held during the monthly Creative Mixer, which was attended by (45) people and featured local musician Jeff Koch.
- The performance highlights of the month were from local musical groups, including Walden Chamber Music, Alpine Orchestra and Santa Rios. The three (3) performances were attended by 409 people.
- The SteamPlant and Scout Hut played host venues to many municipal, county, educational and non-profit groups, including Foodshed Alliance, Salida Chamber of Commerce, City of Salida, Chaffee County Early Childhood Center, Monarch Mountain, Chaffee County Visitors Bureau, Colorado Headwaters and Chaffee County Public Health. All total the LISTED events/meetings were attended throughout the month by 910 individuals.
- TOTAL GUESTS Attending 39 Events/Meetings for November = 2,355
 - Number of free arts and culture events/no admission = 12
 - Number of attendees at free events = 945
 - Number of events paying rental fees = 20
 - Number of entities using the facilities = 29

City Clerk

- The December Court was cancelled, and we expect a large January Court docket.
- Reviewed and processed a new STR application. Currently we have 223 STR licenses.
- Received and processing two Report of Changes for two existing businesses that serve alcohol.
- Received and processed 94 CORA's.

Community Development

- Building Permits: As of December 13th, we've seen 245 total building permits YTD, inc. 171 new residential units. At the same time last year, we reviewed 169 total permits, inc. 113 new residential units. In 2021, we had reviewed 253 total permits, inc. 175 new residential units. We are still expecting even more building permits over the next couple of months as folks attempt to get out in front of the new model building and energy codes anticipated to be adopted at the beginning of 2024.
- 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. Tuesday, Dec. 12th was a good day along those lines... Both Chaffee County's Board of Commissioners and Colorado Mountain College's Board of Trustees approved the City's partnership/funding request (each for up to \$1 million towards Phase I). And, later that afternoon, we received notice from DOLA that we have been officially invited to apply for the Strong Communities Infrastructure grant, which is competitive but with a much smaller pool of applicants and a max award of ~\$4 million. This is in addition



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to the More Housing Now grant that we have applied for (max. award of \$2 million). We probably will not find out about an award until February or March, however. Right now, the hope is to receive a total of \$4 million in funding from one or both 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: The architects and engineers for the project continue to work on massing models and more detailed components of the project, taking in feedback from the fall open houses and online survey. They will also be utilizing the services of a local surveyor and geotech services over the next month, 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 2 of the Land Use Code update (districts, dimensional standards, and uses, etc.) and beginning review of Installment 3 (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 Capacity Planning Grant: Staff submitted an LOI for the LCPG at the end of November and hopes to hear about a full application sometime this month. 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 daily.

Finance

- The Certificate of Participation transaction closed, and funds are with our trustee ready to be drawn down for paying the fire station construction costs.
- The 2024 budget document preparation work is underway, the document should be available online in January.
- Due to the way the Touber building offices are designed with the finance office being situated at an entry way and with a window looking into the office, we end up being the “rotunda” for the building answering questions for citizens who come in. There is a staff person in finance that needs to assume that role in addition to other duties. We are starting to keep track of the interruptions and hope to someday find a solution to this building design inefficiency.
- The finance office staff have agreed to help the increasingly busy Community Development employees by stopping drop-in traffic to that office and helping visitors schedule appointments. This is a temporary assignment that the excellent staff cheerfully took on in hopes of increasing efficiency overall.
- Year-end work and planning for the annual audit has begun.

Fire

- We are currently at 1,067 incidents for the year. We are trending to have a 6% increase in calls from 2022.
- We currently have two fire trucks in repair. Our main Engine is completely out of service. The ladder truck can function as a pump, but the ladder portion is out of service. We are currently running calls with our back up Engine. We are hoping to have trucks repaired by year end (if supply chain and traveling mechanics can make that happen).
- The new fire station is seeing progress. All fill dirt is into the new site. The next project that we should see are footers being dug and concrete work.
- The fire station is currently packed with Christmas presents for Baba’s Magical Christmas program.



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Parks and Recreation

- Aquatics
 - Hired new lifeguard III who has received her certification in LGI, and will be able to teach lifeguarding, CPR and First Aid classes.
 - Working on employee performance reviews.
 - Over Thanksgiving break, we had to put guests on a waiting list because we did not have adequate staff, as several were out of town.
 - We are working to recruit more adult lifeguards.
 - Salida High School Girl's Swim Team started practice. They will be practicing after school.
 - The Cyclone Swim Team will complete their stroke clinic on December 16.
 - Completed fall swimming lessons in November. We had to add another time slot because we had 25 kids on the waiting lists.
 - Hired two new P&R Reps to help with the weekends.
 - Applied for a grant to help schools in our area pay for swimming lessons.
 - Updating front desk and SHSAC procedural manuals.
 - Fee schedule updates for 2024
 - Contracts in development (Longfellow, Cyclones, etc.)

- Recreation
 - We have approximately 190 youth registered for youth basketball!!!! We are spending a lot of our time and effort figuring out this league again. We are hiring four practice, are still short volunteer coaches and are expecting to need about 10 more head coaches.
 - Youth wrestling is also off and running with 26/30 participants in the younger group and 16/30 participants in the older group. We won't be offering any more spots and expect that parents who miss the deadline will be upset. Wrestling doesn't start for another 2 months. We are also hiring a coach to facilitate the wrestling league.
 - We're running the basketball skills challenge at Longfellow Elementary school from 5 – 7 pm Monday – Thursday nights, December 11 - 15. We'll be ranking kids on their playing ability and then we'll use those rankings to create even teams. Basketball registration closes 12/15 and we're hoping this will help promote kids to get signed up on time.
 - We've been planning for the New Year's Day 5k coming up on Jan 1.
 - We're meeting about flag football with BV this week to discuss what it will look like next year.
 - We're meeting to work on the school district facilities agreement.
 - Working on a sponsorship policy for businesses to sponsor our leagues.
 - Working on upgraded coach software.
 - Have updated the recreation webpage and will continue to improve the different landing pages.
 - Working to figure out how to sell merchandise in addition to league registrations to help with costs.
 - Working on cost recovery of recreation department to better track KPI's going forward.
 - Working on instructor pay scale to help qualified instructors be paid for their skills.
 - Working on youth paddle program and registration will open for that this Wednesday.
 - Winter/Spring resource guide development in progress.

- Facilities
 - Replaced 3 drivers for 3 overhead lights.
 - Moved acid tank to old boiler location.
 - Created a snow removal map for Centennial Park.



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- Worked on filling out staff reviews.
 - Snow removal.
 - Ordering parts for the floor machine.
 - Trouble shooting pool vacuum/order parts.
 - Trouble shooting and addressing issues with lap pool chlorinator.
 - Road improvements at the hot springs source property.
 - Troubleshooting and resetting effluent meter.
 - Order arsenic sample bottles.
 - Moving shed out to the MUF.
 - Repair the “new” floor machine. Chemical valve was leaking.
 - Creating and installed a shelf for a speaker in the natatorium.
 - Completed preliminary self-evaluation.
 - Progress has been made on the Scout Hut Restroom project.
 - FiBArk Building Roofing Options explored.
 - Garage door spring/track repair at the Public Works Facilities.
 - Alarm Lock demo scheduled for 12/13.
 - Exploring new furniture for the Council Chambers.
 - Hot water line replacement scheduled to begin in February.
- Parks
 - Installed 3 new pieces of playground equipment at Riverside park. Jackhammer and 2 sand diggers.
 - Tree work- Clearance and structurally pruned and removed hazards on 37 trees at Centennial, Alpine, Touber and Thonoff Parks.
 - Helped Bob with the lift for Touber electric work.
 - Hung F Street Holiday lights.
 - Fully staffed as 11/15. Training new employees.
 - Scout hut flooring finished/Looking at maybe doing the tiling.
 - Moved a shed to the MUF. Adds additional dry/winter storage if needed.
 - Trained employees on snow routes, machines, expectations, standards and are ready for snowstorms.
 - Starting to plan bigger projects for 2024- S-Mtn reforestation, S-Mtn bike park, sustainable landscaping.
 - Completed preliminary self-review process.
 - Looking into working with SPOT, Sculpture ID and volunteer at options for the Riverside Park Climbing Wall.
 - Completed Erika Saari memorial bench.

Police

- We are getting one of our staff members back this Sunday. He has been out recovering from surgery to repair a broken collar bone. This will put us back to only being down two. However, I have another person having surgery in January and he will be out for approximately a month. We have been managing with being short staffed, but it causes a decrease in our ability to be proactive, especially with traffic enforcement.
- We posted the open patrol position this week. We are hopeful that the new pay plan will be attractive/competitive enough to bring in multiple candidates. We will most likely keep this posted and open until January 31st.
- We are finally set to receive the 2023 patrol cars in the next week or two. The patrol car supply chain is still unreliable, and they are telling us it will probably be 2025 before things are back to normal.



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- I have attached a letter I received a few weeks ago from Butch Senff. He sent me a letter wanting to commend two officers for how they responded to assist with his situation. I was nice to hear how the staff handled his call and shows the culture that we have built here at Salida PD.

Public Works

- Planning/Engineering/Construction
 - Planning and Construction
 - Streets
 - Oak Street Reconstruction and US-50 SRTS
 - Final plans submitted to CDOT
 - Coordination on FD project
 - Poncha Blvd
 - Wrapped up for winter. Holman intersection and improvements to Mesa Circle remain. Estimated start date of April 2024.
 - Utilities
 - Due diligence for rate study underway.
 - Poncha Trunk line: Design complete
 - Other CIP Items
 - Caboose restoration in progress
 - Roof underway. Exterior nearly complete
 - Multi-use office space addition underway. Insulation complete.
 - Operations
 - Streets
 - Preparation for winter maintenance
 - Snow plowing
 - Sign program maintenance
 - Utilities
 - Field Utilities
 - Smart meter upgrades
 - Sewer cleaning and inspection work for 2023 near complete
 - New employee training
 - Water Treatment
 - SCADA communications upgrades underway
 - Exterior maintenance projects at multiple locations in progress
 - Wastewater Treatment
 - Routine items



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Dear Chief,

On 09/23/2023 I found that my father had passed away and my mother was unconscious in their tiny home at 845 Oak Street Lot # 54, Salida. My father had been under Hospice care for terminal cancer and it appeared that my mother had fallen and given herself a concussion.

I retired from law enforcement after twenty five years in southeast Florida, so I have had experience with unattended deaths although not with a family member. I called 911 and reported what I had found. Your employee was very calm and professional with me and obtained the required information from me. She placed me on a brief hold and asked that I not hang up while she got everyone moving towards my parent's residence.

Sergeant Lance Cliff and Officer Brenna Osborn were the first ones on the scene and they too were very calm and professional as they checked on my parents and took down the information they required from me. They were both squared away and treated me and my mother with dignity and respect. Officer Osborn remained with my mother as Sergeant Cliff directed the fire department and ambulance into position. Everyone worked as a team to get my mother stable and headed to the hospital.

I know firsthand that when law enforcement makes a mistake or a perceived mistake that everyone starts screaming that the sky is falling. I am so happy to see that in my chosen career there are still people like your employees who are out there every day protecting and serving.

Please thank your employees for me for the help, respect and condolences that they provided for my mother and me on a very difficult day in our life.

Respectfully,

Butch Senff

786-234-9311