



MAY 2021 STAFF REPORTS

Police Department –

- For the month of April, Salida PD 598 calls for service. That is a 77% increase over April of last year.
 - K-9 Sarge had been active his first month on the job. We recovered person who ran from a DUI crash and arrested a drug dealer that was carrying 30 grams of methamphetamine, pills, baggies, a scale and over \$2000 in cash.
 - We switched SRO's during the month of April. We now have a female officer in the school. This is the first time we have had a female SRO so I am interested to see if there are any difference with the interaction between the SRO, staff and students.
 - We received an award from Lexipol for achieving a "Lexipol Gold Standard" in Policy Management.
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Finance Department –

- Staff has made significant progress on preparing the various reports required for the Comprehensive Annual Financial Report necessary for qualifying for the Government Finance Officers Association excellence in financial presentation award. This is a coveted award that we plan to apply for but recognize that it may not be achieved this first year of submittal.
- Budget kick off has begun. Departments are working on Mission Statements and goals tied to Council goals that were developed at their retreat. Next step will be to build the numbers for a budget request tied to these goals. Council reviews of the resulting 2022 budget will begin in August.
- A first amendment to the 2021 budget was prepared and council will be asked to adopt it at the May 18 meeting.
- The Accounts Receivable software upgrade is complete and has been deemed successful.

- Discussions are underway with Ehlers to determine if any debt refinancing opportunities exist which could save money. The Finance Committee will be updated at their May 18 meeting.
- Kristen Hussey, Staff Accountant, did an excellent job developing a model to prevent pay compression as the City makes plans to move our lowest paid employees to a \$15 minimum pay level.
- Heather Wright, Administrative Coordinator, did her usual excellent job with the annual open enrollment process for staff insurance benefits. Medical insurance premiums increased 3.5%. We plan to switch our plan period to a calendar year period versus renewing in July of every year. This should make budgeting cleaner.
- The daily work in the office continues to keep staff busy (bill paying, payroll processing, billing, reporting, reconciling, payment processing, etc).

Community Development –

- As of May 11, we have reviewed 101 building permits with a total of 101 residential units (inc. ADUs) in 2021 alone. At the same time last year, we had reviewed just 45 permits with just 14 residential units. In 2019, we had reviewed just 75 permits with just 21 residential units (inc. ADUs). This is the first time we have ever eclipsed 100 building permits prior to July in a calendar year. Go Kristi and Kathryn!
 - Kathryn and Bill have been working with David Lady to submit a Revitalizing Main Streets Grant through CDOT for up to \$2 million for the planned Oak St/291 multimodal streetscape improvements. Application submitted on 5/14. We should know if we are awarded funds sometime this summer.
 - Community Development and Public Works have been working with CDOT on securing additional funds to complete most or all of the elements of the Future 50 plan. We will provide an update on that at a later date.
 - Starting to put together an RFP for a consultant to assist with Vandaveer Master Planning. Goal of sending that out prior to the end of June.
 - Completing SIAs and DIAs for several recently approved projects.
 - Discussions/pre-application conferences regarding numerous forthcoming Annexations, Planned Developments, Subdivisions, and more. Stuff is happening.
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Recreation Department –

- See Attached.
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Public Works –

- See Attached.
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Arts & Culture –

- The newest art exhibit from artist Dale Barth was installed in the Paquette Gallery and online at Paquette Gallery Arts; monthly in-person attendance for the exhibition for the month was (55) visitors (Public health safety protocols continuously in place to limit number of guests in the Gallery at any one time).
 - Rehearsals of two-person play Love Crumbs continued weekly through end of April.
 - Conducted two Arts Education classes - Mixed Media Arts (10 students), Beginning Guitar (6 students) - in April.
 - Conducted two Public Art Commission Zoom meetings plus a Project Vision presentation at City Council Work Session on 4/19.
 - Finalized Request for Entries for upcoming F Street Pedestrian area blocks.
 - Screened the Oscar Nominated Shorts packaged on three consecutive days to limited capacity audiences - Animation (27), Live Action (43) and Documentary (40)
 - Screened a Songs OnScreen film called Chuck Leavell: The Tree Man (12)
 - TOTAL GUESTS Attending Events/Meetings for April = 739
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Fire Department –

- We continue to have multiple issues with Engine 11. It is currently out of service and parts are on order.
- Five of the staff successfully completed their State Firefighter II practical testing and will be challenging the written test soon.

- Asst. Chief Rohrich successfully completed her Fire Officer II Job Performance Requirements and will be challenging the written test in early June.
- Nine staff members attended the two day Swift Water Recertification training that was held in late April and one class that is currently taking place. Due to COVID-19 we were unable to have a class last spring.
- All of the staff have completed their annual wildland refresher training in preparation for fire season.

Clerk's Office –

Courtside:

- Preparing court to go from virtual court to in-person court in May.
- Training Sara Law on all things court, morning and afternoon court packets, preparing cases and dismissals, sending out texts defendants with court updates and reminder payment details.
- Prepared background checks, PD reports, citations for May docket.
- Mailed court letters to all those with no proof of insurance and no Registration charges on May docket and working to do the same for June docket.
- Processed citations paid in full.
- Processed paid citations; sent DMV reports.
- Began preparing the June docket.

Clerk-side:

- Finished processing Quarter 1 Short Term Rental licenses and working on June 1st renewal Short Term Rental Licenses (roughly 40 have been processed, renewal deadline is June 1).
- Training Sara on Liquor, Tobacco and Arborist Licenses.
- Training on taking minutes for the Planning Commission.
- Working with Kathryn Dunleavy on the F street plaza by communicating with businesses, updating the application and releasing a PSA with pertinent information.
- Processing a new liquor application and finalizing a transfer.
- Training Sara to Municode to prepare agendas and packets, will focus on using the software to create minutes in the future.

- It was found that some old packets and agendas were never integrated into the website. Looking to identify them and update.

5/18/21 City Council Parks and Recreation Department Report

General

- Onboarding new Manager
 - Draft 1 of the Chaffee County Rec plan is complete
 - Administration moved offices to the Touber building
 - Hiring seasonal employees
 - Department level data collection and budget discussions
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Aquatics

- Silver Sneaker is up and running- We have had about 100 members signed up
 - We have a lifeguarding class taking place this month
 - Swim Team is practicing Monday, Wednesdays and Fridays from 6-8pm and 7-9am on Saturdays- They have about 60 kids signed up
 - Open swim - amenities are available and users can go back and forth between the lap and leisure - max amount is 54
 - Swim Lesson registration opens up May 24 at 9am
 - Looking for more staff to cover the front desk - only had one person apply
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Facilities

- Radon Mitigation work is scheduled at the Community Center Building for May 20th and 21st.
 - Spring shutdown at the aquatic center
 - Replaced all underwater lights
 - Power washed pools, deck, lobby, and locker rooms.
 - Sandfilter maintenance
 - Chlorinator maintenance
 - Replace all rusty bolts with new stainless steel bolts on the vacuum side of all three pump assemblies.
 - Installed a float for the sump pump in the effluent manhole
 - Discharge Monitoring Report
 - CDPHE discharge permit renew application
 - Deployed new temperature data monitoring equipment for effluent water and receiving stream
 - Fire mitigation on the hot spring source property
 - Engineering new boiler design for the aquatic center
 - Investigating a more automated control system for pool temperatures
 - Getting a structural analysis scheduled for the west wing
 - Monitored the effluent vault/parshall flume during the draining of the pools to make sure it was performing properly under maximum flows
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Parks, Trails and Open Space

- Staff installed a new scoreboard on the Softball Field at Marvin Park
- Parks, Open Space and Trails Supervisor position has been filled by Sean Clark.

- Started interviewing for Seasonal Maintenance Worker positions.
 - Riverside Trail rock work was completed by Lowry Contracting.
 - Fencing has been completed at Sonia's Garden.
 - Heritage Mountain Park Project went out to bid.
 - Staff began turning on the irrigation systems in the parks.
 - Collaborated on Chaffee County Recreation Infrastructure Tool.
 - Hosted a largely successful Recycling Event at Marvin Park.
 - Worked with Babe Ruth Baseball on a ballfield cleanup event.
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Recreation

- Anissa Caiazza Started 5/5 as the new Recreation and Aquatics Manager
 - Touch-a-Truck event was held on May 15th.
 - Team is working on KPI's and improving efficiencies.
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Public Works Department Report

May 2021

Planning/Engineering/Construction

➤ Planning

- Streets
 - CO 291 Intersection Control Evaluation and Corridor Plan – prepared and reviewed Resolution with Council to proceed with grant app. Grant app complete and to be submitted 5/14/21.
 - Two additional EV charging locations – Stations delivered. Waiting on electrical sub for installation.
 - Review street lighting master plan – postpone to fall
- Utilities
 - CRPWA/SRF financing being finalized
 - Site surveys completed for resiliency assessment.

➤ Capital Projects

- US-50 Phase IV Streetscape/CDOT ADA
 - 291 ADA Ramp Work underway
 - CDOT / City started curb, gutter sidewalk from G St. to Spur Trail
 - 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 – Delay with precast concrete necessary to complete work. Currently being discussed that the project be postponed to fall to prevent F St. impacts during peak season.
 - Bio-solids concrete slab expansion at WWTP 95% complete. Waiting on asphalt availability to complete remaining work.
 - Bar Screen Replacement Project – Equipment procurement underway
 - 2021 Street Reconstruction,
 - E Crestone – utilities and concrete completed. Paving next week.
 - Poncha Blvd – demo underway
 - B St. and I St. – work to start in the summer.
 - 2021 Sewer Reconstruction Project – precon complete. Work to start late May on mesa.
 - 2021 CIPP – Work complete.
 - Gallery Line Project – Bidding stage and loan finalization



Figure 1 – CDOT ADA and US-50 Phase IV Projects



Figure 2 - Poncha Blvd and 3rd St.



Figure 3 - E Crestone



Figure 4 - E Crestone

Operations

- Streets
 - Stenciling of Walk – Your – Wheels, crosswalks, downtown curb painting
 - Street sign replacements
 - Tree Pruning
- 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)
 - Smart meter upgrades
 - Water Treatment
 - Routine repairs and maintenance.
 - Help with resiliency plan
 - Pasqualle site ready for summer demand
 - New turbidimeters installed
 - Wastewater Treatment
 - Routine testing
 - Sludge line maintenance and septage pit pumped
 - Started yard irrigation system, working on minor issues with system. Replaced valve on zone one.
 - Jetted centrate line
 - Punchlist repairs from utility work associated with RV Park construction