



DEPARTMENT UPDATES

DEPARTMENT	PRESENTED BY	DATE
Administration	Christy Doon - City Administrator	October 15, 2024

Administration and Human Resources

- Working with CivicBrand on website, social media and templates for future newsletters
- Presented to 30 employees about Record Retention and Management
- Finalized ADA PDF Accessibility Guide for City
- Held elections for Sustainability Committee and Tree Board
- Began the transition from Mission Square to Colorado Retirement Association

Arts and Culture

- Steamplant:
 - Repairs:
 - Painting: Ballroom
- Events:
 - Total Events: 42
 - 14 Total Events were not paid rentals (this includes Boy/Girl/Cub Scout Mtgs, Creative Mixer, City Events/meetings, movie night)
 - 18 different groups using the space.
 - SteamPlant Events: 24
 - Scout Hut:Events: 18
 - Total Number of People Attending SteamPlant/Scout Hut Events: TBD (over 1,200 guesstimate)
 - The highest attendance events in January were the RokSchool Showcase, Blessings of the Water, and Backcountry Film Fest
 - Lowest Attendance: Movie night (hosted by City of Salida)
- Engagement and Programs:
 - Over 30 artists participated in the "Follow the heARTS" call for art for the Paquette Gallery featuring 50+ works of all mediums from established and emerging local artists. Over 100 people attended the opening and Creative Mixer on February 6 where the community celebrated the artists and viewed the work. The art is available for purchase and the community is encouraged to come and view the exhibit during the month of February.
 - Salida Arts & Culture partners with Shelby Cox for a very special preshow before the screening of Oscar nominated film The Wild Robot Movie Night on February 20. Arts & Culture staff will provide a Robot Craft project using found and recycled materials and artist Shelby Cox will give a presentation about his work before the movie.
 - Registration for Summer Creativity Camps opens Friday, February 14. For the third year, Salida Arts & Culture will provide full day, one-week art camps during the summer where children can learn from local artists and teachers. Each week features a different local artist, a different medium, and culminates in an end of the week Art Show for family and friends.
 - Tina met with Colorado Creative Industries Executive Director Josh Blanchard and is working on the quarterly report of the Salida Creative District for CCI.
 - Arts & Culture staff began the rollout of a new "Arts & Culture" newsletter, a comprehensive letter to subscribers that will combine all the news, programs, and events from the Steam Plant, Salida Creative



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District, and the Public Art Commission. News of the change was shared with subscribers in February, and the new format will begin in March.

- Public Art:
 - The City of Salida Creative District Program and Anne Walker present the Salida Community Mosaic project! Community members can sign up to participate in free mosaic making workshops where they also help complete the 60'-foot-long mural to be installed at Chisholm Park this summer. Funded in part by the City of Salida Public Arts Commission, the Salida Community Mosaic workshops are offered on Thursdays from 12pm-2pm at the Salida Scout Hut.
 - An interview team consisting of council members, a current PAC member, and Arts & Culture staff completed interviews for membership to the Public Art Commission. 7 members and an alternate will be presented to council for approval on February 18.

City Clerk

- We have successfully switched the remote meeting software from GoToWebinar to Zoom Webinar meetings.
- The CORA software has been installed successfully, to review all requests that have been fulfilled click on the following link: [Completed CORA requests](#) So far this year we have had 10 requests fulfilled.
- The Agenda and Packet software will be implemented in April. We will have an overview of the updated agenda and packets at our March 31st work session. Our vendor CivicPlus will be emailing how-to videos to all Council Members before the March 31st work session.
- Municipal Court dates have changed from the third Friday of each month to the third Thursday of each month. February 2025 has 37 cases.

Community Development

- No report available at this time.

Finance

- Before the auditors can audit the financial transactions for the year, staff need to perform reconciliations on every balance sheet account and prepare schedules that describe the activities in the accounts. There are also year end journal entries required that places transactions in the correct calendar year (i.e. if the bill for a 2024 expense is paid in 2025, we need to make sure it is recorded in 2024). We also must make sure the proper accounting treatment is applied to all transactions and correct any mispostings throughout the year. This work is underway and will be completed in time for the audit field work scheduled to begin March 17.
- Software used for billing water and wastewater services provided to citizens will be updated to correspond to the new fee schedules adopted this month.
- Efforts made to increase the number of customers who have their water/wastewater bills emailed to them is paying off with 42 people signing up for email delivery in January (a 1% increase, but it's progress!)
- The following table shows some of the key daily accounting work that is accomplished in the office.



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Finance Office - Key Operating Metrics	2024			2025
	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>
Number of front desk customers served	246	181	200	220
Number of invoices paid	415	409	315	375
Number of utility bills processed	4,335	4,331	4,354	4,362
Number of online utility payments received	2,773	2,811	2,798	2,890
Number of delinquent utility accounts processed	487	389	472	375
Number of journal entries prepared	56	22	63	58
Number of payroll checks processed	321	340	303	321
Number of utility service orders processed	116	56	53	35
Number of new construction utility accounts	4	6	1	5
Number of Accounts Receivable billings	40	37	44	33

Fire

- **New Salida Fire House Opens Its Doors:** We are thrilled to announce the official opening of the new Salida Fire House! On February 3rd, our crew began moving into the new facility, and by Wednesday, February 5th, we proudly raised our flag to mark the start of a new era for the department. While the station is still not yet open to the public, it is a monumental milestone not only for the Salida Fire Department but also for the City of Salida as the 124 E St. location was the 7th oldest operating fire station in the nation. The support of our community has made this possible, and we are deeply grateful. The new fire house is equipped with state-of-the-art technologies and response mechanisms, enhancing our ability to better serve and protect Salida. With this upgraded infrastructure, we are excited to take our service to the next level and respond more effectively to emergencies.
- **NCCC and SCC Continue Mitigation Efforts Around Salida:** We extend our sincere thanks to the National Civilian Community Corps (NCCC) and Southwest Conservation Corps (SCC) for their ongoing wildfire mitigation efforts in Salida and the surrounding areas. Their work is crucial to protecting our community from the increasing threat of wildfire. The SCC crew will soon begin residing at the old fire station on 124 E Street, and they are excited to be in the heart of Downtown Salida. The City of Salida's housing support for the SCC crew is a perfect collaboration, offering housing for the team while enhancing the city's fire safety efforts. Chief Jonke prioritizes maintaining this housing arrangement and advancing further mitigation projects to ensure our community remains up to date with fire safety standards.
- **Salida Fire Department Holds Testing and Interviews for Full Time Firefighting Position:** On February 6th and 7th, the Salida Fire Department held an action-packed series of hands-on evaluations and interviews for our Full-Time Firefighter position! Candidates faced four dynamic testing stations where they were put to the test on everything from patient assessment and ladder techniques (ascension, descension, and throwing) to executing a high stakes search and rescue operation. This thrilling evaluation showcased the power of our cutting-edge testing facility, providing the perfect setting to evaluate the skills of future team members who will help us protect and serve our community!
- **South Arkansas Fire Protection District Crew Returns Home:** We are excited to share that our South Arkansas Fire Protection District crew members, part of the same department as the Salida Fire Department,



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have safely returned home, along with the Type 3 Engine, after their dedicated service in Southern California.. We welcomed them home last weekend with great appreciation for their hard work and unwavering bravery in the face of adversity. As of now, the fire in Southern California has been 100% contained, thanks in no small part to the tireless efforts of our crew and many others who have worked around the clock to protect lives and property. Their commitment to providing critical assistance during this challenging time reflects the strength and resilience of our fire service community. We are incredibly proud of their service and thankful for their safe return.

- **Helping Our Neighbors:** At the Salida Fire Department, we pride ourselves on being there for our community, 24/7. Whether it's day or night, our dedicated team is ready to respond to emergencies across Chaffee County, Howard, and all areas in between. From fire response and medical emergencies to rescue operations and everything in between, we are committed to providing rapid, professional assistance whenever it's needed most. We understand that when an emergency strikes, time is of the essence. That's why we ensure our team is always prepared to deliver fast, effective service, keeping our neighbors safe and supported in their time of need. We're proud to serve our community and be a dependable resource that you can count on, no matter the time. Together, we make Chaffee County and surrounding areas a safer place to live and thrive.

Parks and Recreation

- Parks
 - McCormick Park Improvements
 - QWEL Training (efficient use of water and irrigation)
 - PW-Parks Workshop Remodel Wrap-up
- Aquatics
 - SHS Swim team has completed their season
 - Holding a lifeguard class this month – I have had several more inquiries, so I may need to have another class, sooner than later
 - Starting the second week in March the pool will be open all day- no 1-4pm closure
 - Swim lessons end on Wednesday, February 12
 - Lifeguard IIs are being shadowed during shifts to make sure expectations are being met. They are being guided into a leadership role.
- Recreation
 - Basketball is half way done with over 230 kids participating. We had our first photo day for a league, and it seems like it was a success. We'll probably be offering photo days for most of our leagues going forward now.
 - Wrestling just started with over 60 kids participating
 - Youth coed volleyball registration has 50 kids signed up, and starts in 3 weeks.
 - Open gym basketball, and open gym volleyball for adults have both been seeing good numbers. Around 10 for basketball, and 20 for volleyball weekly.
 - The ski bus is running on Fridays and Saturdays, \$5/rider and must register ahead of time.
 - Adult dodgeball registration closed, and we have 8 teams signed up. Play starts in 1 week on February 19.
 - Adult women's volleyball has 6 teams signed up, and play starts mid March. We expect 3 more teams to join.
 - The youth intro to kayak course has filled up once again, with 14 kids for the month of February.
 - Baseball and Softball registration will be opening soon!
 - The rec dept has some sort of programming happening 7 days a week for the months of January – March



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- We are planning a volunteer appreciation event for all of our volunteer coaches at the end of April. More details to come. We'd love to have council or city admin attend to show their appreciation.
- Facilities:
 - Building assessments have started to be completed and will continue to be updated. 3 of the 19 buildings have been completed. More to come.
 - Plumbing repairs at the aquatic center.
 - New windows in the KHEN building. Old windows were single pane and cracked.
- Events
 - **Event:** A Run Through Time
 - **Date(s):** 3/8/25
 - **Time:** 7:00 AM – 4:00 PM
 - **Location:** Riverside Park & S Mountain
 - **Attendance:** 500

Police

- No report available at this time.



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Public Works

- Planning and Construction
 - Streets
 - Oak Street – Winter construction closure. Design and cost updates coordinated with contractor.
 - West SH-291 Improvements – FOR plans being finalized for submittal to CDOT.
 - Downtown Improvement Project – Mailings set out to adjacent property owners with detailed information and notification of an April 2025 start date.
 - SRTS CDOT Local Agency Project - Final FOR plans submitted to CDOT. To be bid after West SH-291 Improvements due to grant timelines.
 - 50-291 Intersection (CDOT Project) Attended and updated design scoping meeting with CDOT.
 - Utilities
 - Rate Study drafting by Ehlers completed. Data and capital project input support.
 - Finalized Design and Engineering contracting for Harrington Ditch
 - Updating Poncha Sewer line plans based on direction provided.
 - Other CIP Items
 - South Ark Neighborhood – Preliminary site plans being drafted as well as project coordination with river restoration project team members.
 - Fleet move to Multi-Use Facility completed. Three lifts and air lines installed (see picture)
- Operations
 - Streets
 - Assistance with sanding and helping utilities.
 - Move of fleet and parks/streets/utilities bays finalized.
 - Completed pothole patching across town.
 - Utilities
 - Meter maintenance due to cold snap and related frozen meters. Recorded the most frozen meters in a 10-year period. (~100 total this year compared to 8 last year). In speaking with other utilities, others saw similar results across the state and the situation was an anomaly. Snow cover in town helps to insulate the meter and reduce occurrences.
 - Staff completed a water main repair in the downtown area. Work was afterhours and in single digit temps. The leak was a result of the line reaching the end of its useful life and not a result of temps.
 - WTP staff building framework for asset management software for treatment plant.
 - Integration of WTP SCADA re-build in progress.



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Figure 1 - New Lift Installations and Fleet Setup at Multi-Use Facility



Figure 2 - Emergency Water Main Repair Downtown