



## **JUNE 2021 STAFF REPORTS**

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### **Police Department –**

- SPD had 626 calls for service in May which is a 26% increase over last year.
  - We have had several high priority / dangerous calls in the last few weeks. Our staff is doing ok and we are working to get the K-9 car repaired and back on the street as soon as possible.
  - We had a good time with Sarge at Touch a Truck. We also took him to meet the entire kindergarten class at Longfellow since they were reading a book about a dog that used its nose to sniff things.
  - We are beginning to face some very challenging staffing issues. I will be working with the City Administrator to address this in the coming weeks.
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### **Finance Department –**

- The Comprehensive Annual Financial Report with the accompanying audited financial statements are ready to present to Council at the June 15 meeting
- 2022 Base budgets have been developed and budget entry worksheets have been set up in OpenGov so department heads can build their requests for 2022.
- We have learned that our financial consulting firm, Ehlers, Inc. is shutting their Colorado offices. The Finance Committee will evaluate whether the City should seek new advisors as staying with Ehlers, Inc. may no longer be prudent without a local connection.
- Kristen Hussey has been promoted to Assistant Finance Director and will be more involved at a higher level so she can take over glitch free upon the eventual retirement of the Finance Director (anticipated in 4 years).
- The Finance Committee will be taking a first look at a System Development Fee rate study (done by Ehlers, Inc) on June 15 and Council will be briefed on recommendations in July.

- In an effort to provide concise, yet informative, monthly budget tracking a new budget to actual tracking report format is being evaluated by the Finance Committee. The Finance Committee will review more detail each month and an “executive summary” format will be shared with council (with the full report also available).
  - 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 –**

- Salida Ridge Apartments (LIHTC project) groundbreaking happened on June 8th. 48 rental units at 60% AMI or less expected approximately this time next year.
  - Building permits slowed down slightly over the last few weeks--as of June 9, we've seen 110 total building permits, inc. a total of 102 residential units. At the same time last year, we had reviewed 53 permits with 19 total residential units. In 2019, we had reviewed 88 permits with 26 total residential units.
  - Starting to put together an RFP for a consultant to assist with Vandaveer Master Planning. Goal of sending that out within the month.
  - Working on fee-in-lieu updates for inclusionary housing.
  - Looking at additional potential measures to help facilitate emergency housing options for our workforce in this unprecedented market.
  - Kathryn has been working extensively with Sara Law and downtown businesses on license agreements for the F Street Plaza right of way.
  - Felsberg Holt and Ullevig (FHU) were chosen by HPC to do the City's updated historic survey using grant dollars from History Colorado.
  - Boys & Girls Club received ROW encroachment agreement along Palmer Street to facilitate building new playground space.
  - Completing SIAs and DIAs for several recently approved projects.
  - Discussions/pre-application conferences regarding numerous forthcoming Annexations, Planned Developments, Subdivisions, and more.
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## **Recreation Department –**

- See Attached.

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## **Public Works –**

- See Attached.

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## **Arts & Culture –**

Overall, May turned out to see an uptick in activity due to the time of the year and the slight easing of public health restrictions. Here's what we have for May Arts & Culture report:

- The art exhibit from artist Dale Barth continued in the Paquette Gallery and online at Paquette Gallery Arts, but was highlighted by a dual, in-person Artist Reception & Creative Mixer on the Plaza. Total attendance for the 5/14 event was (50) people.
  - Monthly in-person attendance for the exhibition for the month was (40) visitors (Public health safety protocols continuously in place to limit number of guests in the Gallery at any one time).
  - Three (3) performances of two-person play Love Crumbs were done to near capacity audiences (50 person max. capacity) for each one.
  - Conducted one Public Art Commission Zoom meetings to finalize Request for Entries for F Street Pedestrian area and give approval to move forward with RFP on Design Services for “old” Skate Park location.
  - Screened a film series titled May Movie Madness, which included seven (7) films that received accolades during the recent film awards season. Total attendance at all screenings was (217) with 50 person max. capacity for each screening.
  - Auditions and rehearsals for Shakespeare in Park were conducted in the Theater for last half of the month in anticipation of their performances in Riverside Park during Salida Art Walk.
  - TOTAL GUESTS Attending Events/Meetings for May = 1,245
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## **Fire Department –**

- Firefighters Evans and Shelley successfully completed the written test for their Colorado State Firefighter II Certification.
- Assistant Chief Rohrich successfully passed the written test for her Colorado State Fire Officer II Certification.
- Colorado Division of Fire Prevention and Control will be hosting a week long training in Buena Vista at the end of this month. They will be offering the driving simulator, pump simulator, live fire training and Officer training. We are hoping to rotate staff through this great local training opportunity that is free of charge.
- Wildfire season is underway. We had a good green up with the spring rains but now the fuels are drying out and becoming available.
- We are preparing for FibArk and Independence Day fireworks (conditions permitting).

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## **Clerk's Office –**

### Courtside:

- Had a successful, very large in person docket in May.
- Preparing background checks, PD reports, citations etc for June docket.
- Mailed court letters to all those with No Proof of Insurance and No Registration charges on June docket and working to do the same for July docket.
- Setting up Judge's case files.
- Processing citations paid in full, and sent to reports to the DMV.
- Preparing the July docket.
- Training Sara to prepare AM and PM court packets
- Training Sara to process electronic parking tickets
- Sending texts to defendants with court updates and reminder payment deadlines

### Clerk-side:

- Continue to process short term rental renewals, the application deadline was June 1.

- Processing arborist licenses as they come in.
- Processing tobacco license renewals.
- Training Sara to use Municode software to create agendas/packets and have them publish to the website.
- Working with two businesses for new liquor expansion applications, waiting on state approval.
- Working with Kathryn Dunleavy on the F street plaza by communicating with businesses, processing and approving Temporary Outdoor Expansion licenses
- Reinstated Special Events meetings with department heads and special event promoters for review and clarification.
- Sara attends the Planning Commission and Historical Preservation Commission meetings to help with the computer and take the minutes.

## **6/15/21 City Council Parks and Recreation Department Report**

### **General**

- Draft 1 of the Chaffee County Rec plan is complete and being presented BoCC
  - PROST requested staff to offer ideas for eBike regulations
  - PROST approved the P&R Department support the Heart of the Rockies Disc Golf Club in their efforts to build a temporary Disc Golf Course
  - Department level data collection and budget discussions
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### **Aquatic**

- Started tracking Silver Sneakers with a new tracking device. We had a little push back at first but now it seems to be working well
  - Actively looking for WSIs, lifeguards and front desk workers
  - Swim Team started summer practices, they are practicing twice a day Monday through Friday 7:30am-9am and 6pm-8pm
  - The pool is closed to the public June 11 starting at noon through June 13 for the Salida Cyclone swim meet. Go Cyclones!!!
  - Swim Lesson started on Monday June 7 and are running smoothly
  - Changed the age for swimming without an adult back to 10yrs as long as the child can pass the swim test.
  - Free Day was a flop - planning to do another one in July
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### **Facilities**

- Filter change in air handlers
  - Belt change in locker room air handler
  - Coordination on boiler design
  - RFQ for soaking pools
  - Budget
  - Coordinating with contractors for ballpark budgeting pricing for possible capital projects
  - Meeting with Charles Page from Browns Hill Engineering regarding controls for the pumproom
  - Submitted May DMR
  - Order parts for the floor machine
  - Ordered rags/supplies for custodians
  - Cleaned ORP/PH probes
  - Get water to temp for swim meet this weekend
  - Ordered arsenic water sample bottles
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### **Parks, Trails and Open Space**

- Staff added 44 tons of infield material to the Softball and Little League fields.
- Replaced F St. Trashcan with our standard Bear Saver Trashcans
- Replaced about a dozen ballfield light bulbs at Marvin Park.
- Hired on 3 seasonal staff.
- Had area for sand volleyball excavated at Centennial Park.

- Responded to a major rain event that created flooding on some trails and in some facilities.
  - Painted the dugouts and hung banners at the Softball field at Marvin Park.
  - Assisted Babe Ruth Baseball in moving a set of bleacher to the T-Ball Field.
  - Went out to bid with no success for the Heritage Mountain Park.
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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.
  - Team meeting/training 6/4 with Aquatics and Front Desk staff.
    - Staff satisfaction survey was completed prior to meeting. Staff voted on priorities. Top pain points to address Amilia registration, facility access management, training and guidance.
    - Customer Service training scenarios.
  - New hires: 2 for PT Front Desk with one also being softball umpire
  - Still hiring: Front Desk, Lifeguards, Recreation Facilitator
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## **Public Works Department Report**

### **June 2021**

#### **Planning/Engineering/Construction**

- Planning
  - Streets
    - CO 291 Grant Status Pending
    - Two additional EV charging locations – Construction underway
    - Review street lighting master plan – postpone to fall/after budgeting
  - Utilities
    - CRPWA/SRF financing being finalized
    - Site surveys completed for resiliency assessment.
- Capital Projects Underway
  - 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.
    - 2021 Street Reconstruction,
      - E Crestone – complete
      - Poncha Blvd – in progress, anticipate another month of periodic closures and detours
      - B St. and I St. – demo underway on B St
    - Stormwater Improvements by F St./Riverside Park – Restart Oct 2021
    - Bio-solids concrete slab expansion at WWTP 95% - asphalt patch remains.
    - Bar Screen Replacement Project – Equipment procurement underway
    - 2021 Sewer Reconstruction Project – precon complete. Work to start late May on mesa.





*Figure 1 – Poncha Blvd and 3<sup>rd</sup> St. Improvements*



*Figure 2 – Sewer Reconstruction near Pitkin and Ouray Ave.*





*Figure 3 - E Crestone*

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## **Operations**

### ➤ Streets

- Installation of car charging stations
- Working with P&R on F St. closure logistics
- Tree program work
- Street sign replacements
- Pothole and asphalt maintenance

### ➤ 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
  - Work with State on sanitary survey inspection
- Water Treatment
  - Routine repairs and maintenance.
  - Help with resiliency plan
  - Prepare for sanitary survey inspection
- Wastewater Treatment
  - Routine improvements
  - Final clean-up coordination with RV Park utility installations through WWTP.