



FEBRUARY 2023 STAFF REPORTS

Police Department –

- We had 826 calls for service in January.
 - We completed an audit of our evidence room and passed with zero issues.
 - In an effort to encourage more community policing in 2024, we have been in the process of contacting every business in the community and updating our contact information for them. We also have an officer assigned to do routine contacts throughout the year to encourage more dialogue between the PD and our businesses.
 - We had a pretty severe case that led to us charging a Salida man with attempted 1st degree murder, kidnapping, sexual assault and several additional charges. The tactical team was used in intense but safe and successful arrest of the person. The case took a lot of work from our detectives, and they did a great job interviewing people and putting it together.
 - Officer Tucker is back from maternity leave and is excited to get back into the schools. She is doing a great job as our SRO.
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Finance Department –

- The majority of the year-end accounting work associated with closing out the 2022 year is complete. Reconciling schedules used during the audit are in progress and should be completed soon, well ahead of the audit. Audit field work is scheduled for March 28 to 30.
 - Payroll processing cross-training work in the office is progressing well.
 - Staff continue to keep up with daily workloads.
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Community Development –

- No Report.
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Recreation Department –

- See Attached.
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Public Works –

- See Attached.
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Arts & Culture –

- The exhibit from cyanotype artist Wendy Mitchell debuted in the Paquette Gallery and was recognized at the artist reception held during the monthly Creative Mixer, which was attended by (25) people.
 - The month saw two (2) well-attended concerts providing entertainment for fans of rock and classical music with performances by local youth participating with RokSkool and traveling members of the Colorado Symphony respectively. All totaled the events garnered an attendance of (312) people.
 - The Arts & Culture department is putting together a History of Salida's visual artists to be unveiled during this June's Art Walk, which is celebrating a 30-year milestone. A meeting between a group of individuals that have been a part of most of Art Walk's existence was held on Jan. 19 to share experiences and provide historical documents for the upcoming exhibit.
 - TOTAL GUESTS Attending (34) Events/Meetings for January = 1,544
 - Number of free arts and culture events/no admission = 4
 - Number of attendees at free events = 510
 - Number of events paying rental fees = 14
 - Number of entities using the facilities = 27
 - In March, April and May, a booking by the Salida Markers' Market (Contact: Desiree Marceau) will hold multi-vendor markets at the Scout Hut (Dates – 3/4, 18, 4/1, 15, 29, 5/6, 27).
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Fire Department –

- In January, Assistant Chief Rohrich and I attended a tabletop exercise with school officials and other agencies. The goal is to have a full scale mock incident in the future.
 - I was asked by Chief Johnson to address the Rotary Club of Salida. The presentation was on the proposed new fire station. The audience was very supportive and asked a lot of good questions.
 - Design continues on the new firehouse. The schedule is to have permit drawings by mid-March. We had an in person meeting with the team February 1st to go over interior and exterior finishes. We ran into a hurdle with CDOT and the size of the access we want off of Oak Street. Negotiations with CDOT continue.
 - Fire staff provided and AED training to city hall staff.
 - We have partnered with the high school and their business internship program to have a student come in two days a week for the entire semester to observe and learn about the fire service. Tyler Kause is the student and she comes from a family with a fire serviced background. She is very engaged and eager to learn.
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Clerk's Office –

- Municipal Court
 - Updating forms in Court Software for New Year and reduce court paperwork
 - Preparing for a Bench Trial in February court
 - Taking classes with Tyler Incode to keep up to date with software capability
 - Evaluated our current Collections agency and worked with the Clerks listserv to determine what other cities are using
 - Interviewed and decided to move forward with a new Collections agency that has higher security standards and reporting standards
- Record Management and Retention

- Created a record management presentation
- Led a one hour class on how to put together a record management plan for two departments
- Updated our Digital Record Destruction Form
- Short Term Rentals
 - Updating our Software to be in compliance with the recent tax changes
 - Communicating with license holders on the new changes and how to best utilize their online dashboard.
- Liquor
 - Met with a new liquor license applicant
 - Working with Benson's on an ownership change
 - Finalizing paperwork for a change of location for Riveting Experience
 - Working on paperwork for Walmart and Safeway to adjust their liquor shelving pursuant to Liquor Enforcement standards for the addition of wine in stores.
- Clerk Certification
 - Clerk Kelley has submitted all paperwork for the International Institute of Municipal Clerks Certification
 - Attending a Clerk's Roundtable in Canon City
- Initiative
 - Working with a citizen on a possible initiative related to recently voter passed fees and taxes

Public Works Department Report

February 2023

Planning/Engineering/Construction

- Planning and Construction
 - Streets
 - Oak Street Reconstruction and US-50 SRTS plans in the process of revisions following CDOT FIR comments
 - Poncha Blvd contracting and pre-construction coordination
 - Utility construction to begin early spring
 - 2022 Street Reconstruction:
 - Complete with exception of 4 blocks of 10th. Project to re-start in spring
 - Utilities
 - Pasquale WTP Project: Under construction
 - Poncha Trunk line: Design complete
- Other CIP Items:
 - Caboose restoration in progress
 - Multi-use office space addition underway (seasonal delay)

Operations

- Streets
 - Snow plowing/ice removal
 - Assistance with addition at Multi-Use Facility
- Utilities
 - Field Utilities
 - Multiple water service repairs due to leaks
 - Smart meter upgrades
 - Assistance with plowing operations
 - Water Treatment
 - Routine items
 - Involvement with WTP Pasquale Improvement Project
 - Wastewater Treatment
 - Work with consultant and director on process control data collection
 - Additional testing for compliance and plant operational trending



Parks and Recreation Department report

Date: 2/21/23

Aquatics

- Aquatic Center Membership/Access Pass increase effective 2/6/23. Here is the [article](#) from the Salida Standard.
- Closed 2/12 due to staff illness-social media and constant contact alerted the community
- Pam Denison and Jennifer Davisson will be attending the Association of Aquatic Professionals conference in Colorado Springs on February 13-16
- Lifeguard class February 24 and 25
- Last day of lessons is February 15 - This group had 45 kids in it
- All P&R employees should be CPR certified by the end of February
- Water Zumba will start on February 27 from 5:30pm-6:15pm
- High School Swim team season has come to an end - Heading to state Feb 10-11

Salida Hot Springs Aquatics Center

- Interviews for Facility worker and Custodian
- Problem shot Toubert Building HVAC
- Installing equipment for pool temperature controls
- Supervised Westwing roof overlay
- Working with Setpoint Systems to get controls for the main air handling unit to a cloud-based system
- MUF garage door adjustments
- Updating the lifeguard room by cleaning and planning/coordinating with the contractor
- Onboarding Bart Smith
- Getting the shop set up and organized
- Going through west wing store rooms cleaning and organizing
- Boiler project coordination with Atmos for a new meter
- Fixed westerly - west wing door

Recreation

- **Salida Ski Bus**
 - Saturdays through March 11, and Fridays through April 7 \$5. Since starting January 20, we've had 26 riders.
- **FIBArk Youth Paddling Program**
 - Level 1 ages 7-10 has 5 people signed up with 16 on the waitlist.
 - Level 1 ages 11-15 has 1 kid signed up.
 - Level 1 high school course has 9 participants signed up.
 - We will be offering two more rounds of these courses on Sunday mornings in March and April.



- **Adult Drop-Basketball**
 - Mondays nights from 8:30 - 10:30pm at Salida Highschool
 - We've had 58 participants since starting on January 9.
- **Adult Coed Dodgeball will return in February - Registration closes February 16.**
 - Dodgeball will take place from 6-9pm on Wednesdays from 2/22/23 - 4/5/23
 - The price to participate is \$50/team and \$14/player.
- **Women's Adult Volleyball League:**
 - We already have hit our maximum of 9 teams for the league and this will happen from 6:30 - 8:30pm March 9 - May 11.
- **Adult Coed Drop-in Volleyball Volleyball:**
 - January 26 - March 2 - We've had 20 participants so far in the first two weeks.
- **Salida Youth Wrestling - Registration closes March 10.**
 - Youth wrestling started on February 7 and has 61 participants.
- **Intro To Mahjong**
 - Intro to Mahjong starts March 6 and goes from 5-7pm every Monday until March 27, 2023.
- **2023 scholarships are now available.**
- We continue to work on processes and procedures for the department improving our organization, accountability, and positive customer service experience.

Parks and Facilities

- Trailside playground surfacing converted into much safer engineered wood fiber
- Bathroom facility work. Paint, new heaters, new panels, resurfacing etc..
- Working on a water irrigation report
- #35 service truck is now fully parks and will be a great help in the summer
- New trencher attachment for bobcat arrived
- Planning on applying for a turf buyback grant
- Met with SMT on design and construction for trail work this spring
- Ordered fence capping for all Marvin park- They're getting back to me on shipping cost. First quoted me \$2500
- Hiring Mark Hudson 5-10 hours a week for baseball fieldwork
- Working on getting pitchers/batters box clay mix for the baseball field
- Responded to facilities calls on Multi-Use Facilities garage doors
- Troubleshoot Toubert HVAC System

General

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