



JANUARY 2023 STAFF REPORTS

Police Department –

- We had 686 calls for service in December.
 - We hosted our 14th annual Shop with a Cop program. We were able to take 12 students shopping around town, eat lunch, grab ice cream downtown, and wrap all the presents together. This year we did it at the Steam Plant and it defiantly was a hit.
 - We are down to one Community Service Officer for a while. Abby Groover and Mick Caulfield headed off to the Police Academy and will be there until June. Once completed, they will enter our field training program.
 - We had a successful 2023 and I will be giving you an updated statistical presentation in February.
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Finance Department –

- The 2023 Budget Document is now available for review on the City's website on the Finance Department's page.
 - Finance and City Admin have been working to restructure job duties as the HR Coordinator duties are moving under our Assistant City Administrator. The changes will enhance internal controls in the payroll process and increase efficiency in other areas.
 - The work of closing out 2022 and preparing for the annual audit has begun. Audit field work is scheduled for March 28 to 30.
 - The daily accounting work of this busy department continue to be top priority.
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Community Development Department –

- Total Building Permits in 2022 = 169 (inc. 114 new residential units)
 - Total Building Permits in 2021 = 253 (inc. 176 new residential units)
 - Total Building Permits in 2020 = 185 (inc. 91 new residential units)
 - Total Building Permits in 2019 = 192 (inc. 71 new residential units)
- As of January 13th, we've seen 5 total building permits YTD, inc. 1 new residential unit. At the same time last year, we had reviewed 5 total permits, inc. 1 new residential unit. In 2021, we had reviewed 13 total permits, inc. 6 new residential units.
- The weather has presented some challenges for the three City-owned RVs out at the Salida RV Resort, as heavy winds disassembled the skirting that was put on back in November and chilly temps froze the pipes. After some delays, the skirting has been reinforced and hopefully these issues are behind us. Three families continue to occupy them until other/better options are available.

- A survey regarding the Future Land Use Map (FLUM) process concluded on December 19th and Clarion has provided staff with a summary of responses. Staff and consultant will work to update the FLUM based off responses and another public meeting to review and respond to the updated map is anticipated sometime in February. This information will also soon be available on the City's Community Development webpage. The FLUM will serve as an addendum to the Comprehensive Plan and will help direct future policy decisions on zoning.
 - Staff has also provided initial comments for Installment #2 of the Land Use Code update and Clarion anticipates releasing a draft of that installment sometime in February. This installment will address numerous dimensional standards issues, including new density allotments, minimum lot sizes, setbacks, heights, etc. for both existing and newly proposed zone districts.
 - The master planning process for the South Ark Neighborhood (a.k.a. the City-owned Vandaveer property) is in full effect, with staff and consultants (Studio Seed, LLC) working on background information and stakeholder interviews in lead up to the first public open house on January 31st at the SteamPlant Ballroom from 5:30PM - 7:30PM. The open house will include a short presentation/introduction but will primarily be in an open house format.
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Parks and Recreation Department –

- See attached.
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Public Works Department –

- See attached.
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Arts and Culture Department –

- The exhibit from local photographer Lars Leber continued in the Paquette Gallery with another reception held during the monthly Creative Mixer, which was attended by (50) people.
- The month saw five (5) notable community-driven events and/or special performances in the likes of dance, vocal performance, and concerts. All totaled the events garnered an attendance of (695) people.
- The Arts & Culture department resurrected the Winter Art Pop-up Market over one weekend with ten (10) vendors bringing their fine art and decorative wares to the SteamPlant Ballroom. This free event garnered an attendance of (325) for the two-day period.
- The Fall Makers' Market and indoor Farmers' Markets events continued throughout the month. The event attendance for all events was (525).
- The Salida Circus closed out the year's activity with their Circus Camp during the final week of the month. The camp was attended by (25) youth each day for the week.
- The City of Salida Employee End of Year Party was hosted in the SteamPlant Ballroom.
- TOTAL GUESTS Attending (40) Events/Meetings for December = 2,353
 - Number of free arts and culture events/no admission = 16
 - Number of attendees at free events = 1,635
 - Number of events paying rental fees = 25
 - Number of entities using the facilities = 35

- Renovations were made to the dressing rooms in the SteamPlant Theater. The project included painting, wall treatments, and new flooring. All work was completed by Arts and Culture staff.
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Fire Department –

- Annual flow testing on the department's Self Contained Breathing Apparatus was completed on January 11. Any issues were covered under warranty.
 - We experienced a serious plumbing problem in the building over the Christmas Holiday. Thanks to Marty's plumbing out of Alamosa for putting in a full day to rectify the problem.
 - Administrative staff have begun the arduous process of digitizing Occupancy Files into our Fire Reporting software.
 - Call volume for 2022 was nearly equal to 2021. We responded to 1050 incidents with 55% being EMS and 45% Fire.
 - We received our Summary Report from ISO on our Public Protection Class Rating and will be issuing a press release in February with the updated information.
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Clerk's Office –

- Record retention Schedule:
 - Updating the clerk's office records for the new year and ensure that we are keeping up to date with our retention schedule
 - Determining what date the City will hold a shred day in the spring
 - Creating record retention presentation for Department Heads and staff
- Municipal Court:
 - Worked with Chaffee County Community Foundation to update our organizations that will accept court mandated volunteer hours
 - Researching collections agencies to ensure we have the best collection agency for our Municipal Court
- Special Events:
 - Met with the Special Events Committee and the FIBArk board to talk about the 2023 FIBArk events
 - Processing Special Event Liquor Licenses for non profits on private property
- Short Term Rentals:
 - Working with GOVOs to update our short term rental fees and application process
 - Answering questions about the tax increase and how it impacts different short term rental license holders
- Plastic Bag Fees
 - Worked with Slate to create a press release regarding the new state plastic bag implementation and created a process, on the website, for businesses to review the information and how to submit their fees.
- Liquor
 - Finalized a Liquor Transfer for Yunza Peruvian Cuisine
 - Starting a Liquor Transfer for the Spotted Dog, Benson's and The Fritz
 - Discussing a Brew Pub license for a distillery expected to open this year.
 - Received a Change of Location application for Riveting Experience, will be a public hearing in late February

- Petition
 - Speaking with a citizen regarding a possible Initiative Petition regarding Short Term Rentals
 - Campaign Finance
 - Updating Secretary of State Campaign Finance forms for City use
 - Conference
 - Signed up for the International Institute for Municipal Clerk's conference in Minneapolis this May
 - Education
 - Signed up for 3 Athenian Dialogue courses for Clerk certification (you must read a book before the 8 class to discuss how to implement goals/behavior into your work environment)
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Parks and Recreation Department report

Date: 1/24/23

Aquatics

- Swim Lessons are full
- Stroke Clinic starts Jan 10 from 5-7 pm - Tuesdays
- Kayak Roll Session starts Jan 11 from 7:15-9 pm - Wednesdays
- Pool closing 3:15 pm for all-staff meeting
- AOAP Conference - February 13-16 - Pam and Jen gone
- Aqua Zumba will start February 27 - 5:30-6:15 pm - Mondays
- New membership and access pass prices
- New contact for installment billing
- Aquatic Center Membership/Access Pass increase goes into effect 2/6/23. Here is the [article](#) from the Salida Standard. Will be in MM, on socials, CC-all emails, P&R monthly newsletter.
- [Aquatic Center](#) website: "Things to know for your enjoyment and safety" section to the landing page

Salida Hot Springs Aquatics Center

- Training Bart Smith in the pumproom
- Training Mario Surber as Pool Custodian
- Ordering chemicals
- Getting new account setup with Univar Solutions for chemical ordering
- Trying to locate parts for partitions
- Walked through boiler project with JK Mechanical
- Checking in on extension arms to install temperature actuators (extensions just shipped)
- Looking into adding a sanitizer probe to the new controllers
- Getting United Roofing scheduled to start the overlay of the existing westwing roof
- Getting Cooper Woodworks linde up to replace the ceiling in the lifeguard room.
- Working on getting a "new" shop ready. Building shelves, removing one wall and, organizing parts and tools
- purchased new cloud based software for effluent meter (now trying to learn the new software
- Took regulatory training to fulfill the requirement in order to renew industrial wastewater certification
- Fire inspection. Have Bart working on addressing the issues in the report.

Recreation

- Salida Ski Bus: had 1 applicant/interview. Turned down offer. We're still looking to fill this position.
- FIBArk Youth Paddling Programs level 1 and 2 courses will start in February. Josh O is back.



- Youth Basketball started yesterday. Now a City program. Huge undertaking and big thanks to Ryan and his team. Still looking for referees.
- Adult Drop-Basketball started last night. Monday nights January 9 - March 27, 8-10 pm at Salida High School Gym.
- Adult Coed Dodgeball Wednesday nights February 22 - April 5 @ Salida Middle School
- Women's Adult Volleyball League starts January 19
- BVMA AIARE 1 Decision Making in Avalanche Terrain January 20 -22
- Salida Youth Wrestling will start in early February
- Intro To Mahjong coming soon
- FIBArk planning underway: early this year and 5 additional Board members

Parks and Facilities

- Lincoln Todd started last week at the new Parks Mechanic.
- Mario Surber will start this week as an evening Pool Custodian.
- Holiday Mountain turned off on Monday, Jan. 9th.
- Parks staff will be working on adding some engineered wood fiber to the climbing wall area at Riverside Park.
- Trail improvements to the soft path through Alpine Park are scheduled to take place over the next couple weeks.
- Staff is scheduled to install a memorial bench along the Monarch Spur trail this week.
- Staff received the 2022 Parks Department irrigation water audit results and are currently under review.

General

- Developing a scope of work with the on-call planning and design team.
- Negotiating contracts with Chaffee county Amateur Hockey Association, FIBArk, and the School District.
- Re-applied for OEDIT grant for the *Boat ramp to beach* project.
- Working with the Salida Bikepark group on a plan for a pump track at Centennial.
- Meeting with the School District and Salida Babe Ruth to prepare for baseball season.
- Employers Council: Training topics being vetted. Accountability at Work, Effective Communication, Leadership Development, Coaching Skills, Conflict Management, Customer Service. Training and development plan for staff to follow.

Public Works Department Report

January 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
 - IGA w/CDOT finalized for West 291 future improvements (~\$1M funding approved of ~\$2.5M)
 - Poncha Blvd bid package preparation
 - 2022 Street Reconstruction:
 - Complete with exception of 4 blocks of 10th. Project to re-start in spring
 - Utilities
 - Pasquale WTP Project: Construction of concrete clear well underway (see pic)
 - Poncha Trunk line: Design near complete
- Other CIP Items:
 - Caboose restoration in progress
 - Multi-use office space addition underway.

Operations

- Streets
 - Snow plowing/ice removal
 - Storm sewer maintenance and jetting to remove sediment
 - Sign inspections and tree pruning for sign clearance
- Utilities
 - Field Utilities
 - Multiple water service repairs due to leaks
 - Smart meter upgrades (dealing with some supply chain issues)
 - Inspection and new development assistance
 - Begin sewer cleaning/inspection for 2023 areas and small diameter lines
 - Water Treatment
 - Routine items
 - Involvement with WTP Pasquale Improvement Project
 - Lead and Copper testing
 - Wastewater Treatment
 - Work with consultant and director on process control data collection
 - Additional testing for compliance and plant operational trending



Figure 1 - Pasquale Springs WTP Reconstruction