



MARCH 2022 STAFF REPORTS

Police Department –

- SPD attended the annual pipeline emergency training hosted by Atmos and Excel energy.
 - School staff requested to have Sagre search the building after several drug related incidents. We worked with both the high school and middle school staff and things went smoothly.
 - Detective Willburn completed a week long ICAC (Internet Crimes Against Children) training in Denver. We partnered with ICAC last fall and will be conducting these types of investigations moving forward.
 - Our new speed trailer arrived and we will have it in service within the coming week.
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Finance Department –

- The prep work for the annual audit is almost complete, the City will be ready for its independent audit, the field work begins the week of March 21 with the auditors expected to be in-house.
 - The audit partner assigned to the audit, Daniel Cudahy, has announced that he is retiring although he plans to be available for a few more years. He will be replaced by a Mr. Matt Miller who is equally well qualified. Also, the staff auditors (who actually do the majority of the work) are still in place.
 - New (upgraded) credit card readers have been installed at City Hall and the company that processes payments has been changed to one more compliant with the City's cashiering software program. As with any new software/equipment upgrade, there have been issues to resolve but we are well on our way toward a successful implementation of these upgrades.
 - Finance and Engineer staff have submitted a DOLA grant application for the Pasquale spring water delivery system project. This project has not been insulated from the rising prices in the construction industry, if rewarded this grant will help keep the City's cost within an affordable range.
 - We are happy to announce that our Assistant Finance Director Kristen Hussey is expecting her first baby in August! We need to plan for a temporary accountant to fill in for Kristen's heavy work load during her maternity leave.
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Community Development Department –

- No report.
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Parks and Recreation Department –

- See Attached.

Public Works Department –

- Planning/Engineering/Construction
 - Planning
 - Streets
 - 2022 Street Reconstruction Project: contracting underway and notices sent out to adjacent property owners
 - 2022 Concrete Maintenance Project: contracting underway
 - 2022 Asphalt Maintenance Project: contracting underway
 - Oak St / Safe Routes to School: survey near complete and design underway
 - Utilities
 - 2022 Sewer Reconstruction Project: contracting underway and notices sent out to adjacent property owners.
 - Pasquale WTP Project: review of bids and scope items
 - Harrington ditch piping: survey phase
 - Poncha Trunk line: survey phase
 - CIP Construction
 - Construction has not yet commenced for 2022 projects
 - Caboose materials procurement for restoration is underway
- Operations
 - Streets
 - Snow plowing and downtown snow removal
 - Ice removal
 - Pot hole cold patching
 - Equipment maintenance
 - Assist with new electronic speed sign installations
 - Utilities
 - Field Utilities
 - Initiate sewer line cleaning and inspection for east 1/3 of collection system
 - Smart meter upgrades
 - Inspection and new development assistance
 - Water Treatment
 - Working with consultant on finalizing Pasquale Springs plans
 - Winter maintenance on equipment and Harrington Ditch
 - Wastewater Treatment
 - Training of new staff member
 - Met with vendor to discuss solar drying of bio-solids
 - Winter maintenance on equipment to prepare for Spring
 - Irrigation system repairs

Arts and Culture Department –

- The exhibit from artist Bernice Strawn and her artist sister, Dorothy Herger, continued in the Paquette Gallery for the month.
- A variety programmed and rental events around film and music took place at the SteamPlant with a total in-person attendance of 838 attendees:

- Asia Fest: Lantern Festival (Feb. 11)
 - Walden Concert (Feb. 13)
 - Salida's Next Last Waltz Concert (Feb. 18, Feb. 19, Feb. 20)
 - Songs OnScreen Screening (Feb. 24)
 - Bow Wow Film Festival (Feb. 26)
 - Art on Film Screening (Feb. 27)
- The Public Art Commission (PAC) convened in February and received a Presentation on Boards and Commissions by the City Attorney's Office.
 - TOTAL GUESTS Attending (17) Events/Meetings for January = 1,278
 - Number of free events/no admission = 3
 - Number of attendees at free events = 300
 - Number of events paying rental fees = 16
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Fire Department –

- Staff has completed all of the online training for our new reporting software. We have completed two payrolls with the new system and it went well. Staff have been entering mock reports to better understand the system. We are looking forward to a full transition very soon.
 - A couple of the staff attended the annual pipeline emergency training hosted by Atmos and Excel energy on February 28th.
 - RFP for the design/build of the new firehouse was published on February 11th, applications are due this Friday, March 11th.
 - We were able to locate an in state mechanic to make needed repairs to our ladder truck bucket. He will be returning to make some repairs on the pump.
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Clerk's Office –

Court Clerk:

- Joined the Colorado Association Municipal Court Administration
- Signed up for "Court Basics" with the CAMCA
- Creating efficiencies by switching some of the court work from paper to online
- Preparing for March and April's Court Docket

City Clerk:

- Reviewing and processing new Short Term Rental Licenses
- Setting up the Special Events meeting, creating the agenda and working with organizers to have the information ready for council
- Fulfilling CORA requests
- Finalized and sent off old Annexations to the State
- Working with Slate to add a YouTube button on the City main page
- Worked with Slate on a newsletter item identifying key ways the public can access information about meetings and get updates
- Working with an applicant for a Liquor Transfer
- Working with an applicant for a new Liquor License