



MARCH 2023 STAFF REPORTS

Police Department –

- The Police Department participated in the 3rd Grade Read Across America Day by reading several Dr. Seuss books to third grade classes.
 - We have had several meetings with the school district lately and things are going smoothly at this time.
 - We had 719 calls for service in February.
 - Officer Brenna Osborn has completed her training as is now operating as a solo officer. She will be assigned to night shift for the remainder of 2023.
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Finance Department –

- The audit prep work is complete and all reconciliations, schedules and required reports have been turned over to the auditors who will perform field work in our offices the week of March 27.
 - Payroll processing cross-training work in the office is complete. The Finance Office can now process the bi-weekly payroll without the HR Coordinator's involvement which enhances internal controls with better separation of duties.
 - We are in the process of doing some cross training of key processes within the Utility billing system. As our result, our Utility Accountant has some help in keeping up with the accounting side of switching out water meters to "smart" meters (each account needs to be manually updated to accept the reads).
 - Our Assistant Finance Director has expressed an interest in learning more about grants and is assisting other departments in this task which has proved to be helpful to all.
 - Staff continue to keep up with daily work loads.
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Community Development –

- Building Permits: As of March 15th, we've seen 28 total building permits YTD, inc. 7 new residential units. At the same time last year, we had also reviewed 31 total permits, inc. 10 new residential units. In 2021, we had reviewed 50 total permits, inc. 76 new residential units (48 of these were for the Salida Ridge Apartments and 10 were for the Magpie Apartments).
- Land Use Applications: Staff continues to put the finishing touches (Subdivision Improvements Agreements, etc.) on a number of projects that were approved towards the end of 2022 while taking in a couple new ones and having several conceptual meetings with prospective applicants.
- South Ark Neighborhood Master Plan: Our consultant on the project (Studio Seed, LLC) provided Planning Commission and Council with results from the first open house and the online survey (900 responses) at a recent work session. Staff and Studio Seed have been preparing for the next rounds of public engagement and meetings taking place during the last week of March, which will help

inform the preliminary design process. There will be tours of the site (public must pre-register) on Monday and Tuesday , March 27th and 28th; two design charrette sessions on Tuesday the 28th (a lunchtime session at the Steamplant Ballroom and an evening session at the high school auditorium/commons); the design team will work on design alternatives based upon the results of the charrettes on Wednesday; and the week will culminate with an open house at the Steamplant on Thursday evening to review the preliminary designs.

- Future Land Use Map (FLUM) and Land Use Code update: Staff and consultants (Clarion & Associates) presented a draft of Installment 2 of the Land Use Code update (districts, dimensional standards, and uses, etc.) to members of the public at a meeting on Monday, February 27th at the SteamPlant Ballroom and then again at a work session with Planning Commission and Council on February 28th. An online survey regarding the installment has also been disseminated and advertised in various locations and closes March 15th. Clarion will take feedback from the meetings and surveys to incorporate into the draft that will be released as part of the consolidated draft sometime this summer. They are also working on a draft of Installment 3 that will be unveiled sometime in April/May in a similar fashion. Information will also be made available on the City's Community Development webpage.

Recreation Department –

- See Attached.

Public Works –

- See Attached.

Arts & Culture –

- The retrospective exhibit from artist Gene Diadato was installed in the Paquette Gallery and was recognized at the artist reception held during the monthly Creative Mixer, which was attended by (34) people.
- The month saw three (3) sold-out performances by the ever-popular Salida Next Last Waltz featuring a group of thirty local and talented musicians from the Salida community. All totaled the events garnered an attendance of (600) people.
- The SteamPlant played host venue to the Salida Chamber of Commerce Community Awards to celebrate the individuals and organizations that have made an impact in the community over the last year. The event attracted (120) people.
- Registration for the Salida Creativity Camps opened on February 24 for the summer sessions being offered for school-age children ages 5 & up. Five (5) different class offerings are available from painting, photography, puppetry and ceramics. Over (160) total registrants to date for the June-July classes. The Creativity Camps are programmed by local artist and community engagement coordinator Tina Gramann.
- TOTAL GUESTS Attending (40) Events/Meetings for February = 1,932
 - Number of free arts and culture events/no admission fee = 3
 - Number of attendees at free events = 244
 - Number of events paying rental fees = 27
 - Number of entities using the facilities = 24

Fire Department –

- Firefighters Brian Jefferson, Cory Hesse, and Brandon Evans recently completed the Colorado Fire Instructor I three day course and successfully passed the state exam. Congratulations!
- Fire's office staff attended the highly informative records retention class that was put on by Deputy City Clerk Sara Law. We have begun implementing the practices we learned.
- Staff participated in reading books to the 2nd graders.
- On March 6th, fire responded to a structure fire in Swissvale. The fire had burned itself out due to lack of oxygen prior to our arrival. Crew put out hot spots and ventilated the structure. Significant heat and smoke damage occurred throughout the home.
- The State of Colorado no longer reviews fire alarm plans. Asst. Chief Rohrich was able to contract with a third party company to perform these reviews. This will be very beneficial with all the development we are experiencing.
- We are currently working on the Energy and Mineral Impact Assistance funding application for the new firehouse.

Clerk's Office –

- Miscellaneous:
 - Researching Record Management Programs to help with our Record Retention and Destruction Policies
 - Led classes with Departments and Department Heads on Record Management Training
 - Scheduling our Record Destruction Day for late May and early June
 - Standardizing Ordinance and Resolution Templates for margin, style, and publication dates.
- Municipal Court:
 - Working with Tyler Technologies to update our Case resolution software providing more capabilities like automatic text reminders
 - Finalizing our transition to a new Collections agency
- Special Events
 - Working with FIBArk to get their upcoming events properly licensed
 - Working with event organizers on the upcoming event season and processing amplified sound permits for May
- Short Term Rentals
 - Communicating with license holders on the new changes and how to best utilize their online dashboard.
 - Preparing our software for the upcoming June short term renewals
- Liquor
 - Accepted two applications for new liquor licenses
 - Working with Liquor Enforcement for Permanent Modifications of Premises for stores where licenses were automatically adjusted to Beer and Wine, ex. additional aisles for wine.
- Ward Changes
 - Finalizing the summary of Census data related to ward redistricting



Parks and Recreation Department report

Date: 3/21/23

Aquatics - Salida Hot Springs Aquatics Center

- 8 lifeguards were certified in February
- 11 babysitters were certified in March
- 10 employees certified in CPR and First Aid
- Kids in kayaks – 4 graders in kayaks March 13-16 from 8:30-9:30 am
- The WSI's have been working hard to get the private swim lesson list numbers down
- No Kayak roll session March 15 or 22 – Spring Break
- Longfellow lessons start the last week in March
- Zumba is off to a great start – good turn out
- Extended Spring Break Hours: Open until 8pm 3/13-18, 3/20-25
- On going pool Ket performance indicator data
 - a) [SmartRec Monthly Comparison Summary](#)
- 2+ lifeguard proposal being tested during March. Reasoning and benefits on proposal. Extra duties/tasks are to be completed when <25 patrons in pool. Plan to report on impact by end of next week before April schedule gets made.
 - a) [2+ Lifeguard proposal](#)
- Continuing to meet with Allison from Amilia to streamline insurance billing
- New C.C. terminal ordered and installed
- MS365 fully integrated FD apps bookmarked and functioning
- Getting ready for Q1 sales tax filing and 2022 audit in April
- Daily accounting and invoicing are back on track
- Concessions & towels are fully stocked for spring break
- 1 extra front desk staff on Fri 1-430pm and 2 hour overlap on Sat, Sun weekend of 17th-19th & 24th-26th
- Losing Jeri (golf course) and Rachel (tennis starts) on Saturdays starting April. Jillian is picking up opening Sat in April and closing is TBD.

Recreation

- Completed youth basketball with 186 participants, 18 teams, 30 coaches and 12 staff.
- Filled another 15 spots for youth kayak programing at the pool
- Working on setting up summer programs including
 - Bike Fest, FIBArk, Basketball Finishing up, Women's Volleyball, Drop in volleyball, Drop in basketball, Mens/womens/coed/girls softball, Kayak program pool, Summer kayak program, Rafting and River safety, Pickleball, Tennis, Line dancing, Mahjong, Touch-a-truck, Dodgeball, Baseball, Ski bus, Community gardens registration, Wrestling, 10k-a-day, Underwater easter egg hunt, Field trip, Fridays, Mobile recess

Facilities

- Pool Temperature automatic controls installed and running
- #35 service truck heading to Dave/facilities and black chevy heading to parks
- West wing roof finished



- Lifeguard room contractor finished
- Subfloor in lifeguard hot bath (now storage) installed
- Shelves in lifeguard hot bath (now storage) installed
- Benches, hooks, lockers installed in lifeguard changing room installed
- New LED light in lifeguard room installed
- New LED lights in Jens office installed
- Installed new LED light in the “new shop”
- Organizing “new shop”
- Cleaning out clutter areas of the building
- Added sub floor in old hot bath #5
- Organized and created shelving in old hot bath #5 for custodial equipment
- Cleaned chemical storage units
- Received chemical order

Parks

- Bathroom facility maintenance sweep complete
- Disc golf course retaining wall
- Office wave concrete/rock work
- South Ark river work
- Removed hazard rock from scout wave
- Arbor day tree planting event logistics
- Tree pruning workshop with CSFS April 13th
- Seasonal jobs postings and scheduling interviews
- Trail design and construction with SMT/SWCC
- Downtown skatepark post removal test
- New F250 with lift gate and plow finally arrived!
- 3500 feet of yellow fence capping ordered and, on its way
- Working with Mark Hudson/baseball
- Spring Fertilizer Ordered
- Soil Samples Taken on S-Mtn
- Memorial Policy Passed Council Approval
- S-Mtn Light removal was a success
- Nate attended Tree Diversity Conference in Denver

General

- FIBArk: Colorado Cup-finals; Carnival is coming back; Parade route E St.; Pole/Pedal/Paddle no go; Cruiser Crit and Boogie Board Throwdown will replace for fundraiser (May 20-21); Heart of the Rockies Rampage World Cup Skateboarding Competition-2 days this year (street and big bowl comp's)
- New staff: P&R Representative Rayanna; Lifeguards Chelsea, Langston, Kacey, Kaylee, Melissa, Avery, and Scott.
- Hiring: [Lifeguard 1](#), [P&R Representative](#), [Recreation Assistant](#), [League Official](#)
 - Rec & Aqua Job Descriptions: review, compare, streamline, update. Will be in one place and all other versions will be archived once approved. [2023 Updated Rec & Aqua Job Descriptions](#)



- Monthly Program Calendar: [Program-League-Event-Activity Yearly Calendar](#)

Public Works Department Report

March 2023

Planning/Engineering/Construction

- Planning and Construction
 - Admin
 - Development of 2022 Annual Report and graphing of trends/data
 - Construction coordination on new developments
 - Streets
 - Oak Street Reconstruction and US-50 SRTS
 - CDOT reviewing FOR (final plans) for processing of clearances
 - Coordination with fire station project and other specific items
 - Poncha Blvd preconstruction meetings, public outreach, construction planning
 - Utility construction to begin in upcoming weeks
 - 2022 Street Reconstruction:
 - Complete with exception of 4 blocks of 10th. Project to re-start in spring
 - Utilities
 - Pasquale WTP Project
 - Tank construction complete. Piping and building construction underway
 - Poncha Trunk line: CDOT Sub-Utility permits in review for design purposes
- Other CIP Items:
 - Caboose restoration in progress
 - Multi-use office space addition being framed

Operations

- Streets
 - Assistance with addition at Multi-Use Facility
 - Sign and post maintenance program underway
 - Stormwater structure cleaning and maintenance program
- Utilities
 - Field Utilities
 - Frozen meter maintenance and repairs
 - Smart meter upgrades
 - Assistance with plowing operations
 - Jetting of wastewater lines as needed
 - Water Treatment
 - Routine items
 - Involvement with WTP Pasquale Improvement Project
 - Additional testing for Lead and Copper compliance items
 - Wastewater Treatment
 - Work with consultant and director on process control data collection
 - Additional testing for compliance and plant operational trending



Figure 1 - Pasquale WTP



Figure 2 - Pasquale WTP