



FEBRUARY 2021 STAFF REPORTS

Police Department –

- We had 593 calls for service in January of 2021. That was a 43% increase from January of 2020.
 - Our detectives are working several bigger cases right now. One of them involves multiple victims across several states. The suspects in this particular case have been scamming at risk elderly adults out of money. At this point, it looks like we can prove they have taken over \$300,000 dollars. We still have a lot of work to do on the case, but hope to have it wrapped up in the next 2-3 weeks.
 - Code Enforcement has started enforcing the two-hour parking again. We did a lot of PR and spoke with the business owners in the downtown area prior to starting. We have gotten some complaints from the condo owners in the area. I have instructed them to approach the City about that issue so you may get a few calls or email from some of them.
 - We are struggling to get POST certified applicants for our vacant position. We have had our opening listed on several sites for about 6 weeks. As of now, we haven't had a single POST Certified applicant apply. Later in February, we are going to try to do a recruiting presentation at a few of the academies. I do fear that the cost of living is keeping people from applying. I will keep you all posted as time goes on.
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Finance Department –

- The 2021 budget document was filed with the state on time and is available online. The format is much improved. There is a concise, easy to read Budget Overview available separately (thanks Slate Marketing Inc. for the help!). These documents can be found by selecting the orange "City Budget" button on the front page of Salida's web site.
 - The transition of our banking services to Collegiate Peaks Bank went very smoothly. At this point, we are fully transitioned.
 - Tyler financial software has been migrated to a new server. This was a necessary task as our older server will not accommodate necessary software updates and will no longer be serviced. This process went well thanks to our IT partners Orion Integration Services. We are now working toward an upgrade of our accounts receivable software program to the same module as the rest of the financial software (it has been operating out of an older module).
 - Year-end Financial Audit Prep work is well underway. The auditors are scheduled to begin field work on March 15.
 - An increased effort has been launched to encourage customers to pay their water and sewer bills online. This is causing a lot of work pressures on the staff accountant who manages the Utility payments but the hope is that efficiency will be increased down the line.
 - Staff continue to do an excellent job keeping up with the reconciliations, deposits, bill paying, payroll processing, billing and reporting necessary in a busy accounting office.
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Community Development –

- No Report (this will be the last month of no update).
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Recreation Department –

- See Attached.
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Public Works –

- See Attached.
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Arts & Culture –

- The Salida Goes Surreal was extended through the month of January, both in the Paquette Gallery and online at Paquette Gallery Arts; monthly in-person attendance for the exhibition for the month was (49) visitors (Public health safety protocols continuously in place to limit number of guests in the Gallery at any one time). A total of (7) art pieces were sold over the run of the exhibition.
 - Suspension of ALL group classes and activities continued for the month due to public health restrictions.
 - Conducted two Public Art Commission Zoom meetings to determine key factors regarding public art for 2021 - budget, location, type and scope. Kristi Jefferson, City Planner, and Drew Nelson, City Administration, joined respective meetings to discuss pertinent topics.
 - Submitted grant application for the CO Arts Relief Fund, a funding initiative that was passed by the State of Colorado Legislature from the Small Business Relief Program. Funds will be earmarked for marketing of mid- and late-year programming and events and expansion arts education offerings for balance of 2021. Grant application deadline was 1.8.21.
 - Host venue to outdoor video shoot for "We Are Chaffee" initiative.
 - Near completion of upgrades to the inside of the Theater to greatly improve acoustics.
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Fire Department –

- Testing for the open firefighter position is complete. Josh Jelcick was offered the position and accepted. His first day will be February 24, 2020. Josh is a graduate of CMC's fire academy and has spent the last two years as a resident reserve with Leadville Lake County Fire Rescue. Josh is also a Hazardous Materials Technician and a Highway Specialist which will be a great asset.
 - Currently our first and second due fire engines are out of service. Engine 11 will be transported to the Front Range next week for repairs. Our second due backup engine experienced a water pump failure. Due to the age of the apparatus (27 years), it has been a challenge finding a replacement part. We are currently relying on our 24 year old ladder truck and South Ark Tenders to fight fire. Our neighboring departments are aware of our situation and will be assisting on any fires, large or small.
 - We are currently at full staffing with 80% of the staff going through the vaccination process.
 - The Chaffee County Annual Operating Plan meeting was held February 3rd. Staff will be planning our Annual Wildland Refresher in March as well as other preparations for the upcoming Wildfire Season.
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Clerk's Office –

Courtside:

- Prepared background checks, PD reports, citations etc. and sent to the Prosecutor to create plea agreements prior to the February docket.
- Mailed plea agreements to everyone on the docket with other Court documents.
- Processed citations paid in full.
- Processed paid citations; sent DMV reports.
- Compiling the spreadsheet for Textedly messages to be sent next week for February docket.
- Began preparing the March docket.
- So far the E-File system (with hard copy back up) seems to be working well.

Clerk-side:

- Processed liquor license renewals and delivered as needed.
- Processing 3 transfer liquor licenses for Alta
- Working on a new liquor license for Pizza Rio
- Processing 10 new commercial STR licenses (most are from the sale of the Palace Hotel Condos).
- Continue scanning STR files into electronic files as time permits.
- Training to process OLT reports (with a dozen or so exceptions 4th quarter OLT reports are finished).
- Training to process new commercial STR licenses.
- Updated all 2020 Resolution titles on the website
- Added Resolution adoption dates for 2019-2020 (112 total)
- Signed up and trained on Simplifile, an E-recording system the County utilizes, creates efficiency by not requiring physically going to the County building for some types of records
- Continued to update the website and send press releases out as needed

City Council Department Report

Administration/Attendants

Operations:

- Evaluate and establish inventory cost based on cost recovery study
- Training material to implement new SmartRec software
- Establish and implement flow of communications
- Create job description for second front desk representative and confirm current descriptions
- Spring cleaning of computer files and all binders
- Improve front desk attendant satisfaction/customer service (soaking pools, breaks)
- Upgrade phone answering system
- Dive in Movie (trial)

Capital Improvement:

- Implement new SmartRec software
 - Redesign/upgrade of lobby area
 - Purchase needed equipment to implement new software and lobby design
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Aquatics

Operations:

- Pool temporarily closed for the Effluent Vault Project February 1-3
- Rehired Pam Denison as a full time lifeguard
- Reactivated punch cards and 6 month and yearly passes into Amilia
- Setting up insurance based programs to go live soon - Waiting for guidance from the PROST board*
- Salida High School Swim Team is practicing in the evenings and on Saturday mornings
- Meeting with the Salida Cyclone Swim Team in February to discuss contract details - season starts in April
- Increased number of people allowed our pools (10 ppl in leisure and 12 ppl in lap)
- Reopened the locker rooms - will be sanitized after every swim session
- Swim lessons - some private lesson are taking place now - more to come (small groups)

Capital Improvement:

Hot Springs Facility

Operations:

- getting the cold back operational after I had to be closed for replacing the affluence manhole
- Investigating a new underwater vacuum
- Increase custodial hours to manage and maintain the newly opened locker rooms
- Water testing



Capital Improvement:

- Locker room is officially open to the public
- Effluent Manhole it's completed Project went very well
- Boiler

Parks, trails, open space and facilities

Operations:

- **Parks, Trails, Open Space:**
 - Fabricated no trespassing signs to be placed at the source to try to prevent trespassing and damage that is occurring
 - Completed purchase of toolkit and mini excavator
 - Collaborated with public works for storm water project in Riverside Park
 - Researched trees to damage and dying trees at the Touber building and Riverside
- **Facilities:**
 - Continuing to observe Community Center reconstruction

Capital Improvement:

- Review and oversee skate park construction

Recreation

Operations:

- Offering aqua fitness classes again
- Offering a virtual team writing class
- Spending a lot of time working out systems to hold safe and appropriate events this summer
- Proposed ice skating program to CPW
- Completed Department of Parks and Recreation annual report

Capital Improvement:

Public Works Department Report

February 2021

General

- Planning
 - Streets
 - CO 291 Intersection Control Evaluation and Corridor Plan – Preferred Alternate and Updated Project information provided on GIS-StoryMap. Consultant reviewed Alternatives with Council. Staff reviewed final report and provided comment.
 - Staff worked with the CEO to finalize grant funding documents on two additional EV charging locations. One proposed near Alpine Park/Library and a second adjacent to Riverside Park/Scout Hut.
 - Worked with consultant to prepare a draft scope for review of public street lighting. Tentative review with Council in March.
 - Utilities
 - Loan document Q&A with SRF for the Pasqualle/Gallery project.
 - SRF approved the Project Needs Assessment resubmittal for the Pasq/Gallery Project.
 - Preliminary meeting to develop a site and resiliency assessment.
- Project Management
 - Project planning, contracting, and project management for the 2021 capital projects.
 - Stormwater Improvements by F St./Riverside Park – Press release development, preconstruction meeting and site coordination.
 - Bio-solids concrete slab expansion at WWTP 95% complete.
 - Bar Screen Replacement Project - Pre-bid meeting.
 - 2021 Street Reconstruction, Reviewing submittals, construction schedule and project kickoff items with contractor.
 - Work to begin at Crestone Ave. in March
 - Poncha Blvd work anticipated to start late March/April
 - 2021 Sewer Reconstruction Project – Contracting
 - 2021 CIPP - Bidding
 - Project management and coordination with CDPHE for SRF funding
 - SRF Environmental Study and Design coordination with SRF for Pasqualle and Gallery Line project.
 - Loan application finalized.
 - Coordination with XCEL and CDOT on Phase IV Streetscape Improvements
 - Pasqualle Spring prelim design planning items

Streets

- Weather conditions and a dried out subgrade allowed staff to focus on cold patch pothole repairs. Repeated moisture and freeze/thaw events lead to a fair amount of potholes. Asphalt maintenance will be reviewed in more detail at the end of the winter weather season.
- Pre-cast storm sewer box fabrication for spring stormwater enhancement projects.
- Tree trimming associated with branches affecting snow plowing.



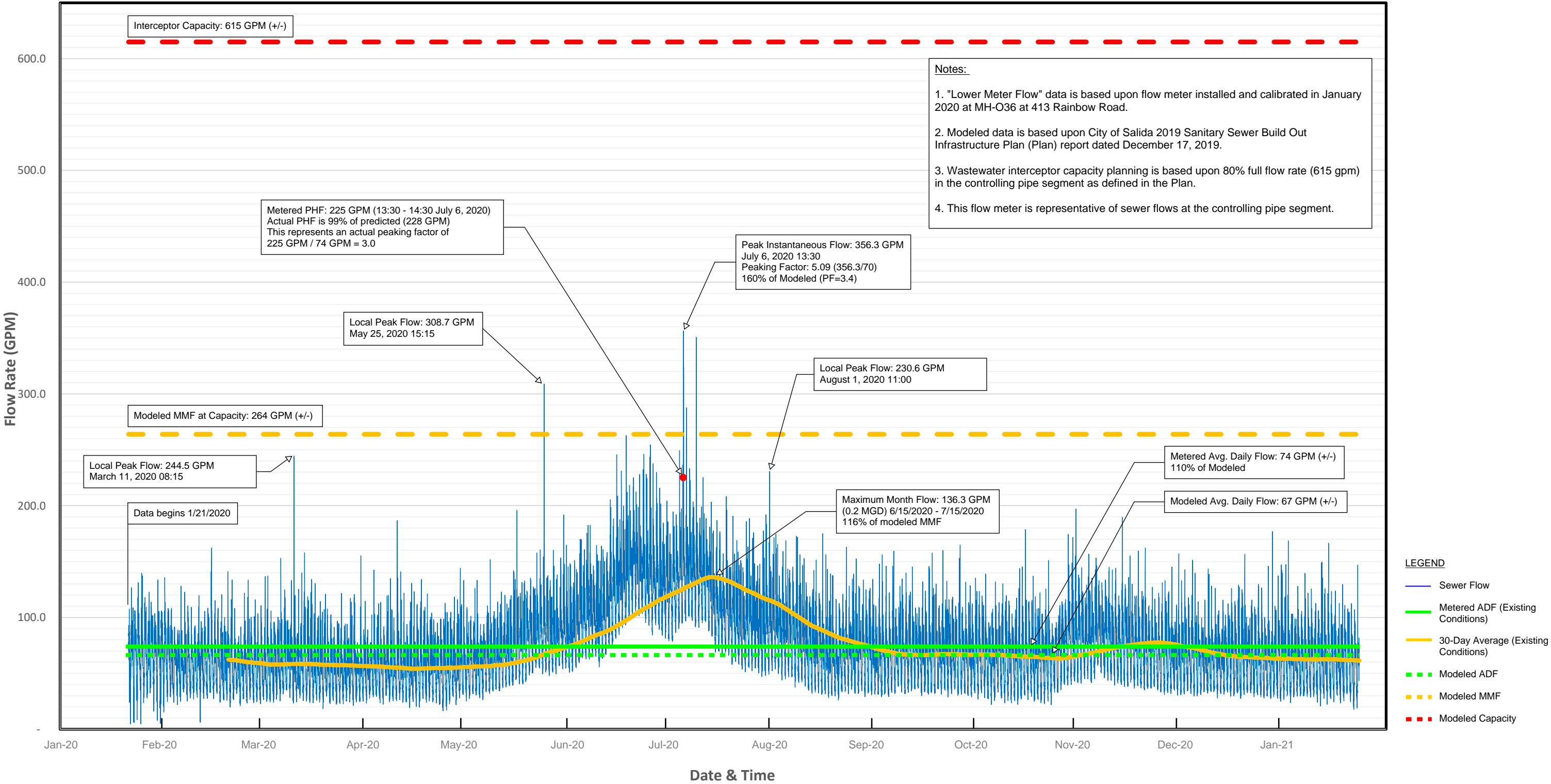
Utilities

- **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 Salida RV)
 - Training on Mueller water technology.

- **Water Treatment**
 - Pre-planning meeting regarding the development of a risk and resiliency assessment.
 - Additional ice build-out maintenance on ditch.

- **Wastewater Treatment**
 - Annual generator inspection and maintenance completed.
 - Annual fire inspection completed/passed.
 - Bar Screen project prebid meeting.
 - On-site coordination of RV Park utilities being constructed adjacent to the WWTP. Yard irrigation controls and piping repairs associated with the project.
 - Worked with PW Utility Field staff on cleaning/jetting of plant centrate piping lines.
 - Calibrated flow meters.
 - Training and certification updates.

PONCHA INTERCEPTOR **LOWER FLOW METER** EXISTING CONDITIONS
Comparison of Actual Meter Data to Modeled Case
Poncha Interceptor Sewer Meter (MH-036, 413 Rainbow Rd.) Flow Chart, January 2020 - January 2021



ADF - Average Daily Flow
GPM - Gallons per Minute
MH - Manhole
MMF - Maximum Month Flow
PHF - Peak Hour Flow
SS - Sanitary Sewer