



FEBRUARY 2022 STAFF REPORTS

Police Department –

- No report.
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Finance Department –

- The 2022 budget document is now complete and posted online.
 - An arbitrage report, due every 5 years on the City's Series 2016 bonds is due at month's end and is being working on with Ehlers, Inc.
 - Preparation for the upcoming audit is underway.
 - Staff worked hard to bring payroll time sheets and records into compliance with the recently approved wage study.
 - Our small office continues to be short staffed due to medical and other issues, everyone has pulled together to keep the daily work moving on schedule.
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Community Development –

- No report.
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Recreation Department –

- No report.
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Public Works –

- No report.
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Arts & Culture –

- 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 garnering a total in-person attendance of (232) attendees:
 - Art on Film Screening (Jan. 9)
 - Rok Skool's Snowfest Concert (Jan. 14) – The Creative District was a major sponsor of the event.

- Backcountry Film Festival (Jan. 22)
 - Songs OnScreen Screening (Jan. 27)
 - City Staff, volunteer members of the Space to Create team and the Artspace team conducted a site visit of the existing Fire Station and other creative businesses as well as (3) virtual focus groups and (1) Public Presentation for the Space to Create initiative. The survey built to accompany the Creative Space and Market Study launched on Jan. 19 and runs through March 2.
 - The Public Art Commission (PAC) reconvened in January to discuss of the work done to date on the downtown skate park location with both the mayor and City Administrator. The discussion revealed that a new focus should be given to the Commission by City Staff and consideration of different types of public art.
 - The SteamPlant played host venue to the annual stakeholders meeting for the Chaffee County Economic Development Corp. on Jan. 28 and later that same day to a presentation of a new accelerator and entrepreneurs program. Total attendance for the event was (100) people.
 - TOTAL GUESTS Attending (13) Events/Meetings for January = 831
 - Number of free events/no admission = 3
 - Number of attendees at free events = 37
 - Number of events paying rental fees = 10
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Fire Department –

- Staff has one more online training left before we can consider going live with our new reporting software in the next few weeks. Asst. Chief Rohrich has put in countless hours uploading data, testing the program and training staff.
 - We have begun working on the RFP for the new Firehouse and hoping to have it published soon.
 - On behalf of myself and the staff at the fire department, we would like to say “Thank You” to the City Administrator, Finance Committee, City Council, and the Mayor for the pay increases.
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Clerk’s Office –

Court Clerk:

- Working to get the court software updated and running for Court
- Going through Record Management and Retention for Court
- Running the court docket for February and March
- Updated Court document with support from the Judge

City Clerk:

- Working with Planning to get several years of annexations sent to the County, Department of Revenue, and Department of Local Affairs
- Moving our approval system for Short Term Rentals to be online
- Working with Parks/Recreation and Arts/Culture to move Special Events paperwork and planning with event promoters to the latter.
- Setting the Special Event agenda and meetings
- Getting our Special Event meetings up to date the for summer Special Events
- Launched online payment software for occupational lodging tax and completed one quarter of taxes paid, majority online
- Working with the Planning Department on Minutes

- Starting a Records Destruction Day, reaching out to Departments to clarify retention schedules and necessary paperwork to be included for their records
- Working with Liquor Enforcement through their backlog of state licenses