



JANUARY 2021 STAFF REPORTS

Police Department –

- We had 526 calls for service in December. That was a 15% increase over 2020.
 - Even with COVID restrictions, we completed all POST required trainings in 2020.
 - Earlier this year, we were able to secure a Colorado POST grant for just under \$20,000 for renovations at the PD shooting range. With the help of Pelino Excavation, who donated some time and product, we were able to complete the final renovations.
 - During the Christmas break, our SRO was able to attend a multi-day Zoom training that was put on by the National Association of School Recourse Officers.
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Finance Department –

- The 2021 budget document is almost ready to finalize and will be available to the public later this month. There are many more graphs and tables in this document which should enhance the readability.
 - We are in the process of switching all automatic payments and deposits to our new bank account with Collegiate Peaks Bank and will begin running checks out of this account this week. The bank has been great to work with and has worked hard to make the transition as smooth as possible. We also switched our staff credit card program over to this bank.
 - We are working with our financial software vendor to increase ability to accept credit card payments for city fees. We are also taking advantage of no cost Tyler offered bill paying processes that will increase Accounts Payable efficiency (Tyler will process vendor payments remotely). We expect to have these new processes up and running this month.
 - The City received a Notification of Audit from the Colorado Department of Labor and Employment. This is a randomly selected audit and is designed to “provide education and guidance in regards to CESA” (the Colorado Employment Security Act). It is expected that their efforts will mostly center on the classification of contract labor payments. We will work cooperatively through this process and any findings will be viewed as a learning opportunity.
 - 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.

Recreation Department –

- See Attached.

Public Works –

- See Attached.

Arts & Culture –

- Installed new exhibit, Salida Goes Surreal, both in the Paquette Gallery and online at Paquette Gallery Arts; monthly in-person attendance numbers for the exhibition for the month was (72) visitors (Public health safety protocols continuously in place to limit number of guests in the Gallery at any one time).
- Suspended ALL group classes and activities for the month due to public health restrictions.
- Conducted Public Art Commission Zoom meeting with current and new members to begin review of Ordinances, 2021 Public Art budget and set future meetings for 2021.
- Submitted grant application for the Rural Theaters COVID-19 Support Initiative, a pool of funds made possible by partnerships between the Office of Economic Development and International Trade (OEDIT), the Gates Family Foundation, the Boettcher Foundation, the El Pomar Foundation and the Colorado Educational and Cultural Facilities Authority. Received award notification of \$12,500 on 12/21/20. Funds will assist in continuing to upgrade digital and technology infrastructure for online/virtual programming as well as put towards arts education offerings for 2021.
- Began work on grant application for Colorado Arts Relief Fund, which is being administered by Colorado Creative Industries and Redline and providing a total of \$7.5M in relief to arts, culture and entertainment, both organizations/businesses and individuals. Grant application deadline was 1/8/21.
- Work began inside the Theater to put down carpeting in areas that had concrete floors.

Fire Department –

- 60% of the fire staff have received the first injection of the COVID-19 vaccine
- We will be testing next week for the open Firefighter/EMT position which will conclude our three year staffing plan.
- Inspector Rohrich has transitioned to Assistant Chief. I look forward to expanding her duties to prepare her for the eventual role of Fire Chief.

Clerk's Office –**Courtside:**

- Implemented Textedly service so we can text defendants regarding payments, plea deals, and virtual court

- Prepared background checks, PD reports, Citations etc. and sent to the Prosecutor to create plea agreements prior to the January docket.
- Mailed plea agreements with other Court documents.
- Processed citations paid in full.
- Now using E-File system with hard copy back up

Clerk-side:

- Processed liquor license renewals and delivered as needed.
- Started processing two new liquor licenses.
- Processed new commercial STR licenses.
- Continue scanning STR files into electronic files as time permits.
- Began processing 4th Quarter OLT reports/payments

1/19/21 City Council Parks and Recreation Department Report

General

- Project planning based on staff and PROST input
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Aquatics

- Closed the pool January 5th, 6th and 7th because of a Covid-19 exposure.
 - Worked with the City of Salida and Chaffee County Public Health for contact tracing - all parties were contacted and urged to get tested
 - Adding passes from Rectrac to Amilia - passes will no longer be on hold
 - Setting up insurance based programs to go live in January - Waiting for guidance from the PROST board*
 - Facility was sanitized and had very limited staff in the building
 - Working on the contract for the Salida High School Swim Team
 - Setting up a meeting with the Salida Cyclone Swim Team - season starts in April
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Facilities

- Locker Room Project - Completed and in final paperwork process.
 - Effluent Vault Project - Awaiting material delivery and confirmation.
 - Community Center Rebuild - Most drywall hung and taped - moving forward with painting and flooring downstairs.
 - Continued monitoring of vandalism/use at the Hot Springs Source.
 - New ADA lift for Hot Springs Pool approved.
 - Continued work with Knight Custom Electronics for new security camera system at pool.
 - Marvin Park Mow Barn - Garage door replacement, fuel storage, organization, etc.
 - Continued evaluation and creation of water record reporting for the upcoming 2021 regulations.
 - Troubleshooting HVAC issues at all facilities with cold temps and snow
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Parks, Trails and Open Space

- Vandalism repairs and vagrancy in park bathrooms are an ongoing challenge.
 - Equipment review for sidewalk and trail snow removal - ATV with/plow, Toolcat, etc
 - Budget and project planning for 2021 park improvements/construction challenges. Centennial irrigation, Riverside/F-Street Drainage, Mack Whitty/3rd Street redesign.
 - Budget and project planning for 2021 parks. Sonia's Garden, Riverside sandbox, etc.
 - Centennial Ice Rink is moving forward for 2021 with Shade Structure engineering design.
 - New trail proposal in the Arkansas Hills Open Space with SMT waiting review/support from PROST board
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Recreation

- Finalized the third part of the three part Skateboarding basics series with FOSS
 - [First Skateboarding Basics video](#)
 - [Second Skateboarding Basics video](#)
 - [Third Skateboarding Basics video](#)



- [Finished and distributed the Salida Community Winter Resource Guide](#)
 - Ran the NYD 5k with 51 participants. The participants were socially distanced and had minute by minute start times to ensure there was not too much overlap.
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Public Works Department Report

January 2021

General

➤ Planning

• Streets

- CO 291 Intersection Control Evaluation and Corridor Plan – Preferred Alternate and Updated Project information provided on GIS-StoryMap. Public notice drafted for release.
- Attended a preliminary call with a municipal lighting consultant to learn about potential evaluation of street lighting including usage, light pollution, sustainability measures (dimming and solar potential), and cost analysis. Future briefing to Council planned for a work session once more information is obtained.

• Utilities

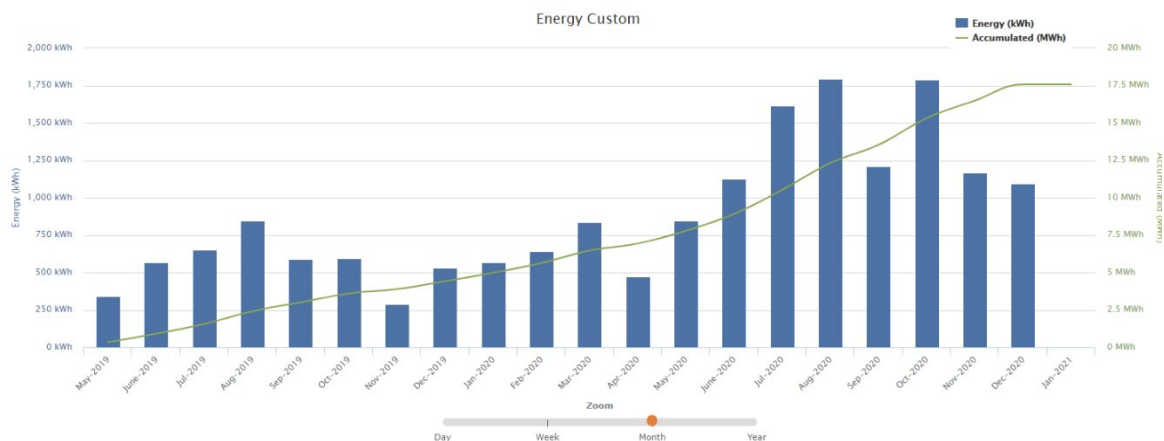
- Assist finance with SDF portion of rate study; infrastructure valuation and age due diligence

➤ Project Management

- Project planning, contracting, and project management for the 2021 capital projects.
 - Bio-solids concrete slab expansion at WWTP 95% complete.
 - Bidding stage for 2021 Street Reconstruction Project
 - Award stage for 2021 Sewer Reconstruction Project
- 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

- Staff primarily focused on ice mitigation
- Colorado Energy Office awarded The City of Salida \$18,000 toward the installation of two additional Level 2 EV Charging Stations. Charge kWh demand for existing stations shown on the below graph.



Utilities

➤ Field Utilities

- Continue with CCTV inspection of city sewer mains. 2020 work area (1/3 of service area) complete. Starting 2021 project work area (1/3 of service area)
- Ongoing inspections for development related work (Confluent Park)
- Planning and part acquisition for more significant transition from existing meters to Smart Meters in 2021.

➤ Treatment

- Onsite coordination and meetings with bio-solids slab expansion contractor
- Onsite coordination and meetings with RV park utility extension contractor
- Routine maintenance and operations along with time spent on operator training
- Turbidimeter upgrades underway
- Updated annual graphing of daily water production in million gallons per day (MGD) is provided below.

