



## **JANUARY 2022 STAFF REPORTS**

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### **Police Department –**

- We invited Solvista to our last Supervisor meeting to discuss our co-responder program. During the meeting we debriefed our response on several calls and discussed the new detox center that is opening in April.
  - We had a Coffee with a Cop event at Brown Dog. The event wasn't very well attended but we attribute that to us scheduling it on the 1st day of Christmas Break. We will keep doing them every other month on 2022.
  - We had our busiest year ever by a pretty wide margin in 2021. I will be giving Council an update on the 2021 statistics in late January or early February.
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### **Finance Department –**

- Work is almost complete on the 2022 budget document and will be shared with Council (and the public) this month.
  - A new format for monthly budget tracking utilizing OpenGov "stories" has been drafted and will be tested down the road for efficiency and accuracy and may be utilized for an easy "live" look at budget to actual performance on our transparency web page.
  - Our small office has been short staffed due to medical and other issues, everyone has pulled together to keep the daily work moving on schedule although it has been a strain.
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### **Community Development –**

- We saw our typical end-of-year slow down in building permits, but we added to our all-time highs for total permits and residential permits. By the close of December, we saw a total of 253 building permits, inc. a total of 175 residential units. Through the first week and a half of January, we have seen 5 new building permit applications, including for 1 residential unit.
- While building permits may have slowed down, the STR license applications came in like hotcakes once the moratorium was lifted on Dec. 20th. CD, along with the Clerks Office, has been reviewing dozens of those.
- Continued focus on potential short-term and longer-term fixes to the housing emergency--program development, code changes, fee structure revisions, etc.
- On 1/11/22, we conducted a work session with Planning Commission and some local developers in regards to potential changes to Inclusionary Housing policies, inc. project applicability, required built unit percentages, and qualifying affordability levels for built units. Additional meeting with EDC working group anticipated early Feb.
- Discussions with Bring Everyone Through the Crisis of Housing (BETCH) group regarding temporary campground idea oriented towards local workforce.

- Work on Open Doors program has been reignited with proposals anticipated going to Council in early February.
- Property swap approved with private property owner on to create additional developability and trail connectivity with eastern edge of City-owned Vandaveer parcels
- Work on Vandaveer Master Plan RFP continues, but requires some refinement and additional information
- Work on the Land Use Code update has recommenced and staff continues to review and provide feedback on the latest installment of recommendations. Presentations to LUC committee, Planning Commission, and City Council expected Feb. 2022
- Staff is working on migrating more parcel information over to/into our GIS database to enhance our review processes, with the hope of eventually making more information available to the public via the City website
- Happy New Year! New Year, same ol' us...

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## **Recreation Department –**

- See Attached.
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## **Public Works –**

### Planning/Engineering/Construction:

- Planning
  - Streets
    - Out to Bid: 2022 Street Reconstruction Project (10th/12th St.)
    - 2022 street, sidewalk, and other maintenance projects in design phase
    - Oak St / Safe Routes to School in survey phase
  - Utilities
    - Out to Bid: Pasquale WTP Reconstruction
    - Harrington ditch piping upgrades in survey phase.
    - Poncha Trunk line in survey phase.
  - Construction: Capital projects have been completed for 2021 which included:
    - US-50 Phase IV Streetscape/CDOT ADA
    - 2021 Street Reconstruction – B St., Poncha Blvd at 3rd, M St. and Crestone Ave.
    - Storm Water Improvements by F St./Riverside Park
    - Bar Screen Replacement
    - 2021 Sewer Reconstruction
    - 2021 Sewer Lining
    - Low Zone Water Main Replacement

### Operations:

- Streets
  - Signage replacement
  - Increased street sweeping due to leaves and fall clean-up
  - Tree program work
- Utilities
  - Field Utilities

- Final project assistance with Low Zone Water Main Project
- Smart meter upgrades
- Inspection and new development assistance
- Water Treatment
  - Working with consultant on finalizing Pasquale Springs plans
  - Flushing coordination of new Low Zone Water Main
- Wastewater Treatment
  - Training of new staff member
  - Composting bio-solids discussion of future planning efforts
  - Routine maintenance

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## Arts & Culture –

- The exhibit from artist Bernice Strawn and her artist sister, Dorothy Herger, was shown in the Paquette Gallery for the month. It was highlighted by an in-person Artist Reception on 12/9 and the event was attended by (25) people.
- The final four holiday Makers' Markets took place at the Scout Hut where a rotating roster of local artists, makers and vendors sold items to crowds averaging (125) attendees throughout the day.
- City Staff, volunteer members of the Space to Create team and the Artspace team continued with the planning of the in-market visit and launch event along with preparation for a virtual focus group on Jan. 11 for artists and arts business representatives.
- The Public Art Commission (PAC) reconvened in December to discuss and prepare for further discussion with City Council in order to discuss the progress and recommendation of the work done to date on the downtown skate park location.
- The Arts and Culture department was notified that it did not receive a grant award for its application submission in November from the state's second round of the Arts Relief Fund.
- The Salida Circus rounded out the year with a week-long camp for (35) school-age children and teens with an hour-long performance at the end to an audience of (40) people.
- TOTAL GUESTS Attending (32) Events/Meetings for December = 1,077
  - Number of free events/no admission = 7
  - Number of attendees at free events = 358
  - Number of events paying rental fees = 25

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## Fire Department –

- Today, staff attended the first of several trainings on the new reporting software.
- During the first week of the New Year, staff rotations were completed. All three shifts have a mixture of new members.
- Please see attached the Year End report for Salida Fire.

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## Clerk's Office –

### Court Clerk:

- Preparing for the January court docket
- Working with the Police Department to ensure I have access and am trained on the Report Management System

- Sara continues to cross train with Kathy Smith

City Clerk:

- Streamlined our new license process and ensured that all applicants had their information into the clerk's office
- Coordinated with the planning department for admin review of their STR license applications
- Organized a series of three trainings with staff so Finance and Planning can utilize MuniRevs, a short term rental online portal that compliments our compliance software
- Launched the MuniRevs software so license holders now can pay their Occupational Lodging Taxes online, updating their information in real time and access their license at any time
- Worked with our license holders as we transition over to the new system and helped fix any technology errors that occurred during the transition process
- Working on two new, possible liquor licenses.
- Preparing and sending our first round of Clerk documents to be digitized by a third party company, MSI, certified in sensitive and historical material
- Continuing education on Elections from the Colorado Municipal League
- Drafting the 2022 Fee Schedule
- Drafting Resolution 2022-01 Posting Places
- Processing two new liquor license applications
- Training with City Clerk on how to use MuniCode to produce council minutes



## Parks and Recreation Department report

### Aquatics

- Winter Lessons filled up in record time. There is a high demand for lessons. We are looking at options to offer more lessons for the community
- Working on putting memberships and new access passes in amilia
- Setting up installment billing for memberships
- Working on Access management to be able to roll out on Feb 1st
- SUP and AquaSpin are back and clients are grateful

### Salida Hot Springs Aquatics Center

- Boiler Plan Set and bid doc review
- Boiler project is going out to bid in January
- Locker room hot water heater repair
- Repaired locker room hot water leak
- Update survey for Centennial Park (Henderson Land Surveying)
- Bought new snowblower
- Changed out photocells for parking lot lights
- Working on getting new LED lights for the pumproom and deck shower
- Sampled and sent the samples out for arsenic
- Removed rock pools at the hot spring source
- Replaced belts for the supply fan on the main air handler
- Trying to get a couple windows replaced, awaiting site visit from contractor
- Continued work on pumproom controls (identifying existing conditions and equipment)
- Looking into details/engineering for skate park light post foundations.
- Looking into how to move forward with a replacing a section of the hot spring main pipeline

### Recreation

- Youth Basketball is on pause while the COVID situation settles down.
- Women's Volleyball is up and running at the Salida High School no Tuesday nights.
- New Year's Day 5k had 134 people sign up and 90 actually participate in snowy, 20 degree weather.
- Kayak Roll Sessions have started and are seeing an average turnout.
- Kayak Polo starts January 12.
- Adult Drop-In Basketball is off to a great start with 15 and 17 participants at the first two sessions respectively.
- Dodgeball will start February 23.
- Camp Friday for the new year starting January 14 and the class is almost full! Upcoming camps feature programs with GARNA, Peak 2 Peak pickleball, the fire and police departments.
- Pickleball times are available at the fairgrounds and the contract is being reworked to create less administrative costs.



- The Monarch Ski Bus is up and running with a slightly higher average number of riders than compared to previous years.
- Youth Wrestling Registration is live in the registration software.
- Recreation continues to work on creating better programs by improving our standards and procedures behind the scenes for all of these activities.

#### Parks and Facilities

- Welcomed our new employee Alex Wiser.
- Celebrating Lee Hoxies employment with the City prior to his upcoming retirement on January 18th.
- Groundbreaking took place for Mountain Heritage Park at the end of Spiral Drive.
- Completed prep work for electrical work to be completed at the Marvin Park batting cage and some exterior light troubleshooting.
- Scheduled some additional lighting work to be done at the Multi-use Facility and the Water Treatment Plant.
- Continued to work on the Splash Pad design for Centennial Park.
- Continued to work on landscaping plans for the New Skate Park.
- Started to explore fencing improvement options for the Old Skate Park.
- Working with Avalanche Construction on some concrete work at Riverside Park that includes trashcan and picnic table pads.
- Working with volunteers to remove the Holiday Lighting display from S-Mtn.
- Responded to our first real snow removal event of the season.
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#### General

- Reviewed phase 2 of Skate park pedestrian zones and landscaping.
- Draft 2 of Splash Pad design has been submitted and ready for solicitation.
- Discussing strategy for Fleet manager hiring.
- Discussing strategy for Asset Management software purchase.
- Working with Rec to develop Program, category and subcategory standards.

# **SALIDA FIRE DEPARTMENT**

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## **SALIDA FIRE DEPARTMENT 2021 YEAR END REPORT**

### **Staff Report:**

On February 24, 2021, Joshua Jelcick was hired as an entry level Firefighter/EMT. The hiring of Jelcick completed the fire department's three year staffing plan. I am happy to report that all three shifts now consist of four members. This staffing model allows two of the staff to respond to an incident while two staff remain back and handle the next call. Having four crew members to respond initially on a structure fire improves crew safety and potentially prevents loss of life and additional property loss.

### **Key Events:**

Several of the Salida Fire staff along with members of the South Arkansas Wildland Team deployed to the multitude of fires in the western United States. Staff gained valuable experience and in some cases were able to get task books signed off to achieve higher qualifications.

Even with the ongoing pandemic, we were able to continue fire inspections of commercial businesses without disruption. Unfortunately, we were unable to resume fire prevention classes in the grade school.

The fire department staff provided another epic fireworks display on Independence Day.

In the last quarter of 2021, we began the process of transitioning to a new modern reporting software. Our current software was introduced in 1995 and is being phased out. We are expected to go "live" in February 2022.

We are excited about the recent acquisition of the Granzella property located at 611 Oak Street which will be the future home of the Salida Fire Department. The site is 2.18 acres larger than our current location.

Call volume in 2021 was down 3% from 2020 with a total incident count of 1053.

### **2021 Incident Statistics**

Rescue & Emergency Medical Responses	609
Structure Fires	13
Vehicle Fires	3
Wildland Fires	5
Other Fires	12
False Alarms	50
Hazardous Condition	40
Service Call	113
Good Intent Call	206
Severe Weather/Natural Disaster	<u>2</u>
<b>Total Incidents</b>	<b>1053</b>

### **2021 Other Statistics**

Auto/Mutual Aid responses to other agencies	25
Total staff hours spent on incidents	455 hours
Average staff time per incident	26 minutes

#### **Structure Fire Loss/Save Analysis:**

Value at risk:	\$1,484,276
Loss:	\$28,350 (1.9%)
Saved:	\$1,455,926 (98.09%)

Overlapping Incidents	36
Incidents during "Sleep Time" 2200 – 0600	185 (18%)



**Staff activity Statistics**

Commercial Fire Inspections Conducted	244
Plans Reviews Completed	32
Fire Prevention/Public Education Hours	95
Building Maintenance Hours	165
Apparatus/Equipment Maintenance Hours	517
Total hours of training received	1254
Total years of service career staff	163
Lost time injuries	0