



STAFF REPORTS

DEPARTMENT	PRESENTED BY	DATE
Administration	Christy Doon - Interim City Administrator	September 19, 2023

Administration and Human Resources

- Finalized Performance Development and Management Program, Hiring and On-boarding checklists, Separation Checklist and Background Check Policy.
- Continue to update and improve communication tools, including the City Projects Page on the website.

Arts and Culture

- The exhibit that debuted in the Paquette Gallery featured the works from a collective of artists from last year's popular Valley Visions Art Show. These artists represented the Best in Show and Audience Award winners, and all were recognized at the reception held during the monthly Creative Mixer, which was attended by (30) people.
- The third of four First Fridays took place on August 4 in the heart of the Creative District with participation by many of the galleries and stores.
- The annual Jazz Festival was expanded to two days this year with a Friday evening performance by two groups at the SteamPlant preceding the Saturday schedule in Riverside Park with five musical acts taking to the stage. The two-day, free event was attended by (2,840) people.
- The Summer Concert Series in Riverside Park concluded with (2) concert dates during the month. These free concerts were attended by a total of (925) people.
- The SteamPlant and Scout Hut played host venues to many municipal, county, educational and non-profit groups, including Chaffee County Economic Development Corporation, Chaffee County DHS, Greater Colorado Venture Summit, Colorado Government Finance Officers Association, and Solvista. All total the LISTED events/meetings were attended throughout the month by (340).
- TOTAL GUESTS Attending (31) Events/Meetings for August = 5,737
 - Number of free arts and culture events/no admission = 9
 - Number of attendees at free events = 4,715
 - Number of events paying rental fees = 19
 - Number of entities using the facilities = 20
- The Arts & Culture department has submitted paperwork to the State to obtain a Festival Permit to assist KHEN with an upcoming fundraising event on 10/21 to be held at the SteamPlant. KHEN in turn would then secure a city of Salida multi-vendor permit as well for this same event.
- The Public Art Commission has completed the Call for Artists process for artist installation to be placed at the Monarch Spur Trail across from the downtown skate park at Hwy 291. The public process included an open call that was available for 6+ weeks and garnered (37) applications. All applications and finalist selection process were conducted during several public meetings and culminated in the selection of a work from Ed Haddaway following the Finalists Presentations in mid-August. The all-in \$60,000 allotted to the artist for the commissioned piece is part of the 2023 Public Art Commission budget line item. Pending final review of site application for the installation a Professional Services Contract will be executed with the artist.

City Clerk

- Deputy Clerk/Court Clerk Sara Law received her International Institute of Municipal Clerks, Municipal Clerk Certification.
- Preparing for September Court. There are a total of 71 cases and 58 persons scheduled.
- Held a training with Department Heads on the new, efficient, clear way to file all agreements for the City. Within the last two weeks have filed 44 contracts and updated the spreadsheet that includes the State Record Retention Number.
- Verified Final Signature Sufficiency, notified candidates.



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- Preparing for a “Candidate 101” class for early October.
- Finalized and sent the County Clerk the following:
 - The Ballot Order and Content
 - Candidate Race Worksheet for each open elected position
 - Hosted a Lot Drawing to determine candidate placement on the ballot
 - Ballot Measure Worksheet for the Citizen’s Initiative
- Little Red Hen received their new Tavern City and State Liquor License.
- Casa Calaca applied for and received their Takeout Liquor License.
- Processed 13 Records Request in August. As of September 14, processed 9.
- Processed 15 amplified sound permits out of a total of 89 issued this year.

Community Development

- Planning Technician Hire: Following Franco's departure in mid-August, we conducted a search to fill the Planning Technician position. John Armstrong accepted our offer and is slated to begin on Wednesday, Sept. 20th. John comes with a background in construction, project management, and customer service/sales. His people skills will be extremely valuable to our team. We are excited to have John on board and hope to do an introduction soon.
- Building Permits: I know we've been saying this for a while now, but things continue to be quite busy on the building permit side of things—record-setting, in fact. As of September 14th, we've seen 191 total building permits YTD, inc. 121 new residential units. At the same time last year, we had reviewed 138 total permits, inc. 64 new residential units. In 2021, we had reviewed 177 total permits, inc. 143 new residential units. We may see even more building permits in the last quarter of the year as folks attempt to get out in front of the new model building and energy codes anticipated to be adopted at the beginning of 2024.
- South Ark Neighborhood Master Plan: Studio Seed presented the preferred alternative site plan (with 2 location options for the civic/educational uses) to the public at a meeting at the SteamPlant on August 30th. Approximately 70 people attended the event and provided additional feedback. Overall, the response was quite positive, and the crowd that was there preferred the option that maximized housing (and put the civic/ed use a bit further to the east) approximately 2-to-1. Studio Seed is now busy putting together an application for a modification to the existing Planned Development to match the preferred site plan. This is anticipated to be brought to Planning Commission in October and likely to City Council beginning in November. Conversations continue with potential civic and educational partners, especially as we gear up to pursue funding for installing future infrastructure on the site through a variety of grants that are or will be available through the state very soon, including the Strong Communities grant, which we will know if we will be invited to apply for in the next couple of weeks (up to \$4 million grant possible).
- 1st and D Project: Following the removal of the buildings at 1st and D in late August, staff and Artspace worked quickly to select an architect for the future use of the site. At the beginning of September, Artspace entered into a contract with Cushing Terrell, with offices out of Denver. We have already had one meeting with them to set expectations on providing some conceptual designs to be able to get out in front of the public in the coming months. We are on schedule to have final designs by next spring 2024, with construction beginning towards the end of 2024/beginning of 2025.
- Land Use Code update: Staff is finishing up final review of Installment 2 of the Land Use Code update (districts, dimensional standards, and uses, etc.) and beginning review of Installment 3 (design standards). This new installment with made public for review and feedback in the next couple of months prior to a consolidated draft code being created. Conversations with the Land Use Code Advisory Committee and Planning Commission will continue through the summer. This information will also be made available on the City's Community Development



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webpage. Unfortunately, between the departure of staff, focus on the South Ark Neighborhood process and other projects, this has once again languished. Our hope is to jump fully back into it later this month.

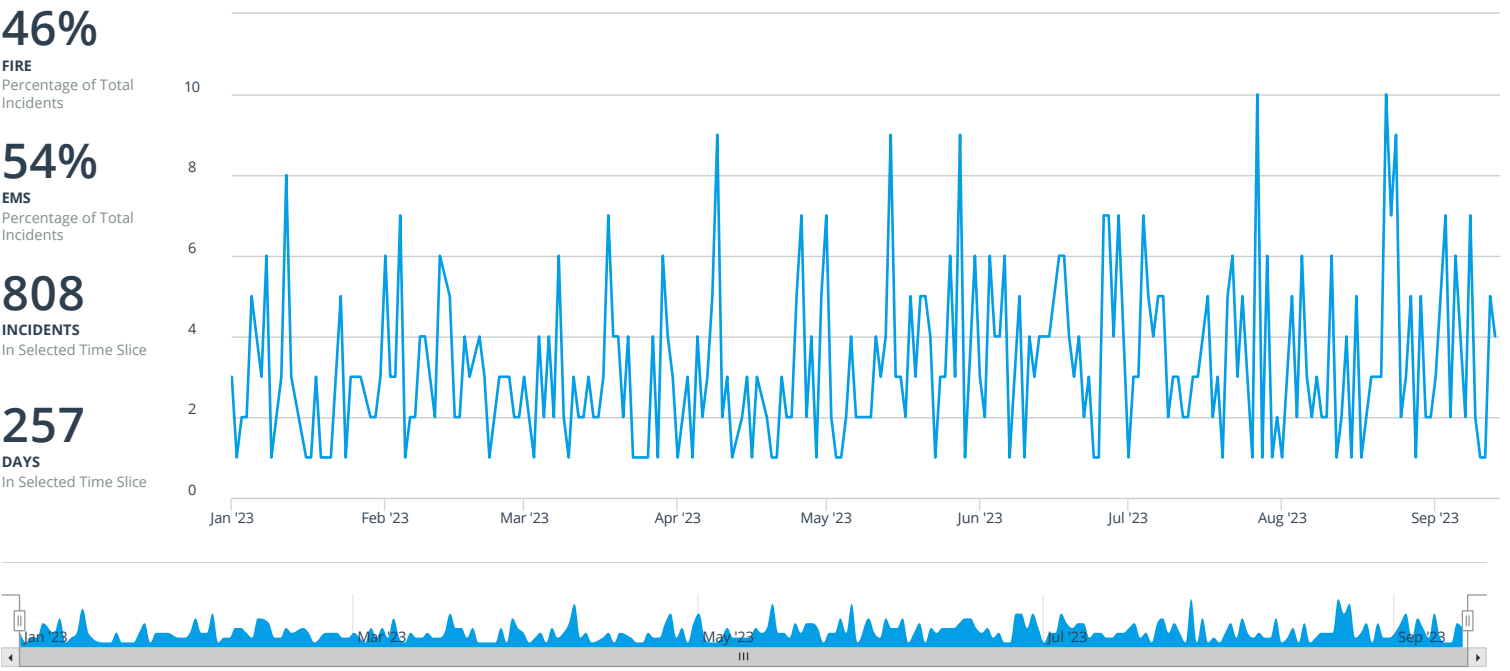
- Salida Crossings: Site work has begun, including on-site utilities, foundation prep, etc. in anticipation of building permits being issued in the coming weeks—first for the 20 townhomes and then for the first mixed-use building. An administrative variance was recently approved for a few very minor changes to the site plan and the conversion of 3BD condo units to 2BD and 1BD units, otherwise the plan remains almost exactly the same as approved in December. The developers are still awaiting CDOT approval for work in the right-of-way (CDOT is very behind on issuing approvals), but that work is anticipated this fall, as well. Activity on the site should increase over the coming months.

Fire

- Annual ground ladder and aerial third-party testing has been completed.
 - Assistant Chief Rohrich and I attended the Parent Security Training night at the high school.
 - The current call volume for the year is 808 incident responses, which is up 7% over last year. See attached for details.
 - We received the blueprints for the new firehouse on September 13th. It has been a lot of work the last 14 months getting to this milestone.
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Current Year ▾

Jan 1, 2023 - Sep 14, 2023 ▾



Counts % Rows % Columns % All

	Jan '23	Feb '23	Mar '23	Apr '23	May '23	Jun '23	Jul '23	Aug '23	Sep '23	Oct '23	Nov '23	Dec '23	Jan '24	Total
(11) Structure Fire	1	1	1					1						4
(12) Fire in mobile property used as a fixed structure						1								1
(13) Mobile property (vehicle) fire	2			1	1			1	2					7
(14) Natural vegetation fire			1	1										2
(15) Outside rubbish fire	1		1		1		1	1						5
(31) Medical assist	10	12	19	17	11	14	12	20	6					121
(32) Emergency medical service (EMS) incident	28	32	37	25	42	46	39	38	20					307
(34) Search for lost person						1								1
(35) Extrication, rescue		1												1
(36) Water or ice-related rescue						1	4							5
(38) Rescue or EMS standby		2	2		3									7
(41) Combustible/f... spills & leaks	2	6		2	1	5	2	1						19
(42) Chemical release, reaction, or toxic condition			1	1	3									5
(44) Electrical wiring/equipm. problem				3	2	1	2	1						9
(46) Accident, potential accident			1			2		2						5

	Jan '23	Feb '23	Mar '23	Apr '23	May '23	Jun '23	Jul '23	Aug '23	Sep '23	Oct '23	Nov '23	Dec '23	Jan '24	Total
(52) Water problem	1													1
(54) Animal problem or rescue						1								1
(55) Public service assistance	16	10	6	18	10	21	23	19	10					133
(56) Unauthorized burning		1		1			2							4
(61) Dispatched and canceled en route	4	6	7	6	13	7	8	8	5					64
(62) Wrong location, no emergency found	2	5	4		8	8	6	7	2					42
(63) Controlled burning						1	1		1					3
(65) Steam, other gas mistaken for smoke	2	1	1	1	1	1	4							11
(66) EMS call where party has been transported									1					1
(67) HazMat release investigation w/no HazMat			1			1								2
(70) False alarm and false call, other					1									1
(71) Malicious, mischievous false alarm				1										1
(73) System or detector malfunction		1	1	1	2	4	1		2					12
(74) Unintentional system/detect... operation (no fire)	3	1	4	2	8	4	2	6						30
(91) Citizen complaint		1						1						2
UNK							1							1
Total	72	80	87	80	107	118	109	106	49					808

Public Works Department Report

September 2023

Planning/Engineering/Construction

➤ Planning and Construction

General

- Staff assistance with preparation of 2024 budget request items

Streets

- Oak Street Reconstruction and US-50 SRTS (now anticipated to be 2024)
 - CDOT sent out Access notice letters to citizens and a number of comments have been received.
 - CDOT provided final geotech comments for plan updates.
- Poncha Blvd
 - Paving from Crestone to Pitkin/7th completed along with Striping
 - Water services completed on Phase 2 and concrete sidewalk along with curb has been initiated.
- 2023 Concrete Maintenance
 - Punchlist items remain.
- 2022 Street Reconstruction
 - Punchlist items remain

Utilities

- Pasquale WTP Project
 - Generator is the only item yet to be completed.
- Poncha Trunk line: Design complete

➤ Other CIP Items:

- Caboose restoration in progress
- Multi-use office space addition underway

Operations

➤ Streets

- Thermoplastic installation – crosswalks, sharrows, and other markings
- Drainage improvements near E St. and 13th as well as near McDonalds were completed.
- Sign and pole replacements, and other routine work

➤ Utilities

Field Utilities

- Smart meter upgrades (see 2022 Annual Report)
- Jetting and camera inspection of wastewater lines for 2023 underway
 - 2023 work area is 1/3 of system: Salida west of F St.

Water Treatment

- Routine items
- Involvement with WTP Pasquale Improvement Project settings underway

Wastewater Treatment

- Routine items