



## DEPARTMENT UPDATES

DEPARTMENT	PRESENTED BY	DATE
Administration	Christy Doon - City Administrator	January 21, 2025

### Administration

- Created and received Council approval for 2025 Grant Policy
- Preparing with Clerks' office for annual Records Retention Presentation
- Creating ADA PDF Accessibility Guide for the City
- Establishing 2025 Work and Event Plan for Sustainability Committee and Tree Board
- Continued discussion of F Street with the Working Group
- Conducted interviews for the Chaffee Housing Authority Board Citizen Appointment
- Continued work on Service Categories with parks, recreation, arts and cultural services staff

### Arts and Culture

- Engagement
  - December's First Friday marked the first full year of programming First Fridays in the Creative District. Business owners met with CE Coordinator to debrief 2024 and plan for 2025.
  - Movies returned to the Steam Plant in December with (2) screenings of Gremlins!
  - Arts & Culture staff created an immersive holiday art pop up photo booth installation in the Paquette Gallery for the community to come and take holiday photos. Visitors utilized it during events and also dropped in.
  - Holiday Pop Up- Over 300 people attended the City's annual Holiday Pop Up Art Market. Staff received feedback from artist vendors in the form of a survey regarding time of year, ease of registration, and duration of event to help plan for next year.
  - There is a call for heART for the Paquette Gallery for the month of February. Local artists can submit heart-themed art and be displayed in the Paquette Gallery with a reception to be held February 6.
  - February's First Friday theme downtown is *heARTS & chocolate*.
- Events December:
  - Total Events: 43
  - 28 Total Events were not paid rentals (this includes Boy/Girl/Cub Scout Mtgs, Creative Mixer, City Events/meetings)
  - 26 different groups using the space.
  - SteamPlant Events: 23
  - Scout Hut: Events: 20
  - Total Number of People Attending SteamPlant/Scout Hut Events: 3535

### City Clerk

- We are working on switching the remote meeting software from GoToWebinar to Zoom Webinar meetings. Next month we will begin using Zoom Webinar for our Council work sessions and regular meetings.
- The CORA software has been installed successfully and will be going live the week of January 13<sup>th</sup>. Here is the link to the CORA portal: [CORA requests](#)
- I will be meeting with the Municode representatives on January 23<sup>rd</sup> to begin the installation of the updated Agenda and Packet software. We will have an overview of the updated agenda and packets at our February 18<sup>th</sup> work session.
- The total number of CORA requests processed in 2024 was 78. So far, we have processed 3 CORA requests in 2025.



## DEPARTMENT UPDATES

DEPARTMENT	PRESENTED BY	DATE
Administration	Christy Doon - City Administrator	January 21, 2025

- We issued a total of 180 Sound permit applications in 2024.
- I have been training with the Deputy Clerk on liquor license renewals, and she is in the process of taking over the renewal process.
- Municipal Court dates have changed from the third Friday of each month to the third Thursday of each month. January 2025 had 34 cases.

### Community Development

- **Building Permits:** For all of 2024, we saw 137 building permits including 141 new residential units (125 primary and 16 ADUs). At this time in 2023, we had seen 248 total building permits, inc. 171 new residential units (145 primary and 26 ADUs). In 2022, we had seen 167 total building permits, inc. 106 new residential units (93 primary and 13 ADUs). In 2021, we had seen 253 total building permits, inc. 173 new residential units (148 primary and 25 ADUs).  
We have received 2 building permits in the first two weeks of 2025, both for new residential units.
- **1st and D Apartments Space-to-Create Project:** Artspace and staff will be giving work session on Tuesday 1/21 with latest cost estimates for the project and update on financing timeline/options and a discussion of use of grant funds for advance purchase of items.
- As mentioned in the previous update, Kathryn Dunleavy's last day with the City was January 3rd. We miss her already thank her for all her work and contributions to the department and City. Kristen Hodges has assumed Kathryn's duties as Housing and Land Use Planner which is a partially grant-funded role. That grant goes through Summer of 2026 after which we hope to fund that position fully with any tweaks to the duties, to be determined. We will not be immediately filling Kristen's position due to budgetary constraints.
- John Armstrong, Planning Tech, has accepted the position of Planner with the Town of Poncha Springs. He will be staying on with the City through Feb. 3<sup>rd</sup> to assist with our transitions/work load. We hope to post John's position with some adjustments by end of this week. We thank John for all his work and contributions to the department and wish him the best at Poncha Springs!
- Salida New Year's Eve "Big Heart Drop" great was a success. We have received several comments from members of the public about how nice of a time people had. The 9PM drop had between 500-750 people there both from personal observation and drone photos we've seen. Midnight had about 150-200 people, the majority of whom streamed out of the bars around 11:30/11:45 and then went back in shortly after the drop concluded. The first-time event left room for improvement, of course, and there will be debriefing over next few weeks with staff, sponsors, and event committee/volunteers to see what the future holds.

### Finance

- The 2025 budget document has been completed and is available on our web site (Navigate to it from the home page by selecting the "Your Government" link, then "Departments", then "Finance" and finally "Proposed and Adopted Budgets"). You can also click [here](#).
- We will be working hard to close the books for 2024 and get ready for audit. The auditors are scheduled to be here for their field work the week of March 17.



## DEPARTMENT UPDATES

DEPARTMENT	PRESENTED BY	DATE
Administration	Christy Doon - City Administrator	January 21, 2025

- The following table shows some of the key daily accounting work that is accomplished in the office.

Finance Office - Key Operating Metrics - 2024

	January	February	March	April	May	June	July	August	September	October	November	December
Number of front desk customers served	264	212	167	212	214	154	255	241	209	246	181	200
Number of invoices paid	364	328	338	443	353	353	472	402	387	415	409	315
Number of utility bills processed	4261	4263	4268	4270	4292	4298	4315	4328	4330	4335	4331	4354
Number of utility bills emailed	1,349	1,356	1,367	1,364	1,366	1,374	1,385	1,390	1,389	1,383	1,390	1396
Number of utility ACHs processed	1268	1272	1275	1267	1259	1260	1265	1262	1249	1243	1228	1227
Number of MARS payments processed	85	84	86	88	85	85	83	82	83	81	79	80
Number of web portal payments brought in through cashiering (Kristen)	1351	1369	1417	1391	1425	1460	1432	1511	1491	1449	1504	1491
Number of late fees processed	256	330	344	241	320	317	276	335	287	425	339	396
Number of disconnect notices processed	54	44	44	39	45	49	51	35	42	45	37	42
Number of water shut offs	15	9	9	14	6	8	7	5	1	17	13	34
Number of journal entries prepared	90	75	87	59	59	47	46	55	36	56	22	63
Number of payroll checks processed	456	341	321	478	314	317	387	329	313	321	340	303
Number of utility service orders processed	183	94	95	85	78	48	94	64	78	116	56	53
Number of new construction utility accounts set up	22	21	10	7	5	5	4	12	6	4	6	1
Number of accounts receivable payments processed	39	36	50	54	51	43	48	36	43	40	37	44

### Fire

- New Fire House: Currently operating out the 122-year-old Firehouse, which happens to be the oldest operating firehouse in Colorado, we are eager to welcome the community to our new fire station, currently slated to open February 3rd. After months of hard work and dedication, we're excited to open the doors of this state-of-the-art facility. While multiple weather delays have impacted the timeline for completion, progress is moving forward, and we can't wait to serve our community from this new space. The new station will allow us to continue improving our response times and provide the best possible service to the residents and visitors of Salida.



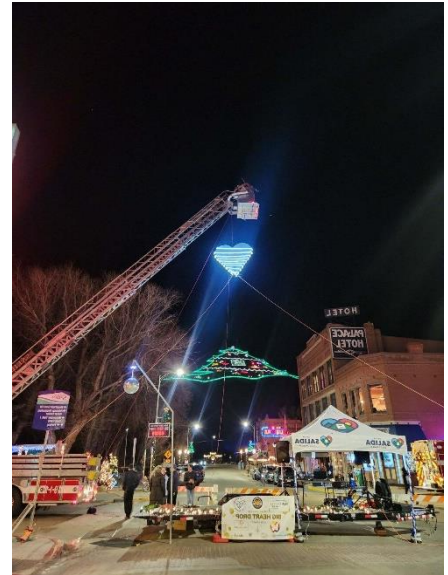
## DEPARTMENT UPDATES

DEPARTMENT	PRESENTED BY	DATE
Administration	Christy Doon - City Administrator	January 21, 2025

- **A Heartfelt New Year's Tradition:** One of the highlights of the holiday season for our department was our participation in the Salida Heart Drop to ring in the new year. The crew had the honor of

hoisting the glowing heart high into the air with our tower, before lowering it to mark the start of 2025. We were thrilled to be part of this celebration that brings the community together, and it's always a joy to lend a helping hand to events like this. We look forward to many more opportunities to celebrate with the people of Salida and continue fostering the strong bond between our department and the community.

- **Close Before You Doze:** This month, we want to highlight an important fire safety tip: Close Before You Doze. Did you know that simply closing your bedroom door while you sleep can drastically slow the spread of smoke and flames in the event of a fire? In fact, closing your door can give you precious extra time to escape or wait for help to arrive. Fire safety is a key priority for us, and we encourage all families to make this small change to enhance their safety.



- **Supporting Southern California's Fire Emergency:** The South Arkansas Fire Protection District has sent four crew members, including Incident Commanders and a Type 3 engine, to assist with emergency services at the Eaton Fire in Southern California. The teams are working to manage the impact of the Santa Ana winds, which are like the winds we experience in the Arkansas Valley. A Type 6 engine is also on standby and ready for deployment. This situation serves as a powerful reminder of the importance of safe fire handling and being prepared for wildfire conditions in our own area. Chief Jonke remains committed to ensuring that we keep wildfire equipment stationed in Salida to protect our community. We are grateful to our partners for their unwavering dedication to service and wish them safety as they provide critical assistance in California.

- **Mitigation Efforts Around Salida:** We are thrilled to announce that Ponderosa Lodge in Maysville is currently hosting the National Civilian Community Corps (NCCC), who arrived on January 8th. This dedicated team has been practicing chainsaw maintenance and proper handling in preparation for vital mitigation work, which is set to begin on January 20th. Mitigation efforts will start near our city shops and move into the communities within the Wildland-Urban Interface (WUI). The WUI refers to areas where human development meets or intermingles with wildland vegetation, making them particularly vulnerable to wildfires. In an exciting collaboration, we are proud to be trading housing at Ponderosa Lodge for the mitigation work that will help protect our community. These efforts will reduce wildfire risks and improve safety for both the lodge and surrounding areas. Additionally, Southwest Conservation Corps crews are also performing mitigation work in our region, and we are pleased to be housing them at the old fire station on 124 E Street. This partnership exemplifies the incredible teamwork needed to safeguard our community from the threat of wildfires, and we are immensely grateful for the dedication of these hardworking crews.





## DEPARTMENT UPDATES

DEPARTMENT	PRESENTED BY	DATE
Administration	Christy Doon - City Administrator	January 21, 2025

### Parks and Recreation

- Parks
  - Staff have been re-organizing and swapping out of workspace with Public Works Shop.
  - Staff has just about wrapped up the fencing around the Downtown Skate Park
  - Parks Staff are re-inventorying existing park amenities.
  - The Parks Dept. recently worked with Mr. Lock and Key to get new locks put on our Park Restrooms.
  - Parks Staff also just finished up our annual review process.
- Aquatics
  - Kayaking roll sessions and Learn to Kayak started the second week of January
  - Group lessons start January 20- There is a waiting list of 20 plus for preschool
  - Interviewing for lifeguard IIs – we have 5 applicants
  -
- Recreation
  - Basketball started with 230+ kids signed up, we're up 10 kids compared to last year. We have 30+ volunteer coaches, and this year we have 3 coaches who don't have kids in the league, up 2 from last year.
  - New year's day 5k was a success with close to 200 participants,
  - Adult Drop in volleyball and drop in basketball have both started on Monday night and Sunday night respectively.
  - Our intro to kayaking class at the pool has started and is full with 14 participants.
  - Roll sessions at the pool are back on Wednesday nights
  - Dodgeball and wrestling are both in the works and starting soon.
  - We're working on starting summer programs, and FIBArk is at the top of that list
  - We continue to work on recreation website updates, youth league policies, youth camp policies, scholarships, staffing, and more!
- Facilities
  - Staff are working on finalizing a schedule for the resurfacing of the pool decking project slated for this spring.
  - In the Steam Plant Ballroom staff has done some repainting, worked with contractors to resurface the wooden dance floor and replace the carpeting.
  - Staff are currently working with PW and the Fire Depts, to capture maintenance needs of working out the new Fire Station and having staff full-time at Multi-Use Facility.

### Police

- Michael Blais graduated from the Police Academy and has started his field training. We still expect him to be on his own around May 1st, 2025.
- Two students that we are sponsoring started the Police Academy on Tuesday. They should graduate at the end of May and hopefully be in our patrol rotation by October.
- We had an officer involved shooting up in Garfield last Wednesday. The SWAT Team was called to assist with a domestic violence incident. After arriving, the suspect began shooting at the police and we had an officer return fire. That officer is on "Paid Administrative Leave" pending the outcome of a "Use Force Review Board." That will be completed next week. The Colorado Bureau of Investigation is handling the investigation of the incident.





## DEPARTMENT UPDATES

DEPARTMENT	PRESENTED BY	DATE
Administration	Christy Doon - City Administrator	January 21, 2025

### Public Works

- Planning and Construction
  - Streets
    - Oak Street – Winter construction closure. Design updates being completed.
    - SRTS CDOT Local Agency Project - Final FOR plans submitted to CDOT. To be bid after West SH-291 Improvements due to grant timelines.
    - West SH-291 Improvements – Draft roundabout plans presented to Public Arts Commission for project consideration of opportunities. FOR plans being finalized for submittal to CDOT.
    - Downtown Improvement Project – Construction planning meetings with contractor underway. Council provided general feedback to not fully complete shade/lighting components considered with project. It was identified with the shade sail company that these components could be completed at a later date upon Council approval. That approach is planned at this time
  - Utilities
    - Rate Study drafting by Ehlers underway.
    - Continued flow monitoring and coordination with other users on Harrington Ditch
  - Other CIP Items
    - South Ark Neighborhood – Preliminary site plans being drafted as well as project coordination with river restoration project team members. Site walk with engineer occurred in order to determine best alignment of utility river crossings.
    - Staff completed Fleet move to Multi-Use Facility including relocation and setup of vehicle lifts and other shop equipment.
- Operations
  - Streets
    - Annual Tree Maintenance Project completed. The focus was structural pruning of Adopt-a-Trees.
    - Move of fleet and parks/streets/utilities bays at shop completed.
    - Relocated spaces at existing Public Works shop being built out by staff members.
  - Utilities
    - WTP staff building framework for asset management software for treatment plant.
    - Scoping of WTP SCADA re-build in progress.
    - Annual sanitary sewer inspection program completed.
    - Move of fleet and parks/streets/utilities bays at shop underway.