



APRIL 2020 STAFF REPORTS

Police Department –

- No Report.
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Finance Department –

- Staff are doing an excellent job keeping the money moving during our stay-at-home orders. Payroll, accounts payable, utility billing and payment processing all continue in an accurate fashion.
 - The auditors have are well under way in performing the financial audit for 2019.
 - A model for projecting various impacts of the Covid-19 Pandemic has been drafted and will be utilized to help project budget impacts of the stay-at-home orders.
 - Work has started to set up the OpenGov platform for the 2022 budget. Utilizing OpenGov will give us increased transparency and make the decision making process easier and clearer.
 - Ehlers worked with us to take advantage of recent volatility in the market to purchase high quality Municipal Bonds and Mutual Funds. Our portfolio now includes some investments earning over 3% which is a huge improvement over money market investments paying less than 1%.
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Community Development –

- Chaffee County is progressing toward completion of their Comprehensive Plan (Together Chaffee). They have scheduled a number of meetings between the County Commissioners and their Planning Commission (attached). Our Council and Planning Commission are invited to participate on May 12 to discuss the Salida Sub Area Plan. Staff have been reviewing the document, and propose the following schedule to gain a consensus on the plan:
 - April 21 staff prepares our recommendations;
 - April 27 at 6 pm present to Planning Commission for comments, changes or additions;
 - May 4 at 6 pm discuss with Council at work session for additional changes; then
 - May 12, 5-7 pm participate in Chaffee County's Joint Work Session.
- Chaffee Housing Trust has delayed the public hearing with Planning Commission on the proposed Crestone Avenue abandonment and rezone to May 26. Hopefully we will be able to have an in-person public hearing then. The additional time will allow CHT to get a site plan and cost estimates and trip generation information well ahead of the hearing. Staff intends to post the information on our website and send a notification to the neighbors of the project.
- Staff attended a webinar put on by the Colorado APA about opportunities and issues arising from virtual public hearings for quasi-judicial cases. As you can imagine there is not any history or precedents, and the safe recommendation is to let applicants decide if they want to risk any fallout.

- The River Ridge project has been finalized including the plat, CC&R's and development agreement and will be recorded.
- Considering the communication complexities, staff was thankful for the successful presentation by Clarion on their assessment of our Land Use Code. We expect to receive the first installment, Administrative Requirements, later this month. We should be ready to present to the Review Committee, Planning Commission and Council mid-May.
- We are proud of our community for having a 49% response rate for Census 2020, mirroring the rate for Colorado. I think it is an indication that despite the trying times, the community is still looking forward to a bright future.

Recreation Department –

Administration/Attendants

Operations:

- Evaluate and establish inventory cost based on cost recovery study
- Training material to implement new SmartRec software
- Establish and implement flow of communications
- Create job description for second front desk representative and confirm current descriptions
- Spring cleaning of computer files and all binders
- Improve front desk attendant satisfaction/customer service (soaking pools, breaks)
- Upgrade phone answering system
- Dive in Movie (trial)

Capital Improvement:

- Implement new SmartRec software
- Redesign/upgrade of lobby area
- Purchase needed equipment (hardware, etc.) to implement new software and lobby design

Aquatics

Operations:

- Working on Amilia our new Recreation Software – We have had several meetings with other communities who use this software – looking for the best way to implement it into our community
- Playing in the Amilia Sandbox(Demo) to try to learn the ins and outs of the software
- Amanda Wright and Cassie Hatcher (two of our fitness instructors) are using Salida Parks and Recreation's Facebook to go live and teach virtual fitness classes - Thank you Sara and Ryan for launching the Facebook classes!
- Diane Baker (Fitness instructor) will also be going live to teach a face mask tutorial and/or acupressure self care for the immune system - Thank you Sara and Ryan for launching the Facebook classes!
- Nicole Baroni (Full time) is spraying down 4 parks with the PSQ Mondays thru Thursdays - Centennial, K Street, Trailside and the Dog Park - There was no social distancing at the dog park when I went and sprayed with her. Dog owners were all sitting at the same table and were very rude to us.
- Looking to purchase new furniture for the lobby redesign - trying to find furniture that will withstand the elements of a wet environment and still look good and be comfortable
- Preparing documents for our cost recovery meeting with Jamie Sabbach
- Need to schedule a meeting with Kristen Knoll of Slate Communication about the signage in and

around our facilities

- Working from home has been trying at times - I am unable to access the city server

Capital Improvement:

Hot Springs Facility

Operations:

- Power washing all floors in the facility
- Power washing pools
- Paint repairs in all parts of the facility
- Drywall repairs
- Removing and replacing fixture and concrete caulking
- Remove trophy case and shelves
- Organizing west wing
- Repair underwater lights
- Sanitizing facility
- Painting parking lot
- Patching woodpecker holes on exterior of building
- Cleaning chlorinators
- Cleaning sand filters
- Pump maintenance
- Removing and replacing pool safety signs
- Replace cracked windows
- Window washing
- Water testing
- Discharge Monitoring Reports

Capital Improvement:

- Locker room Renovation
- Utility upgrades
- Effluent Manhole
- Boiler
- Front Desk Redesign

Parks, trails, open space and facilities

Operations:

- Parks, Trails, Open Space:
 - COVID 19 Rounds – Trash, Closure Signage and Sanitizing
 - Riverside Sandbox Design/Build – Awaiting design specs from engineering firm
 - Sonia's Garden Design/Build - Awaiting green light to proceed.
 - American Elm soil injections – April 20
 - Irrigation Start-ups
 - Crestone Mesa Park irrigation and Garden Fence/Gate work
- Facilities:
 - Boiler replacement for Comm. Center. - Acquiring quotes
 - MUF and Watershed electric and light upgrades - Electricians availability

- PW Shop and sand shed electric and light upgrades - Electricians availability
- PW Shop landscaping - In progress

Capital Improvement:

- Splashpad
 - Utility upgrades
 - Electric Service
 - Overhead phone line removal
 - Bathroom/Utilities Facility Design
- Soaking Pools
- Skate Park

Recreation

Operations:

- Ongoing Classes & Programs:
 - 10k a day: 10,000 step challenge from April 1st through the 30th. We currently have over 55 participants logging steps each week
 - Virtual Classes: 3 fitness classes led by former Aquatic Instructors, one Science for Kids class and one “Quarantine cooking” class all located on our Facebook Group “Salida Parks and Recreation Live Stream Classes”
 - This Facebook group was created about 3 weeks ago and currently has 207 members.
 - In the past 28 days, we have received 465 reactions and 194 comments to our page
 - Classes slotted to be on the roster: face masks, acupressure for stress relief
 - Creating weekly social media content like our “parks minute” featuring different scenes from our parks and open spaces
 - In the past 28 days, we have reached 10,788 people, 2,408 engagements with our posts, gained 44 followers and had 2,743 video views. *Please note that all of these engagements were organic ie. unpaid.

Capital Improvement:

- Launching new Recreation Software, Amilia
- Summer Recreation Guide to come out end of May
- Revising Special Events Applications and Park Rentals

Public Works –

Admin

- Project Management
 - Project planning, contracting, and project management for the 2020 capital projects. Emphasis this past month in coordinating the downtown asphalt maintenance work in order to expedite the work during the current situation.
 - Attended SRF pre-qual meeting for water gallery line project. Moving into design and environmental components of the project.

- CDOT FIR Meeting with CDOT for 2021 Salida ADA ramp improvement project. This is now proposed to incorporate US-50 Phase IV scope of work along with G St and I St. improvements along SH-291 (1st St.).
- Finalized grant preparation to State Historical Fund for the caboose restoration. Anticipate that this phase will be for the exterior portion.
- Finalized grant preparation to DOLA for stormwater quality improvements.
- Planning Items
 - CO 291 Intersection Control Evaluation and Corridor Plan
 - Attended scoping meeting #1 with other management staff, CDOT, and Stolfus and Assoc. (Consultant)
 - Reviewed projected traffic volumes
 - Reviewed three intersection alternatives
 - Reviewed three corridor alternatives from C St. to US-50
 - Discussed scheduling of open house for mid-June.
 - Received an update from water rights consultant (HWE) regarding the status of the Raw Water Study. It is anticipated that a draft will be ready for review late April.

Streets

- Provided support to surfacing improvement of F St. parking lots.
- Providing base and re-grading of alleys throughout town
- Routine repairs and maintenance items

Water/Wastewater

- Sewer replacement work initiated for the year. Work is currently underway in the alleys near 10th and I St.
- Field staff has been primarily focused on completing scheduled 2020 sewer jetting with the new jet/vac truck. The truck has been working excellent and staff have been able to attend specialized training on the equipment.
- The asset management software for the wastewater collection system inspection maintenance has been rolled out. Training is underway. The software is meeting expectations and also provides an interface between GIS data and sewer condition assessment.
- Meter head end point replacements/smart meters at high users (multi-year on-going project as time allows).
- Staff assisted with quality control inspections of public infrastructure installations at several development sites.
- Staff assisted with quality control inspections on sewer cured-in-place pipe point repair project.

Arts & Culture –

- No Report
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Fire Department –

- Staff are staying healthy and positive.
- Call volume is up 17% over this time last year.
- Annual hose testing is being done and several not so glamorous but necessary internal projects are being completed.

- Gear extractor has been ordered. Thank you councilors for approving the purchase of this much needed piece of equipment.
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Clerk's Office –

- Morale is high and we are both thankful for our jobs
- Learning how to utilize Go To Meeting for work sessions and regular meetings. Kathy and I have each attended at least one tele-webinar to learn how to use various platforms
- Kathy is working with the auditors in regards to Municipal Court
- We've started receiving annual Arborist applications so we have been working with Marilyn (Tree Board) to learn the process
- We have been training weekly, for several months, and happy to report we may be able to utilize the Municode software soon for agendas, packets, and posting materials to the website



Chaffee County Planning Commission

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AGENDA SPECIAL MEETING SCHEDULE

PLANNING COMMISSION AND COUNTY COMMISSIONERS JOINT WORK SESSION

Due to the COVID-19 pandemic, barring further developments: the building is closed to the general public, members of the board and staff may participate remotely via video teleconference (VTC), members of the public will participate remotely:

Download the Zoom app, or go to chaffeecounty.org Home Page to connect to the meeting (links on right hand side of page by date)

Discussion of the Draft Comprehensive Plan 2020

Date	Time	Focus
March 31 st	4-6 pm	Vision, Structure, Principles, Intro to Goals & Strategies Process
April 7 th	4-6 pm	Goals & Strategies
April 14 th	5-7 pm	Goals & Strategies
April 21 st	5-7 pm	Scenarios Review
May 12 th	5-7 pm	Salida Sub Area
May 19 th	5-7 pm	BV Sub Area
June 9 th	5-7 pm	Poncha & Maysville Sub Area
June 16 th	5-7 pm	Mid-Valley Sub Area