



## **APRIL 2022 STAFF REPORTS**

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### **Police Department –**

- No report.
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### **Finance Department –**

- The auditors completed their field work and have provided staff with a preliminary draft of the financial reports. Staff are at work preparing the Management Discussion and Analysis, the Transmittal letter and the statistical section of the report. We hope to have a draft ready for Finance Committee review in May and City Council approval mid-May or June. As a result of receiving more than \$750,000 in federal funds during 2021, the City is also subject to a “single audit”. This entails the auditors performing additional procedures related to federal funds received and preparing a separate report on this activity.
  - The auditors have indicated that we are getting a “clean audit” with no significant exceptions observed.
  - A new format for tracking budget to actual performance utilizing OpenGov has been developed and will be utilized for the March budget tracking review.
  - The Finance Office is evaluating a timekeeping solution using ADP software (currently used to process payroll). This should ease staff scheduling and time reporting reducing errors and increasing efficiency for a nominal increase in cost.
  - We are on track for filing our first ARPA report with the federal treasury which is due April 30.
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### **Community Development Department –**

- As of April 14, we've seen 45 total building permits, inc. a total of 19 residential units. At the same time last year, we had reviewed 79 permits with 95 total residential units (48 of them were the Salida Ridge LIHTC project). In 2020, we had reviewed 35 permits with 14 total residential units.
- An updated Inclusionary Housing code was approved by Council in early April. New rules will go into effect early May, along with anticipated updates to the IH fees-in-lieu.
- Staff has also spent significant time on a variety of short-term housing/safe space concepts, in concert with the Chaffee Housing Authority and Bring Everyone Through the Crisis of Housing (BETCH) group.
- The RV Rental Program (a subset of the Open Doors Program) is being assembled with an anticipated launch time frame of mid to late May.
- Work on the Land Use Code update continues with staff reviews/feedback on the latest installment of recommendations. Presentations to LUC committee, Planning Commission, and City Council expected May 2022. Staff is working on executing a contract for a Future Land Use Map as part of the process.

- 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.
  - Numerous updated documents inc. applications have been uploaded to the Community Development Department web pages.
  - We are reaching out to numerous entities with previous pre-annexation agreements to follow-up on annexation requirements, now that several of them have the required contiguity with City limits. This will likely result in a number of annexation applications in the coming months.
  - Staff has recently been in communication with a number of businesses who have been bending or breaking the rules in regards to signage, as we are made aware of such non-conformities.
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## **Parks and Recreation Department –**

- See Attached.
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## **Public Works Department –**

- Planning/Engineering/Construction
  - Planning
    - Streets
      - 2022 Street Reconstruction Project: contracting underway and notices sent out to adjacent property owners
      - 2022 Concrete Maintenance Project: contracting underway
      - 2022 Asphalt Maintenance Project: contracting underway
      - Oak St / Safe Routes to School: survey near complete and design underway
    - Utilities
      - 2022 Sewer Reconstruction Project: contracting underway and notices sent out to adjacent property owners.
      - Pasquale WTP Project: review of bids and scope items
      - Harrington ditch piping: survey phase
      - Poncha Trunk line: survey phase
  - CIP Construction
    - Construction has not yet commenced for 2022 projects
    - Caboose materials procurement for restoration is underway
- Operations
  - Streets
    - Snow plowing and downtown snow removal
    - Ice removal
    - Pot hole cold patching
    - Equipment maintenance
    - Assist with new electronic speed sign installations
  - Utilities
    - Field Utilities
      - Initiate sewer line cleaning and inspection for east 1/3 of collection system
      - Smart meter upgrades
      - Inspection and new development assistance

- Water Treatment
    - Working with consultant on finalizing Pasqualle Springs plans
    - Winter maintenance on equipment and Harrington Ditch
  - Wastewater Treatment
    - Training of new staff member
    - Met with vendor to discuss solar drying of bio-solids
    - Winter maintenance on equipment to prepare for Spring
    - Irrigation system repairs
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## **Arts and Culture Department –**

- The exhibit from artist Adrienne Weber debuted in the Paquette Gallery for the month. A reception was held on March 10 and was attended by (50) people.
  - A slate of (11) Oscar Nominated film titles screened during the month of March. All the screenings were attended by a grand total of (565) people.
  - The Public Art Commission (PAC) convened in March and began to "scout" the City property map for new locations to consider for public art project. In anticipation of the F Street closure for the summer months, they discussed and concluded to theme the painting of concrete blocks "The Summer of Peace & Love." Next steps would be to send out a Call for Entries in late-April/early-May.
  - The crowd-favorite Hazel Miller and the Collective returned to the SteamPlant Theater stage for her own unique sound of jazz, blues and pop stylings. She drew a crowd of (150) people.
  - A grant application in the amount of \$11,000.00 was submitted to Colorado Creative Industries for general operating funds for hiring a consultant to assist Arts & Culture staff with revisions to and updating of the Creative District Strategic Plan.
  - TOTAL GUESTS Attending (35) Events/Meetings for March = 2,076
    - Number of free arts and culture events/no admission = 4
    - Number of attendees at free events = 245
    - Number of events paying rental fees = 28
    - Number of entities using the facilities = 23
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## **Fire Department –**

- Testing has revealed some asbestos in the house at 611 Oak Street. We are soliciting bids to remediate the issue.
  - Staff are working through their annual wildland refresher and prepping for another active wildfire season.
  - South Ark has a Type VI engine on assignment in Texas.
  - Firefighter Jelcick presented at the Career Exploration Day for seniors hosted by SHS and CMC.
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## **Clerk's Office –**

- Special events
  - Working with Event Organizers to get their events ready for the Special Events Committee and City Council
  - Organizing the April Special Event Meeting as well as creating the agenda, materials and

appointment times for event organizers

- Court
  - Attending a Court Basics Class with the Colorado Association of Municipal Court Administration (CAMCA)
  - Attending the CAMCA Conference in June
  - Preparing for the upcoming court by managing cases, processing citations and corresponding with defendants
- Short Term Rentals
  - Assisting the public with questions on how to apply for short term rentals
  - Teaching current license holders on how they can pay their Occupational Lodging Taxes online
  - Processing new Short Term Rental licenses
- CORA
  - Processing a large volume of CORA requests, the City has received 34 requests as of April 12, 2022 versus receiving a total of 41 in 2021
- Liquor Licensing
  - Meeting almost weekly with the liquor license applicants and liquor license transferees
- F Street Closure
  - Gearing up to work with liquor licensees for outdoor expansion, a process that must be sent to the state and approved before utilization



## Parks and Recreation Department report

Date: 4/19/22

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### Aquatics

- Longfellow lessons are running smoothly
- Cyclone Swim Team started practice on April 4th- they have about 60 kids signed up
- We had an all staff training on April 3rd- worked on a victim who may have overdosed- staff used BVMs and AEDs
- Hired several new lifeguards for the summer months

### Salida Hot Springs Aquatics Center

- Hot Water Main-requested proposal from Crabtree Group
- Centennial Park Survey - met with Rick onsite to discuss what else needs to be done
- Pumproom controls-waiting to hear back from Charles on submersible flow meters
- Boiler project - Getting bid sets so the bid packet can go out to bid- Now live on Bidnet
- Gave Colorado Electric Motor Repair the approval to repair the old lap pool pump motor
- Still waiting on hot water heater parts called Winsupply for update.
- Lights for pumproom and deck shower arrived.
- Replaced deck shower light with new led fixture
- December DMR
- Year/Month end and Year/Month begging bench sheet/report set up
- Communicating with State Forest Service (Josh) for fuel mitigation of the source phase 2. Contractor is on site doing work. Showed them what infrastructure I do not want wood chips on.
- Replaced light in chlorine room.
- Clean respirator replace filters place in a new respirator bag
- Replace filters in air handler and RTU for locker rooms
- Ordered filters for the tunnel ventilation fan
- Fix vacuum hose on cleaning machine
- Get parts list for cleaning machine and order parts
- Fire inspection
- Ordered new belts for air handler
- Ordered new tube for stenner pumps
- CDPHE Permits webinar
- Sent Change of contact for to CDPHE

### Recreation

- **Salida Youth Baseball:** Salida parks and recreation is hosting registration for saliva youth baseball and that is currently available on the city website.
- **Summer Positions:** We need umpires, score keepers, and other season recreation staff for the summer.
- **Salida Softball:** Registration closes for all softball leagues (men's softball, girls softball, women's softball and coed softball) on May 16th.
- **Underwater Easter Egg Hunt:** 4/14 at the hot springs aquatic center.



- **Touch-a-Truck/Clean-up Green-up:** The event will be held May 21 at Vandaveer ranch. The Reach helicopter is expected to be there and over 200 participants are expected,
- **Ski Bus:** The ski bus ended for the season on April 8th. 195 people signed up for the bus after it started on December 31. The bus averaged 7.5 riders per trip, which is about 20% of full capacity.
- **Kayak Roll Sessions:** Kayak sessions have been seeing great numbers, averaging 78% of capacity and 15.5 people per night! That is \$186 per roll session.
- **Camp Friday:** Camp Friday ends May 13 and will restart next fall.
- **Rafting and River Safety:** Registration is open for our hit rafting and river safety program this summer. The class is already filling up!
- **Kids Introduction to Kayaking Class:** 32 kids have been through the level 1 kayak class and there is 1 session left in May that is filling up quickly!
- **Dodgeball:** Dodgeball finishes Wednesday April 13. 10 teams participated in the 2022 season!
- **Ski bus:** The Salida ski bus finished on Friday April 8th for the season.
- **FIBArk:** This year, the city will host the FIBArk hill climb of Tenderfoot Mountain on Thursday June 16th at 6pm, the 5k and 10k road races on Saturday June 18th at 8am, and the 10k trail race on Sunday June 19th at 9am. This year, Salida Parks and Recreation will not be hosting the traditional FIBArk mountain bike races.

#### Parks and Facilities

- Staff added to Conex Containers next to our mower shed at Marvin Park due to growing equipment fleet and limited available storage.
- Working with SPOT to complete a path along Poncha Blvd, tentatively scheduled for the week of May 23rd.
- Tilled and leveled mulch in all playgrounds
- Working with Guidestone and Recreation Dept to set up and manage our community garden registration.
- Staff has installed additional garden beds at Sonia's Community Garden along with adding additional mulch to the site and the Crestone Mesa Community Garden.
- Staff is looking to start turning on irrigation to parks on the 15th weather permitting.
- Job offers have been made to two returning seasonal parks staff.
- One proposal came back for the Skate Park Landscaping RFP, staff is evaluating options.
- Staff spent a day troubleshooting the tennis/pickleball court lights and made some progress on replacing non functioning lights.
- Coordination efforts have made progress increasing the level of custodial service at the Toubert Building.
- Staff helped repair the backflow preventer for the boiler at the Steam Plant.
- Service provider Tolin Mechanical now does quarterly service to the Steam Plant HVAC.



- Staff is working with the Chamber of Commerce on the potential of upgrading to a digital marquee sign.
- Finishing work is being completed on Mountain Heritage Park on Spiral Drive.
- Event planning and coordination efforts are being made across the department for the upcoming season.
- Put down new epoxy coating on Centennial Park Restrooms.

General

# **Public Works Department Report**

## **April 2022**

### **Planning/Engineering/Construction**

- Planning and Construction
  - Streets
    - 2021 Year-end report preparation
    - 2022 Street Reconstruction: Sewer work complete & 12<sup>th</sup> Street underway
    - 2022 Concrete Maintenance: Est start in June
    - 2022 Asphalt Maintenance Project: Est start in May
    - Oak St / Safe Routes to School: Design underway
  - Utilities
    - 2022 Sewer Reconstruction: Est start in May
    - Pasquale WTP Project: Re-bid late April, staff working on DOLA and other potential funding sources to support SRF financing.
    - Harrington ditch piping: Survey and due diligence underway
    - Poncha Trunk line: Survey and due diligence underway
- Other CIP Items:
  - Caboose materials procurement for restoration is underway

### **Operations**

- Streets
  - Thermo pavement markings at various places around town
  - Assisting with concrete and restoration at Centennial Park
  - Pot hole cold patching
  - Equipment maintenance
  - Assist with new electronic speed sign installations
- Utilities
  - Field Utilities
    - Initiate sewer line cleaning and inspection for east 1/3 of collection system
    - Smart meter upgrades (dealing with some supply chain issues)
    - Inspection and new development assistance
  - Water Treatment
    - Engineering modifications to Pasquale WTP plans
    - Routine improvements
    - Telemetry/radio upgrades in process
  - Wastewater Treatment
    - Irrigation system repairs and spring start up
    - Additional testing for compliance and plant operational trending