



## **JULY 2021 STAFF REPORTS**

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### **Police Department –**

- We had 870 Calls for service in June. That was a 49% increase over 2020. This was the most calls we have ever had in a single month.
  - We hired Abby Groover as a Community Service Officer. She will replace Sean Sullivan who is headed to the Police Academy in August. Abby did our high school program several years ago and is finishing up her Criminal Justice degree. Once she is old enough and ready, we plan on sending her to the Police Academy.
  - We are working with Sol Vista and leading the Law Enforcement effort to try to get a dedicated Chaffee County Crisis Counselor. This person would be utilized in the entire County for “Crisis Response.” Sol Vista is looking into grant funding and things look promising. We will keep everyone posted as things develop.
  - We had officers administer Narcan on two separate incidents involving overdoses. Both Narcan deployments were successful in getting the person breathing again. Once the person regained consciousness, Chaffee County EMS arrived on scene and took over patient care.
  - We are starting “Coffee with a Cop” back up on July 26th. We will have cops at Brown Dog from 7:30 AM – 9:00 AM to chat with anyone in the community who wants to discuss things.
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### **Finance Department –**

- The “budget review team” consisting of the Treasurer, City Administrator, Finance Director and Assistant Finance Director have been working with department heads to analyze and evaluate the 2022 budget requests. The Finance Committee will be briefed during their July meeting and a recommended budget will be taken to council in August.
- Staff has worked to bring all departmental mission statements and goals into a consistent format showing the tie to City Council goals along with performance measurers. The final document should support the

2022 budget request bringing much clarity to the numbers and should help us evaluate how well we've done achieving the goals set out to help with decision making in future year budgets.

- The City will soon issue an RFP for Municipal Advisory services as a result of Ehlers, Inc. closing their Colorado offices. Ehlers is still able to assist us in their other offices throughout the country but it is felt that a comparison of services should be sought.
  - The daily work in the office continues to keep staff busy (bill paying, payroll processing, billing, reporting, reconciling, payment processing, vital records, analysis, etc.).
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### **Community Development –**

- Building permits seem to be picking back up again after an average start to the summer- probably fueled by dropping lumber prices. As of July 13, we've seen 131 total building permits, inc. a total of 117 residential units. At the same time last year, we had reviewed 88 permits with 33 total residential units. In 2019, we had reviewed 103 permits with 37 total residential units.
  - Lots of focus on various short-term and longer-term fixes to the housing emergency--program development, code changes, fee structure revisions, etc.
  - Meetings with local business owners to better understand the labor issues they are experiencing related to the housing emergency.
  - Starting to put together an RFP for a consultant to assist with Vandaveer Master Planning. Goal of sending that out within the month.
  - Several conversations (and a couple of applications) regarding new annexations all around the outskirts of the City.
  - Completing SIAs and DIAs for several recently approved projects.
  - Numerous discussions/pre-application conferences regarding numerous forthcoming Planned Developments, Subdivisions, and more.
  - New Planning Tech, Franco Palumbo, starts on Wed, July 21st.
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### **Recreation Department –**

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

- See Attached.
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### **Arts & Culture –**

- The exhibit from a collection artists previously shown at the now shuttered cultureclash exhibited a show in the Paquette Gallery and online at Paquette Gallery Arts. It was highlighted by an in-person Artist Reception. Total attendance for the 6/5 event was (90) people. SteamPlant received \$1,300.00 in commissions from sales from the exhibit.
  - Monthly in-person attendance for the exhibition for the month was (33) visitors.
  - Conducted first-ever outdoor movie screening in Marvin Park, which was free to the community, and attended by (91) people.
  - Conducted a Pre-Proposal Meeting with the Public Art Commission Zoom to respond to questions from interested applicants on the RFP on Design Services for "old" Skate Park location.
  - Held first in-person, live music event with touring musician Patrice Pike to a limited audience of (80) attendees.
  - TOTAL GUESTS Attending (42) Events/Meetings for June = 1,184
  - Number of free events/no admission = 11
  - Number of attendees at free events = 329
  - Number of events paying rental fees = 14
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### **Fire Department –**

- Staff took advantage of the week long training in Buena Vista hosted by Colorado Division of Fire Prevention and Control. Staff received hands on training on the driving and pump simulator, live fire evolutions and classroom sessions. This was a great local opportunity and no cost to the department.
- FibArk and Independence Day went off with no issues.
- Staff provided stand by coverage for the air show at Harriet Alexander Field.
- We have a South Ark Type III Tender and a Type VI brush engine deployed to California to assist with the

wildfires out there. Members of the wildland team and two career staff are manning the trucks.

- Annual hose testing is nearing completion.
  - Call volume has leveled out and is on par with last year at this time.
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## **Clerk's Office –**

### Courtside:

- Preparing background checks, PD reports, citations etc for court
- Mailed court letters to all those with No Proof of Insurance and No Registration charges on July docket and working to do the same for August docket.
- Set up Judge's case files.
- Processing citations paid in full, and sending to the DMV.
- Preparing the August docket.
- Continue to train Sara to prepare AM and PM court packets, and electronic parking tickets
- Sending texts to defendants with court updates and reminder payment deadlines, which has been very effective

### Clerk-side:

- Preparing Municipal Election paperwork packet.
- Working with the Chaffee County Clerk and Recorder for the November 2 Coordinated Election
- Scheduling a Candidate 101 course for late July
- Sara and I have started the Colorado Municipal Clerk's Association 2021 Academy for Clerk and Deputy Clerk certification
- We will both be taking Elections 101 and 102 in late July when it's held
- Processing arborist licenses as they come in.
- Processed 190 short term rental renewals and 7 new licenses that were on the wait list.
- Processed tobacco license renewals that expired on July 1. Working with the state on a tobacco dual licensing program

- Continue training Sara to use Municode software to create agendas/packets and have them publish to the website.
- Will train Sara to use Municode to create minutes
- Working with a liquor establishment for an ownership change.
- Special Events meetings with department heads and special event promoters for review and follow-up comment to prepare for 2022 events.

## **7/20/21 City Council Parks and Recreation Department Report**

### **General**

- Lots of Project management
  - Many staff changes from seasonal help to offering full time positions
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### **Aquatics**

- Losing 2 staff members. Planning for the future with full time staff needs and meeting current needs.
  - Free day: July 18 - 65 participants are signed up 7/14/21
  - Working on getting the access management up and running in amilia so guests can just swipe in.
  - Working with Amilia to make the system more user friendly
  - Session 3 swimming lessons started on Monday. Every session has been booked solid.
  - Parent/tot lessons will be held July 24, 27 and 31st at 10am
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### **Facilities**

- Staff is working with Tolin Mechanical to inventory and schedule HVAC maintenance to City managed facilities.
  - Switching phone service providers for the aquatic center. The new service provider will need to place new cable underground before the facility is fully functional with the new provider.
  - Getting the effluent flow meter on cellular service for data downloads, more frequent checks, and the ability to have better remote technical support.
  - Installed window in the lifeguard room to reduce humidity in the west wing of the aquatic center
  - Working with contractors to provide ballpark numbers budget on proposed capital projects
  - CDPHE received the renewal application for the discharge permit and has provided official notice of eligibility for administrative extension
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### **Parks, Trails and Open Space**

- Sonia's Garden - Utilities are being run and garden beds are built and being installed.
  - The new skate park is still tentatively looking at an end of July infrastructure completion.
  - We saw the completion of the Rise-N-Shine trail to the Arkansas Hills Trail System.
  - Worked with Brady's Nursery on the planting of 20 trees into the parks system.
  - Setup a demo cloud based irrigation controller at Riverside Park with Rainbird.
  - Helped facilitate a successful FibArk, Artwalk and 4th of July Celebration.
  - Worked with Guidestone to roll out our coordinated Community Garden management.
  - Partnered with Public Works to put out and award a tree services contract to Terra Firma.
  - Lost two seasonal employees and have hired three additional seasonal staff.
  - Continued to work on garden beds and turf maintenance throughout the parks system.
  - Repaired trail along shoreline between Marvin Park and Sands Lake.
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### **Recreation**

- National Parks and Recreation Month-this just came to our attention. We will do a P&R staff appreciation lunch on 7/29 at Centennial. We will promote some ideas to celebrate what's left of P&R month via social media the next 2 Friday's. Will plan events and programs on a larger scale next year.
  - Banana Bike Mtn Bike Race 9/18.
  - Kickball will be starting in August
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## Public Works Department Report July 2021

### Planning/Engineering/Construction

- Planning
  - Streets
    - 2022 Budget Preparation
    - CO 291 Grant Status Pending
    - EV Car charging stations complete at Alpine and Riverside Parks
    - Review street lighting master plan – postpone to fall/after budgeting
  - Utilities
    - 2022 Budget Preparation
    - CRPWA/SRF loan finalized
    - AWIA Risk and Resiliency Assessment completed for water facilities
- Capital Projects
  - US-50 Phase IV Streetscape/CDOT ADA
    - 291 ADA Ramp Work underway
    - CDOT / City started curb, gutter sidewalk from G St. to Spur Trail
  - 2021 Street Reconstruction
    - E Crestone – complete
    - Poncha Blvd – asphalt paving complete, striping to remain
    - B St. and I St. – Prep for concrete
  - Storm Water Improvements by F St./Riverside Park – Restart Oct 2021
  - Bio-solids concrete slab expansion at WWTP 95% - asphalt patch remains.
  - Bar Screen Replacement Project – Equipment procurement underway
  - 2021 Sewer Reconstruction Project – punchlist items remain



*Figure 1 - 1st and G St. Improvements*





*Figure 2 – Poncha Blvd and 3<sup>rd</sup> St. Improvements*



*Figure 3 – B Street Reconstruction*

## **Operations**

### ➤ Streets

- Installation of car charging stations. Concrete and site work in-house
- Worked with other City staff to adjust F St. closure from 2<sup>nd</sup> to 3<sup>rd</sup>
- Tree program work
- Street sign replacements
- Pothole and asphalt maintenance

### ➤ Utilities

- Field Utilities
  - Continue with CCTV inspection of city sewer mains. Starting 2021 project work area (1/3 of service area)
  - Ongoing inspections for development related work (Confluent Park and other smaller projects/permits)
  - Smart meter upgrades
    - Note: project on hold due to product availability.
  - Sanitary Survey for Water Distribution (CDPHE every 2 years)
    - Results of inspection ultimately require City to increase enforcement of cross-connection program.
- Water Treatment
  - Disruption in operation and additional staff maintenance to bring WTP online after Poncha Pass debris flow.
  - No major disruption with treatment associated with 2021 runoff.
  - Routine sampling.
  - SCADA updates
  - Sanitary Survey for WTP (CDPHE every 2 years)
    - No violations
- Wastewater Treatment
  - Metals testing. WET testing passed.
  - Completed eight tree plantings.
  - Pump repairs and other routine maintenance.