



STAFF REPORTS

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

Administration and Human Resources

- Completed Leadership Core Competencies training with Employers Council for all supervisors and others in leadership positions.
- Published F Street Plaza Survey. Results are due on November 27th. This item will be brought to the Council for discussion and direction in December.
- Engaged with Interstate Parking to begin establishing a downtown parking plan. This item will be brought to the Council for discussion and direction in December.
- Open enrollment was a success. All employees returned their paperwork!
- A personal “thank you” to the Council Members who will no longer be joining us on Monday and Tuesday evening. Your leadership and guidance have been greatly appreciated.
- A special “Welcome” to the newly elected officials. Please know that my door is always open if there is ever anything you need. I look forward to working with each of you.

Arts and Culture

- The exhibit that debuted in the Paquette Gallery featured the works of local artist Patricia Aguilar. The artist was recognized at the reception held during the monthly Creative Mixer, which was attended by (40) people and featured local musician/artist Stephen Smalzel.
- 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 performance highlight of the month was six (6) performances of The Little Mermaid by Sventastik Productions, which included both youth and adult casts primarily from local community. The six performances were attended by (1,050) people.
- The SteamPlant and Scout Hut played host venues to many municipal, county, educational and non-profit groups, including Johnston/Van Arsdale/Martin Law Firm, Chaffee County Public Health, City of Salida, Boys & Girls Club, Monarch Mountain, Recycle Colorado, KHEN and Colorado Mountain College. All total the LISTED events/meetings were attended throughout the month by (513).
- TOTAL GUESTS Attending (43) Events/Meetings for October = 2,537
 - Number of free arts and culture events/no admission = 9
 - Number of attendees at free events = 243
 - Number of events paying rental fees = 25
 - Number of entities using the facilities = 31

City Clerk

- The November Court has 48 cases.
- Implemented Court Notify- a texting service through our Court Software.
- Implemented Tyler Content Manager so the Court can become a paper-light Court.
- Presented the Court Annual Review with the Salida Municipal Court Judge.
- Records Training set for staff in January 2024.
- Have processed 91 CORA requests in 2023, still trending upward from previous years.
- Successful 2023 Election, Clerk attended many election processing sessions.
- Working on a new Liquor License for Elevation Beer Company.



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- Taco El Rey received their Liquor License transfer.
- Attended the Employee’s Council training on Leadership.

Community Development

- Building Permits: As of November 15th, we've seen 223 total building permits YTD, inc. 145 new residential units. At the same time last year, we had reviewed 164 total permits, inc. 111 new residential units. In 2021, we had reviewed 240 total permits, inc. 168 new residential units. We are expecting even more building permits in the last month or two 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: The Modification to the existing Vandaveer Ranch Overall Development Plan to implement the preferred master plan alternative for the South Ark Neighborhood is being considered by City Council at the 11/21 hearing, following Planning Commission's recommended approval with some minor amendments. Meanwhile, conversations continue with potential civic and educational partners, especially as we gear up to pursue funding for installing future infrastructure on the site (depending upon approvals) through a variety of grants that are or will be available through the state very soon, including the Strong Communities grant, which we should know if we will be invited to apply for in the next couple of weeks (up to \$4 million grant possible).
- 1st and D Apartments Project: City staff and Artspace have been working with architects and engineers from Cushing Terrell on conceptual design frameworks since CT was brought on board in September. Two open houses were held on October 24th at the Scout Hut and then an online survey matching what was presented at the open houses was circulated until Nov. 12. Approximately 150 responses were received and will be combined with the feedback received in person. We are currently on schedule to have final designs by Spring 2024, with potential construction beginning towards the end of 2024/beginning of 2025, with the help of affordable housing funds, grants, and potentially other loans.
- 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 is expected to be made public for review and feedback in the next couple of months prior to a consolidated draft code being created.
- CHFA Landbanking Grant: Staff submitted an application for a Proposition 123 Landbanking grant that would be used to help purchase vacant property on the east side that is anticipated be used for both a senior living apartment complex and a public park. The remainder of the purchase price could be covered by utilizing affordable housing funds, which may be eligible for reimbursement. It is anticipated that the residential project would be a low-income housing tax credit (LIHTC) project for seniors with up to approximately 40 units. The need for such housing is immense and could perhaps serve our local population within just a couple of years. The City of Salida has advanced to the final round of this competitive process and awards are anticipated to be announced in January, if not sooner.
- Local Capacity Planning Grant: Staff is also pursuing a grant that could help offset some costs to beef up the department's numbers and to help specifically with meeting the requirements of Proposition 123 commitments and the deluge of applications, permits, and inquiries that we now deal with on a daily basis. This position could



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also help with the numerous housing-related projects that the City is now engaged in (see above). An LOI for this grant application is due in early December with full applications due in January and awards anticipated in February or March.

Finance

- The Certificates of Participation competitive sale will take place on Monday, November 20 and results will be available in time to discuss at the finance committee meeting on the 21st. In addition to working with Bond Counsel on developing an official statement used for marketing the certificates necessary for financing the fire station, we were rated by S&P. The City received a rating of AA- which is very good!
- The 2024 budget document will be prepared to the same high standard as in years past. The document will be completed in January.
- Kristen Hussey has taken the lead on learning best practices around cyber security and is in the process of developing a policy that will ensure the city's protection against breach is maximized.
- The Finance Office extends a sincere thank you to outgoing Treasurer Merrell Bergin for his hard work overseeing the City financial processes. A big welcome is offered to incoming Treasurer Ben Gilling. We are looking forward to making your service to the City as rewarding as possible!

Fire

- We are currently at 933 incidents for the year. We are up 75 calls from last year through the end of October.
- Sent two staff members to Colorado State EMS conference (EMSAC) to train on a variety of EMS topics.
- Groundbreaking on the new fire station occurred on November 3. The sitework has begun and progress is exciting.
- Had multiple significant motor vehicle accidents that we responded to in October.
- South Arkansas Fire has sent a Type VI Engine to Missouri on a severity assignment. It was redirected to a fire in Alabama.

Park and Recreation

- Aquatics
 - Adjusted holiday hours
 - Closed Thanksgiving Day
 - 11/24, 8am-4pm
 - 11/25, 10:30am-6pm
 - Please be aware of capacity constraints during the busy holiday weekend. There may be times a waitlist is in place when the Aquatic Center is at maximum capacity. We only have 2 guards on during these times (short-staffed).
 - Fee schedule
 - Exploring increase for private rentals
 - Keep up with gradual increase for membership and pass prices as proposed for the 2022 general increase. - (30% for daily admissions and 10% for passes and memberships in 2022)
 - Private hot baths now open-let's put some marketing efforts here
 - SHSAC KPI's
 - YTD through end of October



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- Daily Admissions +10%
- Access scans +38%
- Membership/Access Pass sales +23%
- Recreation
 - Outreach needed to awarded scholarship recipients. \$7141 that has been allocated but not redeemed.
 - New Resource Guide coming in December
 - New annual Parks & Recreation 1-page annual calendar
 - So far 2023 we've had 1,344 volunteer hours
 - Provided training for 83 coaches
 - KPI's
 - YTD through end of October
 - Recreation Program Revenues +36%
- Facilities
 - Toubert Carpet Replacement
 - Shed removal to MUF
 - Sump Pump and check valve replacement in influent vault
 - FIBArk remodel – Flooring- Roofing
 - Warm pool chlorinator pump replacement
 - Investigating incorrect readings on water testing (total DPD being exposed in the pumproom too long)
 - Getting new temporary locations for water testing
 - Replacing drivers on a few of the overhead lights. Received the improper drives and the lights have not performed. Just received another set of drivers from a different supplier. Hopefully these will get the lights on full time.
 - Fixing the heater in the pumproom
 - Finishing demo in the old women's sink area
 - Starting to patch in the old women's sink area
 - Built shelf for natatorium speaker
 - Power is run for new lock system on doors
 - CAT5 cable ran for communications for new door lock system
 - Getting new cleaning contractor squared away
- Parks
 - Snow removal prep
 - Scout Hut subfloor work
 - Sand digger installation
 - Pickett's memorial bench installation
 - New Hire Orientation for Will Morris/Ryan Matthews

Police

- We are currently short one position and have two out due to injury. One had surgery for his on duty broken leg and will be out until late spring. The other officer had a work-related surgery for a broken collarbone. He will be out for a few months. Luckily, our two that went to the police academy last winter are off training and are doing



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well on their own. We will be posting our opening in the coming days and have been spreading the word to other agencies in hopes of finding a POST certified candidate.

- We had 740 calls for service in October. This tied February as the lowest number of calls for service for any month for the year. However, several of the calls resulted in some lengthy investigations. One particular case ended with an arrest report totaling over 25 pages of single-spaced typing. We also had several other incidents that resulted in time-consuming investigations.
- We have been working with the school district to improve some of the safety procedures involving the panic buttons and connectivity with the communication center. We were finally able to get the communications center to agree to a new system that should allow for faster response times.

Public Works

- Planning/Engineering/Construction
 - Planning and Construction
 - General
 - Finalize budget items
 - Streets
 - Oak Street Reconstruction and US-50 SRTS (now anticipated to be 2024)
 - Final plan preparation underway
 - Met with FD and adjacent properties to finalize driveways
 - Poncha Blvd
 - Completed paving to Holman Avenue
 - Final clean-up underway. Work at Holman intersection to resume in 2024
 - Utilities
 - Pasquale WTP Project
 - The generator is the only item yet to be completed.
 - Poncha Trunk line: Design complete
 - Other CIP Items:
 - Caboose restoration in progress
 - Recently met with contractor for project inspection and clarifications
 - Undercarriage complete, siding and roof underway, interior remains
 - Multi-use office space addition underway
- Operations
 - Streets
 - Sign improvements
 - Projects at Multi-Use Facility
 - Storm line cleaning with jet truck
 - Utilities
 - Field Utilities
 - Smart meter upgrades
 - Assist with storm line jetting



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- 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
 - SCADA communications upgrades underway
 - Exterior maintenance projects at multiple locations in progress
- Wastewater Treatment
 - Routine items



Figure 1 - Paving Phase 2 from Grant Ave. to Holman Ave.



Figure 2 - Caboose Restoration in Silverton