



MEMORANDUM

Date: November 20, 2012 – 8:30 work session
To: Mayor Stephens and City Council
From: Dara MacDonald
RE: General items

We have a number of items for discussion during the work session. In light of the lengthy list, I am providing this memo highlighting items I will be bringing to Council's attention on Tuesday morning.

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| I. Review agenda for 6:00 pm regular meeting | VII. DOLA best and brightest |
| II. Leasing 123 E. 3 rd Street | VIII. Q3 financials |
| III. Building department IGA | IX. Fire authority working group |
| IV. Bleacher replacement | X. Community survey |
| V. Facilities manager position | XI. Amendment 64 update |
| VI. Downtown streetlight removal/replacement | XII. Upcoming meetings |

I. Review agenda for 6:00 pm regular meeting

II. Leasing 123 E. 3rd Street

KHEN has requested that the City consider leasing the radio station to vacant building at 123 E. 3rd Street. See the attached letter from Harry Brull for more information.

This property has sat unoccupied since March 2010 when the police department vacated to move to the Touber Building. The City Council at that time determined that the property should not be sold as it could be a future asset due to the proximity to the community center.

III. Building Department IGA

Attached is a draft revised IGA with Chaffee County for building department services. There are several changes proposed from the version approved in 2007.

1. References to specific codes have been removed as the IGA has not historically been updated as codes have changed
2. Removal of the fee penalty for not adopting the same codes as the County
3. The City would not pay for building permits fees in the future
4. Termination period has been reduced to 30 days

IV. Bleacher replacement at Marvin Park

The bleachers at Marvin Park have been determined by CIRSA to be unsafe and they must be removed this year. The 2012 budget includes \$5,000 to retrofit the three bleachers. After further investigation it is unlikely that a satisfactory retrofit can be accomplished for a reasonable budget. The wood of the seats has already been flipped once in the past, construction of backs and rails will be time consuming, and it is unlikely that an engineer will ever be comfortable signing off on the features.

We have solicited estimates from three suppliers of bleachers to replace the three existing structures. The lowest cost is \$30,463.40 including \$3,170 for shipping. The 2012 budget includes \$5,000 for bleacher retrofit and \$10,000 for picnic tables which have not yet been purchased. Staff is looking for direction from the Council on how to proceed with replacing the three bleachers at Marvin Park – whether we should replace one, two or three bleachers in 2012. The existing bleachers will be disassembled and removed.

V. Facilities manager position

Staff is considering the creation of a facilities manager position that would report to the public works director. The position would oversee maintenance of most city buildings, grounds and parks. Historically the City has taken a somewhat haphazard approach to building maintenance with some departments taking charge of their buildings and others just occupying the buildings and not being as concerned with routine maintenance. This, along with budget constraints has resulted in haphazard maintenance and sometime costly repairs. For example, we have historically had fire chiefs, recreation directors and SteamPlant managers overseeing facility improvements. While they have done their best, this may not be their strongest attribute and it takes them away from running their departments. Likewise, it has led to deferred or totally ignored maintenance in the past which costs the city more in the long run.

The City and County have been sharing the cost of one full-time employee to maintain the Touber Building since 2010. The Building Management Committee no longer feels a full-time position is necessary now that the building is up and running, kinks have been worked out and with the installation of an irrigation system scheduled for 2013. The County is beginning to reabsorb Kevin Andreas into their overall building maintenance crew. However, we do feel that some cross-training is necessary for the HVAC, elevator and fire alarm systems at the Touber Building.

In addition, the NRCDC will have a maintenance obligation with the new US Forest Service building opening in April, 2013. We have discussed in the past that the NRCDC would contract with the City to cover these services on behalf of the NRCDC. The annual lease payments by the Forest Service include a budget beginning at \$12,034 per year for the maintenance oversight service and increases annually. This building will become a city asset once the debt has been repaid.

The City's cost for Kevin's position at the Touber Building in 2013 was estimated at \$38,000. With an estimated base pay of \$45,000 and a fully burdened cost of \$65,580, utilizing the money we had been spending for Kevin and adding the funding from the NRCDC, creation of this new position would add \$15k - \$16k to the general fund.

Staff recommends the Council strongly consider creation of this position. Having an individual who was responsible for ongoing maintenance of our facilities, who could coordinate parks staff and prison and jail labor, and who could oversee building construction related projects would be very helpful. We have not brought this to the full Council previously as the County needed time to consider reconfiguring Kevin's position.

VI. Downtown streetlight removal/replacement

Xcel has finally submitted their cost estimates for removal and replacement of the 8 'unsafe' cobra streetlights in downtown. Removal is estimated at \$19,798 and replacement would cost \$52,135.

VII. DOLA best and brightest program

The Colorado Department of Local Affairs is once again sponsoring the Best & Brightest program partnering graduate students with rural or small government jurisdictions. Salida has been asked if we would like to participate in the program. The cost to the City is \$17,500 per year for two years for a 40 hour per week general resource person who is working towards a master's degree in public administration or political science. The intern would receive an annual salary and benefits package equaling \$35,000 with DOLA sharing the cost with the City. More information about the program is attached.

The intern could be helpful with special projects in the administrative offices such as assisting with elections, establishing the structure for the creative district, evaluating programs such as business licensing, and a variety of other special projects.

VIII. Q3 financials

The third quarter financial summary will be distributed to the Council for discussion during the work session.

IX. Fire authority next steps

In working with DOLA we have identified Riley Frazee with the State Office of Emergency Management as a facilitator for the discussions about forming a joint Fire & EMS authority in Chaffee County. His services are free to our community. Riley was able to meet with myself, Bob Christansen, Jerry L'Estrange, Dan Short, Lisa Ortega and Christy Culp last week. He is planning to spend several days in Chaffee County in early December at which time he will meet with the various departments and elected officials. Once he has his bearings we plan to reestablish the ongoing meetings for the working group to keep the process moving forward.

X. Community survey

The community development department has mailed surveys to all registered voters in Salida. The survey is also available at www.cityofsalida.com, at the library and a variety of coffee shops. Responses will be accepted until mid-January. The questions and format of the survey are substantially similar to the one that was conducted in 2009. We hope to establish a tool for tracking changing opinions, priorities and perceptions over time by conducting this survey every 2-3 years.

XI. Amendment 64 update

Karl will provide the Council with an update about the implications for the city with the passage of Amendment 64 allowing possession of marijuana in amounts less than 1 ounce.

XII. Upcoming meetings

December 12th, 7:00 – 9:00 pm – League of Women Voters home rule candidate and issue forum at the City Council Chambers

December 13th, 4:00 – 6:00 pm – CCEDC annual meeting at Mt Princeton

December 15th SteamPlant – City employee holiday party



Tenderfoot Transmitting
KHENLP 106.9 FM
P O Box 596
Salida, CO 81201
www.khen.org 719-539-1069

To: Salida City Council

Date: November 16, 2012

From: KHEN 106.9 fm

Subject: Rental of old Police Department building at 123 E. 3rd Street

The Board of Directors of KHEN 106.9 fm, Salida's low power Community radio station, is considering moving to a location more visible to the public and with more space than our current facility. Although it would need substantial cleaning and upgrading, we believe the old Police Department building would be a great pairing for both the City and for KHEN.

KHEN has been on the air for almost 10 years. We are a 501(c)(3) organization. We have one part time employee and dozens of dedicated volunteers, some on the air and many behind the scenes. We air 24 hours a day, currently averaging 25 to 30 DJs, 25 to 30 syndicated programs, and the remainder of the hours on computer. Besides rent and utilities, our ongoing expenses include facility upkeep and replacement of various electronic equipment.

Recent KHEN activities:

- Collaboration with the Colorado Symphony, in which KHEN volunteers were instrumental in bringing the Symphony to Salida and then hosting their premier sold out event.
- Hosted Amy Goodman, nationally renowned broadcast journalist, syndicated columnist and author, to speak in Salida three times, 2008, 2011 and last month, bringing visitors to Salida from as far away as the front range.

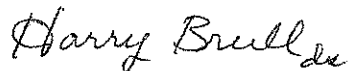
Other ways KHEN's community presence benefits the Salida area:

- Conduct interviews with a wide variety of guests, including representatives from Boys & Girls Club, Chaffee County Mentors, and Alliance Against Domestic Abuse.

- Air many Public Service Announcements every day. These are open to any and all non-commercial entities. Volunteers also create and record a Community Calendar which airs 3 times per week.
- KHEN volunteers spend significant time planning and hosting fundraisers. Although these are fun musical events, the primary purpose is to raise money for day-to-day operations.
- On behalf of KHEN, our volunteers participate in a wide variety of community events, including sponsoring a tree in Holiday Park, parades, ShedFest, and the Farmer's Market.
- Raised approximately \$11,000 plus spent countless volunteer hours to erect the tower on Tenderfoot Mountain 10 years ago that has also served the entire community. (As you are aware, KHEN will soon be losing \$1200 annually from loss of this tower.)

KHEN has become an integral part of the Community. KHEN provides a Community service. KHEN is not for profit; we do not receive advertising money. We survive on an occasional grant, supportive local underwriters, and lots of fundraising by our volunteers. Every dollar we do not have to pay in rent can be used to better serve the community.

Thank you for your consideration.



Harry Brull
KHEN Board Chair

**BUILDING INSPECTION AND APPEALS BOARD
INTERGOVERNMENTAL AGREEMENT**

THIS AGREEMENT, made and entered into this ___ day of _____, 2012 by and between the City of Salida, Colorado, a municipal corporation (the “City”), and the Board of County Commissioners of Chaffee County, Colorado (the “Board”).

WHEREAS, C.R.S. §29-1-203 allows political subdivisions within this State to contract with one another to provide certain functions and services; and

WHEREAS, Article XIV, Section 18(2)(a) and (b) of the Colorado Constitution permits and encourages governments to make the most efficient and effective use of their powers and responsibilities by cooperating and contracting with other governments; and

WHEREAS, the City is in need of a building inspector and is desirous of entering into a contract with the Board whereby the Chaffee County Building Department will serve as the City’s building official; and

WHEREAS, the Board is willing to provide such services, provided the City adopts the same building code as in effect in the County; and

WHEREAS, on _____, 2012, by Resolution No. _____, Series of 2012, the City Council of the City authorized the Mayor and Clerk of the City to execute this Agreement on behalf of the City; and

WHEREAS, on _____, 2012, by Resolution No. _____, Series of 2012, the Board authorized its Chairman and Clerk to execute this Agreement on behalf of Chaffee County.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants contained herein, and intending to be legally bound, the parties agree as follows:

1. The Chaffee County Building Department shall serve as the Building Official for the City and shall perform all duties required of such official, and shall be charged with the responsibility of receiving applications under the City’s Building Code, reviewing construction documents and issuing permits for the erection, and alteration of buildings and structures pursuant to the City’s Building Code and performing related inspections. The Building Official will not perform zoning services and will not serve as zoning officer for the City. Chaffee County shall not be responsible for pursuing violations of the City’s Building Code. Such appeals and requests shall be the City’s responsibility and be considered by the City Board of Appeals or other applicable review board. The Building Official may, at the City’s request, investigate violations of the City’s Building Code and turn over the results of such investigation to the City for follow-up.

2. The existing Codes of the City and County are substantially similar and no changes to the City Codes are required until such time as the City and County adopt new Codes, recognizing that there are some local amendments which each jurisdiction has independently adopted.

3. The County recognizes the importance of the Salida downtown historic district and other historic structures in the City and both parties will adopt building codes that recognize these unique structures and which allow flexibility for their reuse and preservation.

4. The City shall promptly adopt changes to its Building Code to reflect changes to the County Code adopted by the County from time to time. The County shall endeavor to work with the City during the Code adoption process to ensure adopted Codes are acceptable to both entities.

5. Chaffee County shall retain one-hundred percent (100%) of all building permit fees for inspections performed by the Chaffee County Building Department acting as the City's Building Department plus one-hundred percent (100%) of all "plan check fees" and any other fees paid directly to the Building Department (this would cover other miscellaneous fees, for example, food service) as full compensation for the services provided herein. The City acknowledges that there would be no fees for services performed by the Chaffee County Building Department with respect to City projects or City-owned buildings or property.

6. The City shall use application forms and other data gathering instruments and requests as stipulated by the Chaffee County Building Department to facilitate coordination and correlation with other instruments in use in neighboring jurisdictions. The County shall incorporate City zoning review forms into the application forms where applicable. In no way shall the incorporation of such forms imply that the County is assuming responsibility for zoning review.

7. Applications requiring zoning, development, subdivision or other non-Building-Code related approvals will first be submitted to the City. After review, the City shall forward applications to the Chaffee County Building Department.

8. The County shall supply monthly building permit status reports to the City as well as two department updates to the City Council each year, when requested.

9. This Agreement shall be effective upon execution by all the parties and shall continue until December 31, 2013, unless sooner terminated by either party, with or without cause, upon thirty (30) days prior written notice to the non-terminating party. The term may be extended only upon the express written consent by both parties.

10. Active permits commenced while this Agreement is in effect shall continue until completion under the review of the Chaffee County Building Department;

expired permits shall be issued under the terms of the City Building Codes or under a new agreement, as appropriate.

11. The City shall provide, at its expense, adequate liability insurance naming the Chaffee County Building Department as an insured person while such building inspector is performing services for the City and the City will otherwise indemnify and hold the County harmless from any claims by third parties resulting from services performed by the Chaffee County Building Department in the performance of such duties for the City.

12. This Agreement represents the entire understanding between the parties with respect to its subject matter. This Agreement supersedes any prior agreements, oral or written, with respect to its subject matter.

13. The parties agree to comply with the requirements of C.R.S. §29-1-205.

IN WITNESS WHEREOF the parties have executed this Agreement the day and year first above written.

CITY OF SALIDA

**CHAFFEE COUNTY
COMMISSIONERS**

By: _____
Mayor

By: _____
Chairman

ATTEST:

ATTEST:

Clerk/Deputy Clerk

**The Cathy Shipley
“BEST and the BRIGHTEST” INTERNSHIP
PROGRAM**

*A Two-year Administrative Internship Program Placing Master’s Degree Students in
Small and/or Rural Governmental Jurisdictions in Colorado*

A Partnership among

**The University of Colorado at Denver’s
Center for NEW DIRECTIONS in Politics and
Public Policy and
School of Public Affairs**

and the

The Colorado Department of Local Affairs

Program Overview

The Best and the Brightest Internship Program facilitates placement of selected students in small and/or rural governmental jurisdictions with the following objectives:

- To provide a cost effective way to help support the increasing administrative needs of small and/or rural jurisdictions in Colorado
- To provide a unique opportunity for students to complete their graduate degree while, at the same time, gaining invaluable learning experiences
- To develop potential local government managers
- To provide a way for the Colorado Department of Local Affairs to help meet the administrative support needs of small and/or rural jurisdictions in the most cost effective way possible

Participating towns and counties will be provided with a full time (40 hours per week) general resource person for two years at a relatively inexpensive cost to the jurisdiction – each jurisdiction will match DOLA’s award with \$17,500 toward each student’s annual salary and benefit package. Students who are accepted into the program will complete a master’s degree in Public Administration or Political Science with emphasis in politics and public policy. Students will receive an annual salary and benefits package totaling \$35,000.

Benefits to Participating Jurisdictions

Each jurisdiction will determine its own job requirements for its respective intern. Local government managers considered for the program must develop a work plan/job description for the proposed intern as well as a plan for mentoring the intern throughout their time in the local government. It is understood the student accepting a position may have work responsibilities that could literally range from public works to helping prepare the annual budget, but that interns will also be given duties and projects that will help them with their professional development. Generally, during the final 6 months of the internship, students will complete their master’s project, tailoring it to a specific problem, issue or need identified with help of the jurisdiction.

Regardless of the students’ respective backgrounds, they will be among the “best and the brightest” of graduate school applicants. From past experience, we know the interns will quickly adapt to their varied work requirements and, in a very short time, will become a decided asset to the respective jurisdiction.

Benefits to Students

Students selected as interns will have unique learning opportunities as they are exposed to the myriad public administrative requirements typical of nearly all small and/or rural jurisdictions. As a result of this real working environment, their graduate academic program will no longer be solely a theoretical learning experience. Upon completion of the two-year program, a student will have completed all of the requirements for the master’s degree in Public Administration or Political Science with emphasis in politics and public policy while, at the same time, having gained two years of invaluable applied experiences.

Selection Process and Program Implementation

Requirements of Participating Jurisdictions

Applicant jurisdictions must submit a general description of the jurisdiction, as well as tentative two-year work and mentoring plans for the intern. The two-year work plan should describe potential special projects to be assigned to the intern as well as daily duties. The mentoring plan should also identify what staff person will have primary responsibility for supervising and mentoring the intern throughout the program as well as type and schedule of how the intern will be mentored. It is anticipated that the manager/administrator will be the mentor. It is expected that the interns will attend commission or council meetings as well as other designated meetings as part of their regular job description, and be encouraged to attend workshops and conferences that will enhance their ability to better serve the jurisdiction.

The designated field representatives from the Department of Local Affairs will be responsible for the final selection of participating jurisdictions and will also serve in a liaison and supportive role with the selected jurisdictions and interns. Each jurisdiction will be required to sign a contract with DOLA formalizing its commitment to the internship program. The local government share of the total annual cost is \$17,500.

Requirements of Intern Candidates

No government experience or specific undergraduate major is required. Criteria for acceptance into the initial pool of candidates will primarily be based on a student's demonstrated capacity to do well in the program. Students must submit a resume, official copies of undergraduate transcripts, 3 letters of recommendation, and a writing sample to the Center for NEW DIRECTIONS or School of Public Affairs for consideration.

Individuals accepted for a placement in the internship program will be expected to take a minimum of five courses each year through the Center for NEW DIRECTIONS Master's or School of Public Affairs' Programs. The final two semesters of the internship will be primarily devoted to completing the 3-6 credit hours of the master's project, which will address a specific issue, problem or need in the jurisdiction. Students are eligible for federal financial aid through the University once they are formally admitted into the program.

Each intern's academic program will be coordinated and monitored through the Center for NEW DIRECTIONS and School of Public Affairs. Each intern will be required to sign a Memorandum of Understanding with the university, formalizing his/her commitment to the internship and the master's degree program.

Matching Students with Jurisdictions

The final selection of an intern will be determined solely by each jurisdiction. All intern candidates from the initial pool of applicants will be given the general information and tentative work plan provided by each participating town or county. Candidates will be encouraged to apply to more than one jurisdiction where they would like to be considered for selection. It is expected that the participating jurisdictions will be scattered throughout the state. Interviews will be held at designated locations.

Time line

September 21, '12	Start information dissemination to prospective students
NOW thru Nov 30	DOLA Field Staff recruits local governments for program
December 1-30	Local Governments submit Monitoring and Work plans
January 1-15	Interns submit resumes to Local Governments
February 3 or 4	Prospective Interns interview with jurisdictions
February 4	Jurisdictions make offer to interns
February 7	Award letters go out & start contracting process
April 1 thru June 1	Interns start work

*For more information about participating as a host town or county, contact your Department of Local Affairs
Field Representative*