



## MEMORANDUM

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Date: September 2, 2014 at 6:00 p.m.  
To: Mayor Dickson and City Council  
From: Jan Schmidt  
Re: Work Session Items

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- I. Budget Workshop – General Fund Budget



To: Mayor Dickson and Elected Officials  
From: Jan Schmidt  
Date: August 28, 2014  
Subject: Materials and Agenda for Work Session Scheduled for September 2nd

1. Affirm new city-wide goal requested by council during the last work session
  - i. Maintain and improve Salida's existing assets
  - ii. Do it right and make it last
  - iii. Increase pride in the community and confidence in local government
  - iv. Invest in employees
  - v. Practice fiscal responsibility and manage debt responsibly while performing city services effectively and efficiently**
2. Discuss proposed fee changes
  - o Parking fines
  - o Fire inspection fees for businesses
  - o Water & sewer service
  - o Sewer plant services
3. Communicate and gather input for proposed personnel changes included in the first draft
  - o Civil Engineer / Project Manager position
  - o Part-time to full-time positions
  - o Pay increases – COLA, merit, market raise pools (no lump sum merit)
  - o Other requests
  - o Salary survey in progress
4. Review key budget requirements and assumptions in first draft
  - o Inflation - Prices increased 2.9% overall (3.9% for energy) from the first half of 2013 to the first half of 2014 (CPI for Denver-Boulder-Greeley released August 19)
  - o Development-related activity to continue at same pace as 2014
  - o Sales tax projected at 5% growth in 2014 and additional 2% growth in 2015
  - o 44% of first 2% of sales tax for capital
  - o 40/60 split of 2A funds for capital / operating expenditures
  - o 75/25 split of 2B funds for capital / operating expenditures
  - o Initiative
5. Review capital list
  - o Grant secured for River Trail
  - o Grant applications pending for Scout Hut, outdoor soaking pools, Kissell restoration
  - o Donations for Kissell restoration, tennis courts, dog park timed locks and sound barrier
  - o Restricted funds – in addition to “normal” use of restricted sales tax revenue, capital budget includes the use of some PEG fees and fees in lieu of open space
  - o Use of reserves

6. Review Updated Timeline

<u>What</u>	<u>When</u>
✓ Department Heads submit preliminary budget narratives .....	Friday, July 25
✓ Individual Department Review Meetings .....	Week of July 28
✓ Dept heads submit worksheets & final narratives .....	Monday, Aug 18
✓ Vision, Goals & Priorities meeting with Council .....	Monday, August 18
✓ Staff Work Session .....	Wednesday, Aug 27
✓ Community Funding Requests Due .....	Sunday, August 31
✓ Council Work Session #1 .....	Tuesday, Sept 2
□ Individual Department Follow Up Meetings (as needed) .....	Ongoing
□ Council Work Session #2 .....	Monday, Sept 15
□ Council Work Session #3 .....	Tuesday, Sept 30
□ Submit proposed budget to council .....	Tuesday, Oct 7
□ Council Work Session #4 .....	Monday, Oct 20
□ Adopt Fee Schedules .....	Tuesday, October 21
□ Council Work Session #5 .....	Tuesday, Nov 4
□ Present Revised Budget & hold Public Hearing.....	Tuesday, Nov 4
□ Additional Council Work Session (if needed).....	Monday, Nov 17
□ Budget Approval .....	TBD - Tuesday, Nov 4, 18 or Dec 2

**FINANCING OBLIGATIONS ROLLFORWARD**

Fund	Year Issued	Description / Purpose	Interest Rate	Payments Due	Original Amount	12/31/13 Balance	2014 Payments			2015 Payments			2016 Payments		
							Principle	Interest	12/31/14 Balance	Principle	Interest	12/31/15 Balance	Principle	Interest	12/31/16 Balance
<b>General Fund:</b>															
	2008	Acquisition of Touber Building	3.4%	Monthly	\$ 875,000	\$ 713,677	\$ 49,205	\$ 23,503	\$ 664,472	\$ 50,904	\$ 21,804	\$ 613,568	\$ 52,663	\$ 20,046	\$ 560,905
	2008	Renovation of Touber Building	3.4%	Monthly	1,100,000	886,908	59,897	29,227	827,011	61,965	27,159	765,046	64,105	27,159	700,941
		<b>Subtotals by Fund</b>			<b>\$ 1,975,000</b>	<b>\$ 1,600,585</b>	<b>\$ 109,102</b>	<b>\$ 52,730</b>	<b>\$ 1,491,484</b>	<b>\$ 112,870</b>	<b>\$ 48,962</b>	<b>\$ 1,378,614</b>	<b>\$ 116,768</b>	<b>\$ 47,205</b>	<b>\$ 1,261,846</b>
<b>Water Fund:</b>															
	2001	Engineering High Zone 1MG Water Tank	5.0%	Sept	\$ 175,000	\$ 90,760	\$ 9,504	\$ 4,538	\$ 81,255	\$ 9,980	\$ 4,063	\$ 71,275	\$ 10,479	\$ 3,564	\$ 60,796
	2007	High Zone Water Tank, Transmission Lines and Refinancing \$1.48 million 1996 bonds	3.75% - 4.25%	Dec	3,940,000	2,495,000	275,000	101,563	2,220,000	275,000	90,563	1,945,000	300,000	79,562	1,645,000
	2011	New roof and liner for Galleries Water Tank; Replace aging distribution lines; Tenderfoot Water Tank improvements	0.0%	May, Nov	545,000	504,125	27,250	-	476,875	27,250	-	449,625	27,250	-	422,375
		<b>Subtotals by Fund</b>			<b>\$ 4,660,000</b>	<b>\$ 3,089,885</b>	<b>\$ 311,754</b>	<b>\$ 106,100</b>	<b>\$ 2,778,130</b>	<b>\$ 312,230</b>	<b>\$ 94,625</b>	<b>\$ 2,465,900</b>	<b>\$ 337,729</b>	<b>\$ 83,126</b>	<b>\$ 2,128,171</b>
<b>Sewer Fund:</b>															
	2013	Major Upgrade of the Wastewater Treatment Facility *	2.5%	Mar, Sep	\$ 6,000,000	\$ 5,934,423	\$ 121,939	\$ 147,747	\$ 5,812,484	\$ 125,006	\$ 144,679	\$ 5,687,478	\$ 126,665	\$ 139,894	\$ 5,560,812
	2013	Treatment Facility Upgrade - Second USDA Financing Schedule	2.5%	Mar, Sep	6,103,000	6,036,278	124,032	150,283	5,912,246	127,152	147,163	5,785,094	131,836	131,836	5,653,258
		<b>Subtotals by Fund</b>			<b>\$ 12,103,000</b>	<b>\$ 11,970,700</b>	<b>\$ 245,971</b>	<b>\$ 298,029</b>	<b>\$ 11,724,730</b>	<b>\$ 252,158</b>	<b>\$ 291,842</b>	<b>\$ 11,472,571</b>	<b>\$ 258,502</b>	<b>\$ 271,730</b>	<b>\$ 11,214,070</b>
<b>TOTALS</b>					<b>\$ 18,738,000</b>	<b>\$ 16,661,170</b>	<b>\$ 666,827</b>	<b>\$ 456,860</b>	<b>\$ 15,994,343</b>	<b>\$ 677,258</b>	<b>\$ 435,429</b>	<b>\$ 15,317,086</b>	<b>\$ 712,999</b>	<b>\$ 402,061</b>	<b>\$ 14,604,087</b>

\* NOTE: Balances assume an accelerated payment schedule for the USDA loan

City of Salida  
 Capital Budget - General Fund  
 2015 Capital Budget

Category	Dept	Description	Project or Asset Cost	Offsetting Grants, Other	Net Cost for City	Committed	Intended Funding Source(s)	Comments
Expenditure	Admin	Re-upholster pews	4,500			N	CE	
Expenditure	Admin	Implement remote access to server	2,000		2,000	N	CE	Orion will refine this estimate of equipment and labor
Expenditure	Admin	IT upgrades and equipment replacements	2,500		2,500	N	CE	
Expenditure	Admin	Touber Building front sign (split with CC)	1,000	-	1,000	N	CI	7/2 BMC meeting; \$1,500 - \$5,000 per KC (8/5)
Structures	Admin	Touber Building elevator (next to city hall)	127,000			N	CI	Mandate to eliminate single cylinder elevators; \$50k of project
Structures	Admin	Touber Building elevator (by council chambers)	63,500	-	63,500	N	CI	Mandate to eliminate single cylinder elevators; \$50k of project
Structures	Admin	Touber Building roof replacement	13,000	-	13,000	N	CE	Section "C" - see estimate from Aug BMC meeting
Structures	Admin	Renovate City Hall entrance (split with CC)	18,000	-	18,000	N	CI	updated estimate; includes airlock
IT Equipment / SW	Admin	Video streaming for public meetings	6,500		6,500	N	PEG	Hardware, software & Orion labor
IT Equipment / SW	Admin	A/V mixer & character generator & mics	10,000		10,000	N	PEG	For council chambers
IT Equipment / SW	Admin	City-wide wireless expansion	6,500		6,500	N	CE	\$4,700 for hardware & wiring + 18 hours of Orion labor
Expenditure	Comm Devel	Plat file	3,500			N	CE	
Expenditure	Comm Devel	Computer replacement for Director	1,300		1,300	N	CE	Hardware & Orion labor to place PC in service
Expenditure	Police	PC Replacements (2)	2,600		2,600	N	CE	Hardware & Orion labor to place PC in service
Expenditure	Police	Body armor	2,800		2,800	N	CE	5 year replacement schedule
Vehicles	Police	Two vehicles - patrol & code enforcement	69,000	-	69,000	N	CE	7-year replacement
Machinery & Equip	Police	Pac Set Radios (portables)	6,200	-	6,200	N	CE	For the vehicles
IT Equipment / SW	Police	Crime Scene / Traffic Crash equip & software	7,400			N	CE	Can reduce vehicle cost by \$2,300 if this is purchased
Expenditure	Fire	Alley Drainage	1,100		1,100	N	CI	Need bid; public works project?
Expenditure	Fire	Replace suspended ceiling tiles in living quarters	3,000			N	CI	Cosmetic, but CIRSA questions this annually
Expenditure	Fire	Shower Repair	1,200		1,200	N	CI	Need bid
Expenditure	Fire	Furniture for day room	3,000			N	CE	Prefer all or none
Expenditure	Fire	Refrigerators (3) more energy efficient models	1,500		1,500	N	CE	
Expenditure	Fire	Knox Key Secure	500		500	N	CE	
Expenditure	Fire	Intake valves for fire apparatus (2 of 5)	3,000		3,000	N	CE	
Expenditure	Fire	Steam Cleaner	2,500		2,500	N	CE	
Expenditure	Fire	Rescue Randy Manikin for training	1,200			N	CE	
Expenditure	Fire	PC Replacements (2)	2,600		2,600	N	CE	Hardware & Orion labor to place PC in service
Structures	Fire	Install backup power	6,600		6,600	N	CI	South Ark Fire District might be willing to pay half the cost
Structures	Fire	Replace fluorescent lamps and ballasts				N	CI	
Vehicles	Fire	Kissell Restoration	80,000	72,500	7,500	N	CE	75% grant + donations collected for matching funds
Expenditure	Fire	Thermal imaging camera	11,000			N	CE	
Other	Public Works	Truck route signs	4,000		4,000	N	CI	Do we still need to buy these or just install them?
Expenditure	Public Works	PC Replacement	1,300		1,300	N	CE	Hardware & Orion labor to place PC in service
Machinery & Equip	Public Works	Recycling receptacles for city facilities	5,000		5,000	N	CE	Use rebate from Angel of Shavano & UACOG savings
Other	Public Works	Stamped concrete crosswalks	24,000	-	24,000	N	2A	At F & 2nd streets
Other	Public Works	Sidewalks	100,000	-	100,000	N	2A	Requesting \$150k for 3 years to completely address (vs 5 yrs at \$100k)
Streets	Public Works	Streets Paving Project - H Street construction	758,800	-	758,800	N	2A	Need engineers estimate and bid docs for Jan '15
Streets	Public Works	Streets Paving Project - H Street const mgmt	21,200	-	21,200	N	2A	
Streets	Public Works	Streets: Slurry Seal (N, Nicholls, 8th, E Streets)	48,700	-	48,700	N	2A	Deferred from 2014 (no bidders)
Streets	Public Works	Streets: Slurry Seal - Dodge Street	17,000	-	17,000	N	2A	
Streets	Public Works	2016 project engineering	50,000	-	50,000	N	2A	
Streets	Public Works	Streets: Address drainage issues	20,000	-	20,000	N	2A	
Other	Public Works	Pave lot at PW shop and address drainage	100,000			N	CI	Will continue to look at other possible solutions
Streets	Public Works	Streets: Rebuild - Adams Street	132,000			N	2A	
Streets	Public Works	Streets: Rebuild - 14th (J to K)	132,000			N	2A	
Streets	Public Works	Streets: Rebuild Rout (810 ft)	59,100			N	2A	Deferred from 2014
Streets	Public Works	Streets: Rebuild - K Street (2 blocks)	59,000			N	2A	
Structures	Public Works	Building energy efficiency projects - ????				N	2A	Review audit report to identify high priority projects
Machinery & Equip	Public Works	Bobcat - \$590 T4 skid steer loader	17,000			N	CE	Dara's list
Machinery & Equip	Public Works	Grader tires (routine replacement)	10,000		10,000	N	CE	
Machinery & Equip	Public Works	Pressure washer	5,000		5,000	N	CE	replacement of one at end of life
Machinery & Equip	Public Works	School street light	3,000		3,000	N	2A	Dara's list
Other	Public Works	Gateway signs	100,000	-		N	CI	Wayfinding all completed in 2014
Expenditure	Parks&Trails	Picnic tables (12)	12,300		12,300	N	CE	
Expenditure	Parks&Trails	Solar cycle can	4,300			N	CE	"Big Belly Solar" - could reduce some labor but a long pay back period
Other	Parks&Trails	Caboos Restoration				N	CI	Dara's list
Land Improv	Parks&Trails	Trail behind Touber Building to Sand Lake	559,600	489,600	70,000	Y	FIL	Restricted funds to be used as GOCO grant match
Land Improv	Parks&Trails	Trail amenity	25,000	25,000		Y	FIL	Fishing is Fun grant
Structures	Parks&Trails	Scout Hut renovation	400,000	200,000	200,000	N	CI	Applying for DOLA grant
Machinery & Equip	Parks&Trails	Mower - 60" deck	9,000		9,000	N	CE	Bob really wants \$23,000; routine replacement
Machinery & Equip	Parks&Trails	Timers for gates at Dog Park (2 @ \$5k each)	12,000	3,000	9,000	N	2B	Plus materials
Other	Parks&Trails	Alpine Park - diagonal walkway	6,500		6,500	N	CI	Internal project; public meetings to precede final plans
Other	Parks&Trails	Alpine Park - lamp posts	15,000			N	CI	Internal project; public meetings to precede final plans

City of Salida  
 Capital Budget - General Fund  
 2015 Capital Budget

Category	Dept	Description	Project or Asset Cost	Offsetting	Net Cost for City	Committed	Intended Funding Source(s)	Comments
				Grants, Other				
Machinery & Equip	Parks&Trails	Playground upgrades for Marvin Park	50,000	-	50,000	N	CTF	\$50k per park; CIRSA safety issue
Structures	Parks&Trails	Boat ramp restrooms lift station	6,500	-	6,500	N	2B	Railing system should have been installed
Structures	Recreation	Lights in pool area	4,000	-	4,000	N	2B	
Machinery & Equip	Recreation	Sand replacement for both filters	2,700	-	2,700	N	2B	
Expenditure	Recreation	PC Replacement	1,300	-	1,300	N	2B	Hardware & Orion labor to place PC in service
Structures	Recreation	Outdoor pools	288,600	200,000	88,600	N	2B	GOCO Grant
Structures	Recreation	Restrooms on east side for tennis court	25,000	4,000	21,000	N	2B	USTA grant
Structures	Recreation	Exterior painting	15,000	-	15,000	N	2B	
Structures	Recreation	Gate replacement around lap pool & warm pool	6,200	-	6,200	N	2B	Existing gates are breaking down; 50% in 2015 & 2016
Structures	Recreation	Locker rooms	419,600	-	419,600	N	2B	
Structures	Recreation	Pump room ventilation and emergency shut off	-	-	-	N	2B	Per state boiler inspector
Machinery & Equip	Recreation	Indoor slide	8,400	-	8,400	N	2B	TurboTwister by S.R. Smith
Machinery & Equip	Recreation	Replace chlorinators	6,300	-	6,300	N	2B	Use only if one fails
Machinery & Equip	Recreation	Pump replacement	6,000	-	6,000	N	2B	Use only if an existing pump fails
IT Equipment / SW	Recreation	RecTrac admin software / on-line registration	11,000	-	11,000	N	2B	
IT Equipment / SW	Recreation	Upgrade phone system	6,500	-	6,500	N	2B	Replacement parts becoming hard to find
Other	Recreation	Tennis courts	120,000	120,000	-	N	2B	Funded by tennis community
Expenditure	SteamPlant	Commercial washer & dryer (or linen service)	2,000	-	-	N	2B	
Expenditure	SteamPlant	PC Replacements (2)	2,600	-	2,600	N	CE	Hardware & Orion labor to place PC in service
Structures	SteamPlant	Carpet for annex	6,000	-	6,000	N	2B	
Structures	SteamPlant	Carpet for ballroom	6,000	-	6,000	N	2B	
Structures	SteamPlant	Remodel women's restroom in lobby	5,000	-	5,000	N	2B	Was on 2014 budget but funds needed for airlock
Structures	SteamPlant	Electronic Marquee	8,000	-	8,000	N	2B	
Vehicles	SteamPlant	Box truck for storage and moving	30,000	-	-	N	2B	
Structures	SteamPlant	Sunshade for plaza	-	-	-	N	2B	
Machinery & Equip	Other City	Public Art	25,000	-	-	N	CI	Project TBD
Structures	Other City	Golf course club house - replace roof	9,900	-	-	N	CI	Routine replacement but responsibility of golf club per agreement
Debt Service		Touber Building purchase & renovation - principal	112,900	-	112,900	Y	CI	Final payment in February 2016
Debt Service		Touber Building purchase & renovation - interest	49,000	-	49,000	Y	CI	
<b>Totals</b>			<b>4,408,700</b>	<b>1,114,100</b>	<b>2,437,800</b>			
				25%	55%			

Net Cost + Grants & Contribs proposed after cuts 3,551,900

Totals By Category		Department Totals				Gross		Net		Commitments	
Expenditure	74,600	Admin	254,500	6%	123,000	5%			70,000	2.87%	
Land	-	Comm Devel	4,800	0%	1,300	0%			New Items	2,205,900	90.49%
Land Improv	584,600	Police	88,000	2%	80,600	3%			Financing Obligations	161,900	6.64%
Streets	1,297,800	Fire	117,200	3%	26,500	1%			Total (net)	2,437,800	100.00%
Structures	1,427,800	Public Works	1,667,100	38%	1,068,000	45%			<b>Total Cost by Funding Source:</b>		
Vehicles	179,000	Parks&Trails	1,100,200	25%	363,300	15%			CE	293,100	168,700
Machinery & Equip	165,600	Recreation	920,600	21%	585,600	25%			CI	1,043,600	463,800
IT Equipment / SW	47,900	Other City	34,800	1%	-	0%			2A	1,424,800	1,042,700
Other	469,500	Subtotal - General Fund Departments	4,187,200	95%	2,248,300	94%			2B	996,100	626,100
Debt Service	161,900	SteamPlant	59,600	1%	27,600	1%			CTF	50,000	50,000
Total	4,408,700	Debt Service	161,900	4%	112,900	5%			FIL	584,600	70,000
		Total	4,408,700	100%	2,388,800	100%			PEG	16,500	16,500
									Total / Net	4,408,700	2,437,800

Funding Sources:

CE	Capital Expenditures, defined as machinery and equipment that is greater than \$500 with a useful life in excess of one year - Funded through 9% of the 2% sales tax.
CI	Capital Improvements, defined as streets and other capital improvements or debt service on bonds and other obligations issued for such capital improvements - Funded through 35% of the 2% sales tax.
CTF	Conservation Trust Fund - Lottery proceeds disbursed based on population to be used for recreation, open space, etc.
FIL	Fee in lieu (FIL) of open space
2A	Construction, operation, maintenance and repair of roads and other public infrastructure - Funded through the additional 1% sales tax (2008 ballot question 2A)
2B	Capital improvements and operating expenses at parks, recreation and arts facilities - Funded through the Occupation Tax on Lodging (2008 ballot question 2B)
GF	General Fund - Funds not otherwise specified
GRANT	Grant Funding was or may be awarded to offset the City's costs
PEG	Public, Education, Government fees from the City's franchise agreement with Optimum

City of Salida  
 Capital Budget - Water and Wastewater Enterprise Fund  
 2015 Capital Budget

Category	Dept	Description	Cost	Comments
Lines	PW-Water	New water line on H Street from 8th to 16th	477,500	
Lines	PW-Water	Construction management on H Street project	13,300	
Lines	PW-Water	Replace failed valves (12)	12,000	
Equipment	PW-Water	Safety gear for employees working in confined spaces	7,500	breathing apparatus, gas detector, etc
Hydrants	PW-Water	Replace fire hydrants (4)	20,000	
Software	PW-Water	Tremble update	5,000	
Structures	Water Plant	Treatment plant upgrade - Phase II Construction	815,000	
Structures	Water Plant	Treatment plant upgrade - Phase II Construction Mgmt	50,000	
Structures	Water Plant	Windows		
Equipment	Water Plant	Motors & pumps	10,000	
Vehicle	Water Plant	Replace little blue pickup truck	25,000	Maintenance issues
Structures	Water Plant	Backwash pond improvements	5,000	
Equipment	Water Plant	Design of disinfection compliance monitoring improvements	15,000	could face violation in 2016 (Range of \$50k to \$100k)
<b>Totals</b>			<u><u>1,455,300</u></u>	
Lines	PW-Sewer	Line replacement	500,000	
Lines	PW-Sewer	Sewer line east of Longfellow	35,900	
Mach & Equip	PW-Sewer	Sewer tapper	4,000	
Mach & Equip	PW-Sewer	Safety gear for employees working in confined spaces	7,500	See above - split 50/50 with water fund
Software	PW-Sewer	Tremble update	5,000	See above - split 50/50 with water fund
Mach & Equip	Sewer Plant	Plant upgrade: water line extension	-	
Mach & Equip	Sewer Plant	Replacement tools & pumps	10,000	
Mach & Equip	Sewer Plant	Lawn mower	15,000	
Vehicles	Sewer Plant	Pickup truck	40,000	Could defer a year
<b>Totals</b>			<u><u>617,400</u></u>	

# **ADMINISTRATION DEPARTMENT**

Budget Goals and Accomplishments – FY 2015

Prepared by Jan Schmidt, Finance & Administrative Services Director

## ***Mission Statement:***

*To serve as a fiduciary for the residents of Salida, ensuring financial and administrative functions are performed efficiently and in compliance with all regulatory requirements and to facilitate and support the work performed in all city departments.*

## **I. Department Purpose:**

The administration department manages city-wide operations and handles day-to-day functions including accounting, communications, finance, facilities management, human resources, information technology, payroll, records management, and risk management. Certain members of our staff serve as local registrars for Chaffee County. City Hall has been the only location providing death certificates after the closure of the Buena Vista office in late 2012 and has been the only local location for birth certificates since the conversion to the COVIS system several years earlier. Starting in 2015, the municipal court function will be part of the Administration department.

Employees in the department include six regular full-time (RFT), one special full-time (SFT), one part-time (PT), one full-time temporary intern (April 2013 – March 2015), and nine officials holding an elected (E) position. Full-time equivalent employees (FTEs) in the 2015 payroll will total 5.2 in the general fund and 1.0 each in the water and sewer funds. A portion of the costs for the City Administrator and accounting personnel are allocated to the water and wastewater enterprise fund based upon the amount of time spent on each area of the City’s operations.

<b><u>Position Title</u></b>	<b><u>Type</u></b>	<b>Fund Charged:</b>		
		<b><u>General</u></b>	<b><u>Water</u></b>	<b><u>Sewer</u></b>
1. City Administrator	RFT	80%	10%	10%
2. Finance & Administrative Services Director	RFT	60%	20%	20%
3. Deputy City Clerk	RFT	100%	-	-
4. Senior Accountant	RFT	50%	25%	25%
5. Accountant I	RFT	50%	25%	25%
6. Administrative Assistant / Asst. Deputy Clerk	RFT	60%	20%	20%
7. Municipal Court Clerk	SFT	100%	-	-
8. Administrative Intern (50% funded by a DOLA grant)	RFT	100% (through April)		
9. Part-time Video Technician	PT	100%	-	-
Plus: 9 Elected Officials – Mayor, Council, City Clerk, Treasurer	E	100%	-	-

Administrative costs are somewhat skewed by the amount of general fund overhead costs absorbed by this department. Approximately one-quarter of the administration department’s operating expense consists of major overhead costs for city-wide operations. These costs are allocated between different funds; however, 100% of the following general fund costs are reflected in the administration budget:

<b>Description</b>	<b>2012</b>	<b>2013</b>	<b>2014 (Est.)</b>	<b>2015 (Budget)</b>
• Property & Casualty insurance	\$55,527	\$70,747	\$70,000	\$72,000
• Legal expenses - Regular	\$143,187	\$131,267	\$120,000	\$120,000
• Lawsuits & Special Projects	\$21,358	\$12,768	\$40,000	\$ --



## II. 2014 Mid-Year Review & Accomplishments

In addition to daily “back office” activities, the department manages a number of special projects and issues with each year. A new mayor, three new council members and a new treasurer were seated at the end of 2013 and a substantial amount of staff time was invested in this leadership transition. In addition, several special task forces were formed that required administrative staff. Recently, all administrative personnel have spent time responding to open records requests from a small number of citizens, although the time demand did drop somewhat compared to 2013. We continue to invest time proactively communicating with the public about meetings, events and decisions using Facebook and Twitter in addition to the City’s website and the Salida Citizen as the importance of online and social media continues to increase. Following numerous personnel changes in 2012, greater stability with staffing was a positive factor for two years. However, two leadership positions turned over during 2014 (Community Development Director and Deputy City Clerk) affecting productivity and placing time demands on staff involved with recruitment and covering duties of the vacant positions.

Some of the important 2014 accomplishments to date include the following:

- ✓ Revised the personnel manual due to changes required by the Affordable Care Act and the City’s new benefit offerings
- ✓ Updated the pay plan to reflect a revised cost share for benefits and other changes
- ✓ Switched Information Technology consultants and implemented improvements in the new city-wide network, anti-virus protection, back-up systems and wireless access at the Toubert Building
- ✓ Continued to implement more features available with Tyler software system implemented in 2013:
  - Trained SteamPlant employees to use Tyler invoicing
  - Began accepting online credit card payments for utility bills, parking tickets and minor municipal offenses
  - Sent one finance employee to a user conference in April who brought back expanded and updated knowledge to better utilize the system
  - Refined the chart of accounts to track revenue and costs in more detail
- ✓ Leased 786 square feet of office space at the Toubert Building to other governmental entities, continuing the original concept as a multi-agency facility to serve the public. The rental income will provide approximately \$11,200 in annual revenue (increased annually by 3%)
- ✓ Secured an additional \$507,100 in DOLA funding for the water treatment plant upgrade
- ✓ Increased number of Facebook followers 77% from 539 as of August 2013 to 956 as of the end of July 2014
- ✓ Set up a YouTube account to make public meetings available to watch online
- ✓ Participated in the Chaffee County Economic Development Corporation’s meetings and, in particular, participated in and supported workforce development activities
- ✓ Completed the fourth year of a wellness program with cost-sharing from CEBT. Some health factors improved while others deteriorated. Either way, the good news is that the employees have data to act upon. Participating employees received immediate counseling and referrals for health risks identified. A more comprehensive wellness program will be implemented this fall in conjunction with the city’s new medical plan.
- ✓ Created and participated in meetings of the Budget Task Force, Deer Task Force and Public Art Task Force
- ✓ Entered into solar repurchase programs and provided data for energy efficiency audits
- ✓ Championed and participated in staff development

- ✓ Facilitated and / or supported Created District activities such as Creative Thursdays and hosted Colorado Creative Industries Conference

*Key Metrics:* The administration department tracks metrics to measure the volume of transactions handled annually and identify areas where process efficiency gains can be achieved.

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014 - 1st Half</u>
<i>Accounting:</i>							
A/P Checks Processed	2,276	2,451	2,413	2,167	2,039	2,356	1,071
On-line Bill Pay Transactions	n/a	n/a	n/a	198	320	359	155
Journal Vouchers Posted	1,318	1,179	1,190	1,047	1,475	1,505	389
Late notices mailed			not tracked		1,150	1,051	488
Shut off notices delivered			not tracked		214	458	185
Customers signed up for ACH	New in 2010		173	276	349	383	433
Online payment (credit card only)					New in 2014		89
<i>Human Resources Transactions:</i>							
New Hires Processed	not avail	35	25	24	52	59	36
Terminations Processed	not avail	18	46	28	40	45	22
<i>Vital Certificate Transactions:</i>							
Birth Certificates Issued	323	428	410	467	380	307	198
Birth Additional Copies	27	58	73	54	60	44	36
Death Certificates Issued	105	97	115	108	52	205	95
Death Additional Copies		not available before 2012			265	931	482
<i>City Clerk:</i>							
Liquor Licenses – New	8	3	4	4	2	4	2
Liquor Licenses – Renewals/Transfers	34	39	38	39	39	39	25
Special Events Liquor Permits	9	10	13	13	13	15	16
Art Gallery Liquor Permits	1	3	3	4	1	3	5
Tastings Permits	-	-	-	2	2	2	-
Subtotal	52	55	58	60	57	63	48
Arborist Licenses	4	4	3	3	2	5	-
Peddler Licenses	17	33	39	27	n/a	n/a	n/a
Multi Vendor Event Permits	n/a	n/a	n/a	n/a	8	8	5
Outdoor Vending Permits	n/a	n/a	n/a	n/a	n/a	2	-
Events Reviewed	<u>28</u>	<u>31</u>	<u>25</u>	<u>29</u>	<u>30</u>	<u>29</u>	<u>31</u>
Subtotal	49	68	67	59	40	44	36
Resolutions	91	68	76	87	77	86	55
Ordinances	33	19	21	18	11	35	20
Special Meetings (24 regular meetings)	10	6	5	11	10	6	4
Open Records Requests		not tracked		12	17	84	45

### **III. 2015 Department Goals**

The administration department has a number of goals that encompass direct activities of its staff and the facilitation of city-wide activities given the purpose of the department.

#### *City-wide Goals:*

1. Maintain and improve Salida's existing assets
2. Do it right and make it last
3. Increase price in the community and confidence in local government
4. Invest in employees

#### *Department Goals (aligned with city-wide goal(s)):*

- Facilitate improvements in project management city-wide (all)
- Assist departments with monitoring project and operating costs (all)
- Continue to streamline processes, leverage technology and improve efficiency (#2)
- Implement a cost recovery policy (aligned with new city-wide goal tbd for financial responsibility)
- Help employees maximize value from new benefit plans and manage utilization of primary medical plan for cost containment (#4 and tbd #5)
- Work with other departments to expand or refine tracking of meaningful metrics (#2,3,4)
- Continue to develop staff to increase skills and broaden accountability (#4)
- Improve accessibility of City Code, City Council Minutes and other public records on the City's website (#3)
- Expand outreach efforts to the public and external entities on special projects, events and news in general; and, implement recommendations of the citizen task force on public communication (#3)
- Implement Creative District strategic plan (#1, 2)

### **IV. 2015 Capital Requests**

A total of \$14,000 from the "capital expenditures" sales tax allocation for computer upgrades and office furniture is being requested in the first round:

1. Re-upholster donated church pews that are of a higher quality than existing seating – \$4,500
2. Conference room table for Methodist Mountain room – \$4,000
3. Implement remote access to server – \$2,000
4. IT upgrades and equipment replacements should be anticipated as the City's IT consultants continue to improve the performance and functionality of the new network – \$2,500
5. A front sign for the Toubert Building has long been discussed by the Building Management Committee that would be more noticeable to the public from the street and that would enhance the facility's public presence – \$1,000 (\$2,000 total cost split with county)

Requests for true "capital" spending (purchases or projects greater than \$5,000) consist of the following items:

1. Elevators – In response to a mandate to eliminate single cylinder elevators, the city and county will need to replace the elevators in the Toubert Building. In addition, despite considerable funds and

staff time have been spent repairing the elevators, they remain extremely unreliable and the Building Management Committee believes it is time to replace them – \$127,000 (city’s exclusive elevator) and \$63,500 (shared elevator)

2. Roof replacement – a section of roof over the Touber Building has reached the end of its useful life and is being recommended for routine replacement – \$13,000 (City’s 50% share of total cost estimate)
3. City Hall entrance – this project would include an airlock for the doors to improve energy efficiency, the resurfacing of the existing walkway and construction of a covered landing. In addition to the esthetic improvement, this change will reduce the slip and fall hazards associated with the crumbling concrete and exposure to rain and snow that currently exists. For example, following recent rains, water has been puddled on the ramp for days – \$18,000 (City’s 50% of total cost estimate)
4. Video streaming for public meetings – new hardware and software would be needed to broadcast public meetings via the City’s website and/or other sites. This project would be funded through the Charter cable franchise agreement Public, Education and Government (PEG) fees restricted for such use – \$6,500
5. Also funded through PEG fees, a new audio / visual mixer, character generator and microphones would improve the sound at public meetings both in person and for viewers of the cable television broadcast or YouTube replays – \$10,000
6. City-wide wireless expansion – this project would create or expand “hot spots” at city facilities for use by the public and city departments, such as the police department would be able to access Tyler remotely – \$6,500

## V. 2015 Operating Expenditures

Operating expenditures are expected to increase in total, primarily due to the transfer of the court clerk to this department and annual pay increases for employees.

*Personnel.* Two staffing changes are anticipated in the 2015 budget. The first is the transfer of the municipal court clerk from the police department budget to the administration budget to work under the direction of the new Deputy City Clerk. The second is the end of the two-year “Best and Brightest” internship period in April. This position was partially funded by a grant from DOLA in the amount of \$17,500 annually. The 2015 budget for salaries was also increased for cost of living, merit and/or market adjustments. No end of year lump sum payments are requested due to the merit raise pool. The new benefits offerings are expected to help contain future escalation of employee insurance. However, some of the savings from other departments was shifted to

*Contracted Services.* We have been able to achieve a reduction in legal costs due to the elimination of the Tuesday morning council work session, lack of major special projects (eg. entire re-write of the municipal code) and greater success on the part of staff in drafting their own resolutions and ordinances. We are hopeful this reduced level will continue. Although the budget lawsuit is currently in appeal, we expect that the city’s \$25,000 deductible will have been met before the start of 2015 and remaining costs will be covered by CIRSA.

We have a greater need for IT support required due to the increasing reliance on computers and technology in daily work activities. General IT services are expected to increase from \$6,000 to \$7,200 for routine support in the general fund and from \$1,200 to \$1,500 in the water and sewer funds. In addition, we should

anticipate some additional IT work beyond the scope of the routine maintenance performed by the IT consultants and an estimate of \$2,500 is being set aside for this purpose.

We plan to retain Revenue Recovery Group for lodging tax audits in 2015 at an estimated cost of \$5,000.

The City has been fortunate to have its website support provided pro bono for several years. This arrangement will be ending in the fourth quarter of 2014. An additional \$4,000 is budgeted in 2015 to pay for website support services from a different IT consultant.

We are requesting \$15,000 in “Consulting – Special Projects” split between the water and sewer funds for the completion of a rate study.

The city terminated its contract for outside janitorial services (previously recorded in Other Contracted Services) and this work is now performed in house through the buildings and grounds personnel at a substantial savings.

*Materials and Supplies.* No major changes in purchases of office or operating supplies are expected compared to 2014, following a \$5,000 (50%) reduction attributed primarily to the paperless meeting packets and organizational change related to facilities management at the Touber Building.

*Utilities.* The expense category is being held at the same level as 2014, but some adjustments are being made between line items based on current trends. Electricity and telephone costs have dropped; however, costs for natural gas were tracking at 65% of the full year 2014 budget as of June, which was attributed to a significant rate increase in effect for three-quarters of 2014. The City was notified by Atmos Energy in March 2014 of a “Gas Cost Adjustment” that went into effect April 1, 2014 and reflected an 18% increase (from .69269 per ccf of gas to .81829) of the commodity cost for residential customers and a 20% increase (from .62593 per ccf of gas to .75153) for commercial and light industrial customers.

*Other Operating Costs.* Several changes are anticipated in this expense category.

We are asking the council to consider a request for a special project - Conversion of City Code. The City Code is currently available in hard copy and in a PDF format accessible through the City’s website. In an effort to expand and simplify access to public records, we are requesting to engage in a services agreement with Municipal Code Corporation (MuniCode) to convert, host and provide updates to City Code. Doing so would allow the public and staff to easily access and search the City Code in addition to City Council Meeting Minutes and Resolutions utilizing an interface similar Lexis Nexis. As new legislation is passed, it is forwarded to designated account managers at MuniCode to update the online version of the City Code and supplements are provided to the City to update the hard copies. This interface will also allow users to view previous versions of the City Code after implementation. The initial conversion of the current City Code is at no cost to the City and combined yearly maintenance/codification fees are estimated to be \$1,298.

The budget for Legal Notices and Document Recording was increased from \$5,200 in 2013 to \$12,000 in 2014 due to the decision to begin publishing information about bills paid in the Mountain Mail in addition to the city’s website. Over \$11,000 has already been spent through June 2014 so this estimate will be doubled for 2014.

Estimated costs to participate in the consolidated county election are \$9,000. At this time, no funds are being budgeted for a special election that may be required depending on the outcome of a petition regarding 2008 ballot question 2A, which was filed with the city clerk in the third quarter of 2014.

The largest single line item classified in “other operating costs” is property and casualty insurance. The entire cost for the general fund is reflected as an administrative expense rather than allocating costs out to each department. An increase in the premiums is expected; however, the quote from CIRSA for the 2015 policies will not be available under the first week in September. The allocation for property and casualty coverage was based upon a review of the type exposures and property values in each fund. An allowance will also be made to absorb losses up to the city’s deductibles. Below is a rough estimate of 2015 costs.

General Fund	37%	\$ 62,000 + \$20,000 police exposure (separately rated)
SteamPlant	3%	5,000
Water	20%	34,000
Sewer	<u>40%</u>	<u>67,000</u>
	100.0%	\$168,000

The \$16,300 Dues & Memberships budget includes the following and leaves approximately \$1,300 for unexpected items:

- Colorado Municipal League – \$5,549
- Salida Chamber of Commerce – \$3,000
- Chaffee County Economic Development Corp – \$3,000
- MuniCode (see above discussion) – \$1,300
- International City / County Management Association – \$805
- Sunrise Rotary Club – \$240
- Colorado Society of CPA’s – \$300
- Department of Consumer Affairs – \$200
- Government Finance Officers Association – \$170
- Colorado Municipal Clerks Association (CMCA) – \$160 (includes membership for Samoran and Wright)
- International Institute of Municipal Clerks (IIMC) –\$230 (\$145 for Samora + \$85 for Wright)

The employee training budget of \$12,000 is unchanged and includes both continuing professional education (CPE) requirements for administrative personnel and city-wide training. Management believes that this investment in employees is critical in meeting city-wide goals and improving our effectiveness and efficiency.

- CPE for Certified Public Accountants (CPA): 40 hours of CPE is required to maintain an active license. For most efficient use of funds and time, on-line subscription training is encouraged.
- Clerk Education/Training: CMCA Institute and Annual Conference. It would be helpful for the Assistant Deputy City Clerk to participate in training opportunities in addition to the Deputy Clerk.
  - CMCA Institute: \$1,400 (per person)
  - Fall Conference: \$500 (per person)
  - Professional Development Workshops (Liquor, Elections, Records): \$500. The assistant deputy city clerk will be encouraged to participate in these next year, especially the Nuts and Bolts and Colorado Liquor Licensing workshops: \$25 registration fee per workshop plus travel expenses (mileage reimbursement dependent on location of workshop).

Repairs and maintenance costs for the Touber Building are trending higher than the 2014 budget and 2013 actuals. We hope costs will drop back down in 2015 by addressing problems in 2014 and replacing an elevator.

Several purchases in this category are for city-wide or personnel events and are detailed below. These are unchanged from 2013.

- FIBArk float and give-aways – \$1,500
- Employee Appreciation Party & Service Awards – \$1,500
- Holiday Party – \$3,500 (includes interfund revenue for SteamPlant rental)

## **VI. Revenue**

Revenue recognized as being “earned” by the General Fund administration budget includes fees charged for vital records, licenses and permits. No significant changes are anticipated in total revenues and no rate changes are being proposed or passed down from the state.

Grant revenue secured by administrative personnel and other general revenue will be address in the city-wide budget message.

Rates for water and sewer services are managed through the administration. Consistent with the most recent rate studies and past practice, staff is requesting a rate increases for inflation in 2015 of 3%. The volume of new tap transactions has increased and this trend is expected to continue in 2015, positively affecting the water and sewer funds.

## **VII. Future Needs & Concerns**

Administrative staff continues to have more demands placed upon them and additional headcount may be needed to keep up with increased demands, including open records requests, expanded communications, grant writing and administration, tracking and reporting of financial data, and participating in special task forces, for example. Since the end of 2012, the workload for processing death certificates increased because Buena Vista closed their local registrar office. In 2013, we began running criminal background checks on all new hires (FT, PT or Seasonal), which also increased the workload on the department. However, high priority tasks are being addressed timely.

The list below includes some longer term considerations that may affect the budget beyond 2014.

- Continue to review and update the pay plan and address gaps where more competitive salaries are needed to attract and retain highly qualified staff.
- Address affordable housing issue for city staff and the community as a whole.
- Execution of broader plans for the NRC.
- Potential development of a geothermal energy plant.
- Continue to address internal control gaps and improve processes; document policies & procedures.
- Continue to assess IT systems and address areas of exposure.
- Address constraints on the city’s operating budget and need to fund an adequate level of staffing and routine maintenance in addition to capital projects.

# **COMMUNITY DEVELOPMENT DEPARTMENT**

## 2015 Budget Narrative

Prepared by Daniel E. Osborn, Community Development Director

### ***Mission Statement:***

*To preserve and enhance Salida's unique quality of life through innovative and responsible planning and exceptional community outreach by providing consistent, predictable, and transparent information.*

## **I. Department Purpose:**

The Community Development Department maintains the City's land use code and zoning map, and provides support to the City Council, Planning Commission, the Board of Appeals, the Historic Preservation Commission, and the Board of Adjustments. We process a variety of current planning applications from building permits to major subdivisions and annexations. This department also facilitates long-range planning including grant writing and administration, and creating and updating various plans such as the Comprehensive Plan, Highway Corridor Improvement Plan, Downtown Improvement Plan, Wayfinding Plan, and Preservation Plan for the community. The City contracts with the Chaffee County Building Department to review and issue building permits within City limits.

## **II. 2014 Mid-Year Review & Accomplishments**

### Long-Range Projects

- ✓ Maintain position on Heritage Area Advisory Board, and Historic Salida, Inc. (ex-officio), Seeking position with LiveWell Chaffee County
- ✓ Development of workforce housing strategy with County wide partners
- ✓ Implementation and project management of Salida River Trail
- ✓ Support and management for grants—Highway 50 improvements, Salida River Trail, CDOT funding, and Park and Recreation applications
- ✓ Development of access and trail plan on and adjacent to UP land
- ✓ Provide policy and technical support to County non-profits as appropriate
- ✓ Continuous website content management
- ✓ Assist with the development of the Vandaveer property
- ✓ Worked with building department on a successful development season
- ✓ Worked with the Town of Buena Vista, Town of Poncha Springs, and Chaffee County on a uniform and consistent building permit process
- ✓ Provided other City and County Departments design assistance on infrastructure projects and planning projects (i.e. Hot Springs Pool, Parking Lots, Recycling Center etc.)
- ✓ Work with LiveWell Chaffee County on the implementation of Safe Routes to School
- ✓ Provided assistance to the Chaffee Shuttle to expand hours for transportation options for tourists and residents

### Boards and Commissions

The **Planning Commission** has held 6 regular meetings and numerous work sessions in 2014.

- ✓ 4 Limited Impact Review applications



- ✓ 1 Pre-annexation/Amendments agreement
- ✓ 0 Annexations
- ✓ 2 Major Impact Reviews
- ✓ 6 Minor Subdivisions
- ✓ 0 Application Appeal
- ✓ 1 Land Use Code Amendment
- ✓ 1 Right-of-Way Vacation

The **Historic Preservation Commission** held 6 regular meetings and will host an educational workshop in October 2014.

- ✓ 0 Local Landmark Designations
- ✓ 4 Major Certificate of Approval applications
- ✓ 2 Minor Certificate of Approval applications

The **Board of Adjustment** met 3 times in 2014.

The **Salida Regional Planning Commission** met 0 times in 2014.

Staff Review

- ✓ 82 building permits were reviewed
- ✓ 6 Subdivision exemptions
- ✓ 5 sign applications
- ✓ 0 encroachment license

The Community Development Department continues to work closely with other departments and with Chaffee County on issues including enforcement, transportation, trails, annexations, grant applications, new development and growth areas.

**Building Permit Data Since 2003**

The Community Development Department has kept track of building permit data since 2003. The following chart shows the permit data over the past 10 years. From 2009-2012 there was a decline in development activity. Starting in the fall of 2012, the Department has seen an uptick in residential construction.

Salida Building Permit Data												
New Construction Permits, Total	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Salida	49	74	52	60	120	105	75	81	73	82	72	* 82
*Building permit totals as of July 2014												

### **III. 2015 Department Goals**

Projects planned for 2015

- ✓ Complete the Wayfinding Plan
- ✓ Develop Gateway entry signage plan
- ✓ Continue providing timely and well-coordinated service for current planning applications
- ✓ Assist as needed to administer grant for streetscape improvements along Hwy 50 to Palmer Street
- ✓ Participate in creation of Natural Resource Center through site planning and entitlements
- ✓ Assist police department with enforcement of Property Maintenance Code for commercial buildings and multi-family buildings
- ✓ Assist in implementing better communication with the public on upcoming projects and priorities
- ✓ Create a downtown lighting plan and streetscape plan
- ✓ Work with CSU on creating a campus on the Vandaveer land
- ✓ Work with other City Departments on a Strategic Plan for the Creative District
- ✓ Work with other City Departments on Marketing and Branding Strategies
- ✓ Administer GOCO Salida River Trail grant

### **IV. 2015 Proposed Budget Overview**

#### **Operating Expenditures**

A recent upward trend in development permits and state wide projects for continued commercial and housing construction warrants the department's staffing level. The intern position adds critical capacity to the Community Development Department allowing full-time staff to focus clearly on existing development and long range planning projects. This position costs \$32,400.00 to the department budget. This position allows the department to continue do design work and site planning work in house. This position assists the department in preparing grants and long range planning documents, in addition to smaller current planning projects and important customer service duties. The position also provides assistance to other departments for special assignments from time to time. The pay range is \$12-15 dollars per hour depending on qualifications. The position is typically hired for 4 month terms. In light of the ongoing uptick in development, and indicators that this trend will continue, this should be considered an ongoing position.

Research and solid industry data are required to appropriately inform land use policy decisions. Staff is requesting an additional \$795.00/year for an ongoing subscription to the Planners Advisory Service (PAS). The PAS provides real time data and research on an on-call basis to planning departments around the Country. PAS is the leading provider of land use data and the accepted professional standard. They are a department of the American Planning Association, the professional trade organization for planners.

#### **Capital**

There are two requests in the capital budget. First, additional filing space is required to store project files. Current files are beyond capacity and additional storage is warranted. Staff is requesting one (1) large format hanging plat file. The expected cost for the file is \$3,500.00. This is a onetime expense

and will meet department needs for the foreseeable future. The second request is for a new computer for the Community Development Director. The current computer is at the end of its useful life and scheduled for replacement. The new computer will allow full functionality for GIS and mapping programs. The anticipated computer cost is \$1,300.00 (\$700.00 computer and \$600.00 for setup).

## **V. Future Needs & Concerns**

Department staff continues to maintain a high level of customer service even as development trends continue to tick upward. At the half way point of this of this budget year staff has reviewed more building permits (82) than all of last year (79). The support provided by the intern position has been invaluable to maintaining this high level of customer service. The intern position allowed the department to complete additional grant funding requests, develop the workforce housing presentation, and move the wayfinding program forward, in addition to providing assistance to other departments for design and special projects.

There are a number of additional items that we would like to tackle as funds and staff time become available.

1. With the adoption of the Comprehensive Plan in 2013, the focus of the department will shift to the implementation of the plan. This will be ongoing with new projects identified in each year according to the implementation schedule.
2. The wayfinding sign project is a large capital improvement project that is in the currently in the design and implementation process and will continue to require staff time to manage.
3. The Truck Route signage around town is currently out of date and unenforceable. These signs need to be replaced around the City. The Truck Route Plan identifies 8 new signs and calls for the removal of 6 out of date signs. This project has been on the budget list as a pending project for the Community Development, Police Department, and Public Works Department for the past several years. If funds allow this project could be completed for approximately \$4,000 and allow the Police Department to begin enforcement of Truck Route ordinance.
4. The city needs to address drainage along the western section of US 50 and all of SH 291. This department will work with the Public Works Department to pursue CDOT grant funds in the 2016 grant cycle for assistance in the creation of drainage plans and implementation of the plans.
5. If the city creates an access management plan for US 50 and SH 291 we could administer access permits locally which would greatly impact development along these corridors and be a benefit to local developers. This department should work with Public Works to pursue CDOT funds for assistance in the creation of an access management plan.
6. The Community Development Department would like to comment on the Fire Marshal position. This position is an integral part of the development review process. This position could be a shared position through an IGA with the other municipalities. Currently, builders

and developers must interact with 3 different fire officials for plan reviews depending on the project location. A single fire official would eliminate the ambiguity on fire reviews between each municipality. Also this position could realize a larger cost recovery from plan review fees and inspections if each municipality were involved due to a larger work load. The work load could be evenly split dependent on projects, inspections, and special events.

7. A comprehensive transportation plan for future multi-modal infrastructure improvements should be developed to guide future bike lanes, sharrows, sidewalks, crosswalks, trail connections, intersection improvements, and other improvements to help guide future spending of 2A. With a large sidewalk project on the horizon and the data in GIS form, this long range planning project could be more of a reality in the coming years.
8. A GOCO trail grant was secured in early 2014. The design phase is kicking-off and will complete sections of the trail through Marvin Park and from Riverside Park to McCormick Park. There may be grant funding and partners for this project. Ongoing project management will be provided by this department for the successful completion of this project.

# **POLICE DEPARTMENT**

2015 Budget

Prepared by Terry Clark, Chief of Police

## ***Mission Statement:***

*The Salida Police Departments mission is to focus on crime prevention and provide fair and equal treatment of all. Building partnerships in our community is a top priority to the men and women of our department. We continue to strive to provide quality law enforcement services to our community that anticipates and responds to the changing needs of Salida.*

## **I. Department Purpose:**

The Salida Police Department provides full service law enforcement services to the Salida community. Our day to day business involves traffic enforcement, patrol functions, investigations, make arrest as necessary and answering calls for service. We also provide Code Enforcement as well as security for the Municipal Court.

## **II. 2014 Mid-Year Review & Accomplishments**

The year 2014 has been another busy year for the police department. We have just passed the major events for this year and all seems to have went well. We are currently gearing up for the Pro Bike Challenge in August. The officers have done an outstanding job throughout the year and I am very proud of them for their dedication to their job.

In the area of personnel, we have stayed steady except for the retirement of Sgt. Ed O'Brien. We hired Nick Tolsma to replace Ed. With Ed's many years of experience we have felt the pinch filling the void but Nick Tolsma has a total of 8 years officer experience when he came on board with us so that helps.

**Accomplishments:** We finished and adopted all new polices for the department. This was a major undertaking and we pushed out the new policy manual to the staff in December of 2013. With the new policy's we were also working on getting our department Accredited through the Colorado Chiefs Association- I am proud to say we just completed the last phase and was approved by the CACP. One other accomplishment that should be mentioned is the "I-Pad" in the field project. We have outfitted our officers on patrol with I-Pads and through a lot of work with the IT techs- we now can do reports in the field- where wireless connectivity is available. We will continue to improve and expand on this project as time and monies allow.

Three of our four goals for 2014 have been accomplished- **Vehicles, Training and Evidence Software-Barcoding**. The 4<sup>th</sup> one -**Vehicle Impound Building**- we have made progress in needs/wants but have not chosen a site yet. We discussed our plans with DOLA- in hopes for possible grant monies. I hope we have a site located/identified by October of 2014.

### **III. 2015 Department Goals**

**Vehicle/ Property Building-** This is a carryover from the past few years. The Fire Dept, Public Works, Administration and I have held meetings concerning this- we all have needs. We are currently working on a site location to follow with rough drawings of possible buildings, this part should be completed by the end of 2014. In 2015 we hope to begin this project.

**Vehicle replacement-** This year we want to purchase one police vehicle and one Code Enforcement vehicle. We are exploring ideas on a smaller Pickup truck or Van style vehicle for the code vehicle. The code vehicle is well overdue for replacement. This will follow our 7 year rotation plan, which is close to being back on track.

**Training-** This is a year to year goal and a very important one to each of us individually as well as a department. Within a few years several of the Veteran officers will retire and they currently hold positions in supervision. To be able to replace these positions we will focus on training specific to Supervisory positions with the right personnel.

### **IV. 2015 Capital Requests**

Capital Expenditures:

For 2015 we want to continue with our **Body Armor-** 5 year replacement Plan. Approx. cost- \$2,800.00

We have a need for two additional **Pac Set Radios (portables)-** Approx. cost- \$6,200.00  
As part of our ongoing IT replacement plan, Orion Integration Service has recommended the replacement of 2 **Computers.-** Approx cost-\$2,600.00

**Crime Scene/ Traffic Crash equipment and software.** We want to purchase 3 pieces of equipment and software that will help us in two areas- investigations and traffic patrol. The equipment will be used on crime scenes as well as serious traffic crashes. One piece of equipment will also be used for radar/traffic patrol work. Approx. cost total- \$7,400.00

Capital Purchases & Improvements:

**Vehicles** I am requesting funding for two vehicles, one equipped for patrol duty and the other to replace our Code Enforcement Truck.. As part of our 7 year replacement plan these vehicles will bring us closer to getting back on track with the 7 year plan. Both vehicles will be fully equipped- one SUV or Car for Patrol and one Van or Pickup for Code Enforcement. Approx. cost \$69,000.00.

**Storage/Evidence Building-** We anticipate having a site location and plans for the multi department facility- Fire, Public Works and Police. Approx. cost- \$100,000.00 under the Police budget. Our hope is to break ground on the building in 2015. One possible site location is located near the Sewer Plant.

## V. Operating Expenditures

The most significant increase in our operating expenditure will be with market adjustments to the payroll. I am requesting adjustments for most of the personnel in our department. The current pay rates for officers is well below similar market rates. This is an important issue to the department in hiring and maintaining good qualified officers. At this time I am awaiting the 2014 Pay Plan Market rates. Our department conducted a study of police officer pay and it appears we are substantially behind most similar departments/Cities of our size. I would estimate the increase to the budget to be \$145,000.00- wages and benefits total, to bring us in line with the study's average wage for each officer category.

In 2014 we upgraded our cell phone service to include a smartphone for each officer. The benefits of having the text/ e-mail and phone service together has been a big improvement. Communicating with one or the whole department became possible with this move. We also use this technology for photos and voice recordings. The cost difference from our old service to the smartphones will increase our cost by apprx. \$3,000.00 per year.

In 2014 the City made a change in our cleaning service at the Touber building. We hired a part time employee and this is working out well. Prior to this we shared a portion of a contract with the other agencies in the building. I believe our cost will go down but am not sure what the impact will be at this time.

## VI. Revenue

Our revenue streams come from court fines and parking tickets. For 2014 we estimated court fine revenue at \$55,000 and Parking at \$12,000. We will fall short in both categories by an estimated 10% in revenue to both items. One reason for the offset is due to the Code Officer position being off on injury leave from Nov. 2013 until we filled the position in June of 2014.

I would like to address the Parking fine/fee for 2015. Currently the 2 hour parking fine is at \$10.00- has been for a number of years. I feel an increase should be looked at, to possibly a \$20.00 fine/fee. The Court Clerk talked to several cities of similar size and like tourism, including Gunnison who currently charges \$30.00, Brush at \$30.00, Breckenridge at \$20.00. I believe this would bring us in line which will help detour parking over 2 hours and will help offset the cost of collections on unpaid parking fines.

## VII. Future Needs & Concerns

**Personnel:** There are 3 seasoned officers who will retire in the next 3 ½ years for sure and likely 2 more. Most of these positions hold upper level management/ supervision positions. We have gradually built up a well-qualified/professional team who will need to be ready to step up and carry this department on in to the future. Currently we are training officers in the management /supervisory areas. Recruitment/replacement of these officers will be critical. In the last two hiring processes I have seen low number of applicants and the quality of applicants has been disappointing

overall. This is where the pay plan/structure will be critical. In order to compete for the very best candidates we have to stay on top of the wage plan.

I will be requesting an additional Patrol Officer in 2016. Our department struggles with the current staff level of 15 in the areas of street coverage, special programs, events, etc. I strongly believe we are long overdue in filling the 16<sup>th</sup> certified officer position as the need is here- Salida is changing. The number of tourist in our town on a daily average raises our day time population considerably. We have contacted several like agencies- including Manitou Springs who have 17 sworn officers, Woodland Park at 21 sworn officers and Avon who have 18 sworn officers. These cities are similar in size and tourism. This request will affect the operations budget for the long term- both in salary and benefits.

**Vehicle Impound Building:** This project is getting underway with site location and plans. In 2015 the hope is to start development of this multi department project. The need for the long term impound/evidence holds is needed. This also will serve us for bicycle impound- which we average 60-80 bikes at one time. We are also exploring the idea of a shooting range at the facility and possibly a shared training room with the Fire Department. I believe this building project will be a benefit to the citizens of Salida.



# **FIRE DEPARTMENT**

2015 Budget

Prepared by Doug Bess, Fire Chief

## ***Mission Statement:***

*The mission of the Salida Fire Department is to provide the highest level of professional service and protection of life and property to the people who live, work, and visit the City of Salida and by providing the same level of service to other agencies through contract or mutual aid agreements.*

## **I. Department Purpose:**

The Salida Fire Department provides professional 24-hour service to the citizens and visitors of Salida. Our scope of work includes fire response (structural and wildland), emergency medical service, hazardous material response, and various forms of technical rescue including ice, swiftwater, confined space, and high and low angle rescues, to name a few. In short, we are the “help people” department. Other services are as follows: Fire inspections, plans review, code enforcement, emergency planning, fireworks display, fire safety classes, CPR classes, smoke detector and battery installations, and fire prevention classes to all of the schools.

## **II. 2014 Mid-Year Review & Accomplishments**

The last meeting of the Oversight Committee pertaining to the consolidation of the emergency agencies in the county was held in March of 2014. At this meeting it was decided that consolidation of the agencies was not feasible at this time. Many good things came out of the 21 month process. As I stated to the City Administrator, Salida Fire Department is the model fire agency in the county and we will continue to work with the other agencies to improve their standards of service.

Following are a few of the accomplishments amongst the agencies:

- Automatic Aid on the southern end of the County was approved on February 18<sup>th</sup>, 2014. Salida Fire has responded on (7) Auto-Aid requests since being implemented and our rapid response time has made a significant impact on the outcome of the incident.
- The Headwater’s Training Officer’s Association (HTOA) was formed. The HTOA is comprised of Salida Fire, South Arkansas Fire Protection District, Chaffee County Fire Protection District, Buena Vista Volunteer Fire Department, Leadville/Lake County Fire Rescue, and Gunnison Volunteer Fire Department. This organization provides an avenue for all the agencies to train together such as we did with the live fire training at the Longfellow Elementary School. Training together insures that we are standardized in tactics and communications when providing aid to each other on actual incidents.
- The long overdue annual pump testing was done on all of our fire apparatus. We were able to reduce the cost of this service by splitting travel costs with CCFPD. I am happy to report that all of our fire apparatus passed their pump tests. This is a testament to the staff that insures that the apparatus are maintained on a daily basis.

Training continues to be a priority within the department. To date, Salida Fire personnel have been involved in 3 tabletop exercises, 2 live fire trainings, and 1 Type 3 Wildfire Drill. Currently all of the staff have achieved Colorado State Firefighter II certification or higher. As Chief, I continue to work with the county emergency manager on operational plans as well as multi agency trainings. We are currently involved in preparing for the Pro Challenge bicycle race in August.

Insurance Services Organization (ISO) paid us a visit in April. The results of the visit have not been received to date but I am confident that the rating may improve. ISO is a 1-10 rating given to fire departments across the country. Insurance Companies use this rating to set rates for residential and commercial insurance. The lower the ISO number, the better the rate. A low ISO rating can be a draw for potential commercial businesses.

The Senior Firefighter position was implemented in January of this year. The three staff members that were moved into this position have excelled at their new roles. Having an additional step in the ranks provides motivation to the newer firefighters; motivating their career development to prepare for this position in the future. The Senior Firefighters now have the responsibility of the Captain in his absence and are learning the responsibility that goes with being a Captain which will prepare them for this position in the future.

Having three members on shift basically guarantees a two man shift with time off, out of town trainings and sick leave. This year, we have utilized our Reserve Firefighters to supplement shifts for scheduled time off during busy weekends, special events, etc. This has worked well and provided the Reserves with quality shift time working with the career staff.

In May of this year, we were successfully able to get all the fire agencies and the building department to agree upon a Sprinkler Code Text Amendment. By doing so, the code is now standardized county wide and will prevent confusion.

With the significant snowpack and a cool wet spring, the fire danger has remained at moderate throughout the summer. This is a refreshing break from the last two summers with the major fires and drought conditions experienced statewide. The increased runoff this year has kept the department busy on the river. The incident at the low head dam was bittersweet in the sense that we rescued one individual from certain death but were unable to locate the young lady that perished. The rescue that was performed at the dam is a testament to the training and ability of the fire department staff and did not go unrecognized by the family of the young man that was saved.

The fund raising project for the 1911 Kissel Restoration really took off this spring. To date we have raised \$12,600. Emily Katsimpalis was instrumental in making this happen by making the SBA aware of it and the work she did on the ads in the local paper. Out of town donations have been received from people that follow the local newspaper.

On Friday the 13<sup>th</sup> of June, Salida Fire was awarded the Assistance to Firefighters Grant in the amount of \$185,725 for the purchase of new Self Contained Breathing Apparatus and a Fill Station. This is a competitive grant and a lot of work went into writing it. To date, Salida Fire has received the second highest amount in the state of Colorado.

### III. 2015 Department Goals

**Kissel Restoration:** This goal will continue to be a priority of the Salida Fire Department. We have had a lot of success raising funds in 2014. We will be applying for the State Historical Grant in October of this year. If we are fortunate to be awarded the grant, then the process will begin. Based on initial conversations with restoration people, the work to restore the apparatus will take roughly two years. This goal is in line with “Maintain and improve Salida’s existing assets” and “Do it right make it last”.

**Business Licensing Program:** This has been a goal of the department for several years now with no success. It is nearly impossible to keep up with businesses coming and going. There is a safety concern when a business moves out and the new business that moves in is a change of use. If the fire department is not aware of this change of use, we could possibly be entering a dangerous situation that we were not aware of. Currently, we are only aware of a business change when the new owner/occupant plans on renovating the building and it goes before the Community Development Department. Plans reviews and inspections generate revenue for the city and I feel that we could be doing a better job tracking new businesses and getting our foot in the door. This goal is in line with “Increase pride in the community and confidence in local government”.

**Full Time Administration Coordinator:** The administrative assistant for the fire department works 28 hours per week. Under the revised personnel manual that was adopted by council on May 20, 2014 this position is now classified as Part Time Benefitted. In the near future, it is my goal to see the administrative assistant position be moved to Special Full Time or preferably Regular Full Time as well as moving the position up to Job Level 4 Administration Coordinator. The administrative assistant is responsible for scheduling inspections, billing, assisting with grant writing requests and compliance, budget monitoring, filing, payroll, correspondence, making travel arrangements for the staff on out of town trainings, acquisitions, fire prevention week education planning and scheduling, new hire and personnel paperwork, wildland firefighting paperwork, insuring the Chief is where he is supposed to be on a daily basis, and most importantly answering the phone and interacting with the public. When the staff is on a call, they are out of the station for an average of an hour. Additionally, they are away from the station for business inspections and field training. When you couple that with the Chief’s schedule, there is a significant amount of time that the office door is locked and no one is available to answer the phones during normal business hours. As a city department, I believe it is crucial that we provide the best customer service that we can. This goal is in line with “Invest in Employees”.

**Training:** The fire department staff continues to maintain current certifications and they have willingly obtained additional certifications to insure that we are providing the highest level of service that we can. One of my captains was involved in a pilot program for Colorado State Fire Officer I and completed the course. In the coming year(s), it is my goal that the remaining Captains and Senior FF’s achieve this level of certification. This goal is in line with “Invest in Employees”.

## IV. 2015 Capital Requests

### Capital Expenditures

**Intake Valves for fire apparatus \$3000:** Intake valves protect the apparatus pumps when attaching to a city hydrant. They have a built in pressure reducer that eliminates water hammer on the pump. The valves that are currently in service are constantly exposed to water which over time decays the inner working parts of the valve. The valves have reached their useful life and are extremely hard to operate. One valve was purchased in 2014. We need to purchase (5) more to replace all the valves. I am requesting to purchase (2) in 2015, and ask for (3) in 2016.

**Steam Cleaner \$2500:** The majority of the maintenance on the fire apparatus is done in house by the staff. The motors and the under carriage of the apparatus need to be steam cleaned on a regular basis to inspect for leaks and worn parts. The purchase of an electric steam cleaner would allow the staff to use it indoors versus the gas powered power washer that we currently have that is not designed for this purpose.

**Refrigerators \$1500:** The three refrigerators that are currently in the kitchen were purchased used with out of pocket funds by the staff. They are old and very inefficient. I am requesting to purchase (3) basic refrigerators.

**Furniture for Day Room \$3000:** In the past, all the furnishings in the day room have been purchased by the firefighters pooling together their own money. The firefighters spend 48 hours at a time (1/3 of the year) in the building. I believe that furnishings should be purchased within the budget. The current furniture has exceeded its useful life.

**Knox Key Secure \$500:** The fire department utilizes the Knox Box system. A box is mounted on a business with the required keys to gain entry into the building. The key that I carry in my vehicle opens every box in town. Theft of this key would be detrimental to the fire department and the city. Knox has a key secure system for my command vehicle which the key is inserted to and requires a code for removal. Currently the key is stored in a cheap lock box from the hardware store.

**Rescue Randy \$1200:** Rescue Randy is a 165 pound Manikin designed for lifelike victim handling, transportation, and extrication training. This manikin can be safely used in situations too hazardous or uncomfortable for human volunteers. Part of our mission is to preserve life. Being able to train on removing a victim from a vehicle, structure, or other entrapment is critical.

**New Computers (\$2600):** The computer in my office is beginning to fail. The disc drive no longer works and I am having issues with the USB ports. The computer in the plans room is very old. We utilize this PC to access the citywide GIS database and it simply does not have the speed to do it. I am asking to replace two of the department's computers in 2015.

**Replace Suspended Ceiling Tiles in Living Quarters (\$2480 + Installation):** The suspended ceiling tiles in the living quarters have been there since the 1980's and are showing their age with water stains and discoloration. As a Chief, I take pride in keeping the very old building that we are housed in in good repair. Although this request is not critical it would greatly improve the appearance of the living quarters.

**Shower Repair (\$1000 in house per Kevin Crowley):** The shower in the original upstairs bathroom needs replaced. The shower and the associated plumbing continue to leak onto the first floor ceiling which is now failing. The staff is no longer using the shower until it can be repaired. A new built in shower will need to be constructed and the plumbing replaced. The downstairs ceiling drywall will need to be patched or possibly replaced if mold is present.

**Alley Drainage (Fence \$550, Generator Pad \$150, Door \$400):** The alley behind the firehouse has had drainage issues for a very long time. Without proper drainage, the old Salida Brick walls continue to weep moisture. The other issue with the alley is that it is being used as a location for the restaurant staff to hang out and party. The neighboring restaurant has multiple containers of used cooking oil, tables, chairs, wheelbarrow, and a portable hot dog wagon stored in this area. My proposal is to repair the drainage issue either with cement or asphalt and then fence off the alley with a one way gate. The current door out of the rear of the firehouse is inoperable. A new door could be installed to allow access to the alley from the building. The proposed backup generator would be positioned in this alley and wouldn't be susceptible to vandalism. Per Kevin Crowley, the work will be done in house. I do not have costs from Kevin for the drainage repair.

#### Capital Purchases & Improvements

**Backup Power for the Building (\$13,000 + \$150 for concrete pad to be installed by Kevin Crowley):** I am again asking for a backup generator for the fire station. Loss of power severely hinders fire department operations. Our phones, computers, door openers and lights, just to name a few, do not function. Many times the loss of power is due to thunder storms, wind events, and car wrecks. Our responses to these incidents are delayed while we manually open the very large bay doors by hand. The doors then have to remain open leaving our building exposed and unattended. In the Chaffee County Emergency Operation Plan that the city recently adopted, it states; "Loss of service is closely linked to the disaster's impact on critical infrastructure, business and government. The preservation and continuity of government, **fire**, police, EMS, emergency management, and public health and environment are immediate priorities." Having backup power will greatly reduce a disasters impact on the fire department and will allow the staff to be able to effectively do their job. **South Arkansas Fire Protection District has agreed to pay half.**

**Additional Shared Facility (Bid required):** The additional shared facility for Fire, Police, and Public Works is much needed. Speaking for the Fire Department, we need a building to house our Haz Mat trailer which is currently in loaner space with the county. This will probably not last such as when it was at the airport and they requested us to move it. We also need a building that we can raise the cabs on our fire apparatus to perform cleaning and maintenance. Our current building does not have tall enough ceilings to do this. We also need space to safely perform annual hose testing. Currently we do this on the city sidewalk and this presents a significant danger to citizens on the sidewalk. These hoses are pressured to 250 p.s.i. for five minutes and occasionally they do fail. We are hoping to secure enough space away from the building to utilize shipping containers to create a live fire training facility. I have met with Terry and Bob and we are currently working to choose a site that is suitable. To date, we have a proposal of \$5300 from Helmstetler Architects & Associates to help with the site selection. The funds for site selection were budgeted in 2014.

**Thermal Imaging Camera \$11000:** Thermal Imaging cameras are essential for locating victims in low visibility situations and are instrumental in finding the seat of a fire and hidden fires. Currently

we have two imagers on the first out engine. These imagers are taken into the structure. I am requesting an imager for my command vehicle. Having the ability to see heat signatures and fire location from the outside of a structure will aid me in keeping my interior crews safer. Thermal Imagers are also very useful for locating victims at night and in search operations such as the recent incident at the low head dam.

**Kissel Restoration \$7500:** I am requesting to carry the \$7500 budgeted for the Kissel restoration in 2014 into 2015. We will be applying for the State Historical Grant in October.

**Lighting Upgrades (Awaiting Bid):** As of July 2012, EISA legislation phased out inefficient fluorescent lamps and ballasts in an effort to significantly reduce energy consumption. The entire upstairs of the fire station as well as the single city truck bay currently utilize the phased out fixtures. In June of this year, I received a copy of the lighting assessment that was performed by Excel Energy. According to this report, by replacing the fixtures and bulbs there would be an annual cost savings of \$2,279 and we would be eligible for rebates in excess of \$900. We no longer have any replacement bulbs in the building and I am not sure if any of the stores still carry them. I had a representative from Batteries plus Bulbs come to the firehouse to evaluate all the fixtures and he will be getting me pricing in the next few days.

*\*Although I was required to rate my capital expenditures from most needed to least needed, it is my opinion that they are all of equal importance. Crew safety, training, facilities, maintenance, security, and equipment are all important aspects of our day to day operations. My total for capital requests not including the cost for a shared facility is \$43,935. This is a relatively small request to maintain the day to day operation of the department and to provide the citizens of Salida the professional service they deserve.*

## **V. Operating Expenditures**

Reviewing the budget report for the department year to date, I am confident that my operating budget can remain flat into 2015 other than line item 22-5370 Non-capital Tools & Equipment. The amount budgeted for 2014 was \$400 and I am requesting to increase that amount to \$1000. My justification for this is as follows; the department handles all janitorial duties, most building maintenance aside from major repairs, and fleet maintenance and upkeep. Hand tools, mechanics tools, brooms, car wash brushes, mops, batteries, etc. are consumable tools and equipment that need to be replaced often. The \$400 that I have for this year will not cover these items that need to be purchased. I am also requesting an additional user license for Firehouse Software so that two people can utilize the program at the same time. The one-time fee for the license is \$450. The support costs for FH software will increase by 8% in 2015. With the increase and the additional license, the annual support cost will go from \$675 to \$785.

## **VI. Revenue**

Salida Fire receives revenue from the following sources: Large Haz-Mat incidents (usually on the highways involving transport containers), wildfire deployment, plans reviews, business inspections, and fireworks permitting. To date, we have not had any Haz-Mat incidents and have deployed on one wildfire. The numbers of plans reviews that have been done are consistent with years past. We

continue to inspect all businesses with liquor licenses as well as assembly occupancies and other occupancies that could present a hazard to the staff and community.

Upon reviewing my current fee schedule, I would recommend that the fee for New Business Inspections be increased from \$30/Hour or any part thereof to \$35. I would also recommend that the fee for Existing Business Inspections be increased from \$25/Hour or any part thereof to \$30. The basis for this increase is to offset the fuel costs when performing these inspections. When a business requires follow up visits it creates a burden on the fuel budget. Company inspections are performed by the staff on duty. They utilize the fire engine to maintain crew integrity and be able to respond on incidents. The entire staff takes part in the inspection so that they become familiar with the buildings that they could potentially have to fight fire in.

## **VII. Future Needs & Concerns**

With the acquisition of our new Engine in 2013, and the upcoming purchase of new SCBA's and a Fill Station with grant funds in 2014, we will have acquired two of our largest expense items over the last two years. We expect to be good in these areas for many years to come.

The staff at Salida Fire has a combined 118 years of service. Two staff members are above the mid-range based on the 2014 Salary Ranges included in the Pay Plan Policy. The Fire Chief is currently 6% below the mid-range. The Captains are an average of 7.66% below mid-range. The Senior FF's are an average of 2% below the mid-range (this percentage is low due to the position being created and implemented this year). The firefighters are an average of 5.66% below the mid-range. There is talk of doing another wage study. Perhaps we should concentrate on getting the staff to the mid-range versus another study that might increase some positions in the city while others continue to be left behind.

From a personal standpoint, I have given the city 20 years of dedicated service. I am a firm believer that years of service and experience go hand in hand. I feel that at my Job Level 9 there is a large disparity in the pay amongst department heads. Is one department head position more important than another? Is it right that a department head with two years of service to the city makes 8% more than a department head that has been with the city his entire career?

The lump sum merit increases given out by the city last year were a good gesture and the staff appreciated this. The problem I see with the lump sum is that an employee at a job level 4 could have a stellar year and still receive a substantially lesser amount than an employee at a job level 8 that had a so-so year. I would like to see council approve merit increases for the employees that deserve them. My staff is very dedicated to the fire service. A position on a career department anywhere in the country is coveted and very competitive to get. Although the fire department has very little turnover, I want to insure that the staff's wages remain competitive to keep up with the cost of living in our community. Additionally, retention of staff is a top priority, as it is much more cost effective for the city than having to hire and train replacements.

In 2003, the Fire Marshal's position was eliminated due to budget cuts with the promise that it would be brought back when funding was available. Eleven years later the position has not been

reinstated. Yet, staffing in Administration, Planning, and the Police Department have increased, as well as the creation of several new positions city wide.

The justification for this position is simple, it was a vital position before it was eliminated and now with all that is happening in our community, such as legalized marijuana and grow facilities, it is even more critical. Having this position back would provide one full time person to insure that the department's records of commercial businesses are up to date, as well as performing plans reviews, inspections, code enforcement, and attending development meetings. This position, if reinstated would allow the Fire Chief to concentrate on the many other responsibilities that come with being the Chief of a municipal department as well as the Chief of a Fire District that lies in two separate counties. There is a significant amount of time involved in Emergency Preparedness and Planning especially when it involves two separate counties.

I have explored the option of using the "SAFER" grant to assist with reinstating this position. Unfortunately, the grant is only for the hiring of new firefighters or rehiring firefighters that have been laid off.

With the acquisition of our new \$50,000 fill station through the AFG grant, I will be looking to enter into an annual maintenance contract beginning in 2016. Insuring that we are putting quality air into our breathing cylinders is critical. The fill station requires that filters be changed on schedule to insure that the air quality meets national standards. The initial estimate for the maintenance and filters is \$1,500 annually.



# PUBLIC WORKS DEPARTMENT

2015 Budget

Prepared by Bob Salmi, Director of Public Works

***Mission Statement: We - the City of Salida Department of Public Works - work for you! Our mission is to improve the quality of life for City of Salida residents through responsive, efficient, and effective delivery of services to every neighborhood, and by reflecting a can-do attitude with our citizens. The Public Works Mission articulates the Department's three major initiatives, which are Customer Service, Infrastructure Improvement, and Employee Involvement. We are the hub that joins together all City Services.***

## I. Department Purpose:

The purpose of the Public Works organization encompasses budgetary departments that oversee all City infrastructures.

Our department currently employs **11 full-time, 1 part-time** and (in the summer) **4 seasonal** workers. We invest in the success of our employees by providing proper training courses and certification opportunities as they come available. A skilled staff provides our city and its citizens with a job done correctly the first time and as economically as possible.

We provide a wide variety of services to the city, its citizens, and its businesses. These basic services include but are not limited to city parks maintenance, mowing, trash removal, and irrigation maintenance.

Our department invests a great deal of our resources to the responsibility of planning, building and rebuilding, maintenance, and oversight of construction on our city streets. It is ongoing, and we maintain a 5 year street plan that is ever evolving as the condition of our city street needs arise. City roads are plowed and swept; and trails are cleared in the winter.

Tree cutting, sewer line repairs and maintenance, maintenance and repairs of our city water lines, assuring that safe potable water is supplied to homes and businesses. Water meters read, signage posted, we clear our streets of dead animals.

We participate in the planning and implementation of infrastructure improvements.

The citizens of our community can be confident that the Public Works Department does wear many hats; our staff responds quickly and efficiently to the numerous calls received daily which vary as to the needs of our citizens. When situations arise as they often do the phrase “and other duties as assigned” is our call.

It is the responsibility of our department to work with other city, county and state entities to assure that the City of Salida “works”.

### Examples of our daily duties include:

- ✓ Utility locates from call center average of four a day
- ✓ Water meter reading, final reads, and turn on, turn off water, high usage checks, and leak checks.
- ✓ Flush fire hydrants to clean the pipes
- ✓ Flush hot water line for the Aquatic Center
- ✓ Flush and unblock sewer lines that are problematic.
- ✓ Make water and sewer taps as needed
- ✓ Repair water main leaks and patch the road as needed over mains and service lines.
- ✓ Hwy 50 sidewalk cleaning
- ✓ Sweep streets as time allows especially downtown and highway 50
- ✓ Issue permits and do inspections as needed
- ✓ Thaw the frozen meters (less this year than previous year as it was milder)
- ✓ Water, and mow and maintain irrigation on **15+ acres** of parks and
- ✓ **29,750 feet** of trails
- ✓ Empty **90 trash** cans a minimum once weekly, some 3 or four times a week when necessary **estimate 6500 + empties**
- ✓ Trim trees, remove trees and stumps
- ✓ Locate and repair pothole in city street
- ✓ Painting of crosswalks, handicap spots, sharrows, curbs
- ✓ Cleared storm drains when plugged as needed
- ✓ Maintain US Forest Service Facility
- ✓ Ongoing water main and hydrant flushing

## II. 2014 Mid-Year Review & Accomplishments

The Public Works Department has been extremely busy this year:

- ✓ Awarded bid for the 2014 Sewer Dump Project
- ✓ Completed the Hazardous Sidewalk Project
- ✓ Awarded bid for Sewer Jetting and Video Project
- ✓ Awarded bid for Caldwell “Alley” Project
- ✓ Awarded bid for the Sidewalk Replacement Project
  - **Completion of these two projects will have eliminated the obvious trip hazards in the city.**
- ✓ Started the H Street reconstruction Project
- ✓ Removed trees and their stumps along H Street for the reconstruction.
- ✓ Utilizing over **60 tons of asphalt**, we have filled **1000 + or -** potholes throughout our city
- ✓ Picked up and disposed of over **200 bags** of trash from the city trails
- ✓ Educated ourselves on the shutdown procedure for water on Highway 50 and installed a new fire hydrant on the main for CR 109
- ✓ Oversaw the relocation of the sewer line for the Presbyterian Church
- ✓ Prepared the new site for the Caboose Project. Excavated and prepared the site with ballast and railroad track. A water system was dug in for the drinking fountain and landscaping

- ✓ Twice participated in a coordinated effort with state parks on removal of trees in the Arkansas River
- ✓ Oversaw a sewer tap placement for River West Subdivision
- ✓ Accomplished over **400 hours** of street sweeping
- ✓ Replaced a damaged culvert system on Illinois by middle school
- ✓ Cleared & scrapped our water parts inventory of items no longer usable due to the new lead read regulations
- ✓ Prepped the parking lot for Mag chloride at the end of F Street and behind the aquatic center
- ✓ Cleaned up the area around the old Boy Scout Camp in Poncha
- ✓ Installed Rip Rap and shoulders as time allowed on streets where needed
- ✓ Added collected information in water and sewer to our GIS system with
- ✓ Opening and closing of Dog Park Memorial Day Through Labor Day
- ✓ Painting of speed limits and sharrows ongoing
- ✓ Hand watering (Southwest Conservation Corp planted) **19 new shrubs** at 7<sup>th</sup> and Trail, **6 planters** on F street Bridge, **2 planters** at Public Works, **168 trees** in downtown and parks, and NRC facility
- ✓ Installed **1 memorial bench** at McCormick Park

### **III. 2015 Department Goals**

The goals of the Public Works Department for 2015 are the following:

- ✓ See the H Street project to its completion.
- ✓ Continue implementation of the city's 5 years street plan with projects such as:
- ✓ Routh Street
- ✓ Dodge street
- ✓ H Street Phase II
- ✓ Develop and implement a 3 year sidewalk replacement plan.
- ✓ Development of 2016 projects and engineering – 5 year plan
- ✓ Plan and implement repair of the Public Works Facility parking lot.
- ✓ Accurately map and reevaluate our city's drainage systems.
- ✓ Improve drainage on 4<sup>th</sup> Street in front of Library
- ✓ Improve our existing crosswalks bringing them up to current standards

#### **Asset Management**

- **Streets & Alleys**

Our city had a total of **37.24 miles of street** and **10.66 miles of alleys** within the city limits and our **5 Year Street Plan** is in place. The Public Works Department continues to plan for replacement projects, repair projects, slurry seal, projects large and small to maintain the integrity and safety of our city's streets. This plan is continuous, and while a project may not find its way to completion in the current year, the plan evolves to add an additional year each year and new and continuing projects are reflected.

- **Sidewalks**

Our city has a total of **28 miles of sidewalk** not including our trail system. Public Works has developed a **three year side walk replacement program** and **Phase III** will address the city's sidewalks in poorest condition. We are in process of implementing Phase III of this project. This program will ultimately provide our city with a safe and sound sidewalk system to last many years to come.

- **Sewer System**

The city's sewer system incorporates **32 miles** of lines in various sizes. We will finish the sewer jetting and video project this year. This project will enable the Public Works Department to have a clearer picture of the sewer infrastructure. It will allow us to review our reconstruction/rehabilitation needs & cost allocations necessary to refurbish our collection system. High on our list is the sewer line east of Longfellow Elementary School.

- **Water System**

Our city has **44 miles of waterlines**. It is our goal in 2015 to further review our city's water system. A good example of proper planning was making the investment in H Street by replacing the water line while under construction. Other streets will need to be reviewed very carefully as we plan to rebuild, looking at the water lines and replacing as we did on H street.

It is the goal of the Public Works Department to have the rest of the water system accurately mapped and a computer model built. This will show us where we have aged water that lowers the chlorine residuals.

When completely mapped we can address the water and sewer infrastructure to determine future cost more accurately.

- **Water Valves**

The city's approximately **539 water valves** are a valuable asset. They are of no use to a water system operator if you cannot find them during a construction project or during an emergency event. Utilizing our new valve turner, it is our goal to turn all our city water valves, many we have to locate. Some valves are buried and have to be raised. It will be necessary to evaluate budget for replacement and maintenance along with a commitment of man hours

- **Water Meters**

As a pilot project, with a small investment, we would like to modernize our meter reading capabilities, slowly through new system, and work with the billing staff and operations staff to insure a smooth transition.

- **GIS Mapping**

Utilizing information we have gathered throughout the past year, we want to complete our GIS mapping system.

The GIS system is indispensable to the Public Works Department. Our Planning Department benefits greatly by having more electronic inventory and data of the City. The days of keeping an assets inventory in your memory are gone. The information has to be in a format that can be utilized

well into the city's future. Public works and the Planning Department should be able to share resources and work toward mutual projects.

- **Storm Sewers**

The Public Works Department is planning in 2015 Storm Sewer Jetting and Vacuuming project, at that time we will map and update our storm sewer management system. We then will identify our problem areas and plan for the future.

#### **IV. 2015 Capital Request**

**Item**

**Cost**

***Streets – On-going Projects***

Sidewalk Replacement Phase III	\$150K/200K 3 years
<i>Safety is the main concern in our Sidewalk Replacement Project, the first two phases identified and corrected those portions of the walks that were hazardous due to heaving, and tree roots lifting the concrete, this phase will replace those portions of the sidewalks that are in poorest condition throughout the city</i>	

Public Works Parking lot	\$100K
<i>The parking lot at Public Works is in desperate need of repair, water does not drain from the lot, creating a lake environment, breeding mosquitos, and creating muddy messes throughout the facility, often it has a bad smell.</i>	

Cross Walks (F&2 <sup>nd</sup> )	\$24,000
<i>To provide new walks and handicap access here and eventually others needed in the downtown, doing this ourselves does not involve CDOT and keeps cost down.</i>	

Drainage Issues	\$20,000
<i>There is nowhere for the water to move in front of the library and in other locations around town. In the winter, water sits in the shade and then turns to ice, even when we melt it is has no available drains for the water to go. It is a safety concern. Some areas will likely be addressed before the end of 2014, but funding is needed to continue addressing problem areas in 2015.</i>	

Hwy 50 Phase III	\$694,906
<i>Continuing the Hwy 50 project with phase III is a natural progression of the entire scope of the project</i>	

Hwy 50 Phase IV	\$458,452
<i>This phase completes the sidewalk portion all the way to the corner of Hwy 50 and Hwy 291</i>	

H Street Phase II	\$765,500
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***Streets – Rebuild***

*The following Streets are part of our 5 Year Street plan for rebuild to improve*

K street	\$59,000
Rebuild 2 blocks	

Rouff Street Rebuild and pave 810 ft.	\$59,040
Adams Street Rebuild	\$132,000
14 <sup>th</sup> (JtoK) Rebuild	\$132,000

**Streets – Slurry Seal**

*The following Streets are on our Streets 5 year plan for slurry seal*

Dodge Street 7257 Sq. Yards	\$18,150
N Street 2570 Sq. Yards	\$6,425
Nichols Street 7257 Sq. Yards	\$18,150
8 <sup>th</sup> Street 5821 Sq. Yards	\$14,555
E Street 5402 Sq. Yards	\$13,505
J Street 3080 Sq. Yards	\$7,700

**Streets – Equipment**

Bobcat \$16,677  
*Our current bobcat is dated, slow, and costly to maintain. This new Bobcat will be a cost saver in the future as the supplier has offered us a great program and the overall expenses associated with this piece of equipment will be greatly reduced.*

With discount and trade

Tires  
*A necessary maintenance*  
 Grader \$10,000

Steam/Pressure Washer \$5,000  
*This piece of equipment will allow us to better preserve nay equipment requiring regular cleaning, reducing expenses for repair maintenance over time.*

**Parks**

Lift Station @ Boat Ramp \$6,500  
*The lift station is a poor design, creating a safety hazard when needing maintenance.*

Mower \$23,000  
*This mower will allow for less man hours in our mowing, enabling staff to move to other needed projects in a timelier manner.*

**Sewer/Water**

Tremble Update  
 Water }  
 Sewer } \$10,000

*A necessary update for this piece of equipment that enables us to map the city infrastructure.*

Safety Gear (Misc.) Water & Sewer \$15,000  
*Need for this equipment is high to protect our employees in unsafe environments, we have a lack of appropriate safety equipment.*

**Water**

Water infrastructure improvement for  
H St Phase II \$460,200  
*H Street Phase II and Water Phase II complete the project to Hwy 50*

Fire Hydrants (4) \$20,000  
*We have started a fire hydrant replacement program, by we will replace at least 4 hydrants yearly, the needs are increasing as our current hydrants are aged and many have no replacement parts available. A cost effective alternative than to wait until they all fail costing the city a large amount of money at one time.*

Valve Replacement x 12 \$12,000  
*We have started valve replacement program, by we will replace at least 12 valves annually, the needs are increasing as our current valves are aged and or broken, and many have no replacement parts available. A cost effective alternative than to wait until they all fail costing the city a large amount of money at one time.*

**Sewer**

Sewer Main Rehabilitation & Replacement \$500,000  
*After the sewer jetting and video is complete this year, we will be able to determine the state of our sewer system. It will allow us to review our reconstruction/rehabilitation needs & cost allocations necessary to refurbish our collection system.*

Sewer Line East of Longfellow \$35,850  
*When jetted and videoed in a previous inspection it was determined that this sewer line is not a candidate for rehabilitation.*

**V. Operating Expenditures**

Due to the scope of projects planned for 2015 and future, the needs of the department for personnel are growing. The Department requests the addition of 1 fulltime Streets, 1 fulltime Water, and 1 fulltime Engineer (funds to be allocated between various departments as needs arise).

In addition, \$10,000 is requested for a storm sewer jetting project under repairs and maintenance of streets. The rains this summer have shown us that our storm sewer system is in great need of cleaning. This will help to prevent the water problems that have plagued our city throughout the years. An ongoing maintenance program will be put in place.

**VI. Revenue**

No new fees or rate increases are being requested in 2015 for public works services.

## **VII. Future Needs & Concerns**

- ✓ Redefine our 3-5 year Streets plan
- ✓ Implement our developing (new) 3 year Sidewalks plan
- ✓ Sewer line replacement and lining & loop water mains where they are not looped.
- ✓ Research & develop a climate wise city wide drainage system.
- ✓ We need to consider a plan for a new Street Sweeper in the next 4 years at a cost of approximately \$175,000.
- ✓ Once additional funds come available it is necessary to look at planning a Fire Hydrant Replacement project at minimum 8 hydrants yearly.



# **PUBLIC WORKS – BUILDINGS AND GROUNDS**

2015 Budget

Prepared by Kevin Crowley, Buildings and Grounds Supervisor

## ***Mission Statement:***

***Our mission is to maintain and improve city of Salidas' assets, consisting of 14 buildings, 15 acres of parks and 4 miles of trails, being proactive to address maintenance needs to reduce long-term costs.***

## **I. Department Purpose:**

Within the Public Works organization, the Buildings and Grounds Supervisor is responsible for the Parks and Trails department along with maintenance of the facilities of other City departments. This small team provides citizens with beautiful, well-kept parks and trails that they can enjoy and be proud of and public buildings that are safe, well-maintained and clean.

Within the parks and trails there are 87 trash barrels and 9 restrooms. Salida parks offer recreation and relaxation to locals and visitors alike and we strive to insure that they are well groomed and clean at all times. Park staff continually looks for opportunities to save money. Projects focus on both cost savings and providing an even more enjoyable experience for all.

Responsive action to maintenance needs of city buildings reduces costs by addressing issues in a timely manner before further damage is sustained or personal injury results. We are committed to an energy program that will reduce utility cost through installation of items recommended in a recent energy audit of city properties. Also included in building maintenance is oversight of the US Forest Service building through a lease contract that provides revenue to the city.

## **II. 2014 Mid-Year Review & Accomplishments**

The first half of 2014 saw the installation of a new playground at Centennial Park. This playground meets insurance standards and is ADA compliant, replacing one that was not.

The Caboose relocation was a project that everyone at public works was involved in.

Automated irrigation systems were installed at Mack-Witty and Pickets parks.

Park staff continually looks for opportunities to save money and have resurrected an old irrigation system, installed rain sensors, converted 2 manual systems to automated sprinklers and completed 2 major electrical extension projects "in-house".

### **III. 2015 Department Goals**

My department goals are directly linked to the city-wide goals. We maintain existing city assets (buildings and grounds), do our work in a quality manner with results that will last, and we increase pride in the community by having nice public buildings and spaces to serve residents and visitors.

In the buildings side of my department I look forward the renovation of the Scout Hut. This property has such historic ties to the community and is really showing its age. Attention to this building would coincide with 3 city wide goals.

We would like to take money budgeted in 2014 to restore the lampposts at Alpine Park and roll it into a 2015 project to install diagonal walkways and a gazebo. This would be the park back to its original glory, improving a city asset and increasing pride in the community.

### **IV. 2015 Capital Requests**

Capital Expenditures- The aging fleet of mowers and trimmers should be addressed. Their reliability and cost to maintain mandates at least one of each be replaced in 2015.

The city began replacing the aged wooden picnic tables and trash barrels and that process should be completed in 2015 with the purchase of the last 12 of each.

Loyal Dukes' dog park time locks and sound walls should be installed to mitigate the parks affect to the neighborhood.

Grant money has been secured for the trail extension sections to connect McCormick Park to Sands Lake, but this work will require some percentage matching funds and staff involvement to oversee the project.

We have started a playground replacement process and I would like to continue this with funding for a new playground at Marvin Park. The current one is in bad shape and between the trail extension running behind the park and the new sub-division this playground could see considerably more use.

The sewage lift station for the boat ramp bathrooms needs a rail system installed to facilitate maintenance of the pumps. This rail system would eliminate the need for "confined space" entry which is quite hazardous.

### **V. Operating Expenditures**

Winter and spring fertilizers for the grounds exceeds \$5000 and have always just been taken from various other categories, depleting those operational accounts resulting in budget overruns. This expense should have its own category and budget so it doesn't deplete other operational accounts and to more accurately track expenses.

# **RECREATION DEPARTMENT**

2015 Budget

Prepared by Theresa Casey

## **Mission Statement:**

**Enriching and empowering lives through recreation in our community.**

**Safe – Supportive – Fun – Welcoming – Quality – Diverse - Friendly**

***Mission Statement:***

## **I. Department Purpose:**

The Recreation department provides quality recreation programming in a welcoming atmosphere with trained friendly instructors, lifeguards, and support staff. We teach life skills, challenge participants to learn something new, and create a supportive environment to stimulate body and mind.

While safety remains our number one concern, we want to be sure that participants are having fun in our programs, enjoying a special event or activity, or swimming in the hot springs pool.

We provide diverse offerings that get participants moving, starts them thinking and introduces them to new activities.

We serve as the central parks reservation site, we partner with the Boys and Girls Club, FIBArk, Monarch Mountain, Livewell Chaffee County, GARNA, Colorado State Parks, Guidestone Colorado, Chaffee County Extension and 4H, Chaffee County Fairgrounds many local businesses and more, we encourage participation by offering special events and prices, we market the parks, pool, programs and events, we plan for and carry out capital projects.

## **II. 2014 Mid-Year Review & Accomplishments**

Revenue from recreation is up and trending to finish strong. Near the end of July, 2014, revenues have already surpassed the revenue budgeted for at the beginning of 2014. This is due in part to more diverse program offerings, increased marketing, increased fundraising from sponsors, and increased program and staffing stability.

Revenue from the swimming pool is running slightly higher than 2013 (4-5%), however visitor numbers are trending down slightly. The private soaking pools are currently up 20% for 2013, and park rentals are up approximately 15%, with over 100 rentals. The new Chisholm Park Pavilion is proving to be a valued addition to our parks rental program.

Swimming pool revenues are predicted to be down by the end of 2014 due to an 8 week planned pool maintenance shut-down.

The minimum starting salary in the department was raised to \$9.00 an hour in 2014. This investment in our employees is designed to help with retention and to reduce training needs.

As of this writing, nearly \$700 have been awarded from the Youth Scholarship Fund, with many more families registered. It is affirming to our mission to be able waive program fees for youth who qualify.

The Recreation Department and the SteamPlant staff began working together to achieve common goals in 2013 and in 2014 the Recreation Manager became the Arts & Recreation Director cementing our bond and creating an even better spirit of cooperation.

Staff undertook two visioning projects in 2014; the Playground Master Plan and the Scout Hut Renovation Plan. With grants from the Department of Local Affairs, and student labor from the University of Colorado at Denver, both projects have been completed and final plans presented to Council.

Staff will also be preparing two grant requests in 2014. A GOCO grant to assist with construction of the Outdoor soaking pools, spray feature, tennis courts, restrooms and park improvements. We will know by mid-December if we are successful.

Maintenance and upkeep continue to be an integral component of keeping the swimming pool facility open and in good working order. The major building project for 2014 has been bid, contracts signed and work has begun. This project will address the humidity problem at the pool and will prolong the life of the physical plant. Unfortunately, the project will necessitate an eight week closure of the swimming pool. Staff has been working with other swimming pools to offer some of our programs elsewhere.

It is important to recognize the staff of the Recreation Department. This department runs 7 days a week in excess of 90 hours per week. With a department as small as ours there are a lot of hats to wear, communications and arrangements to be made, and several broad areas of focus to pay attention to. From planning and hosting programs and events, to keeping up with budgeting and reporting; from visiting different facilities, to working with outside contractors and groups; and from instituting creative marketing strategies to providing excellent customer service, our staff must work hard at all times to keep up with the pace. Creative, practical and sometimes quick solutions must be constructed and executed, often on a tight budget. We hope this effort is appreciated by the citizens we serve and strive only to make Salida the best place it can be.

A sampling of new and improved programs:

- ❖ Pickle Ball
- ❖ Friday Enrichment
- ❖ Zombie Run
- ❖ Weekend Water Workout
- ❖ Sunrise Yoga
- ❖ Riverside Boot Camp
- ❖ Chisholm Park Rentals
- ❖ Travelogues

### **III. 2015 Department Goals**

Maintain and improve Salida's existing assets

Assuming our GOCO grant request is awarded, we will begin work on Centennial Park improvements including Locker-rooms, tennis courts, outdoor restrooms, outdoor soaking pools and an outdoor spray pad.

Apply for DOLA funds to renovate the Scout Hut as described in the 2014 Scout Hut Renovation Project Plan.

Install a new playground in Riverside Park using \$50k of CTF funds and apply for GOCO funds to increase the equipment budget.

Do it right and make it last

Any project undertaken by our department shall be well thought out and executed

Increase pride in the community and confidence in local government

Continue to improve park playgrounds

Increased visibility through marketing efforts

Invest in employees

Move minimum starting wage up to \$10 per hour to increase employee retention

Address the staff office situation and plan for rehabilitation of the offices

### **IV. 2015 Capital Requests**

Capital Expenditures

- Lights in the pool area. The interior swimming pool lights are beginning to fail. Some have been replaced with new fixtures. As the days begin to get shorter the need for proper lighting is evident and is a safety issue.
- Pump replacement. There are several pumps used to operate the various pools and systems to keep the water recirculating and the disinfection chemicals processing through the pools. These pumps run 24 hours a day 7 days a week. Pump replacement is necessary to keep the pools functioning.
- Pump room ventilation and emergency shut off requirements for boiler, we were advised by the state boiler inspector that these things need to be added as a requirement and are safety issues.
- Possible State of Colorado Hot Springs discharge permit modifications – depending on State requirements, unknown at this time. The State is revising its hot springs pool regulations and the net effect to the City is not yet known. We have been told that we will be given time to bring our facility up to the new regulatory requirement(s).
- Indoor slide, attractions need to be updated regularly to avoid being stale (boring). The inflatable slide added in 2012 has served as a great addition and now a permanent slide should be added. New attractions will bring in new customers and keep regular customers coming back.

- Replace chlorinators, life expectancy issues

#### Capital Purchases & Improvements

- Exterior painting, this project has been on the list for many years, each time a more pressing repair has surfaced and we have diverted the funds to that project. The paint is not a safety issue, mostly an aesthetics issue.
- Sand replacement for both sand filters, regular replacement (every few years) is highly recommended, this has not been done in many years
- Grate replacement – the grates covering the gutters around the perimeter of both the lap pool and warm pool are starting to breakdown and will need to be systematically replaced. This could become a safety issue, trip hazard.

Pool expansion project – soaking pools, outdoor restrooms, two tennis courts, a spray pad and new locker-rooms. This project has been discussed for many years and is now gaining some momentum. Staff is currently applying for a GOCO grant to assist with the costs related to this worthy project. If we do not get the GOCO grant to expand the pool project, we will need to address the current locker rooms and the rapid deterioration of the underground plumbing.

Scout Hut Renovation. A renovation plan has been created for the Scout Hut. Staff will apply for DOLA funds to assist with the cost of renovation. Staff is confident that we could get \$200,000 from DOLA for this project. However if the pool project moves forward, the Scout Hut may have to wait until 2016.

Playground replacement – Following Council direction for one playground replacement a year until we have completed all parks, Marvin Park is on tap for replacement in 2015. This project will be paid for by using 50k from the CTF.

## **V. Operating Expenditures**

Increased custodial hours, customers value cleanliness, we are currently working 5 to 6 hours a night cleaning and 2 hours every other day vacuuming the pool and 6 hours once a week cleaning and disinfecting the corridors and lobby. This is 55 hours per week compared to the 2014 budget of 40 hours per week, plus two shut downs 160 hours.

Lifeguard hours, need to have more Lifeguard II's to take control in busy times, give direction etc. Starting wage increase to \$10 – compression issue to be addressed with longer term employees  
Full year of operations (2013 budget reflects prolonged closure)

Recreation classes and programs continue to grow and expand, more operating and professional services are required to service our expanding customer base.

Recreation van rentals for programs and trips. Staff has requested to rent two 15-passenger vans to use for field trips and transporting students or pool visitors to and from the pool. (Boys & Girls club could swim more often if they had more reliable transportation)

Increased visibility through marketing efforts and use of social media. We have requested \$5,000 more in our marketing budget.

Annual equipment replacement - \$6,000 +

## **VI. Revenue**

After a planned 2 month closure, we may be facing a downturn from our customers disengaged or disgruntled over the prolonged closure. We may experience a slow period as our patrons return to the swimming pool. However, we have budgeted a minimum of a 5% increase across the board.

Recreation programs continues to grow and expand, the staff have done an excellent job of creating new programs and excitement. Our Recreation Supervisor Maggie Murdoch has now been with the City in excess of four years and has created a dedicated following of program participants.

Possibility of outdoor soaking pools, may open in late 2015

## **VII. Future Needs & Concerns**

Staffing. It is difficult to staff a facility in excess of 90 hours per week. Many of our staff are older and only work when they want to. Our high school students can only work when they are not in school or athletics. Operations suffer when staff are not consistent. The Recreation department has requested for at least the last five years to add an additional full-time position. The department could really use at least two additional full time positions for safety and consistency.

The swimming pool facility was built in 1937 and has seen many upgrades over time. Many of our components are in fine working condition. The swimming pool facility has many moving parts, machinery and equipment that must be maintained on a daily basis. Even with good maintenance practices, things wear out and the need to budget annually for upgrades and replacements is necessary. The pools pump-room has 14 pumps and motors, 2 automated valves, 2 boilers, 1 furnace, 2 water heaters, 1 MAU (PDU Pool Dehumidification Unit), and an air conditioning unit for the locker-rooms.

Many of the above ground parts have been repaired/replaced over time, it is now time to look more closely at the underground parts of the facility. The domestic water lines that feed the locker-rooms are beginning to collapse, drains are not moving swiftly and we are seeing backups on a more regular basis. If these underground lines are not addressed soon we may be forced to close the current locker-rooms for sanitary reasons. The Centennial Park/Hot Springs Pool Plan addresses the locker-rooms and we are hopeful that the city is awarded a GOCO grant so that this project can move forward. If we do not receive the grant, we will have to address the locker-rooms and the need for line replacement. Our guests are going to tire of prolonged closings and we will see our membership numbers declining.

Another issue that will need to be addressed in the very near future is lap pool integrity. We may need to re-plaster the lap pool to prevent leaking and underground deterioration. We did get a bid on this

project in 2012 for \$76,000, this number would need to be increased or re-bid when it is time to move forward on this. The other major recommendation for the lap pool is to have the vessel inspected for its integrity, the pool decking (the underside of the pool deck as it attaches to the pool vessel) is showing a lot of rust and there may need to be some remediation done to continue to support the pool vessel.

Office Renovation. The Recreation staff continue to make due in substandard offices. Lighting is poor, there is no insulation in the ceilings and wind actually blows through the offices. Staff wear long underwear and hats in their offices in the winter.

New handicapped lift, our current lift is heavily used and has had many parts replaced. We will need to purchase a new lift in the near future. This is an ADA requirement.



# **STEAMPLANT EVENT CENTER**

2015 Budget Narrative

Prepared by Michael Varnum, SteamPlant Event Center Director

## ***Mission Statement:***

The mission of the SteamPlant Event Center is to operate a high-quality, attractive event center and theater that increases business and tourism in Salida and the Upper Arkansas River Valley and provides diverse, affordable and high quality cultural programming.

## **I. Department Purpose:**

The SteamPlant Event Center provides facilities and services for meetings, conferences, workshops, weddings, special events, theater, art and concert productions and community gatherings. The SteamPlant supports the economy by bringing visitors to hotels, restaurants, art galleries and retail businesses. The goal of the SteamPlant is to provide rental space and services to local, regional, state and national groups in an effort to provide positive economic impact for the area.

The SteamPlant also serves as the anchor to the state certified Salida Creative District. The SteamPlant and the Salida Creative District support and enhance each other through events and programs. The Creative District supports local creatives by providing training, services and opportunities which help build long-term, year-round economic growth in the community.

## **II. 2014 Mid-Year Review & Accomplishments**

- In 2013 the SteamPlant Event Center Department and the Salida Recreation Department began partnering in offerings to the public. This partnership was continued and expanded in 2014 to include new and creative classes and events such as Art with Heart, Bike Fest and concerts in the Park.
- The SteamPlant Event Center and the Creative District hosted the 2014 Colorado Creative Industries Summit. This two day conference brought over 280 attendees and their guests to Salida and 50 people for an additional two days. This event was held during Salida's shoulder season just before the summer season.
- A new Wifi system was installed at the SteamPlant in April to accommodate the increased number of users. This system is used for training sessions held by the Creative District as well as users of the SteamPlant. Antennas are located in various indoor and outdoor locations so that the entire property is covered.
- A new exterior camera was purchased by Arkansas Headwaters Recreation Area to broadcast the live video of the SteamPlant bank and the Coors boat ramp play hole. This video feed will be available on the AHRA website with links from the SteamPlant websites.
- New window treatment shades were installed in the SteamPlant Ballroom windows. The blinds block out 93% of light and allow for better reproduction on the video screen.
- A new exterior kiosk was constructed to house posters and brochures for the SteamPlant Event Center, Salida Recreation Department and other not for profits. The kiosk is located on Sackett Street. The project was funded by the Friends of the SteamPlant and GARNA scenic by-ways.

- LED lighting replacement continued with the replacement of wall lighting in Ballroom. This is part of an on-going project to move the SteamPlant to LED and fluorescent lighting.
- Sound panels were salvaged from Longfellow Elementary School before it was demolished. The panels have been installed in the theater to improve the acoustics of the room.
- SteamPlant staff refinished the wooden foot bridge between the boot ramp and the SteamPlant. This project was completed before the summer tourist season.
- Expenditures and revenues are on track for 2014.
- The Friends of the SteamPlant and staff has worked to raise the funds that will match the City of Salida contribution for the replacement of theater seats in the SteamPlant theater.
- Staff and volunteers continue to work to improve the landscaping of the SteamPlant grounds including the Sculpture Garden.

### **III. 2015 Department Goals**

#### **Maintain and improve Salida's existing assets.**

- Continue to work with the Friends of the SteamPlant to raise money for other capital projects.
- Continue to make improvements to the SteamPlant by maintaining the facility.
- Continue to improve the Salida Creative District by offering educational opportunities to creatives and developing strategies for marketing and promoting the district in the State.

#### **Do it right and make it last.**

- Determine funding sources for continued development of the Salida Creative District.
- Actively manage capital projects to assure first-rate craftsmanship.

#### **Increase pride in the community and confidence in local government.**

- Increase the number of in-house events including movies, concerts and programs on topics of interest to the community. The topics could include foreign films, documentaries, themed series and live simulcasts of arts and theater events.
- Continue to work with the Salida Recreation Department to provide public events both at the SteamPlant and Riverside Park.
- Increase the number of public, private and governmental meetings taking place by establishing the SteamPlant as a destination for meetings/conferences.
- Increase the number of weddings and special events.
- Increase social media activity to raise awareness of programs and offerings.
- Continue to make improvements to the SteamPlant by maintaining the facility.
- Establish a marketing plan to attract more meeting, conferences and weddings.
- Continue to strengthen recycling efforts at the SteamPlant by providing additional recycling receptacles that are both easily accessible and fit with the architectural design of the facility.

## **Invest in employees.**

- Continue to encourage cross-training with staff.
- Work with staff to improve skills in customer service.
- Conduct safety training for staff.

## **IV. 2015 Capital Requests**

- Carpet for Ballroom and Riverside Annex. The carpet is becoming worn in areas and the seams are starting to fray. The carpet will be seven years old in 2015. The spaces are used heavily by the public and reflect poorly on the SteamPlant in their current condition.
- Electronic marquee to replace the existing marquee. The current marquee is used 365 days a year and takes considerable staff time to maintain. The marquee did receive major repairs in 2014, but its design limits the amount of messaging of SteamPlant and public events. An electronic marquee would allow for unlimited messaging and be capable of playing videos of upcoming concerts and events.
- Improvements to women's room in the lobby. This project was approved in the 2014 budget, but has been on hold waiting for design and project costs for the airlock for the ballroom.
- Provide \$25,000 for functional public art to include additional bike racks, trash and recycling receptacles and signage.
- Staff continues to struggle with keeping up with linen service for events. A commercial washing machine and dryer would greatly help.
- A box truck would allow for better and safer transportation of event equipment to and from Riverside Park and other remote locations. The truck could also be used as storage for equipment as the SteamPlant has very limited storage capability. Tables and Chairs could be stored in the truck opening up office for staff, currently six staff are all sharing space in the box office.
- Addition of a sunshade to the plaza creating shade and a more comfortable event venue.

## **V. Operating Expenditures**

Marketing has been inadequate in past years, due to a negligible budget. Staff feels that limited marketing has negatively affected rental business. There have been fewer weddings this year than last when the SteamPlant had some very good (mostly free) wedding specific wedding marketing opportunities. Staff has requested the marketing budget be increased so that meeting groups, small conventions, wedding parties and wedding planners can be targeted on the front range and in our "drive" market. The current budget allows for local marketing efforts only.

## **VI. Revenue**

If a more robust marketing budget is approved it is anticipated that revenues will see an increase in the second half of 2015 and into the future.

## **VII. Future Needs & Concerns**

- A realistic marketing plan and budget needs to be implemented to fully develop the potential of the SteamPlant.
- Banquet chairs will be eight years old in 2016 and are starting to show signs of wear. It is anticipated they will need to be replaced in 2016.
- Removable sun shades for the Plaza. The addition of shade structures on the plaza would allow for more comfortable use.
- Birds continue to be a problem in the theater. A plan for sealing the space between the east exterior wall and roof needs to be developed.
- It has been recommended by seating companies that the floor should be sealed before the new seats are installed in the theater. Staff is researching the best method for this and will work with the Friends of the SteamPlant on this project.

## **OTHER**

Budget Goals and Accomplishments – FY 2015

Prepared by Jan Schmidt, Finance & Administrative Services Director

***Mission Statement: N/A***

### **I. Department Purpose:**

The “Other” department is used to budget and track costs that are outside one specific functional area of municipal operations. No single department head has specific accountability for managing this department.

This department is primarily used for the following:

- Costs associated with city-owned property not being used in basic municipal operations
- Community support funding
- Contracted services for municipal court
- Airport operations
- Vandaveer Ranch property / Natural Resource Center (NRC)
- Creative District grant expenditures
- Other costs that are not department specific

### **II. 2014 Mid-Year Review & Accomplishments**

The City began posting the agenda and packets of the Airport Board on its website at the beginning of 2014. The City Council appointed Mayor Jim Dickson and Council member Keith Baker to the board. Administrator Dara MacDonald also attends the meetings in an ex-officio capacity.

The City began construction of a communications tower on Tenderfoot Hill to replace the existing tower to enable improvements to broadband service in the community in 2013. Additional leases with telecommunications companies were executed during 2014. Tenants now include Chaffee County Telecom and Hilltop Broadband. We are working to relocate Amigo.net to the new tower.

The City has now managed the maintenance of the US Forest Service building for a full year (since April 2013). The NRC Development Corporation completed construction of a facility for the US Forest Service and entered into a maintenance agreement with the City of Salida to manage the building. The City’s public works department began generating \$1,000 monthly under this contract. The initial term is twelve months and shall be renewed automatically. Costs associated with maintaining the building are recorded in this department and then billed out to the USFS.

City staff completed an evaluation of the costs being recorded in the “Other” department. Changes were made and adopted by the City Council in a budget amendment following an examination of how it is defined and the nature of the charges previously included.

- In 2013, Chaffee County began charging Salida for dispatch services previously funded entirely through the 911 surcharge of all residents’ telephone bills and the county’s general fund. Initially, these costs were viewed as being separate from City’s operations because they are not managed internally.

However, the charges are based on call volumes to the dispatch center for City departments. The county provides data to the City of Salida on the call volume for the Police, Fire and Public Works departments who respond to the requests for services. As such, we determined that it would be best to reflect these charges in the departments performing work related to these charges. For comparative purposes, the recent charges are listed below by department:

Department	2013 Actual	2014 Budget	2015 Budget	\$ Change	% Change
Police	\$ 0	\$ 96,095	\$ 132,495	\$ 36,400	38%
Fire	0	17,984	24,162	6,178	34%
Public Works	0	2,841	1,968	(873)	(31%)
Other	<u>112,788</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>-</u>
Total	\$ 112,788	\$ 116,920	\$ 158,625	\$ 41,705	36%

- The City began leasing land for parking lots in 2013, the \$20,000 in lease payments were initially recorded in the “other” department. The parking lots are available free of charge to all residents and visitors and are maintained by the public works department the same as any other city-owned property. Therefore, we have concluded the costs should be reflected in the public works department consistent with other property used by the public.
- The line item “Other Contracted Services” in this department now contains the fees charged by the municipal judge and prosecutor.

City operations include a municipal court. In addition to an administrative staff member, the City Council contracts with a Judge and Prosecutor. These positions do not work under the direction of any City staff member. As a function of public safety and law enforcement, we had included their fees as independent contractors in the department referred to as “Police and Municipal Court.” However, since no organizational accountability exists between the Police Department and the municipal court operations, these two areas are no longer being combined for reporting purposes.

### **III. 2015 Department Goals**

1. Continue to support local non-profits through the City’s Community Funding Program
2. Lease all space available on the Tenderfoot Hill communications tower
3. Continue to assess airport operations and the effective management and maintenance of the facility
4. Implement Creative District strategic plan

### **IV. 2015 Capital Requests**

1. Public Art - \$25,000. A public art task force was formed during 2014 and there is interest in pursuing a public art program. A placeholder is set aside for this purpose. \$25,000
2. Golf course club house - \$9,800. The golf club has requested funds to replace the roof of this city-owned building. Although the roof replacement is the financial responsibility of the golf club, it is

uncertain whether or not they will be able to raise the funds to complete this project. Staff believes that short-term fixes are available for a period of time to allow the golf club to review their options.

## **V. 2015 Operating Expenditures**

Consistent with previous years, a legal and consulting budget will be requested for the potential development of the city's geothermal resource.

The city plans to review its membership in the Chamber of Commerce, which costs \$2,000 annually.

An increase in electric costs should be expected due to the new communications tower. Lease income from the tower will more than cover these costs.

Utility costs were reduced in this department starting in 2014 when the old police annex was leased. In addition, the dumpster paid for by the city at the visitor center was removed due to the abuse experienced. The 2013 utility costs were \$11,243.

Remaining utility costs include:

- Caboose – water for drinking fountain
- Museum / Chamber Building – water, sewer, gas, electric
- S Mountain – electric (for communications tower and Christmas Mountain)

In 2013, the old Police Annex building on East Third was leased out to KHEN for a 10-year term (March 15, 2013 to February 28, 2023), with provisions for a ten-year extension. As such, no operating costs are anticipated during 2015. Rent is \$200 per month and payment for the first two years was received in June 2013.

The City supports the community by providing financial resources to non-governmental organizations for special projects that supplement municipal government operations and enhance quality of life. The budget for these funds was reduced from \$62,000 in 2014 back down to \$50,000. As discussed during the City Council work session on July 1, 2014, a new form and process were introduced for the 2015 budget year.

## **VI. Revenue**

No revenue is recorded in this department.

## **VII. Future Needs & Concerns**

The list below includes some longer term considerations that may affect the budget beyond 2014:

- Further evaluation of airport operations and the \$40,000 operating subsidy
- Further development at the former Vandaveer Ranch property
- Further development of the City's hot springs resource

# **WATER PLANT**

2015 Budget and 2014 Mid-Year Update

Prepared by Lonnie R. Oversole, Water Plant Manager

## ***Mission Statement:***

***To provide a safe potable water supply for the citizens of Salida, operating within parameters set forth by EPA and The Colorado Department of Public Health and Environment, and to produce quality water while maintaining a cost effective operation.***

## **I. Department Purpose:**

The water treatment plant treats and delivers potable water to the city's municipal water system. All water plant personnel are state certified and responsible for plant operations, plant infrastructure, resource management, and water analysis. Personnel are also responsible for maintenance of plant buildings, pump stations, grounds, storage tanks, and the Harrington Ditch. The water plant manager supervises treatment and production of the city's three water sources, augmentation plan, excess water storage and water releases and marketing of excess water for lease to other users. Staffing at the plant also includes one Class A and one Class B operator with over 35 years of combined experience working for the city.

## **II. 2014 Mid-Year Review & Accomplishments**

Phase one of the plant improvements was completed in May 2014. This phase included new filter media, new underdrains, new wash water troughs, and an air scour system and blower to replace the existing surface wash system. The old surface wash system presented a potential cross connection between unfiltered and treated water in the clear well.

Installed temporary chlorine sample points to satisfy CDPHE until permanent continuous monitoring can be installed. We have until May 31, 2016 to complete this task.

We are half way through the GWUDI testing for Pasquale's. Testing will be completed in October. We should know classification of this water source by end of year.

## **III. 2015 Department Goals**

Phase II of the plant improvements will begin in November 2014, with completion in May 2015. This phase will focus on the treatment part of the plant. New flocculation and settling equipment will be installed to treat 2MGD. The concrete basins will be repaired and repoured to handle a 4MGD water demand. When a demand of 2MGD is reached the other half of flocculation and settling equipment can be installed to obtain 4MGD. We are in hopes that the new concrete and equipment will be housed in a new block building that will protect both from the elements, thus extending their life expectancy. The building will also eliminate our current algae problem.



Another 2015 goal is to implement the continuous chlorine monitoring at entry points.

#### **IV. 2015 Capital Requests**

1. Treatment plant upgrade, Phase II (as discussed under goals) – bid to be awarded on September 2nd with demo to begin no sooner than November 1st – Estimated at \$900,000 for remaining engineering related services, equipment payments and construction. Also see future needs for items that we hope to be able to include in the scope of the upgrade project.
2. Continuous Chlorine monitoring at entry points to high and low zones. Mandated by CDPHE as part of Phase I plans review. The estimated cost of the project is \$50,000 - \$100,000 to take place in early 2016. We are requesting the funds for the engineering and design in 2015 at a cost not to exceed \$15,000.
3. Vehicle to replace 2001 Chery S-10 pickup that wore out and is no longer reliable – \$30,000
4. Upgrade plant programmable logic controller (PLC). We now have Ethernet capability that isn't being used. Current equipment is outdated, cannot be expanded and allows for only very limited remote monitoring of water quality and pressure. New equipment will improve remote communication with different sites and reduce the labor required to visit each site, increasing the efficiency of operations – \$15,000
5. Make Tenderfoot Tank operable to provide another 1MG of storage during peak season and it can be filled by water from the treatment plant, gallery, or from Pasquales Springs, creating redundancy in the system.
  - SCDA – \$30,000
  - Altitude Valve – \$3,500

#### **V. Operating Expenditures**

Within personnel, compensation levels need to be reviewed and adjusted. Interdepartmental equity with sewer plant should also be considered. A summer seasonal to help cut weeds would be helpful.

The budget for general engineering can probably be reduced from \$25,000 although GWUDI remains an unknown.

Testing costs are trending less than budget year-to-date and might be able to be reduced in 2015. However, we may need to perform special testing at the Galleries next year. We are waiting on notice from the state but expect this will be required soon.

The chlorine monitoring needs to be looked at because of a definite deadline placed on it by the state of May 31, 2016.

Water storage costs have exceeded the 2014 budget; need to review agreements to update the 2015 budget.

## **VI. Revenue**

See Administration narrative for a discussion of Water Fund revenue.

## **VII. Future Needs & Concerns**

GWUDI testing at Pasquale Spring to be completed October 2014 with same consequences as below. Cost unknown at this time.

The GWUDI testing for the South Arkansas Gallery will be coming in the near future. If the source is found to be under the influence of surface water, there would be some substantial expense to bring this water source back in to compliance. Cost unknown.

These dollar amounts are estimates; actual dollar amounts may vary.

Piping of Harrington Ditch. The ditch is open channel on either side of the Hwy 50 crossing and it runs through the animal hospital. With more residential along ditch corridor the possibility of pollution is increasing. The ditch can require significant maintenance time when beavers start building dams in it and also when we have prolonged periods of extremely cold weather. \$1,500,000.

Replace plant windows, gas barrier between window panes has leaked off, humidity and staining between panes. \$7,500. Waiting on estimate from Architectural Glass.

Repave plant driveway because existing pavement has deteriorated due to age. \$50,000

Move Generator from High Zone Pump Station to water treatment plant. This would provide backup power to the plant, which we don't have at this time. \$25,000

Replace pumps at gallery. This would be done after GWUDI testing completed at that site. \$75,000

Replace pumps at Pasquale's. This would be done after GWUDI testing completed. \$75,000

Relocate Gallery Tank drain line from Tom Eve's property. \$4,000 without new drain valve; \$9,500 with new drain valve.

# **WASTEWATER PLANT DEPARTMENT**

2015 Budget

Prepared by Randy Sack, Plant Manager

***Mission Statement: The Wastewater Department provides a safe and effective system of disposal of household, commercial, rafting, recreational vehicle and bus waste, assuring that the users of the system are not contributing to the degradation of the ground water or the Arkansas River.***

## **I. Department Purpose:**

The Wastewater department treats waste from Salida, Poncha Springs and users outside the incorporated area of these two municipalities, as well as septic waste from the surrounding area. Plant personnel are responsible for all plant operations, maintenance, and monitoring of the facility. The plant also provides laboratory services for the surrounding area. The Wastewater Manager supervises the plant, the laboratory, biosolids process, and the maintenance of the facility.

## **II. 2014 Mid-Year Review & Accomplishments**

- We have worked on tying up some of the projects, such as installing compressed air lines in the workshop area, gas line installations, poured housekeeping pad in workshop area.
- Worked with Moltz to get upgrade items completed.
- Installed new gas handling equipment for digester gas, new gas lines, and new waste gas burner.
- Put a light and new electronic gate at the plant entrance.
- Received Wastewater System of the Year award from Colorado Rural Water.
- Worked on removing some old equipment and lines that were not part of the project.
- Replaced wear bars on Grit Mitt in Pretreatment Building.
- Installed air filters on all of our Air driven pumps.
- Performed Maintenance throughout. (Dipped UV Modules and Cleaned, Cleaned Odor control tubes, greased equipment.
- Worked on landscaping throughout the facility.
- Treatment Plant Operator magazine doing a feature story on facility to come out in November.
- Gave some tours of the facility.
- Continued running lab for outside entities (Monarch Ski Area, Chateau Chaparral, Cutty's Resort, Mt Princeton Hot Springs, Silver Cliff Ranch, Frontier Ranch).
- Had to have some major work done on Air Compressors, leaking oil and circuitry.
- Worked on area outside of fence property.
- Ordered some new signs for fence perimeter.

### III. 2015 Department Goals

	City Goals
To continue with the excellent treatment of the Wastewater at an effective cost.	1
To work to finish up and get the rest of the buildings internally looking like the rest of the plant.	2
To work on meeting the limits on metals that the state has set in our permit.	1,2,3
To do the best job for the city that we can do, continue our education, keep adjusting and fine tuning the plant.	1,2,3,4

### IV. 2015 Capital Requests

#### Lawn Mower

We have the diesel mower but it is too big for mowing around the trees and shrubs, we would like to try to sell or trade this mower and get another mower like the last one we bought.

\$15,000.00 20

#### Pickup Truck

We were scheduled for replacement of our pickup for last year but that was pulled out and we would like to put it back in.  $\frac{3}{4}$  ton Pickup, 4 Wheel Drive, we don't go to dump every two weeks like we used to but still want truck that we can pull trailer to dump or haul a bobcat to Pueblo, ETC

\$40,000.00 18

#### Machinery & Equipment

\$10,000.00 25

### V. Operating Expenditures

I am not sure where the city is going to be financially but I would like to see about moving my crew up in their respective brackets with an increase in pay, they have worked hard for the city and are deserving of an increase.

#### Computer Program for PC Anywhere for maximizing our control for SCADA

Rexel AB 9324-RLD300ENE Studio 5000 software \$2856.00

I will be replacing some lab equipment, BOD meter and probe. \$2200.00

pH meter and probe. \$1200.00

Polymer usage at the plant is for Drum Thickeners 11,440 pounds per year \$18,990.00

Biosolids 8,800 pounds per year \$13,640.00

### VI. Revenue

The only thing that might need revisited is the fee for dumping septic waste at the plant. BV sanitation is looking at raising their rate to \$110.00 per 1000 gallons, I think that is steep but haulers might lie where they are bringing waste from to save money. It's something we need to look at.

We are proposing an inflation adjustment for lab fees next year.

## **VII. Future Needs & Concerns**

Longer term we need to look at options for the nutrient removal that will go into place in 2022.