



WORK SESSION OF THE CITY COUNCIL
448 E. 1st Street, Room 190
Salida, Colorado 81201
August 17, 2020 – 6:00pm
AGENDA

Please register for Work Session Meeting

<https://attendee.gotowebinar.com/register/3339757082352927504>

After registering, you will receive a confirmation email containing information about joining the webinar.

1. 2021 Budget – First Draft
2. Non-Profit Access to CARES Act Funding
3. Equity Statement for Civility Invocation
4. Centennial Park and Related Street Improvements Overview
5. Recycling Update

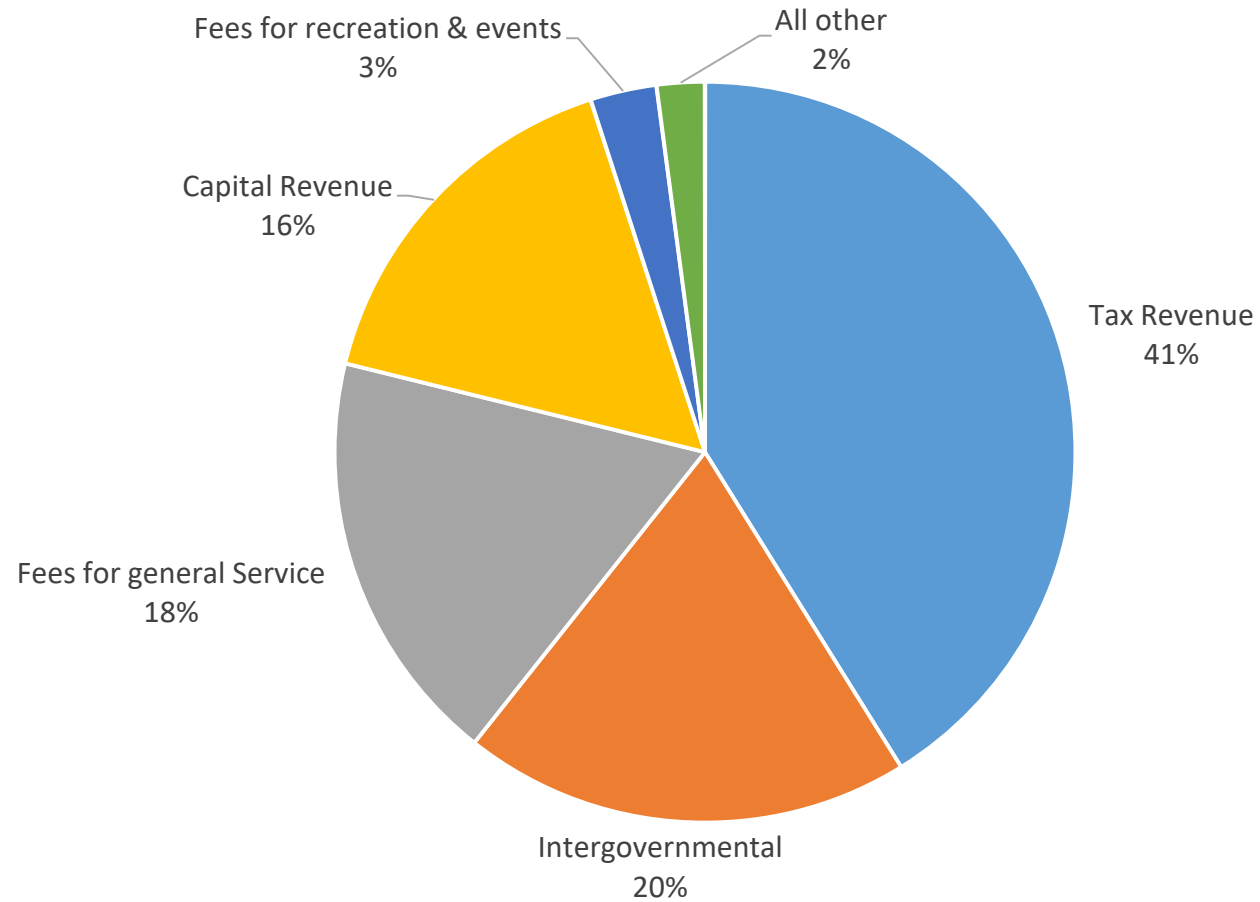
Individuals with disabilities needing auxiliary aid(s) may request assistance by contacting the City Clerk at 448 E. 1st Street, Ste. 112, Salida, CO 81201, Ph. 719-530-2630 at least 48 hours in advance.



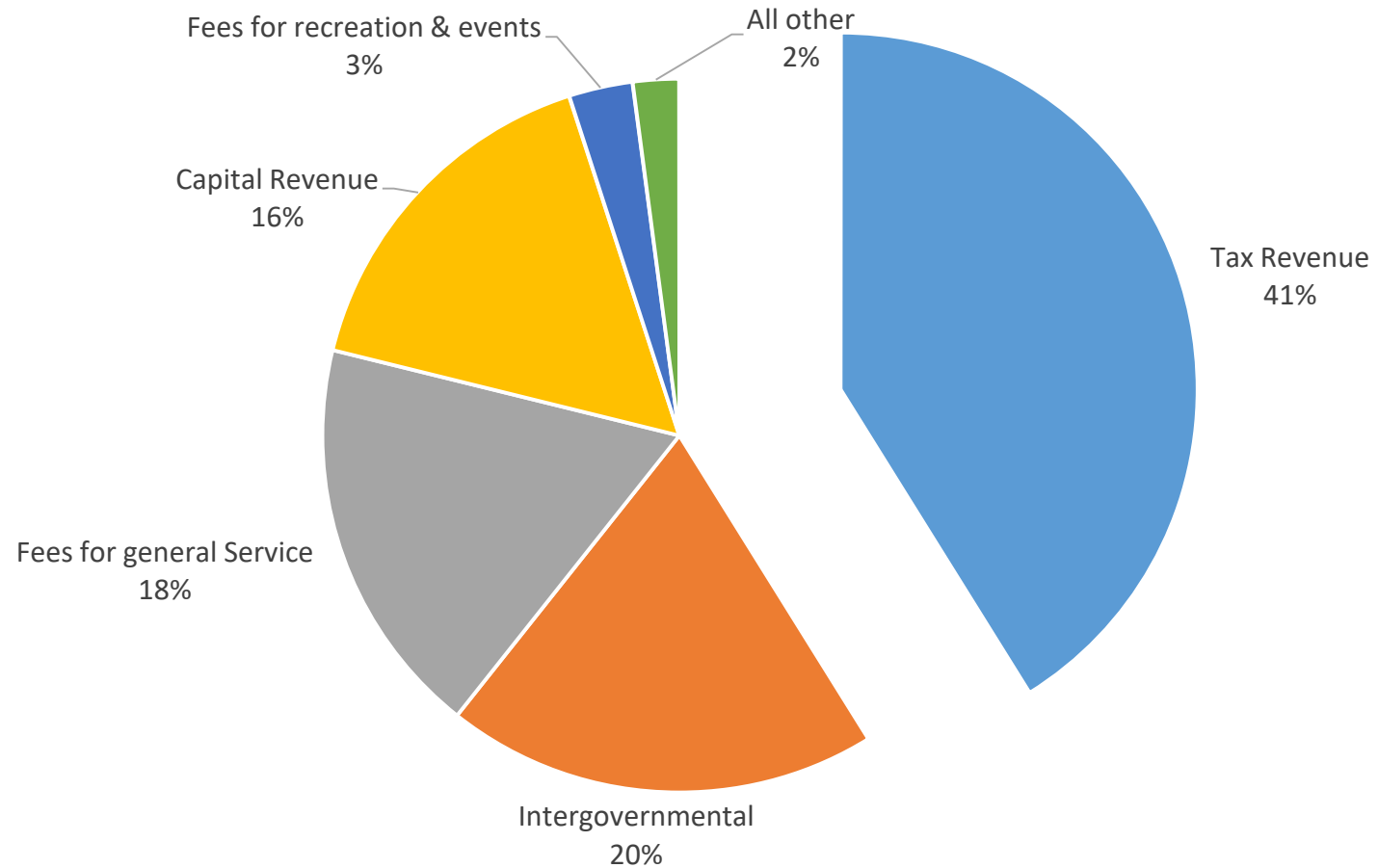
2021 Requested Budget

Brief Overview

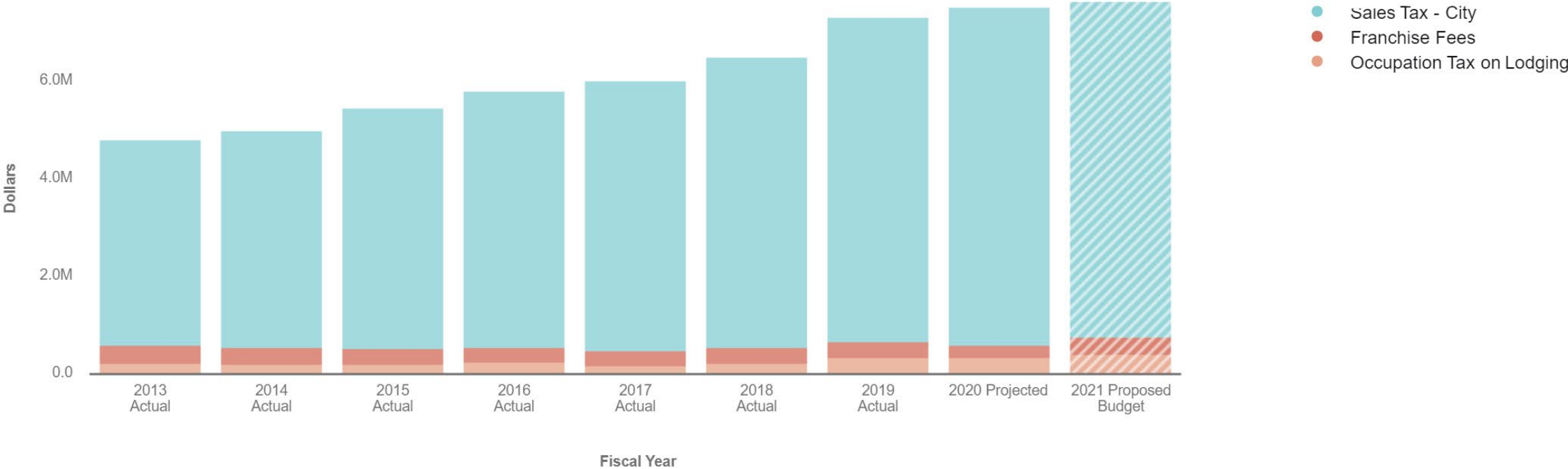
Revenue Overview (\$18,547,500)



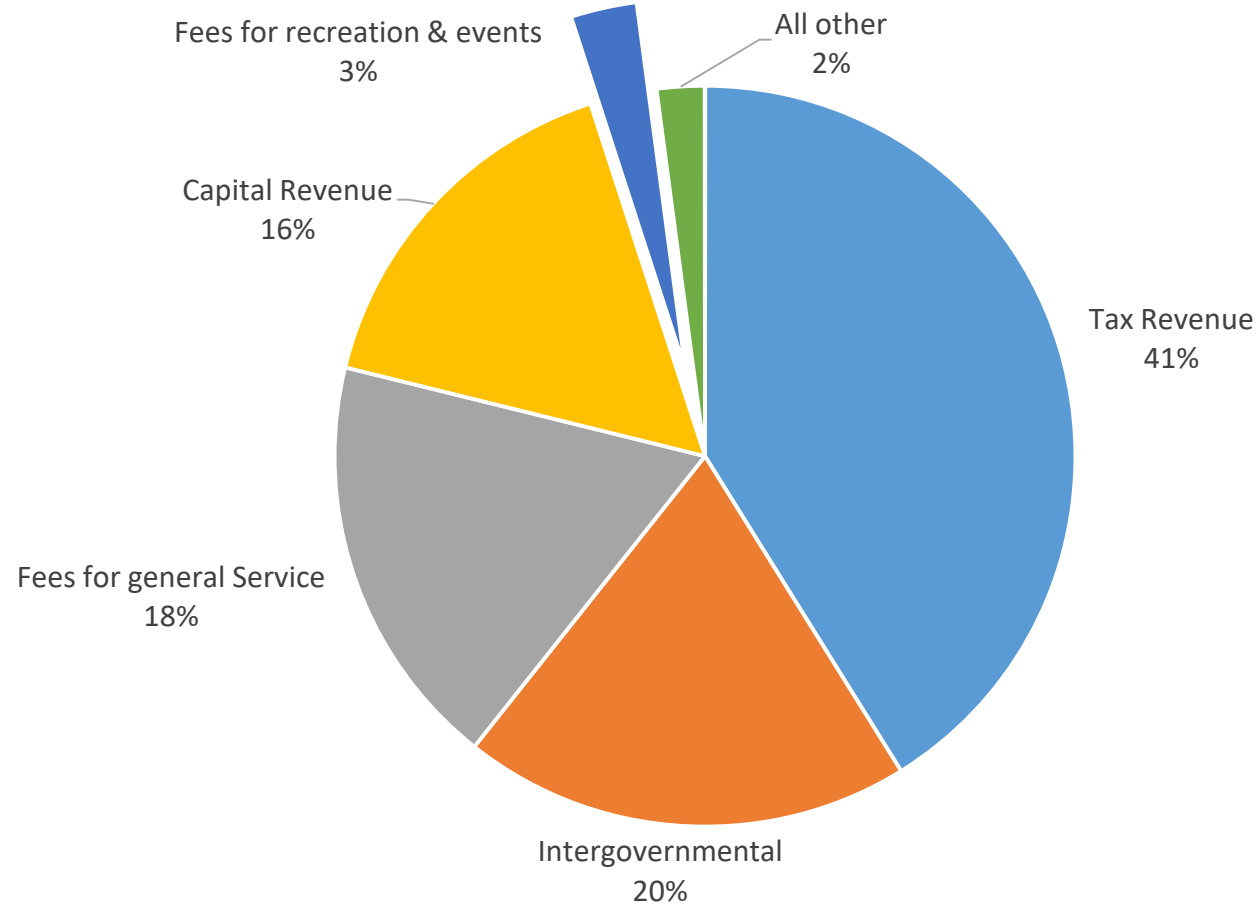
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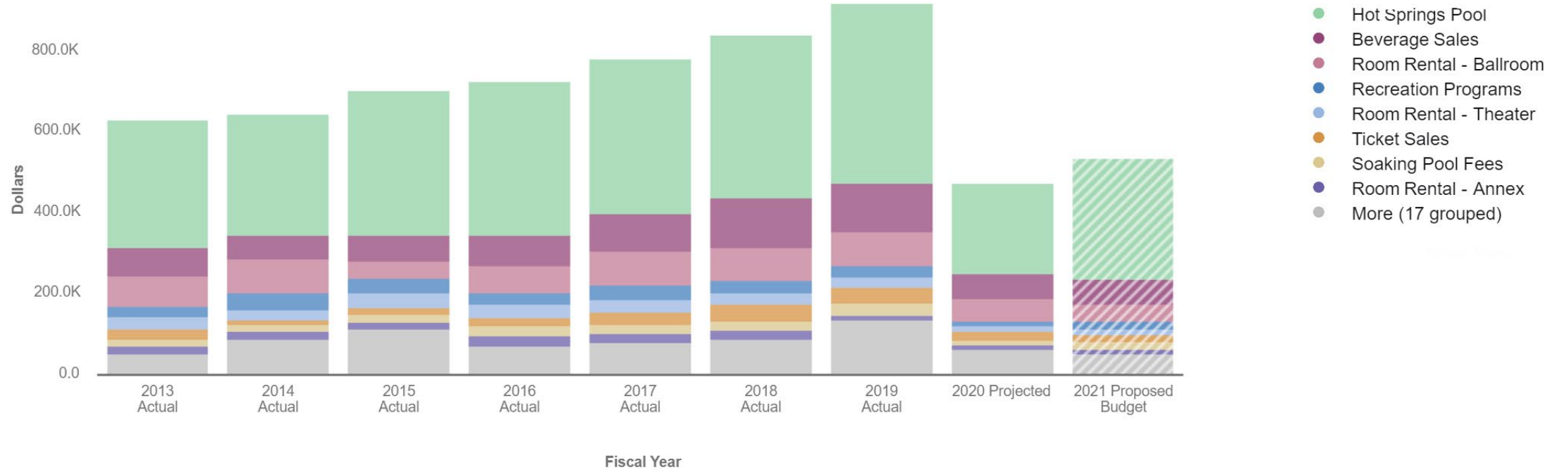
Tax Revenue Trend



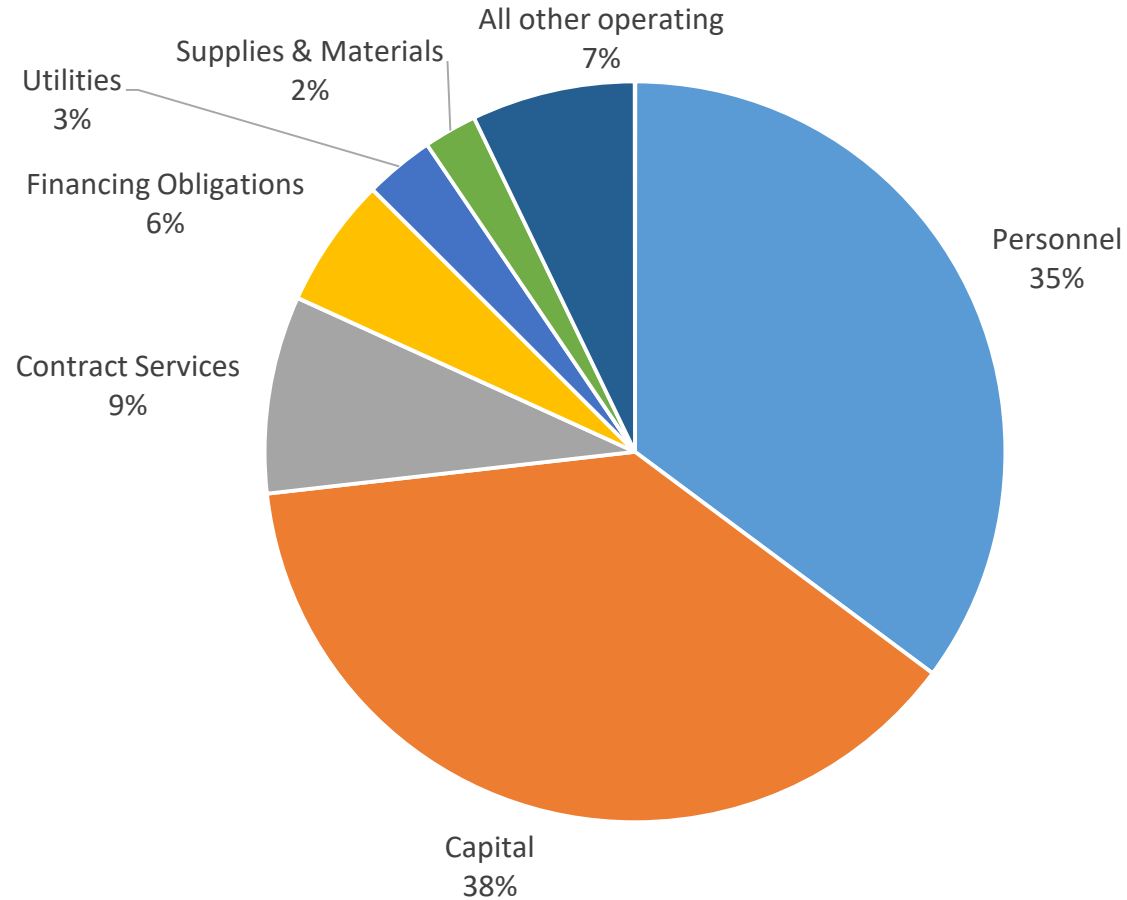
Revenue Overview (\$18,547,500)



Fees for Recreation and Events

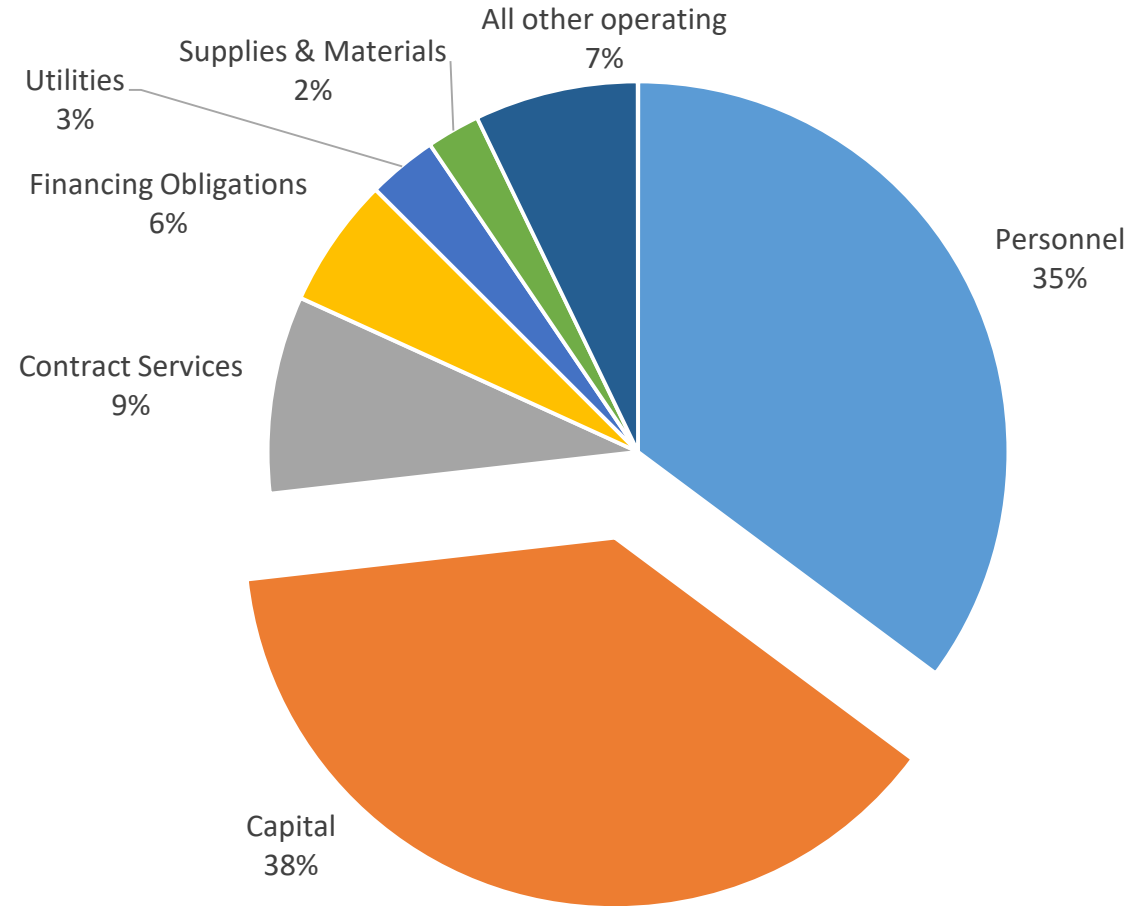


Expenditure Overview (\$21,630,000)



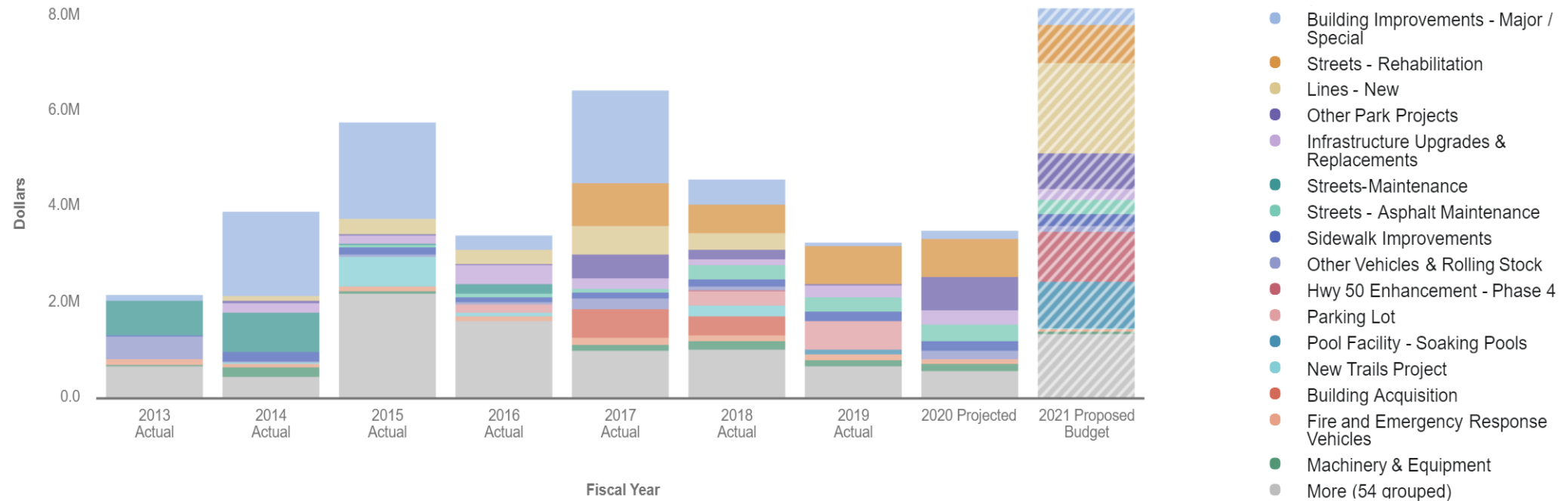
Personnel Changes from 2020	
COLA tied to ECI	2.7%
2 new FTEs	\$ 127,000
4 Promotions	\$ 35,900
Market adjustments	\$ 21,000
Reduce PT labor	\$ (40,000)

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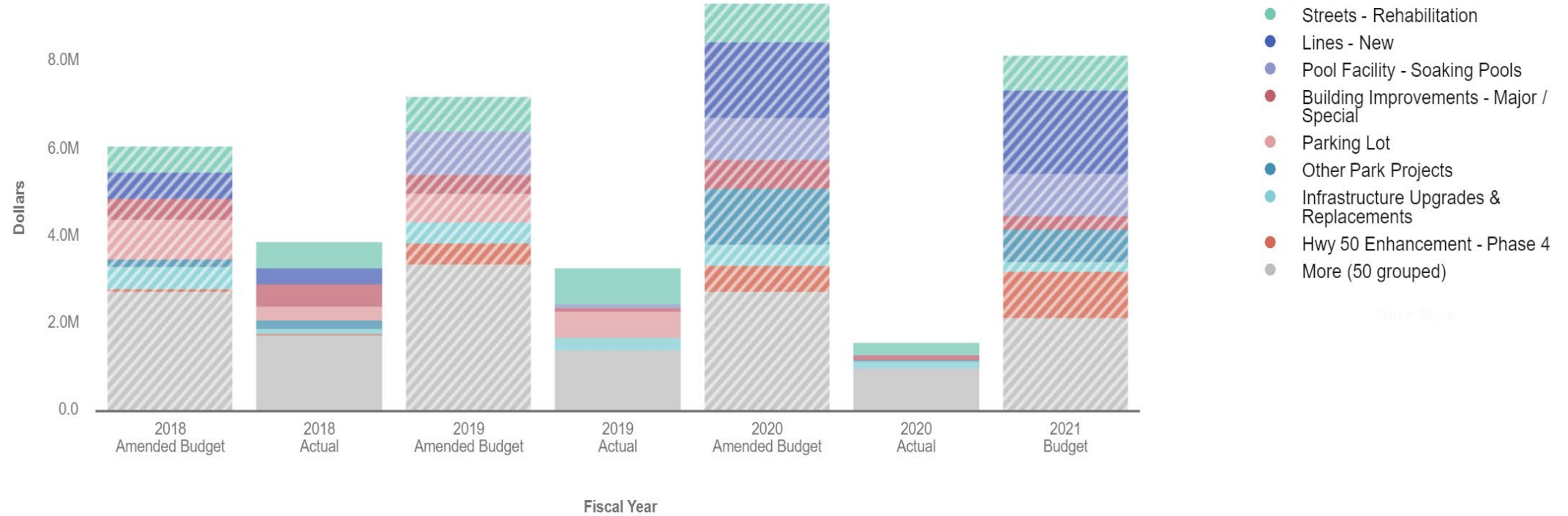


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Capital Trends over time



Actual to Budget Comparison for Capital



Pulling the numbers together

	General Fund Supported *	Streets Fund	CTF Fund	Economic Development	Water Fund	WW Fund
Available Fund Balance at 12/31/2019	5,401,852	280,558	236,103	125,122	3,774,655	2,108,224
Projected Use in 2020	(52,285)	446,213	50,000	(11,000)	662,434	(45,879)
Projected Available 12/31/2020	5,349,567	726,771	286,103	114,122	4,437,089	2,062,345
Requested Budget (use) addition to reserves	(1,982,810)	(264,725)	(278,000)	(113,800)	169,254	(708,315)
Ending Fund Balance	3,366,757	462,046	8,103	322	4,606,343	1,354,030
% of Operating	35%	69%	n/a	n/a	n/a	n/a

* Combined General Fund, Capital Fund, Lodging Tax Fund, and Steamplant.

Departmental presentations

Administration

- Requesting a new employee, a Communication Manager (\$47,000+benefits) or possibly a “best and brightest” intern (\$20K)
- Requesting a clothing allowance to provide front line staff with City specific clothing (\$5,000)
- Roll over the 2020 budget for document imaging of vital records in the clerks office (\$53,100)
- The Economic Development Fund includes a \$93,600 contingency for housing or other economic development projects that may come up
- A market pay adjustment for a Department Head is included (\$7,000)

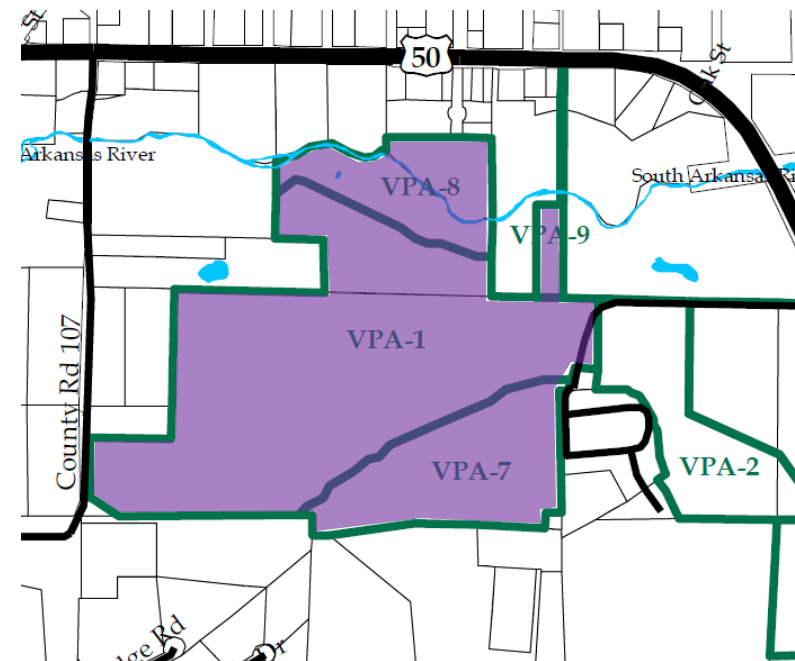
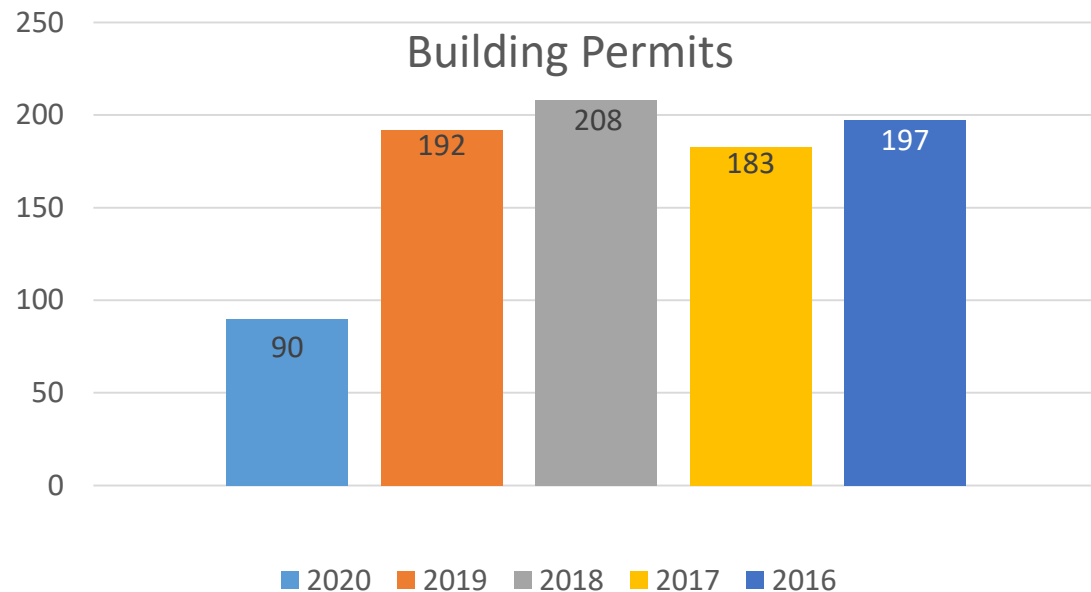
Community Development

Subtractions from 2020...

- Summer Intern \$ 7,500
 - Housing Assistance ~~20,000~~
 - Nexus Study ~~28,000~~
- \$55,500

From 2020 Budget...

- Vandaveer Planning \$125,000
 - 1/3 GIS Technician 20,000
 - Hwy 50 Implementation 50,000
- \$195,000



VPA-1	63.4 acres
VPA-2	15.6 acres
VPA-3	44.1 acres
VPA-4	17.28 acres
VPA-5	16.31 acres
VPA-7	18.0 acres
VPA-8	11.7 acres
VPA-9	2.1 acres

Police Department

- **Increased Supervision / Adding Patrol Sergeant (Promoting Within)**
 - **Increase Code Enforcement Pay (Market Adjustment)**
 - **Administrative Coordinator (Change in Job Description)**
 - **Second Detective Becoming Fulltime**
 - **New State Mandates**
 - **New Colorado POST Mandates**
 - **Body Camera Storage / Additional Cameras - \$6,000**
 - **One Patrol Car Instead of Two - \$47,500**
 - **Records Department Increase (Contracted with CCSO) - \$4,500**
 - **Just the Basics - Everything Else**
-
- \$37,500**
- Increase in Body Camera Storage / Training

Fire Department

- Addition of Firefighter which completes 3 year staffing plan (\$68,000))
- Promote Fire Inspector to Deputy Chief to prepare for succession plan of Chief (\$12,400)
- Purchase a replacement LifePak 15 Cardiac monitor (\$34,000)
- Expand kitchen in the firehouse to fulfill the needs of increased staff (\$10,750)
- Purchase “Forcible Entry Training Simulator” which will be a key training tool.
- Funds for Lexipol Policy and training assistance. (up to \$11,350)
- Purchase an express turnout gear dryer. (\$5,900)

Public Works - Streets

Operational:

- Generally consistent with 2020
- Complete CDOT planning effort for SH-291 from Walnut to US-50
 - Begin cost estimating and phased implementation planning for portions of this work along with Future 50 and other CDOT work.
- Adjustment to contracted services for increased street striping/point repairs
- Continuation of street tree project per Tree Board Recommendations

Capital:

- Continue Sidewalk/Curb/ADA Rehabilitation (\$300k)
- Continue Asphalt Maintenance / Overlay Projects (\$300k)
- Street Reconstruction (\$800k)
 - Poncha/3rd modifications (reviewed with Council 7/6/20)
 - B St. (1st to Park Ave.), I St. (Sackett to 1st) – (Engineering Completed)
 - Potentially other street work including 10th/12th Streets depending on bid results
- Highway 50 Phase IV Streetscape (\$1.062M)
 - Budget increased from 2020 due to bid results (no award)
 - CDOT to bid with other ADA ramp work (review bids early 2021)

Public Works - Utilities

Operational:

- Engineering Tech – Still in budget. Delayed hiring in 2020 due to unknowns
- Ehlers performing rate study and Poncha Springs sewer trunk line analysis
- Draft Raw Water Study under review
 - Future resiliency planning for water delivery

Capital:

- Continue Water/Sewer Line Replacement Program
 - Coordinate water main work with street projects(\$100k)
 - Collection system replacement to continue (\$350k, \$75k street proj.)
- Gallery Transmission Main Piping and Redundancy Improvements (\$1.9M)
 - SRF Financing (Environmental/CDOT processing underway, Design 90%)
 - Extend construction to 2021, Potentially add in Pasqualle improvements

Other Capital

- WWTP Bar Screen (\$260k)
- Digester Cleaning (\$60k)
- Pasqualle Springs upgrade TBD (looking into SRF financing) (~\$2.1M)

Arts and Culture

- Major Repair to SteamPlant facade (\$70,000)
- Update of Creative District Plan (funding from CCI)
- Continue Virtual Cinema offerings (revenue stream)
- Partner with CMC to offer Community Art Classes (funding from CMC)
- Public Art Project (\$10,000)
- Continued phasing of A/V upgrades at SteamPlant/Scout Hut (\$10,000)

Parks and Recreation

Parks and Recreation will focus on developing a maintenance and upgrade focus in 2021 and have the capacity to stay agile in Capital improvement based on the changing COVID landscape. The Department is also prepared to decrease staff hours at the pool, but anticipates additional needs for staff in the parks.

- Requesting consulting services for the river park master plan (\$15,000)
- River trail repairs (\$50,000)
- replace the main drain valve for the pool (\$50,000)
- Boiler replacement for the pool (\$65,000)
- Toolcat and mini-excavator are necessary to help with various park projects which will likely save on contract costs. (\$100,000)
- Soaking pool (\$960,000)
- Vandever trails (\$25,000)
- 1/2 of the 2020 budget for the ice rink is requested (\$20,000)
- New trash cans are better serve the riverside park (\$8,500)
- Marvin Park maintenance (\$12,000)
- Centennial Park improvements which will likely go toward a bathroom upgrade (\$60,000)
- Roll over some Skatepark funds (\$160,000)
- Various projects: Memorials, Sandbox, Benches, Confluence park development, Riverpark development, Splashpad. (\$330,000)

Questions?



MEMORANDUM

DATE: August 17, 2020
FROM: Drew Nelson, City Administrator
TO: Mayor PT Wood & City Council
SUBJECT: Non-Profit Access to CARES Act Funding

Background

Staff met with Joseph Teipel, Executive Director of the Chaffee County Community Foundation recently to discuss 2021 budget projections and other opportunities to collaborate on providing non-profit assistance to the community. During those discussions, it was noted that the non-profit world has been (and will continue to be) heavily impacted by COVID-19. In follow-up discussions, there appears to be an opportunity to assist non-profits separately via CARES Act funding to backstop these essential services that have been financially harmed by the pandemic.

Analysis

As noted in the attached proposal from CCCF, there is an opportunity to provide assistance via Coronavirus Relief Funds (CVRF), particularly in the area of “Youth Needs Reimbursement”. As we enter the school season, we anticipate that there will be pressure on organizations such as Boys and Girls Club and GARNA to expand their ability to assist in youth development. In addition, other non-profits that provide basic needs – food, shelter, clothing, safety – will be in need of funds to offset costs directly related to the impacts of COVID-19.

These two programs are proposed to have a total budget of \$300,000, which would reasonably be backfilled by CVRF funds. Since this is a county-wide proposal, this cost could be spread around via the allocations of those funds (Salida is in line for up to \$517,000 of reimbursement). With an expenditure deadline of December 30, 2020, it is necessary to work towards completion of projects such as this one quickly.

Recommendation

Staff requests discussion amongst Councilmembers to understand priorities of the City in providing reimbursement to organizations that give social assistance to the community.



CVRF Program Proposal

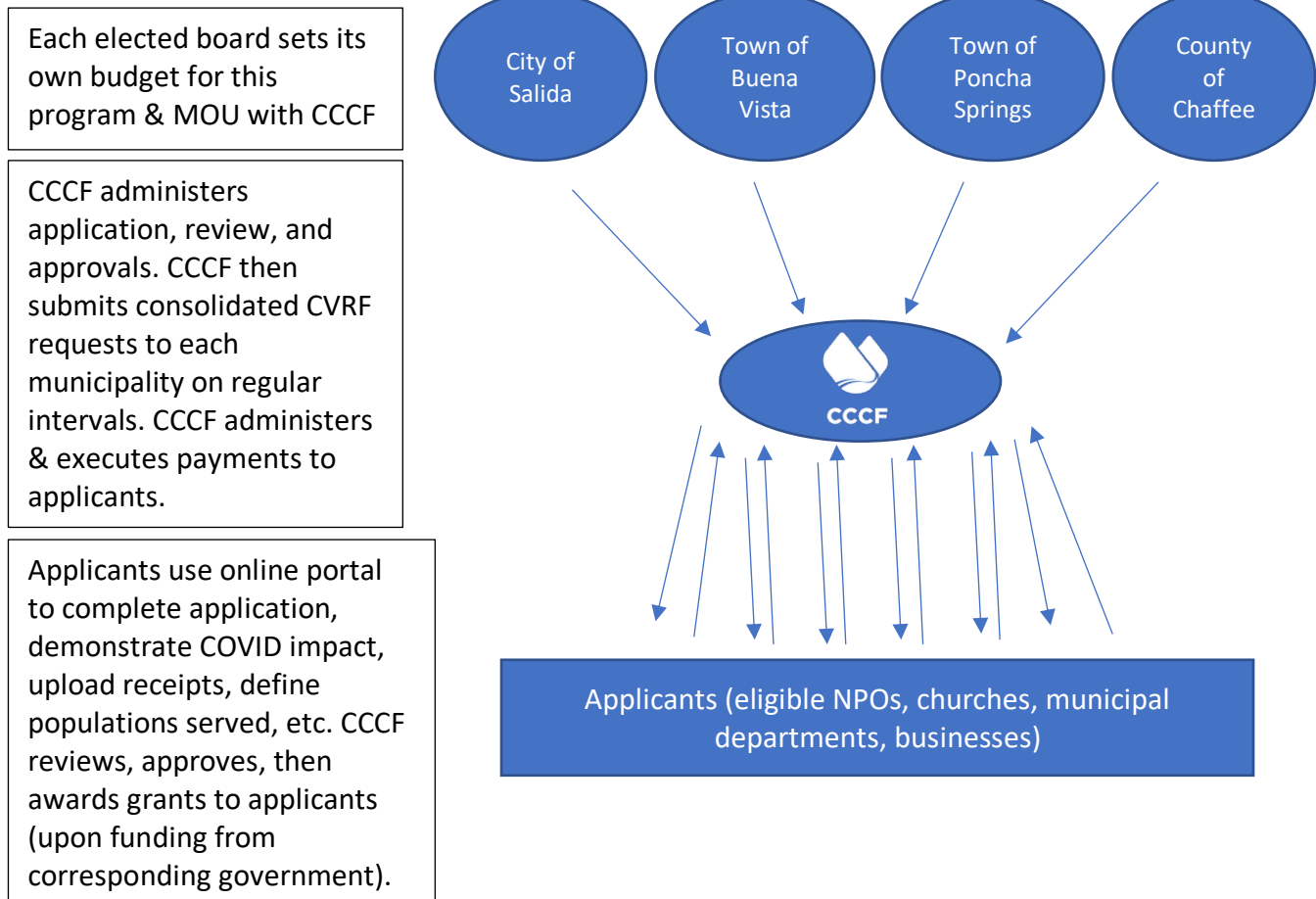
August 6th, 2020

The Chaffee County Community Foundation (CCCF) proposes to create and administer a two-pronged Coronavirus Relief Fund program to accomplish three primary goals:

1. Support and fund the full recovery for Chaffee nonprofit organizations adversely impacted by COVID-19. Priority will be given to those organizations providing essential services (see below).
2. Provide an avenue for organizations of all types to request reimbursement for direct expenses (including staff time) related to providing programming and care options to Chaffee children in the case of COVID-related school closures or partially remote learning.
3. Ensure maximum utilization of CVRF funds for local governments aimed at ensuring a holistic and dynamic pandemic recovery.

While this program would honor and utilize CVRF funds as approved by each of the four local governments, the aim of CCCF would be to provide the applicants and governments respectively a unified set of criteria, process, and simplified paperwork.

Program Structure



Program Criteria & Eligibility

This program is meant to serve two primary types of funding requests: nonprofit support and COVID programming reimbursement. The rationale, eligibility criteria, and high-level application summary are as follows.

Non-profit Organizational Support

Non-profits (NPOs) form the foundation of a vibrant community, providing services essential to living a dignified, thriving life. According to Candid, a national nonprofit association, between 11 and 38% of NPOs will close their doors permanently due to COVID. For Chaffee County, that could be up to 90 organizations.

This program seeks to ensure there is financial support to either cover direct COVID-related expenses or backfill COVID-related revenue losses. Outreach conducted by CCCF on August 6th shows that the responding NPOs have between \$3,000 and \$15,000 in lost revenue as well as between \$500 and \$3,000 in COVID-related expenses.

Proposed program budget: \$150,000*

Grant award cap: \$7,500 or 20% of NPO budget, whichever is less.

Eligibility Criteria:

- ✓ Must be a Chaffee NPO (501c3 or 501c6) in good standing
- ✓ Must be able to document clearly COVID-related losses or expenses

Priority areas:

- NPOs serving basic needs (food, shelter, clothing, safety) will be given priority through a weighted scoring matrix or unique rounds of funding

Youth Needs Reimbursement

With school re-opening plans including scenarios with significant possible closures and/or remote learning, the need for alternative and creative programming, facilities, and youth care capacity is acute.

This program seeks to create an avenue and assurance for a variety of organizations to be able to cover their costs related to providing safe, nurturing, and educational opportunities for kids during school closures or remote learning. This will help ensure families do not have to choose between going to work and caring for their children.

Proposed program budget: \$150,000*

Reimbursement limit: None

Allowable expenses:

- ✓ Staffing & labor costs
- ✓ Insurance & liability protection
- ✓ Cleaning supplies & PPE
- ✓ Warm clothing for youth for winter activities
- ✓ Facility costs
- ✓ Materials & supplies for activities
- ✓ Background checks for staff or volunteers

Eligibility Criteria:

- ✓ Chaffee entity (NPO, church, business)
- ✓ Receipts for allowable expenses directly tied to specific dates that schools are closed or on remote learning
- ✓ Demonstration of safety protocols including background checks & liability coverage

* The proposed budget is a total. Details of each government's contribution & CVRF reimbursement breakdown need to be determined.



CCCF Services

CCCF will utilize its expertise, systems, and processes for grantmaking to provide fiscal administration to the government partners and technical assistance services to applicant entities.

These services include:

- ✓ Designing program applications & review rubrics
- ✓ Building and launching online applications
- ✓ Advertising & promoting programs to NPOs, and the general public
- ✓ Accepting, reviewing, scoring, and approving applications
- ✓ Consolidating approved applications and corresponding documentation into regular invoices to governmental partners
- ✓ Managing all A/P and A/R for programs including executing payments to grantees
- ✓ Maintaining decision-making rationale on file for future audit purposes
- ✓ Ensuring GAAP accounting and financial management

CCCF proposes a flat fee of \$10,000 for these services due on or before December 30th, 2020.





MEMO

Date: August 17, 2020

To: Mayor and City Council

FROM: Diesel Post, Director of Parks and Recreation
David Lady, Director of Public Works

RE: Centennial Park and Holman Avenue Improvements Project

As part of the PROST planning efforts, Centennial Park is proposed to be the home of several onsite improvements. These plans also identified a number of street related improvements to provide vehicular and pedestrian facilities necessary to support the current and future uses. Staff has reviewed the upcoming projects and recommends that several street and park improvements be initiated to ensure proper timing of infrastructure completion. Originally, several of these improvements were planned to be budgeted in 2021, however, with funds available in the appropriate "Streets" accounts and "Other Parks Projects" accounts for 2020, work could be awarded and completed in 2020 (dependent on contractor bids, schedule, and weather).

Park Improvements

Council approved the tennis/pickleball improvements in 2017 along with parking improvements along the south side of the tennis courts. A paved driveway and additional parking along the east side of the courts were never completed due to costs. It is proposed that the driveway around the perimeter of the courts and parking on the east side be completed. Along with this work, pavement and concrete removal is planned as part of this project in efforts to make the pad site for the skate park improvements.

Street Improvements

Holman Avenue from US-50 to K Street is considered a thoroughfare in Salida with a signalized intersection at US-50. A sidewalk is present on the west side of Holman but not on the south side fronting the park. A bike lane is also present on the west side but has inadequate width on the south side fronting the park. Gravel parking is currently present on the south side along the park.

Preliminary engineering has identified the street corridor could be expanded to include a bike lane, parallel parking, curb/gutter, and an attached sidewalk on the south side of Holman Avenue without tree removals or other adverse impacts to the park. Along with these

improvements, a re-alignment with K Street is proposed which would provide speed control and safety improvements at this intersection which currently merges off of Holman Avenue at a 45 degree angle. Lastly, paving a driveway along the north side of Centennial Park from I Street to K Street will be proposed if adequate funding is available. This area has required ongoing staff maintenance due to poor drainage and use of the recycling facility.

Summary

Vehicular and pedestrian improvements are recommended to support the current and future uses adjacent to Centennial Park and the surrounding area. Initiating these improvements this year will provide additional time to ensure that facilities are in place as the needs arise.

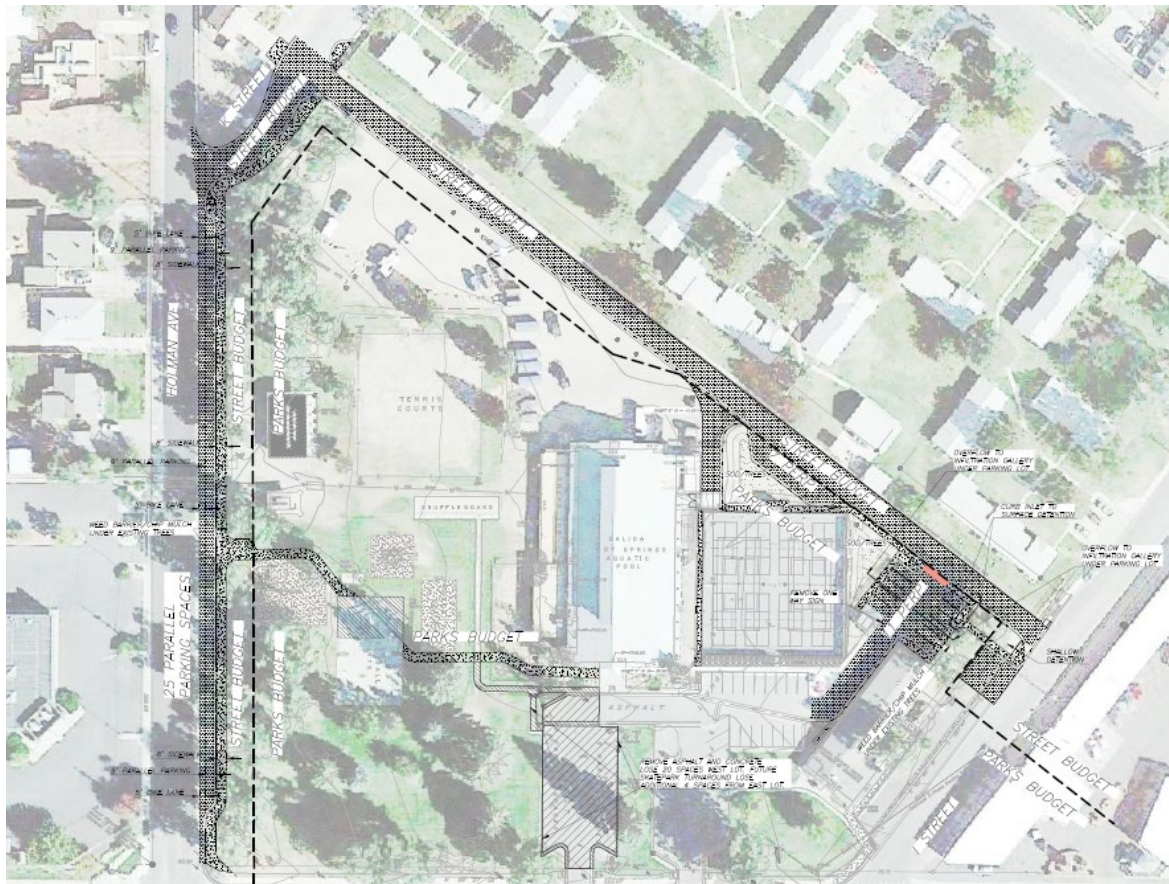


Figure 1 - Area of Focus