



CITY COUNCIL REGULAR MEETING

448 E. 1st Street, Room 190 Salida, Colorado 81201

May 16, 2023 - 6:00 PM

AGENDA

Please register for Regular City Council Meeting

<https://attendee.gotowebinar.com/register/6382995264411204366>

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

To watch live

meetings: https://c.streamhoster.com/embed/media/W6sdC9/xAllQfSsmmO/vpfQhcsApYv_5?preview=1

CALL TO ORDER

Pledge of Allegiance

Roll Call

Civility Invocation

1. Civility Invocation

CONSENT AGENDA

2. Approve Agenda

3. Approve May 2, 2023 Minutes

4. Approve Farmers' Market

5. Approve 4th of July Event

6. Approve Elks Special Event Permit

7. Approve Salida Arts Festival

8. Approve Employee Handbook Update

9. Approval of Professional Services Agreement – Salida Space to Create Predevelopment – 1st and D Redevelopment Project

10. Approval of Contract – Harriet Alexander Field – Automated Weather Observation System (AWOS) Replacement and Relocation Project

CITIZEN COMMENT—Three (3) Minute Time Limit

11. General Citizen Comment

12. Citizen Comment Regarding Food Trucks in Closed Public Rights-Of-Says in Downtown Salida

LIQUOR LICENSING AUTHORITY

13. A new Fermented Malt Beverage On/Off Premises Liquor License for Howard General LLC dba Howard General at 108 Old Stage Road, Unit A, - **Continue to June 6, 2023**

UNFINISHED BUSINESS / ACTION ITEMS

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.

NEW BUSINESS / ACTION ITEMS

- [14.](#) **Amplified Noise Permit** – High Side! Bar and Grill – **Public Hearing**
- [15.](#) **Resolution 2023-26** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SALIDA, COLORADO, ADOPTING THE 2023/2024 POLICY STATEMENT FOR THE COLORADO COMMUNITIES FOR CLIMATE ACTION (CC4CA)
- [16.](#) **Ordinance 2023-08** AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF SALIDA, COLORADO, AMENDING CHAPTER 8, CONCERNING VEHICLES AND TRAFFIC, TO LIMIT EXCESSIVE VEHICLE IDLING WITHIN THE CITY, **FIRST READING AND SETTING A PUBLIC HEARING**

COUNCILORS, MAYOR AND CITY TREASURER REPORTS

Council Reports

- Critelli, Kasper, Naccarato, Pappenfort, Pollock, Templeton

Mayor Report

Treasurer Report

Attorney Report

Staff Reports

[17.](#) Staff Reports

BOCC Report

EXECUTIVE SESSION

18. For the purpose of conferencing with the City Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S Section 24-6-402(4)(b), and for the purpose of determining positions relative to matters that may be subject to negotiation, developing strategy for negotiations, and/or instructing negotiators under C.R.S. Section 24-6-402(4)(e), and the following additional details are provided for identification purposes: **Sewer System Intergovernmental Agreements and related negotiations and next steps with the Town of Poncha Springs.**

ADJOURN



City Clerk | Deputy City Clerk

Mayor Dan Shore

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CIVILITY INVOCATION

We are here working together to create a thriving community. It is the intention of the Salida City Council to promote civil communication by adopting the following guidelines for speaking to the public in the City Council Chambers. It is our hope that by acting in this manner we can help create a safe space for people to share their perspectives and opinions:

- We honor the opportunity to be engaged in the process of governance for the benefit of our community.
- We acknowledge that each of us brings a unique perspective to this conversation and that our perspectives may differ.
- We challenge ourselves to value varying points of view and hold all contributions as equally important.
- We understand and accept that while we may sometimes disagree, we can always be courteous and kind.
- We commit to respectful language, avoiding rumor, harsh criticism or personal accusation, even when feeling emotionally charged.
- We will, to best of our ability, speak thoughtfully and listen with attention, respect, and curiosity.
- We are confident that there may be even better solutions than any of us have thought of, which may be discovered through civil conversations.
- We affirm our support for women's rights, including equal pay, equal treatment under the law and in the workplace, and the right to determine choices that impact the direction and personal values of one's life, including all individuals' reproductive health choices.
- We commit to the City of Salida being a hate-free zone and declare and affirm a policy of non-discrimination on the basis of a person's race, color, religion, ancestry, national origin, age, sexual orientation, gender, gender identity, marital status, military or veteran status, socio-economic class, medical condition, or physical or mental disability.



CITY COUNCIL REGULAR MEETING

448 E. 1st Street, Room 190 Salida, Colorado 81201

May 02, 2023 - 6:00 PM

MINUTES

CALL TO ORDER

Pledge of Allegiance

Roll Call

PRESENT

Council Member Justin Critelli

Council Member Harald Kasper

Council Member Dominique Naccarato

Council Member Alisa Pappenfort

Council Member Mike Pollock

Council Member Jane Templeton

Mayor Dan Shore

Treasurer Merrell Bergin

Civility Invocation

CONSENT AGENDA

Council Member Pappenfort moved to combine and approve the items on the Consent Agenda, Seconded by Council Member Critelli.

Voting Yea: Council Member Critelli, Council Member Kasper, Council Member Naccarato, Council Member Pappenfort, Council Member Pollock, Council Member Templeton

THE MOTION PASSED.

Approve Agenda

Approve April 18, 2023 Minutes

Award 2023 Asphalt Maintenance Project

Approve FIBArk Contract

Approve Ark Valley Pride Celebration

CITIZEN COMMENT—Three (3) Minute Time Limit

Jim Miller, TW Winston, Aaron Karnuta, Steven Young, and Randi Snead spoke during Public Comment.

PROCLAMATIONS

Arbor Day

Mayor Shore read the Proclamation and declared May 13, 2023 as Arbor Day for the City of Salida.

Asian American Pacific Islander Heritage Month

Mayor Shore read the Proclamation and declared the month of May as Asian American Pacific Islander Heritage Month in the City of Salida.

UNFINISHED BUSINESS / ACTION ITEMS

Ordinance 2023-05 AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF SALIDA, COLORADO, REGARDING SMALL CELL FACILITIES TO ESTABLISH A PROCEDURE FOR THE APPLICATION, REVIEW, AND SITING OF SMALL CELL FACILITIES, **FINAL READING AND PUBLIC HEARING**

Mayor Shore opened the Public Hearing. City Attorney Geoff Wilson presented the Ordinance.

Hearing no comment, Shore closed the Public Hearing.

Council Member Critelli moved to approve the Ordinance, Seconded by Council Member Templeton.

Voting Yea: Council Member Critelli, Council Member Kasper, Council Member Naccarato, Council Member Pappenfort, Council Member Pollock, Council Member Templeton

THE MOTION PASSED.

NEW BUSINESS / ACTION ITEMS

Resolution 2023-22 A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF SALIDA, COLORADO AMENDING THE 2023 FEE SCHEDULES TO ADOPT THE PRESUMPTIVELY VALID SMALL CELL FACILITY FEE SCHEDULE

Council Member Templeton moved to approve the Resolution, Seconded by Council Member Pappenfort.

Voting Yea: Council Member Critelli, Council Member Kasper, Council Member Naccarato, Council Member Pappenfort, Council Member Pollock, Council Member Templeton

THE MOTION PASSED.

Resolution 2023-23 A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF SALIDA REAUTHORIZING THE TEMPORARY CLOSURE OF A PORTION OF F STREET AND PROVIDING FOR A REVISED PROCEDURE FOR LIQUOR LICENSEES TO OBTAIN PROPER AUTHORIZATION FOR OUTDOOR EXPANSION

Council Member Pappenfort moved to approve the Resolution, Seconded by Council Member Critelli.

Voting Yea: Council Member Critelli, Council Member Kasper, Council Member Naccarato, Council Member Pappenfort, Council Member Pollock, Council Member Templeton

THE MOTION PASSED.

Resolution 2023-24 A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF SALIDA, COLORADO AMENDING THE 2023 FEE SCHEDULES REGARDING DEVELOPMENT SERVICES

Council Member Critelli moved to approve the Resolution, Seconded by Council Member Templeton.

Voting Yea: Council Member Critelli, Council Member Kasper, Council Member Naccarato, Council Member Pappenfort, Council Member Pollock, Council Member Templeton

THE MOTION PASSED.

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Resolution 2023-25 A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF SALIDA, COLORADO TO ALLOW OVERNIGHT CAMPING IN MARVIN PARK FROM JUNE 12 THROUGH JUNE 18, FOR THE FIBARK EVENT

Council Member Naccarato moved to approve the Resolution, Seconded by Council Member Pappenfort.

Voting Yea: Council Member Critelli, Council Member Kasper, Council Member Naccarato, Council Member Pappenfort, Council Member Pollock, Council Member Templeton

THE MOTION PASSED.

COUNCILORS, MAYOR AND CITY TREASURER REPORTS

Reports were given.

ADJOURN

Adjourned at 7:19 p.m.



City Clerk | Deputy City Clerk

Mayor Dan Shore

Foodshed Alliance

PO Box 1155, Salida, CO 81201 | 913-904-8207 | www.FoodshedAlliance.com

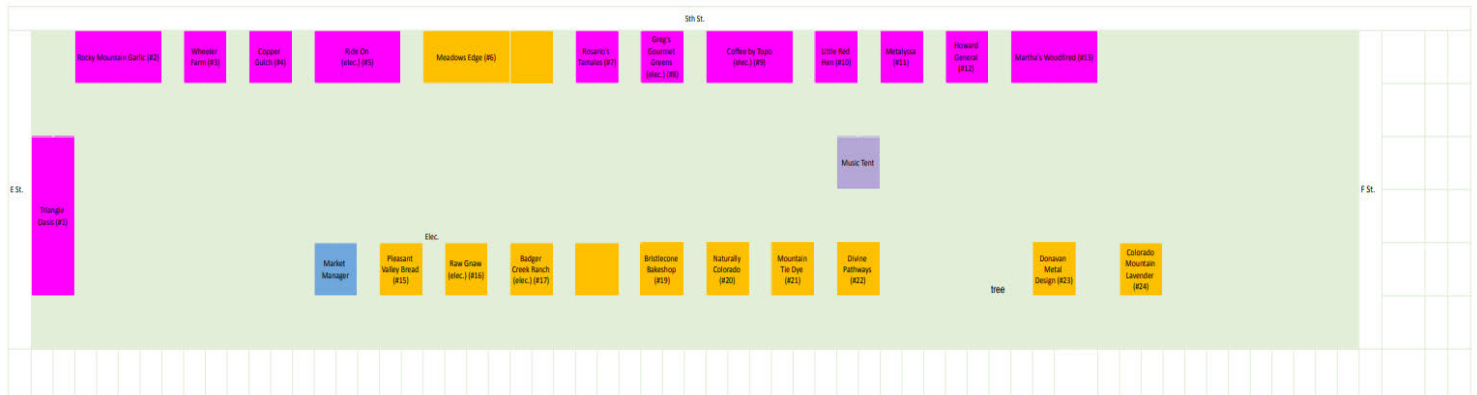
Contact: Market Manager, Sofia Adinolfi (913) 904-8207

City Council Memo

Established in 2007, Foodshed Alliance facilitates the Salida and Buena Vista summer and winter farmers markets. The 2023 summer farmers market season in Salida will operate on Saturdays beginning June 3rd through October 15th, at Alpine Park. By operating the market, we aim to minimize the gap between food producer and consumer. The farmers market plays an important role in strengthening relationships between local producers and consumers; elevating

our agricultural, prepared food, and craft small businesses; and empowering our community to support a thriving, sustainable local food economy. The market also supports food access in the community by participating in SNAP and being the only food retail outlet in Chaffee County participating in Double Up Food Bucks, a matching program that provides free, Colorado-grown fruits and vegetables to anyone that spends SNAP dollars at the market. We look forward to continuing to promote small business owners and vendors and connecting through our local food system at the summer farmers market in Salida this season.

Event Layout at Alpine Park



View results

Respondent

8

Anonymous

144:00

Time to complete

1. Event Name *

Salida Farmers Market

2. Event Contact Name *

Sofia Adinolfi

3. Event Contact Email Address *

info@foodshedalliance.com

4. Event Contact Phone Number *

913-904-8207

5. If you are requesting on behalf of an organization, is it a nonprofit (501c3)?

Item 4.

*

☒ Yes

☐ No

☐ N/A

6. If you have rented a park or registered for a program with Salida Parks & Rec, please indicate the name of the account in our software system (SmartRec/Amilia). *

NA

7. Event Location *

Alpine Park

8. Event Start Date *

6/3/2023



9. Event Start Time *

8:00 am

10. Event End Date *

10/21/2023



11. Event End Time *

12:00 pm

12. Estimated Number of People in Attendance *

350 - 400 people per market (21 markets total for 2023)

13. Please provide a short description of the event *

The Foodshed Alliance has been proudly operating the Salida Farmers Market for going on 16 years. We promote food and artisan vendors to assemble the farmers market every Saturday June - October. Our mission is to minimize the gap between food producer and consumer and connect people closer to the local food system.

14. Will food or merchandise be available from any vendor? *

- ☒ Yes
- ☐ No
- ☐ Maybe

15. If yes, then food and sale tax licenses must be obtained and possibly a multi-vendor permit. Contact the Colorado Department of Revenue for sales tax licenses at 303-232-2416, and the Chaffee County Public Health Department for Food Licenses at 719-539-2124. Vendors must have a fire extinguisher on site. Vendor booths are subject to inspection by the Salida Police and Fire Departments.

Multiple Vendor Permit Application:

https://www.cityofsalida.com/sites/default/files/fileattachments/parks_and_recreation/page/10061/4_multiple_vendor_event_permit_application.pdf

Chaffee County Public Health form:

<https://www.chaffeecounty.org/EndUserFiles/57096.pdf>

16. Will alcohol be sold or distributed at your event? *

- ☐ Yes
- ☒ No
- ☐ Maybe

17. If yes, please fill out the Application for Special Events Liquor License (available at the link below) and submit it along with the necessary fees. A State of Colorado Special Event Liquor License permit is ONLY issued to incorporated nonprofit organizations. EVENTS REQUIRING ALCOHOL LICENSES MUST SUBMIT THEIR APPLICATION AT LEAST 90 DAYS IN ADVANCE OF THE EVENT.
- https://www.cityofsalida.com/sites/default/files/fileattachments/parks_and_recreation/page/10061/5_special_events_liquor_license_application.pdf

18. Will there be amplified sound at your event *

- ☒ Yes
- ☐ No
- ☐ Maybe

19. If yes, complete the Amplified Sound Permit Application available at the following link:

https://www.cityofsalida.com/sites/default/files/fileattachments/parks_and_recreation/page/10061/noise_permit_application_-_salida_02-15-2022_2.pdf

20. Are any streets, sidewalks, or other right-of-way closures required for your event? *

- ☐ Yes
- ☒ No
- ☐ Maybe

21. If yes, it is your responsibility to circulate and submit a petition signed by abutting residents/merchants as to their support or non-support of the closure. Click on the following link to access the petition form:

https://www.cityofsalida.com/sites/default/files/fileattachments/parks_and_recreation/page/10061/6_street_closure_petition.pdf

If yes, please describe the closure request.

22. Will you require any security or law enforcement services specific to your event? *

- ☐ Yes
- ☒ No
- ☐ Maybe

23. If yes, for what purpose (security, traffic, parking, public control, Salida Trail System crossings, etc.)?

24. If additional City of Salida Police Officers are requested, they must be requested directly through the Salida Police Department (719-539-6880).

25. Where will people park for your event? *

Public parking surrounding Alpine Park

26. How many additional trash cans are needed for your event? *

0

27. Is a quote from a trash service included in your application packet? *

- ☐ Yes
- ☒ No

28. Is the Emergency Action Plan included in your application packet? *

☒ Yes

☐ No

29. Have you obtained insurance for your event that lists the City of Salida as additionally insured? *

☒ Yes

☐ No

30. Please check that you understand and will adhere to the following requirements: *

☒ Any violation of the City of Salida Municipal Code or agreements made in the application process are grounds for denial of the Special Events permit in the future.

☒ You will be required to have insurance and name the City of Salida as an additionally insured party. Because this is often a lengthy process, the City will accept and approve applications pending receipt of proof of insurance.

☒ Applicants are also responsible for meeting any other agency requirements. For example, if you are serving food, you must meet all Health Department requirements.

☒ Chaffee County Department of Health requires at least one restroom for every fifty people attending the event.

☒ 1 trash can per 50 people is required.

☒ The event is responsible for emptying ALL trash within the event, including pre-existing city trash cans.

☒ All clean up must be completed within 24 hours after the event concludes. If the City of Salida staff has to clean up after the event, a fee will be billed to the organizer.

31. Digital Signature: *

Item 4.

Sofia Adinolfi

Foodshed Alliance

PO Box 1155, Salida, CO 81201 | 913-904-8207 | www.FoodshedAlliance.com

Contact: Market Manager, Sofia Adinolfi (913) 904-8207

Salida Special Event Emergency Action Plan

I, the undersigned, agree to compile with the following Emergency Action Plan to the best of my ability. The first person on this list will be the designated Emergency Manager and will take responsibility for public addresses and instruction to the event participants

Emergency Manager (1 lead, 2 alternates)	Contact info 1	Contact info 2	Signature
1. Sofia Adinolfi			Sofia Adinolfi
2. Tiffany Collette			Sofia Adinolfi
3. Max Keller			Sofia Adinolfi
4. Leah Underwood			Sofia Adinolfi

Please complete the following template according to your Events plan and location.

The following procedures should be followed in the event of an emergency.

Communications

- The manager or designee will communicate the designated evacuation space to participants at the beginning of the event.
- The Emergency Manger will communicate to the event participants in an emergency with a
 - ☐ Bull Horn
 - ☐ PA system
 - ☒ Emergency level voice

Please enter your evacuation destination into the box in each of the follow scenarios
Fire

- Call 911
- Assist injured or disabled personnel.
- Evacuate the building. Activate emergency shut offs if available.
- Attempt to use a fire extinguisher only if you have been trained.
- Evacuate participant to - **Riverside Park, Salida**

Medical Emergency

- Identify the medical emergency.
- If life threatening, call 911.
- Administer first aid if properly trained.
- Evacuate the injured person to - **Heart of the Rockies Regional Medical Center**

Violent incident

- Call 911.
- Attempt to avoid the situation – move participants away
- Try to deny contact-evacuate to - **Riverside Park, Salida**
lock/block doors, turn off lights, silence phones.
- If necessary defend - distract, attack, subdue.

Severe Weather/Natural incident

- Move participants away from threat if possible.
- Evacuate to - **Moonlight Pizza, Salida**
- Call 911

Urgent Situation (suspicious person, package, activity or bomb threat)

- Call 911.
- State who, what, where, when, why, and how the situation occurred.
- If there is a bomb threat, turn off all electronics.



City of Salida

Multiple Vendor Event Permit Application

Date of Application 3/26/23

Event Name: Salida Farmers Market

1. Event location(s): Alpine Park

2. Date(s) & times(s) of event: Saturdays beginning June 3rd - October 21st 2023

06/03 - 08/26 -- 8:00 am - 12:00 pm

09/02 - 10/21-- 9:00 am - 12:00 pm

3. Individual or organization sponsor(s): Foodshed Alliance

Address: P.O. Box 1155 Salida Colorado 81201

Phone: 913-904-8207 E-mail: info@foodshedalliance.com

4. Contact Person: Sofia Adinolfi

Phone: 913-904-8207 E-mail: info@foodshedalliance.com

5. List Participating Vendors:

REQUIREMENT: PROVIDE A COPY OF THE CURRENT STATE LICENSE FOR EACH VENDOR

This list grows as the year goes on as vendors apply. List of vendors attached.

(If additional space is needed, please attach a list of participating vendors.)

6. Provide Proof of Insurance (The City Administrator, at his or her discretion, may require the City be named as an additional insured.)

Copy of Insurance Attached (Yes or No) Yes

Required Fees and Checklist:

☒ \$75 Application Fee

 \$20 per participating vendor: Number of Vendors X \$20 =

☒ Current Colorado Sales Tax License for each participating vendor

☒ Proof of Insurance

Signed:

Event Sponsor: Sofia Adinolfi

City of Salida:

Date: 03/26/23

Date:



CERTIFICATE OF LIABILITY INSURANCE

DATE (M)
01/05
Item 4.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER LIC #N/A CIRSA 3665 Cherry Creek North Drive Denver, CO 80209	1-303-757-5475	CONTACT NAME: PHONE (A/C, No. Ext): FAX (A/C, No): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: CIRSA INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED City of Salida 448 E. 1st Street, Suite 112 Salida, CO 81201		NAIC #

COVERAGES

CERTIFICATE NUMBER: 67608243

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☒ CLAIMS-MADE ☐ OCCUR ☒ \$10m POL E&O Aggregate GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:			LIAB 01-2023	01/01/23	01/01/24	EACH OCCURRENCE \$ 10,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 10,000,000 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 10,000,000 GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ 10,000,000
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			LIAB 01-2023	01/01/23	01/01/24	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

With respects to Proof of insurance for City of Salida Farmer's Market booth.

CERTIFICATE HOLDER

Food Shed Alliance Ally PO Box 1155 Salida, CO 81201 USA	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---



Salida Community Center

305 F. Street – Salida, CO 81201

The Rotary Club of Salida and the Salida Community Center has joined together to put on the 4th of July event in the Riverside Park. All talent will be local performers starting at noon and entertaining up until the fireworks (if permitted).

As usual this event is a FREE event that our community has enjoyed over the previous years. It will draw locals and visitors from all points to downtown Salida.

The Rotary Club will be providing the Bounce House for children to come and enjoy and local food vendors will be providing food for all who attend.

This event is made possible by generous donations from local sponsors.

Both organizations are non-profit and the money will be staying to help the residents of this area by providing scholarships to young people and also by helping provide food to people in need.

Special Event Application (Google)

Event: Fourth of July

Contact: Elaine Allemang, 539-3351

Dates: July 4, 2023

Location: Riverside Park

Times: 8:00am set up to 11:00pm clean up

Estimated attendance: 400

About: Celebrate 4th of July. Food Vendors - Rotary selling beverages - Children's Bounce House- Parade

Food? Yes

Alcohol? Yes

Amplified sound? Yes

Street Closure? Yes for parade; Sackett from F to E

Security or law enforcement? No

Trash: We will bring trash cans and a dumpster will be available

Quote from trash: No

Emergency action plan: No

Insurance: Yes

Nonprofit? Yes, Salida Rotary

COLORADO DEPARTMENT OF REVENUE
LIQUOR ENFORCEMENT DIVISION
1375 SHERMAN STREET
DENVER CO 80261
(303) 205-2300

APPLICATION FOR A SPECIAL EVENTS PERMIT

Department Use Only

Item 5.

IN ORDER TO QUALIFY FOR A SPECIAL EVENTS PERMIT, YOU **MUST BE NONPROFIT**
AND ONE OF THE FOLLOWING (See back for details.)

- ☐ SOCIAL ☐ ATHLETIC ☒ PHILANTHROPIC INSTITUTION
☐ FRATERNAL ☐ CHARTERED BRANCH, LODGE OR CHAPTER ☐ POLITICAL CANDIDATE
☐ PATRIOTIC ☐ OF A NATIONAL ORGANIZATION OR SOCIETY ☐ MUNICIPALITY OWNING ARTS
☐ POLITICAL ☐ RELIGIOUS INSTITUTION FACILITIES

LIAB TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR:
 2110 ☒ MALT, VINOUS AND SPIRITUOUS LIQUOR \$25.00 PER DAY
 2170 ☐ FERMENTED MALT BEVERAGE (3.2 Beer) \$10.00 PER DAY

DO NOT WRITE IN THIS SPACE

LIQUOR PERMIT NUMBER

1. NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE

Salida Rotary Charitable Fund

State Sales Tax Number (Required)

2. MAILING ADDRESS OF ORGANIZATION OR POLITICAL CANDIDATE
(include street, city/town and ZIP)

P.O. Box 155
Salida, CO 81201

3. ADDRESS OF PLACE TO HAVE SPECIAL EVENT
(include street, city/town and ZIP)

Riverside Park
Salida, CO 81201

NAME

DATE OF BIRTH

HOME ADDRESS (Street, City, State, ZIP)

PHONE NUMBER

4. PRES./SEC'Y OF ORG. or POLITICAL CANDIDATE

Devon Kaspar

5. EVENT MANAGER

Elaine Allemang

6. HAS APPLICANT ORGANIZATION OR POLITICAL CANDIDATE BEEN
ISSUED A SPECIAL EVENT PERMIT THIS CALENDAR YEAR?
☐ NO ☒ YES HOW MANY DAYS? 2

7. IS PREMISES NOW LICENSED UNDER STATE LIQUOR OR BEER CODE?

☒ NO ☐ YES TO WHOM?
8. DOES THE APPLICANT HAVE POSSESSION OR WRITTEN PERMISSION FOR THE USE OF THE PREMISES TO BE LICENSED? ☒ Yes ☐ No

LIST BELOW THE EXACT DATE(S) FOR WHICH APPLICATION IS BEING MADE FOR PERMIT

Date 7-4-2023

Hours From 12:00 .m.
To 9:30 p .m.

Date

Hours From .m.
To .m.

Date

Hours From .m.
To .m.

Date

Hours From .m.
To .m.

Date

Hours From .m.
To .m.

OATH OF APPLICANT

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

SIGNATURE

Elaine Allemang

TITLE

Event Organizer

DATE

4-20-2023

REPORT AND APPROVAL OF LOCAL LICENSING AUTHORITY (CITY OR COUNTY)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 12, Article 48, C.R.S., as amended.

THEREFORE, THIS APPLICATION IS APPROVED.

LOCAL LICENSING AUTHORITY (CITY OR COUNTY)

☐ CITY☐ COUNTY

TELEPHONE NUMBER OF CITY/COUNTY CLERK

SIGNATURE

TITLE

DATE

DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY**LIABILITY INFORMATION**

License Account Number	Liability Date	State	TOTAL
		-750 (999)	\$.

(Instructions on Reverse Side)

parking lot

F Street

Arkansas River

Portable Toilets

Band Shell & Stage

sound booth

Food Serving Area

Sackett Ave

FOOD VENDORS
BEANS & CUPCAKES

Beer Keg Trailer

Portable Toilets

Sidewalk

Fire Hydrant

Trash Dumpster

Playground

LICENSED AREA

White City Fencing
SPRV barricades to block off parking

close ROAD

E Street

fencing in red
soft close sacket

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

Salida Rotary Charitable Fund, Inc.

is a

Nonprofit Corporation

formed or registered on 03/16/2008 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20081144588 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 02/06/2023 that have been posted, and by documents delivered to this office electronically through 02/08/2023 @ 06:44:13 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 02/08/2023 @ 06:44:13 in accordance with applicable law. This certificate is assigned Confirmation Number 14681562 .



Jena Griswold

Secretary of State of the State of Colorado

*****End of Certificate*****

Notice: A certificate issued electronically from the Colorado Secretary of State's website is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's website, <https://www.coloradosos.gov/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our website, <https://www.coloradosos.gov> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

NOV 22 2009
Date:

SALIDA ROTARY CHARITABLE FUND INC
430 WEST GRAND AVENUE
SALIDA, CO 81201

Employer Identification Number:
26-2186461
DLN:
17053272312039
Contact Person:
DEL TRIMBLE ID# 31309
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990 Required:
Yes
Effective Date of Exemption:
March 16, 2008
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

City of Salida

Special Event Emergency Action Plan

I, the undersigned, agree to comply with the following Emergency Action Plan to the best of my ability. The first person on this list will be the designated Emergency Manager and will take responsibility for public addresses and instruction to the event participants.

Emergency Manager (1 lead, 2 alternates)	Contact info 1	Contact info 2	Signature
1. Elaine Allemang			
2. Devon Kaspar			
3.			
4.			

Please complete the following template according to your Events plan and location.

The following procedures should be followed in the event of an emergency.

Communications

- The manager or designee will communicate the designated evacuation space to participants at the beginning of the event.
- The Emergency Manger will communicate to the event participants in an emergency with a
 - ☐ Bull Horn
 - ☒ PA system
 - ☐ Emergency level voice

Fire

- Call 911
- Assist injured or disabled personnel.
- Evacuate the building. Activate emergency shutoffs if available.
- Attempt to use a fire extinguisher only if you have been trained.
- Evacuate participant to Heart of the Rockies Regional Medical

Medical Emergency

- Identify the medical emergency.
- If life threatening, call 911.
- Administer first aid if properly trained.
- Evacuate the injured person to Heart of the Rockies Regional Medical

Violent incident

- Call 911.
- Attempt to avoid the situation – move participants away
- Try to deny contact-evacuate to Heart of the Rockies Regional Medical
lock/block doors, turn off lights, silence phones.
- If necessary defend - distract, attack, subdue.

Severe Weather/Natural incident

- Move participants away from threat if possible.
- Evacuate to Heart of the Rockies Regional Medical
- Call 911

Urgent Situation (suspicious person, package, activity or bomb threat)

- Call 911.
- State who, what, where, when, why, and how situation occurred.
- If bomb threat, turn off all electronics.



CITY OF SALIDA

OVERVIEW OF LOCAL NOISE REGULATIONS & PERMITTING

Chapter 10, Article IX of the Salida Municipal Code (the "Code") establishes regulations and standards for noise within the City of Salida (the "City") to reduce and eliminate unnecessary and excessive noise which would otherwise be detrimental to residents and the community in the enjoyment of life, property, and the conduct of business. Of note, Section 10-9-30(c) of the Code provides that it is "unlawful for any person to emit or cause to be emitted any noise which leaves the premises on which it originates, inclusive of a public premises, crosses a property line and enters onto any other premises in excess" of the specified levels.

Pursuant to Sections 10-9-40(14) and 10-9-80 of the Code, however, the City may specifically exempt a particular noise from this prohibition through the issuance of a noise permit. Such a permit may include limitations and conditions to minimize the adverse impacts of the proposed noise may have on the community or surrounding neighborhood. Such limitations and conditions include, but are not limited to, the following: the hours of operation, maximum decibels, the type of sound amplification equipment, and the type of sound that may be amplified. No permit shall be issued for noise after 10:00 PM, with allowances to go until midnight on the Fridays and Saturdays of Memorial Day weekend, 4th of July weekend, and Labor Day weekend, and on the Thursday, Friday, and Saturday during the FIBArk Festival.

The issuance of a noise permit is at the sole discretion of the City Administrator or City Council, and the issuance of such permit does not confer any rights upon the permittee other than those expressly authorized by the permit. Violation of any of the conditions or limitations set forth in the noise permit may result in immediate revocation of the permit. Revocation of the noise permit does not preclude the City from seeking any remedies otherwise available under federal, state, or local law.

Applications for a noise permit must be submitted on the attached "Application for a Noise Permit" form and submitted at least five (5) working days prior to the date for which the permit is sought.



CITY OF SALIDA

NOISE PERMIT APPLICATION

Please fill out the form completely, including by signing and dating the application. Submitting an incomplete application is a basis for denial of a noise permit. Listing a particular type of audio amplification equipment, hours of operation, or any other information below does not guarantee the applicant's right to use such equipment or have an event at a particular time. Whether such application requests have been granted will be indicated in the issued permit.

Applicants may apply for events which are recurring (*i.e.*, live music every Thursday). Any such events should be clearly described as recurring in the event description and should identify all dates on which the event will occur.

Completed applications can be submitted in-person to the City Clerk at 448 E. First Street, Suite 112, or via email to clerk@cityofsalida.com. Applications must be submitted at least five (5) working days prior to the date for which the permit is sought.

I. Applicant Information.

Applicant Name: Elaine Allemang

Applicant Business/Organization: Salida Rotary Charitable Fund

Applicant Phone: 719-239-1580

Applicant Email: elaine_76448@yahoo.com

Applicant Address: P.O. Box 155

Sound Supervisor¹: Central Colorado Sound - Carey Hallet

Sound Supervisor Phone: 719-221-3231

II. Event Information.

Description of Event: Bluegrass on the Arkansas - Music Venue on Rotary Amphitheater Riverside Park

Estimated Attendance: 500 (in and out. Not all at the same time)

Date(s): July 4, 2023

Hours of Event: Tuesday noon till 9:30 p.m.

Location of Event: Riverside Park

¹ The sound supervisor will be responsible for responding to and immediately addressing noise or other complaints in the absence of the applicant/permittee.

**III. Noise Information.**

Type of Noise (e.g., live music, parade):

Live Music

Type of Sound Amplification Equipment:

IV. Agreement.

As the applicant for this noise permit, I, Elaine Allemang _____, hereby agree and understand that it is my responsibility to ensure compliance with the conditions and limitations set forth in the permit and all laws, rules, and regulations of the City of Salida, the state, and the federal government. I further agree and understand that any violations of the permit or applicable laws may result in the immediate revocation of the permit. Violations of the conditions and limitations set forth in the permit or applicable laws shall also be grounds for denial of future permit applications. I further understand and agree that the permit and application fee are non-refundable and non-transferrable.

Signature:

Elaine Allemang

Date:

4-20-2023**For use by the City Clerk only:**Application fee received: ☐ Yes ☐ No ☐ N/A

Signature: _____

Date: _____



CITY OF SALIDA NOISE PERMIT

Signature by the City Administrator on this noise permit indicates that the noise permit has been deemed granted to the applicant and the requested noise has been so authorized, subject to the conditions and limitations set forth below. Where the conditions or limitations set forth below contradict or conflict with the information contained in the application, the conditions and limitations will control.

I. Conditions and Limitations Applicable to All Permits.

The following conditions and limitations are applicable to all noise permits:

- No noise is permitted after 10:00 PM, unless specifically authorized by the City Council following a public hearing. No noise is permitted after midnight on the Fridays and Saturdays of Memorial Day weekend, 4th of July weekend, and Labor Day weekend. No noise is permitted after midnight on the Thursday, Friday, and Saturday during the FIBArk festival.
- No noise is authorized in excess of the maximum limit of 85 dB(A), as measured from any point along the property line or within the property line of the receiving premises. Measuring devices shall be those specifically utilized by the City of Salida.
- All amplification equipment shall be arranged so as to minimize the disturbance to neighboring properties, and permittees shall take reasonable measures to baffle or reduce noise impacts to neighbors.
- No outdoor amplified sound shall be permitted between November 1 through May 1.
- A maximum of sixty (60) amplified sound permits may be granted to same location during a single calendar year, unless additional permits are specifically authorized by the City Council following a public hearing.

II. Conditions and Limitations Applicable to this Permit.

The following conditions and limitations are applicable to this noise permit:

- _____
- _____
- _____

III. Expiration.

This noise permit is issued for the following dates and expires on the following date:

Date(s): _____

Expiration: _____

For use by the City Administrator only:

Application granted: [] Yes [] No

Signature: _____

Date: _____



City of Salida Multiple Vendor Event Permit Application

Date of Application _____

Event Name: Fourth of July Celebration

1. Event location(s): Riverside Park

2. Date(s) & times(s) of event: 7-4-2023 noon till 9:30 p.m.

3. Individual or organization sponsor(s): Salida Rotary Club

Address: P.O. Box 155 Salida, Co 81201

Phone: _____ E-mail: _____

4. Contact Person: Elaine Allemang

Phone: 719-239-1580 E-mail: salidacommunitycenter@yahoo.com

5. List Participating Vendors:

REQUIREMENT: PROVIDE A COPY OF THE CURRENT STATE LICENSE
FOR EACH VENDOR

SMOKE N DAWGS

PEAKS N PITA ✓

TAQUERIA CINCO DE MAYO ✓

GIGIS Chicken LLC ✓

(If additional space is needed, please attach a list of participating vendors.)

6. Provide Proof of Insurance (The City Administrator, at his or her discretion, may require the City be named as an additional insured.)

Copy of Insurance Attached (Yes or No) _____

Required Fees and Checklist:

☒ \$75 Application Fee

\$20 per participating vendor: Number of Vendors 5 X \$20 = 100.00

☐ Current Colorado Sales Tax License for each participating vendor

☐ Proof of Insurance

Signed:

Event Sponsor: Claine Allong City of Salida: _____

Date: 4-20-2023 Date: _____



COLORADO

Department of Public
Health & Environment

Item 5.

2023 License to Operate: Mobile Unit (full service food)

License must be posted at the following location in a conspicuous place:

License #: RFE22916

Owner: Taqueria Cinco De Mayo Jose Lozano Amaro

DBA: Taqueria Cinco De Mayo

License Valid until: 12/31/2023

995 W Rainbow Blvd
Salida CO 81201

License Type: Mobile Unit (full service food)

Issued By: Chaffee County Public Health Environmental Health Program

This certifies that licensee shown hereon is authorized and licensed to engage in business in accordance with the provisions of the laws and regulations of the Colorado Department of Public Health & Environment. Any alterations to this license will automatically make it null and void.

Taqueria Cinco De Mayo Jose Lozano Amaro
po box 1263
81242



COLORADO
Department of Public
Health & Environment

2023 License to Operate: Mobile Unit (full service food)

License must be posted at the following location in a conspicuous place:

License #: RFE21751

Owner: Nathan El-Obari

DBA: Peaks 'N Pitas

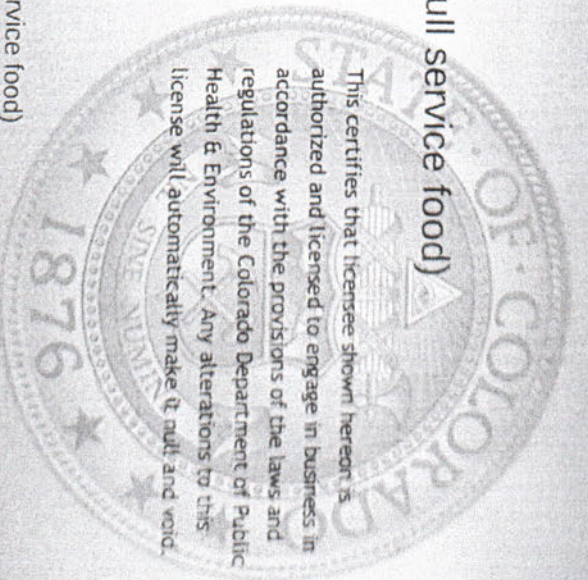
License Valid until: 12/31/2023

16450 County Road 306
Buena Vista CO 81211

License Type: Mobile Unit (full service food)

Issued By: Chaffee County Public Health Environmental Health Program

This certifies that licensee shown hereon is
authorized and licensed to engage in business in
accordance with the provisions of the laws and
regulations of the Colorado Department of Public
Health & Environment. Any alterations to this
license will automatically make it null and void.





COLORADO
Department of Public
Health & Environment

2023 License to Operate: Mobile Unit (full service food)

License must be posted at the following location in a conspicuous place:

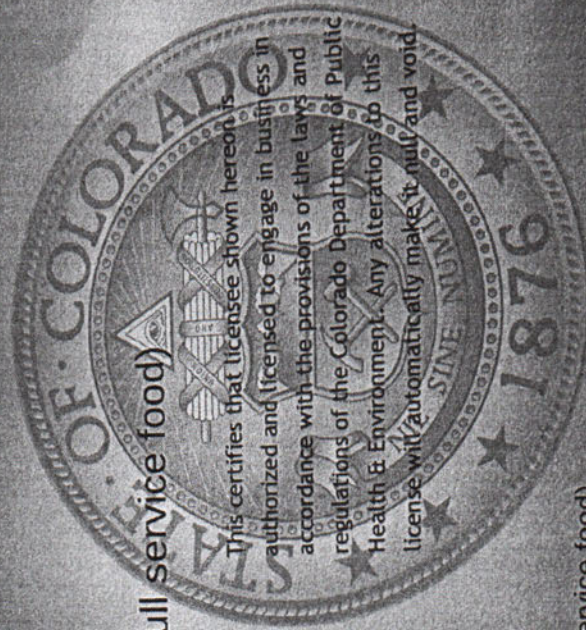
License #: RFE22915

Owner: Gigi's Betchin Chick-N LLC. Angela Sandoval

DBA: GIGI's Betchin Chick-N LLC

License valid until: 12/31/2023

645 E Rainbow Blvd
Salida CO 81201-2944



License Type: Mobile Unit (full service food)

Issued By: Chaffee County Public Health Environmental Health Program



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD) **07/04/12** Item 5.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008	CONTACT NAME: Ali Sulita	FAX (A/C No.): 630-285-4062	
	PHONE (A/C No., Ext): 1-833-3ROTARY	E-MAIL ADDRESS: rotary@ajg.com	
INSURED All Active US Rotary Clubs & Districts salida@rotaryclub.org ATTN: Risk Management Dept. 1560 Sherman Ave. Evanston, IL 60201-3698	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Westchester Surplus Lines Insurance Company		10172
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		

COVERAGES **CERTIFICATE NUMBER:** 899307648 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		G73578917 001	7/1/2022	7/1/2023	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			G73578917 001	7/1/2022	7/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	☐ UMBRELLA LIAB ☐ EXCESS LIAB DED RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ AGGREGATE \$ \$
	☐ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	NOT APPLICABLE			PER STATUTE OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder is included as an additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER

City of Salida
448 E 1st Street
Salida, CO 81201
July 4th celebration, Riverside Park

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Cynthia L. Martin

© 1988-2015 ACORD CORPORATION. All rights reserved.



SALIDA ELKS LODGE NO. 808
BENEVOLENT & PROTECTIVE ORDER OF ELKS
148 E 2ND ST.
P. O. BOX 967
SALIDA, CO 81201-0967
719-539-6976
bpoe808@bresnan.net



04/26/2023

To whom it may concern,

Salida Elks Lodge 808 is asking for a Special Event permit for an Open House during the Fibark Festival. June 16th through June 17th.

The Open House will be open to the public during Fib-ark on Friday and Saturday. This gives us a chance to come together, celebrate with food and music, and meet old friends and new.

This was discussed at our board meeting on April 10th, 2023, and approved.

Come down and see us!

Thank you,

The Officers and members of Salida Elks Lodge 808

Submitted by:

James DeLuca PER/Salida Elks Lodge Secretary

(bpoe808@gmail.com)

Application for a Special Events Permit

Departmental Use Only

Item 6.

☐ State Only Permit/State Property

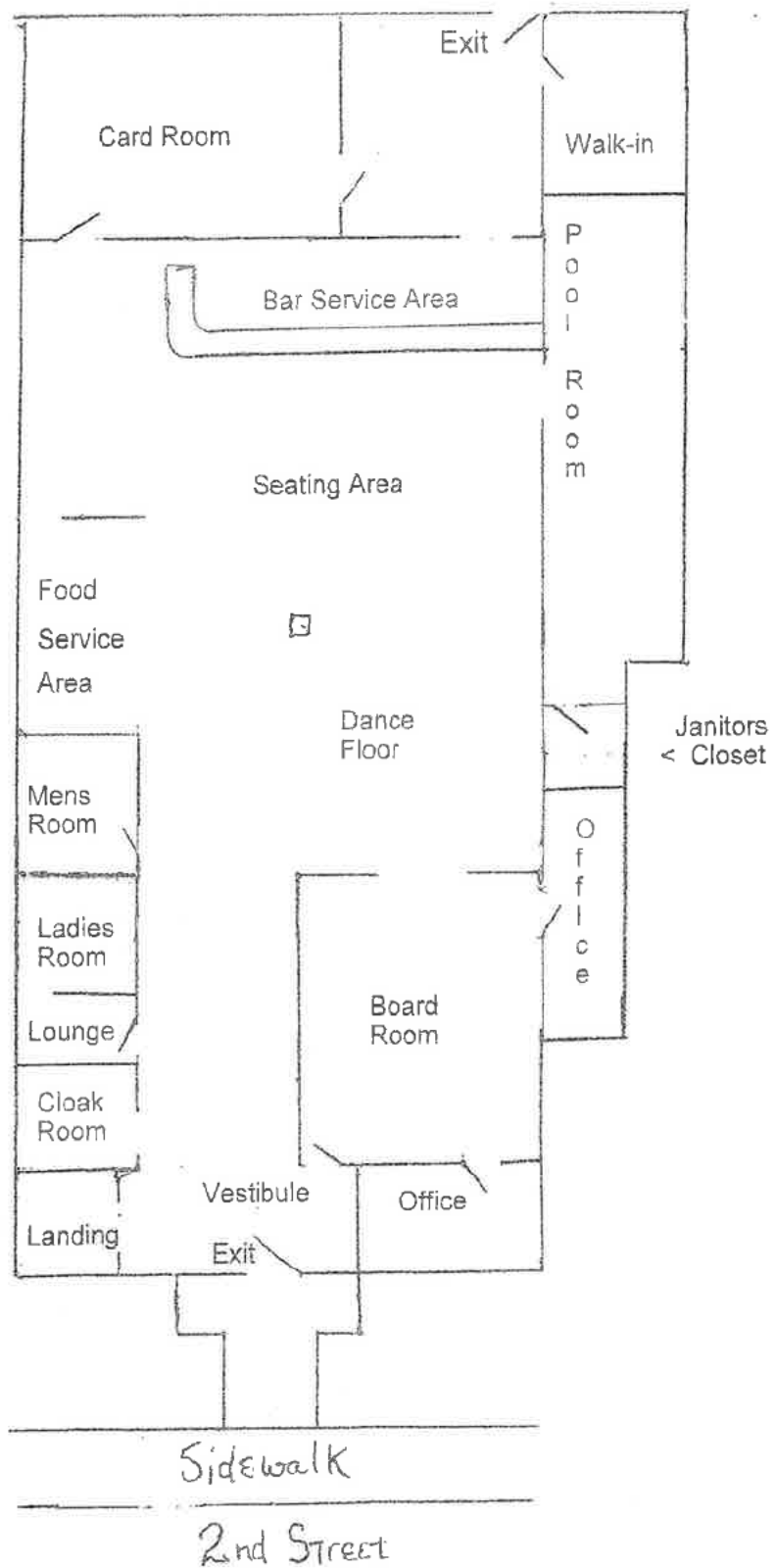
In order to qualify for a Special Events Permit, You Must Be a Qualifying Organization Per 44-5-102 C.R.S. and One of the Following (See back for details.)

- | | | |
|---|---|---|
| ☐ Social | ☐ Athletic | ☐ Philanthropic Institution |
| ☒ Fraternal | ☐ Chartered Branch, Lodge or Chapter | ☐ Political Candidate |
| ☐ Patriotic | ☐ National Organization or Society | ☐ Municipality Owned Arts Facilities |
| ☐ Political | ☐ Religious Institution | |

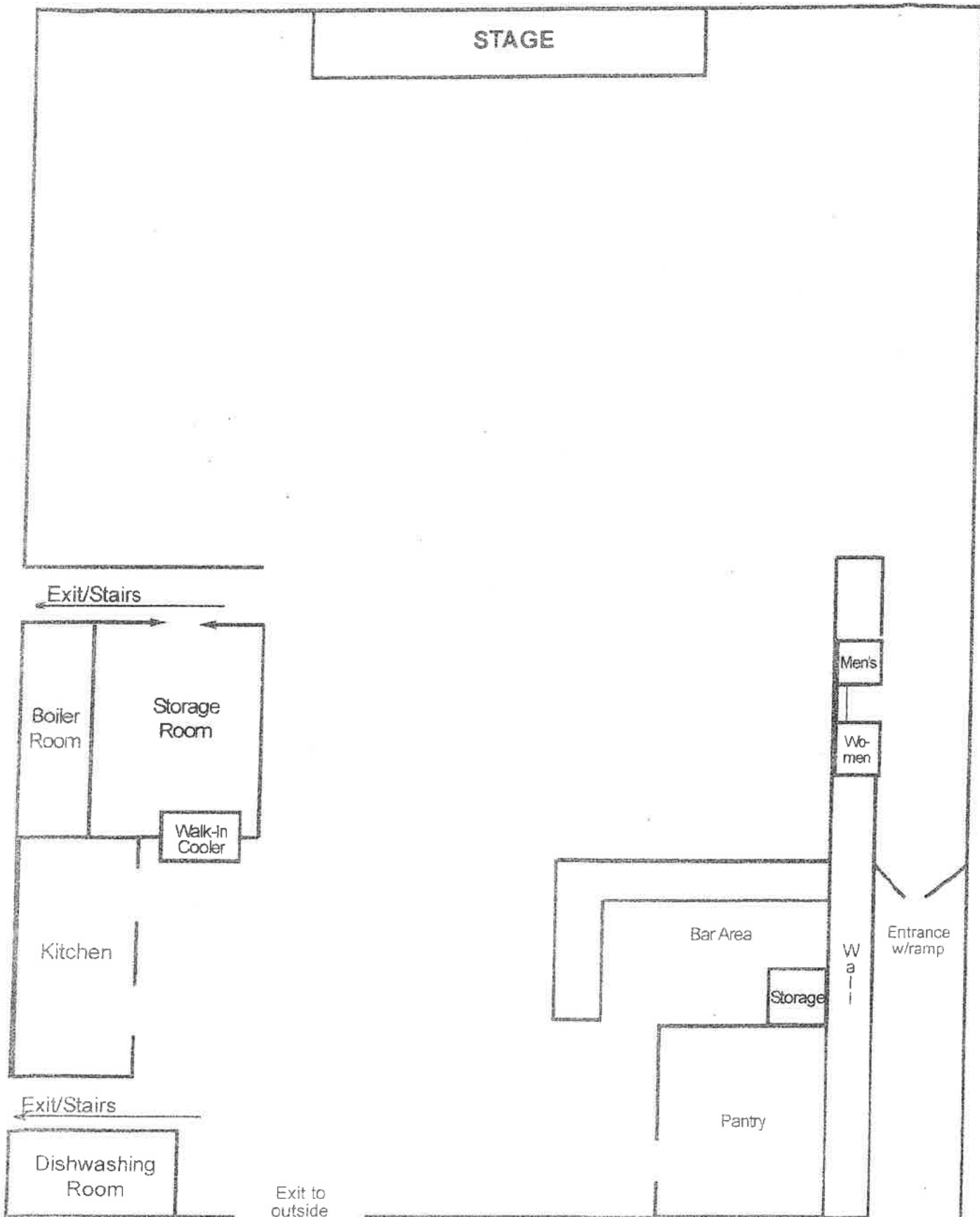
LIAB Type of Special Event Applicant is Applying for:		DO NOT WRITE IN THIS SPACE	
2110 ☐ Malt, Vinous And Spirituous Liquor	\$25.00 Per Day	Liquor Permit Number	
2170 ☐ Fermented Malt Beverage	\$10.00 Per Day		
1. Name of Applicant Organization or Political Candidate BPOE Salida Elks Lodge 808		State Sales Tax Number (Required) 00502443-0000	
2. Mailing Address of Organization or Political Candidate (include street, city/town and ZIP) 148 E 2nd St PO Box 967 Salida, Co 81201		3. Address of Place to Have Special Event (include street, city/town and ZIP) 148 E 2nd St Salida, Co 81201	
4. Authorized Representative of Qualifying Organization or Political Candidate James DeLuca Secretary			
Authorized Representative's Mailing Address (if different than address provided)			
5. Event Manager Lana Gaalaas ER			
6. Has Applicant Organization or Political Candidate been Issued a Special Event Permit this Calendar Year? ☐ No ☒ Yes How many days? 1		7. Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes? ☐ No ☒ Yes License Number 10-7348-0000	
8. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed? ☒ Yes ☐ No			
List Below the Exact Date(s) for Which Application is Being Made for Permit			
Date 06/16/23 Hours From 11am. To midnightm.	Date 06/17/23 Hours From 9am. To midnightm.	Date Hours From To	Date Hours From To
Date Hours From To	Date Hours From To	Date Hours From To	Date Hours From To
Date Hours From To	Date Hours From To	Date Hours From To	Date Hours From To
Oath of Applicant I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.			
Signature <i>James DeLuca</i>		Title Salida Elks Lodge Secretary	Date 04/26/23
Report and Approval of Local Licensing Authority (City or County) The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended. THEREFORE, THIS APPLICATION IS APPROVED.			
Local Licensing Authority (City or County)		☐ City Telephone Number of City/County Clerk ☐ County	
Signature		Title	Date
DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY			
Liability Information			
License Account Number	Liability Date	State	Total
		-750 (999)	\$

(Instructions on Reverse Side)

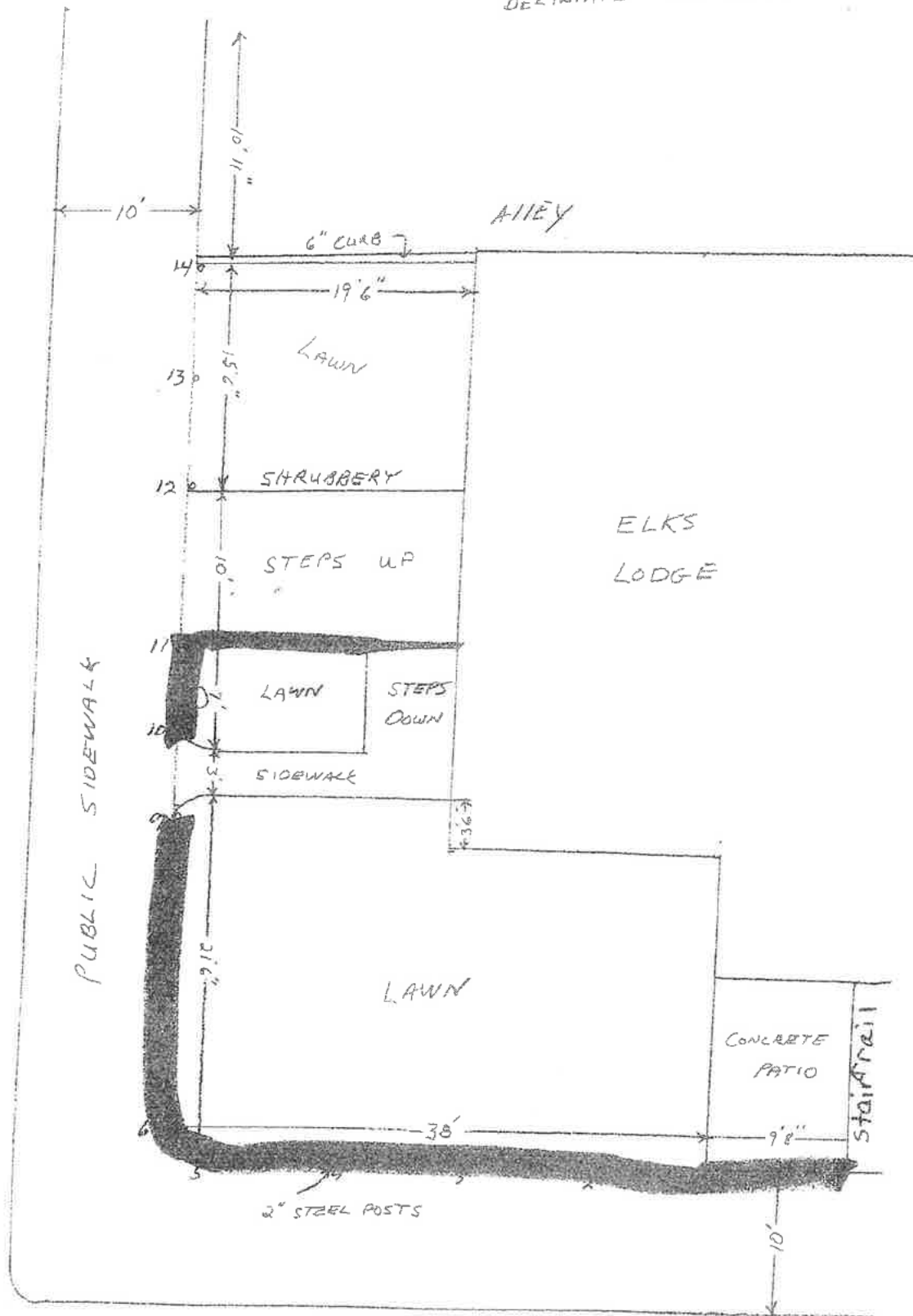
Salida Elks Lodge #808



SALIDA ELKS LODGE BPOE #808
250 Maximum Capacity



APPROXIMATELY 8' APART
WITH STURDY CHAIN
ATTACHED BETWEEN TO
DELINATE PROPERTY LINES.



REQUIRES
14- 4'x2" STEEL POSTS
80' CHAIN
MARKED BY

E STREET

N

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

SALIDA LODGE NO. 808 OF THE BENEVOLENT AND PROTECTIVE ORDER OF ELKS OF THE
UNITED STATES OF AMERICA

is a

Nonprofit Corporation

formed or registered on 10/03/1991 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 19911079196 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 04/21/2023 that have been posted, and by documents delivered to this office electronically through 04/26/2023 @ 15:10:09 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 04/26/2023 @ 15:10:09 in accordance with applicable law. This certificate is assigned Confirmation Number 14911708 .



Jena Griswold

Secretary of State of the State of Colorado

*****End of Certificate*****

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Dear City Council,

This is the Ninth year of the Salida Arts Festival. The festival is open to the public, July 15th, and July 16th. It will take place at Riverside Park, adjacent to the pedestrian mall. I have rented the park for three days, July 14-16, July 14th will be set up day and not open to the public. Every artist will have their own 10 x10 white canopies, there will be no staking into the ground.

I will hire an off duty Salida police officer for overnight security, Fri and Sat. nights. I will provide trash cans and be responsible for making sure the park is clean when we leave. There is no liquor. There will be amplified music, (one small amplifier) Sat. and Sun afternoons 12:00-3:00. Red Tischer will be strolling and playing his guitar. No use of stage, or large amplifiers.

I will be renting 2 additional Port-a-Potties. I will pay for an additional cleaning of all of the port-a-potties on Saturday evening. This was adequate last year.

I will need the water and electricity In park turned on please.

I will collect the \$20.00 city vendor license fee from each artist and then write one check to the city. I have done this every year in the past without issue. I believe the show will be a significant source of tax income for the city.

If you need further information or have questions, let me know.
Thank you for your consideration.

Jerry Scavezze
221-3112
Jerry@SalidaArtsFestival.com



CITY OF SALIDA

NOISE PERMIT APPLICATION

Please fill out the form completely, including by signing and dating the application. Submitting an incomplete application is a basis for denial of a noise permit. Listing a particular type of audio amplification equipment, hours of operation, or any other information below does not guarantee the applicant's right to use such equipment or have an event at a particular time. Whether such application requests have been granted will be indicated in the issued permit.

Applicants may apply for events which are recurring (i.e., live music every Thursday). Any such events should be clearly described as recurring in the event description and should identify all dates on which the event will occur.

Completed applications should be submitted via email to deputyclerk@cityofsalida.com. If that is not possible, they can be submitted in-person to 448 E 1st Street Suite 112. Applications must be submitted at least five (5) working days prior to the date for which the permit is sought.

I. Applicant Information.

Applicant Name:

Jerry Scavezze

Applicant Business/Organization:

Salida Arts Festival

Applicant Phone:

719-221-3112

Applicant Email:

JScavezze@gmail.com

Applicant Address:

813 Holiday Hills Blvd, ~~Salida~~
Howard, CO 81233Sound Supervisor¹:

Red Fischer

Sound Supervisor Phone:

719-221-3109

II. Event Information.

Description of Event:

9th annual Fine Art/craft festival
Free open to public - one wandering minstrel
(Red Fischer) with lightly amplified guitar -
no use of ~~stage~~ stage

Estimated Attendance:

1,000 over 2 days

Date(s):

7/15 & 7/16 2023

Hours of Event:

10-6 Sat, 10-4 Sun. Music - 12-3 only
Riverside Park both days

Location of Event:

Riverside Park

¹ The sound supervisor will be responsible for responding to and immediately addressing noise or other complaints in the absence of the applicant/permittee.



CITY OF SALIDA

OVERVIEW OF LOCAL NOISE REGULATIONS & PERMITTING

Chapter 10, Article IX of the Salida Municipal Code (the “Code”) establishes regulations and standards for noise within the City of Salida (the “City”) to reduce and eliminate unnecessary and excessive noise which would otherwise be detrimental to residents and the community in the enjoyment of life, property, and the conduct of business. Of note, Section 10-9-30(c) of the Code provides that it is “unlawful for any person to emit or cause to be emitted any noise which leaves the premises on which it originates, inclusive of a public premises, crosses a property line and enters onto any other premises in excess” of the specified levels.

Pursuant to Sections 10-9-40(14) and 10-9-80 of the Code, however, the City may specifically exempt a particular noise from this prohibition through the issuance of a noise permit. Such a permit may include limitations and conditions to minimize the adverse impacts of the proposed noise may have on the community or surrounding neighborhood. Such limitations and conditions include, but are not limited to, the following: the hours of operation, maximum decibels, the type of sound amplification equipment, and the type of sound that may be amplified. No permit shall be issued for noise after 10:00 PM, with allowances to go until midnight on the Fridays and Saturdays of Memorial Day weekend, 4th of July weekend, and Labor Day weekend, and on the Thursday, Friday, and Saturday during the FIBArk Festival.

The issuance of a noise permit is at the sole discretion of the City Administrator or City Council, and the issuance of such permit does not confer any rights upon the permittee other than those expressly authorized by the permit. Violation of any of the conditions or limitations set forth in the noise permit may result in immediate revocation of the permit. Revocation of the noise permit does not preclude the City from seeking any remedies otherwise available under federal, state, or local law.

Applications for a noise permit must be submitted on the attached “Application for a Noise Permit” form and submitted at least five (5) working days prior to the date for which the permit is sought.

**III. Noise Information.**

Type of Noise (e.g., live music, parade):

One musician with guitar

Type of Sound Amplification Equipment:

Small Amp - ~~use~~ No use of stage**IV. Agreement.**

As the applicant for this noise permit, I, Jerry Scavette, hereby agree and understand that it is my responsibility to ensure compliance with the conditions and limitations set forth in the permit and all laws, rules, and regulations of the City of Salida, the state, and the federal government. I further agree and understand that any violations of the permit or applicable laws may result in the immediate revocation of the permit. Violations of the conditions and limitations set forth in the permit or applicable laws shall also be grounds for denial of future permit applications. I further understand and agree that the permit and application fee are non-refundable and non-transferrable.

Signature:

Jerry Scavette

(Typed or Digital signature accepted)

Date:

5/4/23**For use by the City Clerk only:**Application fee received: ☐ Yes ☐ No ☐ N/A

Signature: _____

Date: _____



CITY OF SALIDA NOISE PERMIT

Signature by the City Administrator on this noise permit indicates that the noise permit has been deemed granted to the applicant and the requested noise has been so authorized, subject to the conditions and limitations set forth below. Where the conditions or limitations set forth below contradict or conflict with the information contained in the application, the conditions and limitations will control.

I. Conditions and Limitations Applicable to All Permits.

The following conditions and limitations are applicable to all noise permits:

- No noise is permitted after 10:00 PM, unless specifically authorized by the City Council following a public hearing. No noise is permitted after midnight on the Fridays and Saturdays of Memorial Day weekend, 4th of July weekend, and Labor Day weekend. No noise is permitted after midnight on the Thursday, Friday, and Saturday during the FIBArk festival.
- No noise is authorized in excess of the maximum limit of 85 dB(A), as measured from any point along the property line or within the property line of the receiving premises. Measuring devices shall be those specifically utilized by the City of Salida.
- All amplification equipment shall be arranged so as to minimize the disturbance to neighboring properties, and permittees shall take reasonable measures to baffle or reduce noise impacts to neighbors.
- No outdoor amplified sound shall be permitted between November 1 through May 1.
- A maximum of sixty (60) amplified sound permits may be granted to same location during a single calendar year, unless additional permits are specifically authorized by the City Council following a public hearing.

II. Conditions and Limitations Applicable to this Permit.

The following conditions and limitations are applicable to this noise permit:

- _____
- _____
- _____

III. Expiration.

This noise permit is issued for the following dates and expires on the following date:

Date(s): _____

Expiration: _____

For use by the City Administrator only:

Application granted: [] Yes [] No

Signature: _____

Date: _____

View results

Respondent

19

Anonymous

12:03

Time to complete

1. Event Name *

Salida Arts Festival

2. Event Contact Name *

Jerry Scavezze

3. Event Contact Email Address *

jscavezze@gmail.com

4. Event Contact Phone Number *

719-221-3112

5. If you are requesting on behalf of an organization, is it a nonprofit (501c3)?

*

Item 7.

☐ Yes

☐ No

☒ N/A

6. If you have rented a park or registered for a program with Salida Parks & Rec, please indicate the name of the account in our software system (SmartRec/Amilia). *

Salida Arts Festival

7. Event Location *

Riverside Park

8. Event Start Date *

7/14/2023



9. Event Start Time *

8:00 AM

10. Event End Date *

7/16/2023



11. Event End Time *

4 pm

12. Estimated Number of People in Attendance *

1000

13. Please provide a short description of the event *

Fine art/craft fair.

14. Will food or merchandise be available from any vendor? *

☒ Yes

☐ No

☐ Maybe

15. If yes, then food and sale tax licenses must be obtained and possibly a multi-vendor permit. Contact the Colorado Department of Revenue for sales tax licenses at 303-232-2416, and the Chaffee County Public Health Department for Food Licenses at 719-539-2124. Vendors must have a fire extinguisher on site. Vendor booths are subject to inspection by the Salida Police and Fire Departments.

Multiple Vendor Permit Application:

https://www.cityofsalida.com/sites/default/files/fileattachments/parks_and_recreation/page/10061/4._multiple_vendor_event_permit_application.pdf

Chaffee County Public Health form:

<https://www.chaffeecounty.org/EndUserFiles/57096.pdf>

To what, there was no question.???

16. Will alcohol be sold or distributed at your event? *

- ☐ Yes
- ☒ No
- ☐ Maybe

17. If yes, please fill out the Application for Special Events Liquor License (available at the link below) and submit it along with the necessary fees. A State of Colorado Special Event Liquor License permit is ONLY issued to incorporated nonprofit organizations. EVENTS REQUIRING ALCOHOL LICENSES MUST SUBMIT THEIR APPLICATION AT LEAST 90 DAYS IN ADVANCE OF THE EVENT.
- https://www.cityofsalida.com/sites/default/files/fileattachments/parks_and_recreation/page/10061/5._special_events_liquor_license_application.pdf

18. Will there be amplified sound at your event *

- ☒ Yes
- ☐ No
- ☐ Maybe

19. If yes, complete the Amplified Sound Permit Application available at the following link:

https://www.cityofsalida.com/sites/default/files/fileattachments/parks_and_recreation/page/10061/noise_permit_application_-_salida_02-15-2022_2.pdf

Red Tischer. No use of stage, Small amplifier. 12-3 both days

20. Are any streets, sidewalks, or other right-of-way closures required for your event? *

- ☐ Yes
- ☒ No
- ☐ Maybe

21. If yes, it is your responsibility to circulate and submit a petition signed by abutting residents/merchants as to their support or non-support of the closure. Click on the following link to access the petition form:

https://www.cityofsalida.com/sites/default/files/fileattachments/parks_and_recreation/page/10061/6_street_closure_petition.pdf

If yes, please describe the closure request.

22. Will you require any security or law enforcement services specific to your event? *

- ☒ Yes
- ☐ No
- ☐ Maybe

23. If yes, for what purpose (security, traffic, parking, public control, Salida Trail System crossings, etc.)?

Security

24. If additional City of Salida Police Officers are requested, they must be requested directly through the Salida Police Department (719-539-6880).

Done. Yes, fri-Sat night 7am-7pm

25. Where will people park for your event? *

Across River, Lot on first st. City streets

26. How many additional trash cans are needed for your event? *

4

27. Is a quote from a trash service included in your application packet? *

- ☐ Yes
- ☒ No

28. Is the Emergency Action Plan included in your application packet? *

☒ Yes

☐ No

29. Have you obtained insurance for your event that lists the City of Salida as additionally insured? *

☒ Yes

☐ No

30. Please check that you understand and will adhere to the following requirements: *



Any violation of the City of Salida Municipal Code or agreements made in the application process are grounds for denial of the Special Events permit in the future.



You will be required to have insurance and name the City of Salida as an additionally insured party. Because this is often a lengthy process, the City will accept and approve applications pending receipt of proof of insurance.



Applicants are also responsible for meeting any other agency requirements. For example, if you are serving food, you must meet all Health Department requirements.



Chaffee County Department of Health requires at least one restroom for every fifty people attending the event.



1 trash can per 50 people is required.



The event is responsible for emptying ALL trash within the event, including pre-existing city trash cans.



All clean up must be completed within 24 hours after the event concludes. If the City of Salida staff has to clean up after the event, a fee will be billed to the organizer.

31. Digital Signature: *

Item 7.

Jerry Scavezze

Park Rental & Special Event Request

If you have any questions or concerns, please contact the City's Community Engagement Coordinator,
Tina Gramann, at tina.gramann@cityofsalida.com.

1. Contact Name *

Jerry Scavezze

2. Email *

jscavezze@gmail.com

3. Phone Number *

719-221-3112

4. Mailing Address *

813 Holiday Hills Blvd.

5. Event/Activity Name *

Salida Arts Festival

Item 7.

6. If you are requesting on behalf of an organization, is it a nonprofit 501 (c)(3), (19) or (23)? *

☐ Yes

☐ No

☒ N/A

7. If you have rented a park or registered for a program with Salida Parks & Rec, please indicate the name of the account in our software system (SmartRec/Amilia). *

Salida Arts Festival

8. What type of event are you requesting? *

☒ Public Event: Free and open to the public, ex: concerts/festivals (60-90 days notice)

☐ Admission Based Event: A paid ticket or reservation is required for entry (60-90 days notice)

☐ Race: A paid race event that can include walking, running, biking, etc. (60 days notice)

☐ Special Occasion: A private event by invitation only, ex: celebration/birthday party (14 days notice)

☐ Tournament (30 days notice)

☐ Assembly/First Amendment Activity (recommended business days notice)

9. Provide a short description of your activity. Include any website or social media associated with the event. *

Fine Art/Craft show, free to the public, 56 vendors. July 15 10-6-July 16, 10-4

10. Desired location of event/activity. *

- ☒ Riverside Park
- ☐ Alpine Park
- ☐ Centennial Park
- ☐ Chisholm Park
- ☐ Chisholm Park Indoor Pavilion
- ☐ Thonoff Park
- ☐ F Street (for parades, walks/runs/bike races)
- ☐ Another Street in Salida
- ☐ Skatepark at Centennial Park
- ☐ Marvin Park (for baseball/softball/kickball tournaments or other use)
- ☐ Centennial Courts (for Tennis/Pickleball)
- ☐ "S" Mountain
- ☐ South Ark Neighborhood (previously known as Vandaveer Ranch)
- ☐ Monarch Spur Trail
- ☐ Other trail on City property

☐ Whitewater Park

Item 7.

☐ Boatramp☐ Other

11. Estimated number of attendees *

1000

12. Start date desired *

7/15/2023



13. End date desired *

7/16/2023



14. Start time desired (please include set-up and load-in time) *

8:00 AM Friday July 14, 2023

15. End time desired (please include clean-up time) *

July 16, 2023, 8PM

16. By typing your name below, you agree the the contract terms at the link below.

*

https://cityofsalida-my.sharepoint.com/:b:/p/diesel_post/ESRxE4xJHFVOu8CpSbi4hYMBXKexeDzIkYqcfSX1-Y6M8A?e=wdjnw1

Item 7.

Jerry Scavezzze

17. Will any of these features apply to your event? Check all that apply. *

- ☐ Have more than 50 attendees?
- ☒ Sell food or merchandise?
- ☐ Sell or dispense alcohol? (only allowed for a nonprofit organization)
- ☒ Use amplified sound?
- ☐ Need to close a street or right of way?
- ☒ Require law enforcement, security, or fire professionals?
- ☐ Require fencing, barricades, or cones?
- ☒ Require access to municipal water or electrical hook-ups??
- ☐ None of the above.

18. If you checked any box other than "None of the above" then you will need to submit additional documentation and complete the form at this link:

<https://tinyurl.com/Special-Event-Application-Form>

Please visit the following link for more information.

https://www.cityofsalida.com/sites/default/files/fileattachments/parks_and_recreation/page/10061/special_event_guide_checklist.pdf

yes???

Item 7.

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City of Salida

Item 7.

Special Event Emergency Action Plan

I, the undersigned, agree to comply with the following Emergency Action Plan to the best of my ability. The first person on this list will be the designated Emergency Manager and will take responsibility for public addresses and instruction to the event participants.

Emergency Manager: Jerry Scavezze

Phone: _____ Email: J.Scavezze@gmail.com

Signature: Jerry Scavezze

Emergency Alternate 1: Susan Bethany

Phone: 719-371-0249 Email: SusanBethany@hotmail.com

Signature: _____

Emergency Alternate 2: _____

Phone: _____ Email: _____

Signature: _____

Please complete the following template according to your Events plan and location. The following procedures should be followed in the event of an emergency.

Communications

1. The Emergency Manager or an alternate will communicate the designated evacuation space to participants at the beginning of the event.
2. This will be communicated to the event participants in an emergency with a:
 - ☐ Bull Horn
 - ☐ PA System
 - ☒ Emergency level voice

Fire

1. Call 911.
2. Assist injured or disabled personnel.
3. Evacuate the building. Activate emergency shutoffs if available.
4. Attempt to use a fire extinguisher only if you have been trained.
5. Evacuate participants to: Their cars/vans away from Park, 2nd choice

Sackett & F??

Medical Emergency

1. Identify the medical emergency.
2. If life threatening, call 911.
3. Administer first aid if properly trained.
4. Evacuate the injured person to: if mobile, Sackett & "F" St.

Violent Incident

1. Call 911
2. Attempt to avoid the situation – move participants away.
3. Try to deny contact and evacuate to: Their cars, or nearest Bldg
lock/block doors, turn off lights, silence phones.
4. If necessary, defend – distract, attack, subdue.

Severe Weather

1. Move participants away from threat if possible.
2. Evacuate to: Personal Cars/Vans
3. Call 911.

Urgent Situation (suspicious person, package, activity, or bomb threat)

1. Call 911.
2. State who, what, where, when, why, and how the situation occurred.
3. If bomb threat, turn off all electronics.



City of Salida

Item 7.

Multiple Vendor Event Permit Application

Date of Application: 5/4/2023

Event Name: Salida Arts Festival

Event Location(s): Riverside Park

Date(s) & Time(s) of Event: Friday is Setup. Not open to Public -
Fri - 8:00AM - 8:00PM. - Sat 10-6 - Sunday 10-4

Individual or Organization Sponsor(s): Jerry Scavezze / Salida Arts Festival

Address: 813 Holiday Hills Blvd, Howard, CO 81233

Phone: 719-221-3112 Email: JScavezze@gmail.com

Contact Person: Same

Phone: _____ Email: _____

Participating Vendors *NOTE: It is required that you provide a copy of the current state license for each vendor.*

If additional space is needed, please attach a list of additional participating vendors.



Provide Proof of Insurance (The City Administrator, at his or her discretion, may require the City of Salida to be named as an additional insured).

Is a Copy of Insurance Attached? (Yes or No) yes

Required Fees & Checklist:

- ☒ \$75 Application Fee
- ☐ \$20 per participating vendor. Number of Vendors _____ x \$20 = _____
- ☐ Current Colorado Sales Tax License for each participating vendor
- ☐ Proof of Insurance

Please Sign

Event Sponsor: *Jerry Scavoy* Date: 5/4/2023

City of Salida: _____ Date: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/YY) 05/05
Item 7.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley CA 95945		CONTACT NAME: Will Maddux PHONE (A/C, No, Ext): (530) 477-6521 E-MAIL ADDRESS: info@theeventhelper.com FAX (A/C, No):	
INSURED Salida Arts Festival Jerry Scavezze 813 Holiday Hills Blvd. Howard CO 81233		INSURER(S) AFFORDING COVERAGE INSURER A: Lloyds Syndicate 2623 INSURER B: Lloyds Syndicate 623 INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # AA-1128623 AA-1126623	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☒ CLAIMS-MADE ☐ OCCUR Host Liquor Liability Retail Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y	N	EH-771323-L3923558	07/14/2023 12:01 AM	07/17/2023 12:01 AM	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (other than fire) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Deductible \$ 1,000
	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	☐ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N ☐ N/A						PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder listed below is named as additional insured per attached CG 20 26 04 13.
Attendance: 1000, Event Type: Art Festival and Show.

CERTIFICATE HOLDER

CANCELLATION

City of Salida Riverside park, 170 East Sackett Salida CO 81201	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

Item 7.

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART**Schedule**

Name of Additional Insured Person(s) or Organization(s):

City of Salida
Riverside park, 170 East Sackett
Salida, CO 81201

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. **SECTION II - WHO IS AN INSURED** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. in the performance of your ongoing operations; or
2. in connection with your premises owned by or rented to you.

However:

1. the insurance afforded to such additional insured only applies to the extent permitted by law; and
2. if coverage provided to the Additional Insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these Additional Insureds, the following is added to **SECTION III - LIMITS OF INSURANCE**:

If coverage provided to the Additional Insured is required by a contract or agreement, the most we will pay on behalf of the Additional Insured is the amount of insurance:

1. required by the contract or agreement; or
 2. available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



CITY COUNCIL ACTION FORM

DEPARTMENT	PRESENTED BY	DATE
Administration	Drew Nelson - City Administrator	May 17, 2023

ITEM

Employee Handbook Update

BACKGROUND

Each year staff reviews the City's Employee Handbook to identify any needed updates based on new legislation, employee concerns or necessary clarifications. This year, the Assistant City Administrator work with Employers Council, the Employee Engagement and Safety Committees and the City Attorney to update the document.

Three notable additions to the handbook are included in this memo:

2.6 Compensatory Time Off

Nonexempt employees may request compensatory time off be given in lieu of cash payment or overtime for up to a maximum of 40 compensatory hours. The City may pay out any compensatory time due as it sees fit. The compensatory time balance is payable to the nonexempt employee at separation. An employee request for payment at any other time must be approved by the City Administrator. Employees must indicate on their timesheets if they are accruing compensatory time or requesting overtime pay. Either must be approved by a supervisor. Compensatory time will accrue hour for hour. For example, three additional hours worked will result in four and one-half hours of compensatory time. This time does not carry over at the beginning of the new year.

3.8 FMLI Participation

FAMLI benefits provide partial income protection for eligible employees who are temporarily unable to work due to their or a family member's qualifying medical or legal reason, specifically, for the care of a newborn, adopted child, or fostered child; to care for a family member with a serious health condition; for the employee's own serious health condition; for qualifying military exigency leave; or to address safety needs or the impact of domestic violence and/or sexual assault. FAMLI provides up to 12 weeks of partially paid leave or up to 16 weeks under certain circumstances related to pregnancy and childbirth.

As a participating agency, the City remits the full 0.9% of employee wages to the FAMLI fund in accordance with the law and regulations. For more information about this state-facilitated program, including eligibility, required documentation, and process, please see famli.colorado.gov. Contributions begin January 1, 2023, and benefits become available January 1, 2024.

Section 3.12 Volunteer Time

The purpose of this program is to support activities that enhance and serve the community in which we live and work and the issues that impact quality of life. The intention is to offer the opportunity to participate in giving back and supporting our community and to allow City employees to share in that effort.

At the same time, the City of Salida recognizes that participating in these sorts of activities enriches the lives of its employees. By volunteering, our employees demonstrate commitment to our community.



CITY COUNCIL ACTION FORM

DEPARTMENT	PRESENTED BY	DATE
Administration	Drew Nelson - City Administrator	May 17, 2023

This policy shall apply to all employees holding a regular full-time or special full-time paid position.

Employees can take up to 12 hours of paid time off during each calendar year to participate in their chosen volunteer activity. The pay rate will be the employee's current base salary on the day(s) the time is taken. On January 1st of each year, each eligible person employed by the City as of December 31st of the preceding year shall receive 12 hours of Volunteer Time Off to be used during the calendar year and before December 31st. This time is refreshed on January 1st of each year, unless the program is amended or discontinued, and does not accrue from year to year. Usage of this time or lack thereof does not affect PTO accrual or usage. Employees will not be paid for any unused VTO time upon separation from the City.

Eligibility. *All regular full-time and special full-time employees are eligible to participate in this program, provided that such employee does not exceed the total scheduled number of hours in any work week. Special full-time employees can participate at a prorated share of the 12 hours. VTO can be taken as an individual employee or may be coordinated amongst work units, divisions or departments.*

Employees are ineligible to participate in the program if any of these apply:

- a. The employee's employment with the City terminates for any reason.*
- b. The employee has been suspended from employment during the period for which the employee wants to volunteer.*
- c. The employee is on sick leave.*
- d. The employee has been assigned to light duty, or is currently receiving Worker's Compensation benefits.*
- e. The employee is on a Performance Improvement Plan.*
- f. The program is discontinued.*

Approval Process. *Employees must request VTO in writing to their supervisor at least one week before the requested time off. Approval of the time off is at the discretion of the employee's supervisor. The form must be submitted to HR as documentation of the time away from work, for payroll purposes. The City reserves the right to amend or terminate this program at any time without prior notice. The City reserves the right to revoke approval to participate in the Program if in the discretion of the employee's supervisor it is believed that the employee is misusing the Program.*

Approved Agencies and Organizations. *It is important to the City that volunteer time be used by employees to forward the mission of the City and to represent the City in the most positive way. For those reasons, VTO cannot be used to participate in political activities or on activities outside of the state. Employees can choose to volunteer for an organization listed on the viachaffee.org website or request approval of a different organization.*



CITY COUNCIL ACTION FORM

DEPARTMENT	PRESENTED BY	DATE
Administration	Drew Nelson - City Administrator	May 17, 2023

FISCAL NOTE

Compensatory Time Off – no additional fiscal impact

FAMLI Participation – Costs associated with the FAMLI Program have previously been approved by Council.

Volunteer Time Off – Costs associated with this program are minimal.

STAFF RECOMMENDATION

Staff recommends approval of the modified Employee Handbook updated to reflect its new effective date of May 17, 2023

SUGGESTED MOTION

A City Councilmember should state, "I move to approve the updated City of Salida Employee Handbook, dated May 17, 2023", followed by a second and a roll call vote.



Employee Handbook

**Adopted by the Salida City Council
Effective May 17, 2023**

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INTRODUCTION

Welcome to the City of Salida!

IMPORTANT INFORMATION ABOUT THE EMPLOYEE HANDBOOK

THIS HANDBOOK [AND ANY APPLICABLE STATE SUPPLEMENT] IS DESIGNED TO ACQUAINT EMPLOYEES WITH THE CITY OF SALIDA AND PROVIDE SOME INFORMATION ABOUT WORKING HERE. THE HANDBOOK IS NOT ALL-INCLUSIVE, BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF THE CITY'S GUIDELINES AND OUR EXPECTATIONS REGARDING YOUR CONDUCT. THIS EDITION SUPERSEDES AND REPLACES ALL PREVIOUSLY ISSUED EDITIONS AND ANY INCONSISTENT VERBAL OR WRITTEN POLICY STATEMENTS ISSUED PRIOR TO THIS HANDBOOK.

EXCEPT AS MAY BE REQUIRED BY STATE LAW, EMPLOYMENT WITH THE CITY OF SALIDA IS AT-WILL. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE CITY, WITH OR WITHOUT ADVANCE NOTICE, FOR ANY REASON. THE CITY HAS THE SAME RIGHT. THE LANGUAGE USED IN THIS HANDBOOK, ANY BENEFIT PLAN, AND ANY VERBAL STATEMENTS MADE BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED; NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION. NO REPRESENTATIVE OF THE ORGANIZATION OTHER THAN THE ELECTED OFFICIAL OR AGENCY HEAD HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY ELECTED OFFICIAL OR AGENCY HEAD AND THE EMPLOYEE. NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, EMPLOYEES WHO HAVE QUESTIONS SHOULD TALK WITH THEIR IMMEDIATE SUPERVISOR OR THE HUMAN RESOURCES DEPARTMENT. IN ADDITION, THE NEED MAY ARISE TO REVISE, DELETE, OR ADD TO THE PROVISIONS IN THIS HANDBOOK [AND ANY APPLICABLE STATE SUPPLEMENT]. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE COMPANY RESERVES THE RIGHT TO MAKE SUCH CHANGES WITH OR WITHOUT PRIOR NOTICE. NO ORAL STATEMENTS OR REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THIS EMPLOYEE HANDBOOK.

SECTION 1 – EMPLOYMENT PRACTICES

1.1 Equal Employment Opportunity and Unlawful Harassment

The City is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race (including traits historically associated with race, such as hair texture and length, protective hairstyles), sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law.

1.2 ADA and Religious

The City will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the City or cause a direct threat to health or safety. The City will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on the City.

1.3 Pregnancy Accommodation

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy or the physical recovery from childbirth. If an employee requests an accommodation, the City will engage in a timely, good faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of her position. A reasonable accommodation will be provided unless it imposes an undue hardship on the City's business operations.

The City may require that an employee provide a note from her health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the City Administrator.

The City will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

1.4 EEO Harassment

The City strives to maintain a work environment free of unlawful harassment.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Prohibited behavior may include but is not limited to the following:

- Written form such as cartoons, e-mails, texts, posters, drawings, or photographs.
- Verbal conduct such as epithets, derogatory comments, defamation of character, gossiping about sensitive or personal information, slurs, or jokes.
- Physical conduct such as assault, or blocking an individual's movements.

This policy applies to all employees including supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

1.5 Sexual Harassment

Because sexual harassment raises issues that are to some extent unique in comparison to other types of harassment, the City believes it warrants separate emphasis.

The City strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy, includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mails.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

1.6 Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on a protected class, including sexual harassment, please use the following complaint procedure. The City expects employees to make a timely complaint to enable the City to investigate and correct any behavior that may be in violation of this policy.

Employees should report the incident to their supervisor, Department Head, or the City Administrator who will investigate the matter and take corrective action. Employee complaints will be kept as confidential as practicable. Employees who would prefer not to go to any of these individuals with their complaint should report the incident to the Mayor.

The City prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If an employee perceives retaliation for making a complaint or their participation in the investigation they should follow the complaint procedure outlined above. The situation will be investigated by their supervisor, Department Head, the City Administrator or the Mayor.

If the City determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

1.7 Anti-Violence in the Workplace

Employees must not engage in intimidation, threats or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons on to City property, or any other act, which in the City's opinion is inappropriate to the workplace. In addition, employees must refrain from making bizarre or offensive comments regarding violent events and/or behavior. Employees are expected to report any prohibited conduct to the City. Employees should directly contact proper law enforcement authorities if they believe there is a serious threat to the safety and health of themselves or others.

The City prohibits the possession or use of unconcealed weapons and the use of concealed weapons on City property, regardless of whether or not the person is licensed to carry the weapon. This guideline applies to all employees, contract and temporary employees, visitors and customers on City property, regardless of whether or not they are licensed to carry a concealed weapon.

Concealed weapons for which the individual has a permit must be unloaded or properly disarmed so as to render them un-dischargeable or unusable while on City property. Further, the individual with the concealed weapon who has a permit must report to the Chief of Police that they are carrying a concealed weapon

while on City property, must show the Chief of Police the permit, and must provide the Chief of Police the weapon for inspection. Additional precautions may be taken depending upon the circumstances.

“Employer property” covered by this guideline includes all Employer-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways, and parking lots under the Employer’s ownership or control. This guideline also applies to all Employer-owned or leased vehicles and all vehicles that come onto Employer property.

“Weapons” include, but are not limited to, handguns, firearms, explosives, and knives. If employees have a question regarding whether an item is covered by this guideline, they should call Human Resources. Employees have the responsibility to make sure that any item not specifically listed above that is possessed by the employee is not prohibited by this guideline.

1.8 Search and Inspection

The City of Salida may conduct searches after notice is given and with the employee’s consent of employees’ personal effects. This may include, but is not limited to, lunch bags, boxes, purses, personal computers, packages, or vehicles.

The City may conduct searches of the above items without employee consent if we have a reasonable suspicion to believe that illegal activity is taking place and after obtaining a warrant to do so. Any illegal and unauthorized articles discovered may be taken into custody and will be turned over to law enforcement representatives.

Employees do not have a reasonable expectation of privacy in lockers, desks, cabinets, or file drawers, all of which are keyed by the City and copies of those keys are kept by the City.

1.9 Open Records and Confidentiality

The City of Salida is governed by the Colorado Open Records Act (See C.R.S. 24-72-201 et seq.) which states that it is the public policy of the State of Colorado that all public records will be open for inspection by any person at reasonable times. Notwithstanding that general policy, the law provides that some records are not open to public inspection and are to be kept confidential. Examples of such “non-public” records include but are not limited to: individual medical and mental health records; employee personnel files and reference letters; deliberative work product information; law enforcement investigation and intelligence records; privileged information and confidential commercial and financial data.

Employees of the City of Salida may work with, have access to, or gain knowledge of records or information that belongs to the City, its employees, citizens and/or suppliers and which is not open to public inspection. City employees shall maintain the confidentiality of and shall not use, disclose or in any way make available to anyone else, either outside or within the City, any confidential, non-public records or information at any time, except as directed by the City Administrator and/or in the proper performance of duties as an employee of the City of Salida. If an employee has any doubt or concern as to whether a particular record or item of information is open to the public or whether a particular disclosure is appropriate, the employee should contact the City Administrator for direction.

1.10 Personnel Records

The City maintains a personnel file on each employee. Personnel files are the property of the City, but every existing employee can inspect and review their own personnel file upon request to the City Administrator. The following persons are also authorized to access personnel files:

- The employee’s direct supervisor or Department Head

- The City Administrator
- The Assistant City Administrator
- The City Attorney
- Administrative personnel in the course of updating basic data; and
- An employee's designated representative, with a written and signed authorization by the employee.

An employee who wishes to review their personnel file should submit a written request to the custodian of the personnel files. An appointment will be scheduled within three (3) working days at which time the records will be available for inspection.

Other than as required by the Colorado Open Records Act, C.R.S. § 24-72-102 *et seq.*, no documents shall be released from a personnel record without a consent from the employee designating the documents to be released, the person or entity to which the release is to be made, and indemnifying and holding harmless the City from any liability, claims, and demands resulting from such release.

Each employee must provide written notice to the City Administrator of any changes to the employee's legal name, marital status, insurance changes, tax exemptions, residence, telephone, emergency notification, and other relevant information within 30 days of the change.

1.11 Performance Appraisals

On-going communication between the City and employee is a key element in the successful operation of the City government. Additionally, assessing employee job performance and providing feedback is an important factor in making employment-related decisions.

To that end, performance management is an ongoing process. Contact your supervisor for information regarding our review process.

1.12 Attendance and Work Schedule

Regardless of what position an employee holds, punctuality and regular attendance are essential to the effective operation of the City. Regular and reliable attendance is an essential function of each and every position at the City. If an employee knows in advance they are going to be unavoidably late or absent, they must personally notify their supervisor according to the provisions set forth in section 3.3 or 3.5.D of this manual. Departments may have additional specific procedures for such notification.

Assignment of scheduled working hours and location will be made by the employee's Department Head or supervisor. Likewise, scheduled working hours may change at the discretion of the employee's Department Head or supervisor. Employees are to be present at work during all scheduled hours, unless arrangements in accordance with the leave policies have been made. Unexcused absences and failure to be at the employee's appointed workstation at the start of the work period will not be tolerated.

Employees who are absent for two consecutive working days without notifying the employer will be terminated.

1.13 Separation

Employees desiring to end their employment relationship with the City should notify their supervisor as soon as possible of the intended separation. Notice generally allows sufficient time to transfer work, cover shifts, return City property, review eligibility for continuation of insurance, and make arrangements for final pay.

Employees who plan to retire are asked to provide sufficient advance notice so the City can timely process any pension forms or other retirement benefits to which an employee may be entitled.

SECTION 2 – WAGE AND HOUR PRACTICES

2.1 Pay Status and Classifications

- A. Employee Type. For administrative purposes and to determine eligibility for fringe benefits, like vacation and holidays, the City classifies personnel as follows. These classifications do not determine eligibility for participation in the City's group health plan.
1. Full-time (FT) - Persons who are normally scheduled to work 40 hours (or more in the case of firefighters) each workweek and 52 workweeks each year are full-time employees and are eligible for all legally mandated benefits as well as City discretionary benefits outlined separately in a benefits overview document.
 2. Special Full-time (FT-S) - Persons who are normally scheduled to work 30 hours or more but less than 40 hours each workweek and at least 50 workweeks each year are special full-time employees and are eligible for all legally mandated benefits as well as participation in City discretionary benefits, that may be limited or pro-rated, as outlined separately in a benefits overview document.
 3. Part-time Benefitted (PT-B) - Persons who are regularly scheduled to work 20 hours or more but less than 30 hours each workweek and at least 50 workweeks each year are part-time benefitted employees and are eligible for all legally mandated benefits as well as participation in a sub-set of City discretionary benefits outlined separately in a benefits overview document, subject to limitations in plan documents. To the extent such documents differ from this policy, the plan documents will control eligibility.
 4. Part-time Non-benefitted (PT) - Persons who are regularly scheduled to work less than 20 hours per week are part-time employees. Part-time employees are not eligible for the City benefits except where required by law.
 5. Seasonal (S) - Workers performing duties of a seasonal nature, typically not to exceed 26 weeks of continuous service, are seasonal employees and are not eligible for the City benefits except where required by law.
 6. Temporary (T) - Persons who are hired in a job established for a temporary period or for a specific assignment. Temporary employees may work either full-time or part-time depending upon the requirements of the assignment. Temporary employees working less than 30 hours per week are not eligible for the City benefits as outlined in the benefits overview document except where required by law.
 7. Elected Officials (E) - The mayor, council members, and treasurer who are elected are not considered employees. Elected officials are not subject to the provisions of this Manual and are not eligible for the City discretionary benefits. The City does not pay unemployment insurance for these individuals.
- B. Employee Classification. Employees whose jobs are governed by the Fair Labor Standards Act (FLSA) are either "exempt" or "non-exempt." Non-exempt employees are entitled to overtime pay. Exempt employees are not.
- A. Non-exempt Employee - Non-exempt employees are generally paid by the hour and do not meet the exclusion criteria of exempt employees. They are eligible for overtime compensation in accordance with the FLSA and Section 2.5, *Overtime Compensation*.
 2. Exempt Employee - Exempt employees are persons who hold positions considered to be executive, administrative, or professional as defined by the FLSA. Employees classified as

exempt will receive a salary that will constitute full compensation for all hours worked and are not eligible for overtime pay or compensatory time off.

2.2 Pay and Paydays

Employees are paid on a bi-weekly basis on alternating Fridays. Time sheets must be submitted to department supervisors for review and approval no later than the Tuesday prior to payday. A summary of the timesheets for each department is provided to the Finance Department on the Wednesday prior to payday covering the previous two-week period. In the event that a regularly scheduled payday falls on a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

2.3 Recording and Record Keeping

Federal and state laws require the City to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Non-exempt employees must accurately record the time they begin and end their work, as well as the total number of hours worked during the day, within the City's timekeeping system. The beginning and ending time of any split shift or departure from work for personal reasons must also be recorded.

Altering, falsifying, tampering with time records, or recording time on another employee's time record is strictly prohibited and will not be tolerated.

These records are used by the City to calculate employee pay and paid time off balances. It is very important that they are accurate and complete. Nonexempt employees are expected to submit accurate and complete time records reflecting all hours worked. Employees who also chose to keep their own personal time records must provide them to the City if they find a discrepancy between the City's records and their records. Employees should contact their supervisors with any questions about how their pay is calculated. Employees must promptly notify their supervisors of any mistakes in their time records or pay. Employees also must notify Human Resources if they perceive that anyone is interfering with their ability to record their time accurately and completely. All reports will be investigated and appropriate corrective action will be taken. The City will not tolerate retaliation against employees for making a report or participating in an investigation.

2.4 Standby Compensation

Non-public-safety non-exempt employees working a seven-day standby rotation will be paid standby compensation at a rate of two (2) hours of regular pay each day for the seven-day standby period, plus two (2) additional hours of regular pay on a scheduled holiday. Employees will receive two (2) times their regular hourly rate, a minimum of one (1) hour, for unscheduled call-outs requiring the employee to report to their workplace. Employees must respond to their workplace within one (1) hour from being contacted. Call-out response that can be handled via communications not requiring the employee to report to their workplace shall be included as part of the standby compensation. Employees may elect to receive compensatory time in lieu of paid compensation if approved in advance in writing by the employee's Department Head or supervisor. See section 2.6.

2.5 Overtime Compensation

The FLSA requires that employees classified as non-exempt (other than police officers and firefighters who are covered by different provisions in the FLSA) are eligible for overtime pay equal to one and one-half (1½) times their regular rate of pay for each hour worked in excess of forty (40) hours in a workweek. The City's work week for FLSA purposes generally runs from Wednesday 12:00 AM to Tuesday 11:59 PM. The work week for FLSA purposes for the fire department runs from Wednesday 7:30 AM to the following

Wednesday 7:30 AM. Police officers are eligible for overtime pay after working 86 hours in a 14-day pay period, and firefighters are eligible for overtime pay after working 106 hours in a 14-day pay period. Exempt employees are not covered by the FLSA's overtime pay provisions. Hours worked in excess of the normal work schedule before reaching 86 hours for police and 106 hours for firefighters in a 14-day cycle are considered "straight-time" overtime and are compensated at the employee's regular rate of pay.

Work will be organized so that overtime is avoided whenever possible, and then should be kept to a minimum. Any overtime must be coordinated by the Department Head. This may take the form of direct consent each time or, alternatively, consistent application of guidelines approved by the Department Head. Sick, vacation, bereavement leave and holidays are not counted for the purpose of computing overtime.

2.6 Compensatory Time Off

Nonexempt employees may request compensatory time off be given in lieu of cash payment or overtime for up to a maximum of 40 compensatory hours. The City may pay out any compensatory time due as it sees fit. The compensatory time balance is payable to the nonexempt employee at separation. An employee request for payment at any other time must be approved by the City Administrator. Employees must indicate on their timesheets if they are accruing compensatory time or requesting overtime pay. Either must be approved by a supervisor. Compensatory time will accrue hour for hour. For example, three additional hours worked will result in four and one-half hours of compensatory time. This time does not carry over at the beginning of the new year.

2.7 Flex-time

In instances where a nonexempt employee is needed to work additional hours during a shift, they may, with permission from their supervisor adjust hours for the remaining work week to ensure no overtime or compensatory time is accrued. This time can not be accrued and used in future weeks.

In the event an employee is unable to work a regularly scheduled shift due to the closure of a facility, the city will compensate the employee at their regular hourly wage, once per pay period. The city will make every effort to cover shifts to ensure city facilities remain open.

2.8 Wage Deductions

- A. Required Deductions. The City shall automatically take the legally required deductions (e.g. FICA, income tax withholdings) from gross wages. Deductions for insurance premiums and other benefits shall require the prior written authorization from the employee, except in cases of court order or where otherwise permitted by law.
- B. Deductions for Property Not Returned At Termination. Employees are entrusted during their employment with property that belongs to the City and that has value. Employees are responsible for returning this property to the City upon request or at the time of termination of employment, whichever is first. The City has the right to withhold an employee's final pay check for up to 10 days in order to audit the return of all property and to determine the value of any property not returned or returned in a damaged condition.
- C. Deduction from Pay Check. The City will deduct from employee's pay check the value of any of the City's property that is not returned within this 10-day audit period or that is returned in a damaged condition, to the fullest extent permitted by law.
- D. Damages and Penalties. Employees are responsible for paying to the City the balance of any amount owed for property not returned to the City or returned to the City in a damaged condition. Employees who convert or steal the City's property may be liable to the City for

three times the value of the property not returned, plus the City's costs and attorney's fees incurred in obtaining a judgment for the damages and penalties, pursuant to Colorado's civil theft statute (§18-4-405).

- E. Salary for Exempt Employees. It is the City's guideline to comply with the salary basis requirements of the FLSA. Therefore, the City prohibits all supervisors and Department Heads from making any improper deductions from the salaries of exempt employees. Deductions from salaries that are permissible:
1. Personal absences. The City may deduct for partial or full day absences for personal reasons other than sickness or disability.
 2. Absences for illness or injury. The City may deduct for partial or full day absences due to illness or injury if bona fide sick pay/disability plans are in place.
 3. Absences for FMLA Leave. The City may deduct for full day absences taken as FMLA leave and partial day absences for hours taken as intermittent or reduced FMLA leave.
 4. Offsets. The City may offset employees' pay for amounts received by the employee for jury fees, witness fees, or military pay.
 5. Infractions of safety rules. The City may deduct for penalties imposed when salaried employees violate safety rules of major significance.
 6. Infractions of workplace conduct rules. The City may suspend exempt employees without pay for full days for infractions of written workplace conduct rules. This deduction is meant to cover only suspensions for "serious workplace misconduct" such as sexual harassment or drug and alcohol violations.
 7. First or last weeks of employment. The City may make partial week payments during an employee's first or last weeks of employment.

Employees believing that an improper deduction has been made to their salary should immediately report this information to the City Administrator. Reports of improper deductions will be promptly investigated by the City Administrator. If it is determined that an improper deduction has occurred, employees will be promptly reimbursed.

2.9 Differential Pay for Temporary Assignment

Employees who are temporarily assigned to higher grade position for a minimum of 30 days may be awarded a differential pay increase for the duration of the assignment, with a range of 5-25% (depending on circumstances) of their pay rate. Requests for Differential Pay shall be submitted to and approved by the City Administrator. Differential Pay for an Acting City Administrator and other special circumstances outside of the parameters within this paragraph require City Council approval.

SECTION 3 – EMPLOYEE BENEFITS AND LEAVES

3.1 Employee Benefits

As part of its compensation strategy, the City offers a number of different insurance plans for eligible employees. Employment benefits vary according to the position and status of the employee. To receive certain benefits, eligible employees may be required to meet participation requirements and pay required premiums and other contributions. The City complies with all applicable federal and state laws regarding the provision of benefits to same-sex spouses, domestic partners and couples in a civil union.

Benefit plans offered by the City are defined in legal documents such as insurance contracts and summary plan descriptions. In the event information in this Handbook or other employee communication conflicts with the actual terms and conditions of coverage, the plan documents will control. Benefits described in this Handbook, including the types of benefits offered and/or the requirements for eligibility of coverage, may be modified or discontinued from time to time at the City's discretion as permitted by law. The City and its designated benefit plan administrators reserve the right to determine eligibility, interpretation and administration of issues related to benefits offered by the City.

Employees will have an opportunity to make changes to their benefit selections during the City's annual open enrollment period. Employees who experience a qualifying life event such as marriage, divorce or the birth of a child will also be allowed to make a change in their benefit selection when that event occurs, in accordance with the terms of the plan document. In the event you take a personal or other leave of absence, please consult Human Resources to determine the impact the leave may have upon your benefits, including eligibility and/or making any required premium payments.

The City currently offers these plans:

Employee Benefit Offering	Employee Type		
	FT	FT-S	PT-B
1. Medical Insurance	X	X	
2. Life Insurance	X	X	X
3. Accidental Death and Dismemberment	X	X	X
4. Short-term Disability	X	X	
5. Long-term Disability	X	X	
6. Tele-doctor Service	X	X	X
7. Dental Insurance	X	X	X
8. Supplemental Accident and/or Critical Illness	X	X	X
9. Free Swimming at Salida Hot Springs Aquatic Center for employee	X	X	X
10. Free Swimming at Salida Hot Springs Aquatic Center for immediate family members (all pool employees eligible)	X	X	
11. Discounted golf pursuant to the most current agreement with the facility operator	X	X	
12. Personal Time Off	X	X	X
13. Paid Holidays	X	X	
14. Retirement Savings – 457 deferred savings plans	X	X	X
15. Retirement Savings – 401(a) or FPPA plans	X		
16. Section 125 Cafeteria Plan	X	X	

Part-time employees who work less than 20 hours or more per week, seasonal employees and temporary

employees are not eligible for the City discretionary benefits except for a free individual pool pass to the Hot Springs Aquatic Center, and except where required by law. Elected officials are eligible to receive free family swimming at the Hot Springs Aquatic Center.

A summary of the insurance benefits and cafeteria plan can be found at the ADP portal at <https://portal.adp.com/public/index.htm>. For more detailed benefit information, contact the Assistant City Administrator.

3.2 Workers' Compensation

The City provides Workers' Compensation Insurance as required by law for employees who suffer job-related injuries or diseases. Employees must verbally report the injury or disease to the Department Head as soon as they are able and report in writing within 10 days after the injury.

Colorado workers' compensation law requires that employees are treated by a treating physician selected from a list of physicians designated by the City. The department head shall provide the injured employee with a list of designated treating physicians. The injured employee is responsible for arranging an appointment with a designated treating physician.

The injured employee's treating physician may recommend that they return to work on limited duty. In such event, the City may require the employee to return to work performing duties within the medical restrictions even if such work is different than the employee's regular job duties.

3.3 Personal Time Off

Unless different provisions are agreed upon through the hiring process, the following Personal Time Off benefits shall apply for all employees.

- A. Purpose. Recognizing the varying work schedules of City employees and employee's diverse needs for time away from work, the City provides a general Personal Time-Off (PTO) leave program for its employees. Personal Time Off is accrued by all employees to use for vacations; a mental or physical illness, injury, or health condition that prevents them from working; preventive medical care, or to get a medical diagnosis, care, or treatment of any mental or physical illness, injury or health condition; care for a family member who has a mental or physical illness, injury, or health condition or who needs care, medical diagnosis, or treatment of same; the employee or the employee's family member having been a victim of domestic abuse, sexual assault, or criminal harassment, and needing leave for related medical attention, mental health care or other counseling, victim services (including legal services), or relocation; or due to a public health emergency, a public official having closed either the employee's place of business or the school or place of care of the employee's child, requiring the employee needing to be absent from work to care for the child. PTO is provided in an amount of hours and with sufficient pay, for all the same purposes, and under all the same conditions as the Colorado Healthy Families and Workplace Act (HFWA) and applicable rules. This includes, but is not limited to, accrual, use, payment, annual carryover of unused accrued leave, notice and documentation requirements, and anti-retaliation and anti-interference rights. Additional HFWA leave will not be provided if an employee uses all of their available PTO for non-HFWA-qualifying reasons (for example, vacation), except when a public health emergency is declared after usage of PTO, requiring supplemental leave.
- B. Eligibility Criteria:
 - 1. Effective on appointment, all employees will accrue Personal Time Off on a bi-weekly basis for 26 pay periods each year according to the following schedule:

	Full Time Regular – 40 Hours		Full Time Special – 30+ Hours		Part Time Benefitted – 20+ Hours		Part Time Non Benefitted – Less than 20 Hours		Firefighting Personnel	
Years of Service	Hours per Pay Period	Annual Accrual Days	Hours per Pay Period	Annual Accrual Days	Hours per Pay Period	Annual Accrual Days	Hours per Pay Period	Annual Accrual Days	Hours Per Pay Period	Annual Accrual Days
0 through 3	6.15	20	4.62	15	3.08	10	*	**	7.90	25.75
4 through 5	6.77	22	4.92	16	3.31	10.75	*	**	8.70	28.25
6 through 7	7.08	23	5.31	17.25	3.54	11.50	*	**	9.10	29.5
8 through 10	7.69	25	5.54	18	3.69	12.00	*	**	9.88	32.25
11 through 14	8.00	26	6.00	19.50	4.00	13.00	*	**	10.28	33.5
15 or more	8.92	29	6.69	21.75	4.46	14.50	*	**	11.46	37.25

*Accrue at a rate of 1 hour of Personal Time Off for every 30 hours worked.

**Not to exceed 4.33 days, or 48 hours, annually.

2. Personal Time-Off accruals will increase to the next level beginning on the first full pay period following the employee's appropriate anniversary date, (date of hire with the City as a "regular" benefitted employee).
3. PTO will continue to accrue during periods of absence while the employee remains in an active pay status. However PTO accrual will be discontinued during periods of Short Term Disability (STD) and Long Term Disability (LTD) unless the employee uses PTO hours to supplement their disability payment in order to receive 100% of their normal base pay.
4. Maximum Accumulation - The maximum accumulation of Personal Time Off will be limited as shown in the following chart. An employee who reaches the maximum accrual limit will not be credited with further Personal Time-Off until their accruals are reduced below the limit.

	Full Time Regular – 40 Hours	Full Time Special – 30+ Hours	Part Time Benefitted – 20+ Hours	Part Time Non Benefitted – Less Than 20 Hours	Firefighting Personnel
Years of Service	Maximum Accrual Hours	Maximum Accrual Hours	Maximum Accrual Hours	Maximum Accrual Hours	Maximum Accrual Hours
0 through 3	210	157.5	105	48	270
4 through 5	225	168.75	112.5	48	290
6 through 7	240	180	120	48	308.5
8 through 10	260	195	130	48	334
11 through 14	270	202.5	135	48	347
15 or more	300	225	150	48	385.5

C. Utilization:

1. Scheduling Personal Time Off: Scheduled PTO is distinguished from unscheduled PTO by the degree of control or discretion the City, through its supervisors and Department Heads, exercise in the scheduling of time off.
 - a) Scheduled Use: Every effort will be made to accommodate the employee's requested dates for PTO. To schedule leave, a Request for Leave form must be submitted in advance of the use of the leave to the supervisor or Department Head no less than five (5) days prior to the usage of leave unless otherwise directed by the employee's Department Head.
 - b) Unscheduled Use: In the event the employee is unable to work due to unforeseen personal illness or injury, or for any reason listed in 3.3.A. other than vacation, the following provisions will apply:

- 1) Notification – If unable to report to work for any reason, employees should personally communicate this fact to the supervisor or designee as early as possible. Such notification should be made each time a scheduled work shift will be missed.
 - 2) In the event of an unplanned absence of four or more consecutive workdays, reasonable medical or legal documentation/certification is required as soon as the employee can provide it after returning. This documentation should indicate that the employee was unable to work due to one of the reasons listed in 3.3.A., as well as the length of time this restriction lasted.
2. Emergency Donation of Accrued but unused PTO – Employees may donate accrued but unused PTO to be used by other employees who have exhausted all of their available leave time.

D. Compensation:

1. Payment for Personal Time Off at Separation – Upon termination, retirement or death, payment will be paid, at the employee's base rate of pay, for unused PTO time up to the maximum accrual amount the employee is allowed.
 - a) The official separation date will be the last day of active employment and will not be extended with unused PTO leave unless pre-authorized by the City Administrator.
 - b) Upon the death of an employee, compensation of applicable unused accrued PTO leave will be paid to the estate of the deceased employee.

E. Other Provisions:

1. PTO may be taken in quarter-hour increments and must be accurately reported on time sheets. PTO hours will be charged against the employee's accrued PTO for only those hours the employee is regularly scheduled to work. An employee may not take more PTO leave than they have accrued as of the date the leave is used.
2. Designated holidays which occur during PTO leave will not be charged against PTO time.
3. PTO will not be counted as time worked for the purposes of computing overtime.
4. Forfeiture of accrued PTO leave as a disciplinary action will not be authorized and no employee will lose accrued PTO leave when promoted, demoted, or transferred.
5. The City Administrator has the authority to give years of service credit for previous similar employment for PTO accrual purposes during compensation negotiations at the time of hire.
6. The conversion rate for sick leave to PTO is 4:1. Any employee who has sick leave and is promoted to a position which accrues PTO will have their sick leave balance converted to PTO.

F. Public Health Emergency Leave:

1. Definition of "Public Health Emergency." Act of bioterrorism, pandemic or epidemic for which an emergency is declared by a federal, state or local public health agency; an

emergency declared by the governor; or a highly infectious illness or agent with epidemic or pandemic potential for which a disaster emergency is declared by the governor.

Employees must notify the Company of their need for leave as soon as it is practical when the need for leave is foreseeable, and the Company's place of business has not been closed. Supplemental leave is granted one time during the entirety of public health emergency. Unused supplemental leave is forfeited four weeks after the termination or suspension of the public health emergency.

2. **Public Health Emergency Leave Use.** On the date that a public health emergency is declared, the City will supplement your accrued PTO/paid sick leave with an additional grant of leave up to combined maximum of 80 hours for full-time employees (prorated for part-time employees). This leave may be used when an employee:
 - (1) needs to self-isolate due to either being diagnosed with, or having symptoms of, a communicable illness that is the cause of a public health emergency;
 - (2) seeks diagnosis, treatment, or care (including preventive care) of such an illness;
 - (3) is excluded from work by a government health official, or by an employer, due to the employee having exposure to, or symptoms of, such an illness (whether or not actually diagnosed with the illness);
 - (4) is unable to work due to a health condition that may increase susceptibility or risk of such an illness; or
 - (5) is caring for a child or other family member who is in category (1), (2), or (3), or whose school, child care provider, or other care provider is either unavailable, closed, or providing remote instruction due to the public health emergency.
3. The City cannot require the use or exhaustion of PTO prior to the use of public health emergency leave.

3.4 Paid Holidays

- A. **Eligibility.** Only full-time and full-time special (FT-S) employees are eligible for paid holiday leave or holiday premium pay, unless on an unpaid leave of absence. Full-time special employees would receive holiday pay or holiday premium pay only if their normal work schedule falls on a holiday and their pay would be limited to the number of hours normally scheduled.
- B. **Recognized Holidays.** Except for those employees in departments that run seven-day operations, full-time employees shall receive Holiday Pay for the following days, which have been designated as official paid holidays when department offices are closed. Changes in the holiday schedule will be authorized by City Council:

List of Recognized Holidays:

New Year's Day	Independence Day	Thanksgiving Day
Martin Luther King Day	Labor Day	Day after Thanksgiving
Presidents' Day	Cabrini Day	Christmas Eve
Memorial Day	Veterans' Day	Christmas Day
Juneteenth		New Year's Eve

- C. **Holiday Pay.** Holiday Pay is an eight-hour day, eleven-hour day for firefighters, at regular pay rate. When a holiday falls on a Saturday, the previous Friday will be designated as the official holiday. When a holiday falls on a Sunday, the following Monday will be designated as the

official holiday, except for non-essential hourly non-exempt workers who will take the holiday as it falls. Official holidays commence at the beginning of the first shift of the holiday and continue for twenty-four (24) hours.

D. Holiday Pay for Non-Exempt Workers:

- When a non-exempt employee works on an official holiday, the employee will receive premium holiday pay at time and one-half regular pay for the hours worked, plus Holiday Pay.
- When a non-exempt employee has the holiday as a regularly scheduled day off, the employee will be paid Holiday Pay.
- When an employee is sick on an official holiday, the time will be considered a holiday.
- When an official holiday falls during a paid absence, the day will be considered a paid holiday.

E. Personal Floating Holiday. In addition to the designated holidays, every full-time employee is eligible for one personal floating holiday. The personal floating holiday is one shift off to be scheduled with a Department Head just as vacation time is scheduled. New employees hired after June 1st of each year are not eligible for the personal floating holiday within the same calendar year. The Personal Floating Holiday must be used within the calendar year and does not roll over.

3.5 Leaves of Absence

- A. Jury Duty.** If an employee is served with a summons to jury duty, the employee must inform their Department Head by the next regular work day and provide a copy of the summons. The employee will receive leave for jury duty. Non-exempt employees will be paid their regular wages for the first three days of jury duty that they would otherwise have been scheduled to work. Beginning the fourth day and thereafter, employees, as jurors, are paid \$50.00 per day by the State of Colorado for state district or county court jury duty. Jury duty leave beyond this time is without pay from the City. Exempt employees will receive their regular salary during jury duty but must remit to the City any pay (not including expense reimbursement) received from the government for jury duty that covers the same period for which the exempt employee is receiving pay from the City. The City has no obligation to pay wages for jury duty until and unless the employee tenders to the City a juror service certificate provided by the court confirming that the employee was on jury duty during that period. Employees are expected to return to work on any day or portion of a day they are released from jury duty.
- B. Voting Leave.** Employees who are eligible electors entitled to vote at an election shall be entitled to two hours off, with pay, for the purpose of voting on the day of the election during the time the polls are open, if they advise their Department Head of the leave of absence prior to the day of election and if they have less than three hours between the time of opening and the time of closing of the polls during which they are not required to be on the job for the City. The City may specify the hours during which the employee may be absent.

Military Duty. Employees will be allowed leave of absence for military duty in compliance with applicable Federal and State laws. Exempt employees will be paid their salary, unless no work is performed for the City during the pay period, and subject to reduction for wages received from the Military for the same period.

Employees granted a military leave of absence are re-employed and paid in accordance with the laws governing veteran's re-employment rights. The City pays for the first 15 days of leave. After that time, leave is without pay.

Emergency Volunteer Service Leave. Regular full-time and part-time (i.e., non-temporary) employees who are qualified volunteers will be allowed time off if called into service by a volunteer organization during a disaster, so long as they provide proof of their status as a qualified volunteer. For purposes of this policy, employees will be considered a qualified volunteer if the:

- Employee is a member of a volunteer organization that enters into a memorandum of understanding with a county sheriff, local government, local emergency planning committee or state agency;
- Employee is called to service through the volunteer organization under the authority of the county sheriff, local government, local emergency planning committee, or state
- Leave under this policy will not exceed 15 work days in any calendar year and will be unpaid.

Employees, upon completion of the volunteer emergency service and return to work, will be restored to the same or similar position as they held prior to the leave. Taking leave under this policy will not affect an employee's rights to vacation, sick leave, bonus, advancement or other employment benefits or advantages relating to and normally to be expected for the employee's particular employment.

Employees must return to their employment position as soon as practicable after being relieved from service.

Leave may be denied if more than 20 percent of the City's employees on any work day request such leave. Leave may also not be available for essential employees, defined as those employees the City deems essential to the operation of the Company's daily enterprise, whose absence would likely cause the City to suffer economic injury, or whose duties include assisting in disaster recovery for the City.

3.6 Domestic Violence Leave

The City provides leave to employees who are the victims of domestic violence or abuse, stalking, sexual assault, or a crime found by the court to include an act of domestic violence. To be eligible for this leave, an employee must be employed for at least 12 months preceding the leave. Upon reasonable advance notice (except in cases of imminent danger to the health or safety of an employee), an employee may take up to three working days of leave in any 12-month period. The 12-month period will be measured forward from the date the first domestic violence leave begins.

Leave is unpaid although employees may use personal time off. Employees must use the leave to

- Seek a civil protection order to prevent domestic abuse
- Obtain medical care or mental health counseling for themselves or for their children to address physical or psychological injuries resulting from the domestic abuse, stalking, sexual assault, or other crime involving domestic violence
- Make their home secure or seek new housing to escape the perpetrator
- Seek legal assistance and prepare for and attend court-related proceedings arising from acts of domestic violence

Employees must contact Human Resources to request leave. The Company requires appropriate documentation to approve this leave. Appropriate documentation may include police reports, court orders, confirmation of court appearances, or documentation from medical and other professionals.

3.7 Family and Medical Leave of Absence

- A. Eligibility. To be eligible for FMLA leave, an employee must have been employed for at least 12 months (total, but not necessarily continuous) by the City, must have worked at least 1,250 hours for the City during the 12 months before leave is to be taken, and must be employed at a work-site where the City employs at least 50 employees within 75 miles.
- B. FMLA Benefit. Eligible employees shall be granted a total of 12 weeks of FMLA leave for one or more of the following:
- Incapacity due to pregnancy, prenatal medical care, or child birth.
 - To care for the employee's child after birth, or placement for adoption or foster care.
 - To care for the employee's spouse, son or daughter, or parent, who has a serious health condition.
 - Serious health condition that makes the employee unable to perform the employee's job.

- C. Military Family Leave Entitlements. Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the Armed Forces, National Guard, or Reserves may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

**The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition."*

- D. Benefits and Protections. During FMLA leave, the City maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave. If the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse the City for payment of insurance premiums during leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. As with other types of unpaid leaves, paid leave will not accrue during the unpaid leave. Holidays, funeral leave, or employer's jury duty pay are not granted on unpaid leave.

- E. Definition of Serious Health Condition. A serious health condition is an illness, injury,

impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

- F. Use of Leave. The maximum time allowed for FMLA leave is either 12 weeks in the 12-month period as defined by the City, or 26 weeks as explained above. The City uses the 12-month period measured forward from the first day of an employee's leave.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the City's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with the City's agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

- G. Substitution of Paid Leave for Unpaid Leave. The City requires employees to use accrued paid leave while taking FMLA leave. Paid leave used at the same time as FMLA leave must be taken in compliance with the City's normal paid leave policies. If an employee's leave of absence does not constitute paid leave as defined in the City's paid leave policies, the employee cannot use accrued paid leave, but can take unpaid leave. FMLA leave is without pay when paid leave benefits are exhausted.
- H. Employee Responsibilities. Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the City's normal call-in procedures.

Employees must provide sufficient information for the City to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities; the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the City if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a certification and periodic recertification supporting the need for leave. The City may require second and third medical opinions at the City's expense. Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with the City's attendance guideline. Employees on leave must contact the Human Resource Coordinator at least two days before their first day of return.

- I. The City's Responsibilities. The City will inform employees requesting leave whether they are

eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the City will provide a reason for the ineligibility. The City will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the City determines that the leave is not FMLA-protected, the City will notify the employee.

J. Unlawful Acts. FMLA makes it unlawful for the City to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA.
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

L. Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the City. FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

3.8 FAMILI Participation

FAMILI benefits provide partial income protection for eligible employees who are temporarily unable to work due to their or a family member's qualifying medical or legal reason, specifically, for the care of a newborn, adopted child, or fostered child; to care for a family member with a serious health condition; for the employee's own serious health condition; for qualifying military exigency leave; or to address safety needs or the impact of domestic violence and/or sexual assault. FAMILI provides up to 12 weeks of partially paid leave or up to 16 weeks under certain circumstances related to pregnancy and childbirth.

As a participating agency, the City remits the full 0.9% of employee wages to the FAMILI fund in accordance with the law and regulations. For more information about this state-facilitated program, including eligibility, required documentation, and process, please see famli.colorado.gov. Contributions begin January 1, 2023, and benefits become available January 1, 2024.

3.9 Personal Leave of Absence

The City may grant full-time or part-time employees an unpaid personal leave of absence of up to 30 days for compelling reasons other than illness, disability, vacation or a leave of absence otherwise protected under federal or state law, subject to the following.

- A. Request for Leave. Requests for personal leave must be made in writing at least two weeks before the leave is to begin, except in an emergency situation. The request must indicate: the reason for the leave, the date the leave is to commence, the expected duration of the leave, and the employee's address and telephone number while on the leave. Requests will be considered in light of expected department work requirements and business needs for the period of time of the leave, the employee's performance history and other factors. Personal leave is granted at the sole and absolute discretion of the employee's Department Head.
- B. Employees should consult human resources to determine the impact of any approved leave on an employee's eligibility for group benefits and required premium payments. Employees must use all paid leave available before starting a personal leave of absence and do not accrue, or are not eligible for, the following fringe benefits while on leave: vacation, sick leave, PTO, holiday pay, jury duty pay, paid bereavement leave.

- C. Return from Leave. An employee on personal leave of absence must notify the City, in writing, of their intention to return to work at least one week in advance. Every effort will be made to reinstate an employee returning from an approved leave of absence, on schedule, into the same or substantially similar position as the one they left before the leave, but this cannot be guaranteed. Failure to accept the offered position will be considered a termination of employment, effective immediately.

3.10 Bereavement Leave

In the event of a death in an employee's immediate family, the City Administrator may authorize paid leave of up to five (5) days for full-time employees to manage family affairs and attend the funeral. Part-time employees may be granted up to (5) days of leave without pay by the Department Head. The employee shall submit a written request to their Department Head, who shall recommend to the City Administrator an approval, denial or reduction of the leave requested by the employee. Consideration is given to the distance to be traveled and personal demands placed on the employee in authorizing any requests for bereavement leave. "Immediate family" includes spouse, child, parent, parent in-laws, sibling, brother or sister-in-law, grandparent, grandchild, stepparent, stepchild, stepbrother, stepsister, legal guardian, or a person with whom the employee shares a household in a personal relationship. Should additional leave be required, employees may use their available personal time off with the approval of the Department Head.

3.11 Breastfeeding and Milk Expression Breaks

The City of Salida encourages and supports employees in their efforts to combine working and breastfeeding, for up to 2 years after the child's birth. Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive milk expression breaks, a place to express milk and staff support. A private space will be provided, and time will be permitted, for nursing mothers to express milk during the workday. The time permitted typically will not exceed the normal time allowed for lunch and breaks. If additional time is needed above and beyond normal breaks/meal time, the supervisor and employee will agree upon a plan which might include the employee using annual leave/vacation time, arriving at work earlier, or leaving later.

Employees requiring additional accommodation should contact their supervisor or Department Head.

3.12 Volunteer Time

The purpose of this program is to support activities that enhance and serve the community in which we live and work and the issues that impact quality of life. The intention is to offer the opportunity to participate in giving back and supporting our community and to allow City employees to share in that effort.

At the same time, the City of Salida recognizes that participating in these sorts of activities enriches the lives of its employees. By volunteering, our employees demonstrate commitment to our community. This policy shall apply to all employees holding a regular full-time or special full-time paid position.

Employees can take up to 12 hours of paid time off during each calendar year to participate in their chosen volunteer activity. The pay rate will be the employee's current base salary on the day(s) the time is taken. On January 1st of each year, each eligible person employed by the City as of December 31st of the preceding year shall receive 12 hours of Volunteer Time Off to be used during the calendar year and before December 31st. This time is refreshed on January 1st of each year, unless the program is amended or discontinued, and does not accrue from year to year. Usage of this time or lack thereof does not affect PTO accrual or usage. Employees will not be paid for any unused VTO time upon separation from the City.

Eligibility. All regular full-time and special full-time employees are eligible to participate in this program, provided that such employee does not exceed the total scheduled number of hours in any work week. Special full-time employees can participate at a prorated share of the 12 hours. VTO can be taken as an individual employee or may be coordinated amongst work units, divisions or departments.

Employees are ineligible to participate in the program, if any of these apply:

- a. The employee's employment with the City terminates for any reason.
- b. The employee has been suspended from employment during the period for which the employee wants to volunteer.
- c. The employee is on sick leave.
- d. The employee has been assigned to light duty, or is currently receiving Worker's Compensation benefits.
- e. The employee is on a Performance Improvement Plan.
- f. The program is discontinued.

Approval Process. Employees must request VTO in writing to their supervisor at least one week before the requested time off. Approval of the time off is at the discretion of the employee's supervisor. The form must be submitted to HR as documentation of the time away from work, for payroll purposes. The City reserves the right to amend or terminate this program at any time without prior notice. The City reserves the right to revoke approval to participate in the Program if in the discretion of the employee's supervisor it is believed that the employee is misusing the Program.

Approved Agencies and Organizations. It is important to the City that volunteer time be used by employees to forward the mission of the City and to represent the City in the most positive way. For those reasons, VTO cannot be used to participate in political activities or on activities outside of the state. Employees can choose to volunteer for an organization listed on the viachaffee.org website or request approval of a different organization.

SECTION 4 – EMPLOYEE DISCIPLINE/DISCHARGE

Occasionally performance or other behavior falls short of the City's standards and/or expectations. When this occurs, the City takes action, which in its opinion, seems appropriate.

Disciplinary actions can range from a formal discussion with the employee about the matter to immediate discharge. Action taken by the City in an individual case does not establish a precedent in other circumstances.

SECTION 5 – EMPLOYEE DEVELOPMENT

The City encourages and assists in the professional and technical development of all employees.

5.1 Required Training

The City may require that employees attend special training to stay proficient in their jobs and to meet City needs. Required training must be approved by the Department Head in advance of attendance. Employees will be notified of required training in writing by their Department Head. The Department Head will make all necessary work schedule adjustments to accommodate required training. Travel to and from, and time spent at required training will be compensated in accordance with the FLSA. For required training and travel time of less than the normal work hours, employees will return to work to complete the shift, make up the time during the pay period, or use appropriate leave time.

5.2 NIMS Training

All full-time employees must have National Incident Management System (NIMS) training and certification to comply with Homeland Security Presidential Declaration 5.

The following guidelines apply to City personnel:

All Department Staff	IS 700 and ICS 100
Supervisors	All courses above plus ICS 200
EOC Staff (Department Heads)	All courses above and ICS 300 and IS 800
Emergency Managers, Select Department Heads with multi-agency coordination system responsibilities	All courses above and ICS 400
Mayor and Council Members	G402

In order to stay within compliance, all new full-time employees must gain their NIMS certifications within 90 days of employment for internet-based courses and within one year for courses requiring attendance. Copies of certifications are maintained in personnel files for any auditing that may occur. The City tracks the certifications each employee has completed.

5.3 Requested Training

Employees may request to attend school, seminars, workshops, or conferences if the training will be of mutual benefit to the City and the employee. Requested training must be approved by the Department Head and City Administrator in advance of attendance. Approval of requested training is at the discretion of the City Administrator. Travel to and from, and time spent at requested training is generally not compensable time, except that the Department Head may accept such time as duty time when it falls during a regularly scheduled shift. For requested time and travel of less than the normal work hours, employees will return to work to complete the shift, make up the time during the pay period, or use appropriate leave time. Schedule adjustments to accommodate requested training are not guaranteed. Transportation, lodging, and meals will be in accordance with City policy:

- A. City payment for approved voluntary attendance at conferences, workshops, seminars or other training sessions will be based on:
 - The direct benefit to the employee and the City;
 - Budgetary considerations; and
 - Relevance to current municipal affairs.
- B. When sufficient funds are available, full-time employees may be eligible for educational

reimbursement. Courses must be job-related and approved prior to enrollment.

- C. All approved courses must be satisfactorily completed to be eligible for reimbursement. Reimbursement will be made for tuition, registration, fees, and laboratory fees only, at a rate equivalent to the cost of Colorado Mountain College (CMC). "Satisfactory completion of course" will mean a grade of "B-" or better, if the course is graded, or a satisfactory completion if no grade is given. Upon completion of approved course(s), the employee will submit an appropriate verification that:
- The student has successfully completed the course;
 - Shows the date of completion;
 - Shows the final grade; and
 - Indicates the number of units or hours earned.

SECTION 6 – OTHER POLICIES

6.1 Conflict of Interest

Employees exercising influence in connection with a City contract, purchase, payment or any other financial or monetary transaction and who have a substantial personal interest in the transaction will give seventy-two (72) hours written advance notice of the conflict to the City Administrator. Failure to disclose a conflict will not be tolerated.

6.2 Personal Gain

No employee shall request, use or permit the use, whether directly or indirectly, of any publicly owned, or publicly supported equipment, vehicle, facility, labor service, supplies (new, surplus, scrap, or obsolete) or any found property for the personal convenience or the private advantage of said employee or any other person. Any employee who witnesses another employee who they believe is in violation will report the matter to their supervisor. Any employee who finds unattended property of value will contact their supervisor for instructions.

6.3 Gratuities

Any effort to realize personal financial gain through public office, including employment by a public entity, other than compensation provided by law, is a violation. Under the Colorado constitutional gift ban, solicitation, acceptance, or receipt of a thing of value is a violation. Colo. Const. art. XXIX, § 3. Such items include, but are not limited to gifts, loans, rewards, promises or negotiations of future employment, favors or services, honoraria, travel, entertainment or special discounts.

6.4 Employment of Related Persons

The following relatives of any officer, employee or elected official of the City who has the authority to hire, fire, or supervise employees, or of his/her spouse, will not be hired by any officer, employee, or elected official of the City of Salida without the prior consent of the City Administrator: spouse, child, parent, brother or sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, or a person with whom the employee shares a household in a personal relationship. All relationships will include those arising from adoption and common-law rules. No appointing authority shall participate or vote on decisions related to hiring, retention, promotion, or determination of the salary level of a member of his or her family.

6.5 Employment of Relatives

The City may employ relatives of current employees except in the following situations:

- Relatives would be in a position to supervise another relative.
- Relatives have access to confidential information including payroll and personnel records.
- Relatives audit, verify, receive, or are entrusted with money handled by the other relative.

In cases of marriage or the formation of a civil union between two employees, if the above guidelines apply, one must transfer.

These guidelines apply to all categories of employment, including full-time, part-time, and temporary classifications. They also apply to all relatives and individuals who are not legally related, but who reside with another employee.

6.6 Romantic Relationships

If a romantic relationship develops between two people at work where one is in a supervisory position over the other, the relationship interferes with either employee's work duties; both parties are responsible for reporting the relationship to their supervisor or Department Head. Such relationships can be disruptive to

the work environment, create a conflict of interest or the appearance of a conflict of interest, and lead to complaints of favoritism, discrimination, or sexual harassment. Steps may be taken to change the work relationship to avoid any conflict of interest.

6.7 Outside Employment

Employees involved in or contemplating outside work should discuss the issue with their supervisor. Despite any outside employment or business venture, employees are still required to perform their duties with the City.

Any conflicts with a second job will not be acceptable excuses for not meeting expectations or attendance requirements, including any overtime work.

Any outside work must not create or appear to create a conflict with the City's business interests. For example, any outside work must not compete with any current or planned products or activities at the City. Employees are not permitted to use any of the City's equipment or paid time off benefits for purposes related to an outside job.

6.8 Political Activity

Political beliefs, activities and affiliation are a private matter to the employees of the City of Salida. No employee or applicant will be required to divulge political beliefs as a requirement of employment, nor participate in, nor make or withhold contributions to, political parties or groups. At the same time, employees will not engage in encouraging candidates to run or openly and actively support any political candidate or issue during scheduled work hours. All City employees are subject to and will comply with the provisions of the Colorado Campaign Reform Act. The following types of political activity are restricted, but are not intended to restrict an employee's freedom to express opinions or exercise their right to vote while off-duty:

- A. No employee, either full-time or part-time, shall campaign for or against or publicly support or oppose any City Council or other candidate while on duty.
- B. No City employee, either full-time or part-time, while on duty or in a uniform which identifies him/her as an employee of the City shall:
 - Canvass on behalf of any candidate, political party, or political issue,
 - Display any political media whether it is campaign related or supportive of an elected official's view,
 - Circulate any petition,
 - Participate in petitioning activities focused on public service issues presented by the general public (non-City Officials), or
 - Serve as a City election judge.
- C. No employee shall place or allow to be placed any political media on a City vehicle.
- D. Any active, full-time or part-time regular employee who is announcing candidacy for an elected office may choose to continue their regular work schedule with the City if no interferences or conflicts of interest are present. If and when a potential conflict of interest or interference is present, the employee will be asked to take a leave of absence, to become effective with the date the candidacy is officially registered. This leave of absence will continue during the total campaign period unless candidacy is withdrawn. After the election, the successful candidate shall be asked to resign their position with the City if the elected office has any dealing whatsoever, with the City.

6.9 City Property

Employees who use or have City-owned property, equipment, or materials in their possession are expected to treat it with the same care as they would their own property. All City tools, material, property and equipment are to be returned in good condition, ordinary wear and tear excepted. It is not only unethical, but also unlawful, for an employee to use or permit the unauthorized use of City-owned equipment, materials or property for personal convenience or profit. It is the responsibility of every employee to check with their supervisor before using or permitting the use of City-owned assets for personal use, including, but not limited to, the use of electronics and the internet.

Whether or not performed on the City's premises, work which employees perform and are paid for by the City is the property of the City of Salida. This includes inventions, works of authorship, improvements, designs, developments, and discoveries that relate in any manner to the present or prospective activities or business of the City.

Any City property issued to employees, such as keys, policy manuals, tools, firearms, or uniforms, must be returned at the time of termination or resignation, or whenever requested by the supervisor. Employees are responsible to pay for any lost, destroyed or damaged items.

6.10 Operation of City or Private Vehicles

- A. Valid Driver's License. Employees who do not have a valid Colorado driver's license or who are not insured against liability for driving, as required by state laws, are not authorized to drive any vehicle during the course of performing work duties or scope of their employment with the City. An employee's driving record must be acceptable to the City's insurance carrier or the employee is not deemed authorized to drive in the course or scope of employment.
- B. Change in Driver Status. If an employee's job duties include driving, then any change in the employee's driver's license status, driving record or insurance coverage must be reported in writing by the employee to their Department Head by the next business day.
- C. Safety. Safe and lawful driving practices must be used by employees at all times while driving a City-owned vehicle or personal vehicle on City business. Seat belts must be worn at all times while traveling in a City-owned vehicle or a personal vehicle on City business. It is the employee-driver's responsibility to ensure that all passengers buckle-up before beginning to operate the vehicle.

A Motor Vehicle Record (MVR) for prospective and current employees whose job duties require them to routinely operate a City vehicle will be obtained and reviewed in accordance with the City's current operating procedures.

- D. Alcohol. Employees are not allowed to drink alcohol while on City business. Open containers of alcohol are not allowed in vehicles being used for City business.
- E. Liability. Property damage to vehicles that occurs while an employee is driving the vehicle or is in control of the vehicle is the employee's responsibility. The City has no obligation to pay for damage to an employee's vehicle that occurs while the vehicle is on the City's premises or while it is being used for job-related purposes unless the damage is caused by the City's negligence and is not due to any negligence by the employee.
- F. Accidents during travel. Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate Department Head. Vehicles owned, leased, or rented by the City may not be used for personal use without prior approval.

6.11 Alcohol and Drug-Free Workplace

- A. Purpose. The City is committed to a safe, healthy, and productive work environment for all employees that is free from the effects of substance abuse. Abuse of alcohol, drugs, and controlled substances impairs employee judgment, resulting in increased safety risks, injuries, and faulty decision making. This includes working after the apparent use of marijuana, regardless of marijuana's legal status. Furthermore, working after the use of alcohol, a controlled substance or abuse of any other substance is prohibited.

In accordance with the Drug-Free Workplace Act of 1988, the City prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during work time, on City premises, or other work sites. Any employee who is convicted, or pleads guilty or no contest under a criminal drug statute for a violation occurring in the workplace must notify the City within five days of such conviction or plea. Testing is an important element in the City's efforts to ensure a safe and productive work environment.

- B. Scope. This policy applies to all employees. The type of testing is contingent upon whether the employee is considered "safety sensitive." A "safety sensitive" employee is defined as any employee whose duties involve risk of injury or harm to the general public, and includes all drivers required to hold a commercial driver's license ("CDL") in order to perform their job for the City.

- C. Alcohol and Controlled Substances Prohibited. The following conduct by employees is prohibited on any premises owned, leased or used by the City for performing the City's services, or any place while an employee is performing services for the City: 1) alcohol possession or use; 2) the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance; 3) having detectable amounts of alcohol or controlled substances in the employee's system or; 4) smelling of alcohol on the job, regardless whether the employee is under the influence.

1. "Drugs" or "controlled substances" means a controlled substance listed in Schedules I through V of 21 U.S.C. 812 and as further defined by federal regulations (21 CFR Section 1300.11 through 1300.15). This list includes but is not limited to marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP). It does not include over-the-counter medications taken in accordance with the manufacturer's instructions, or drugs prescribed by a physician for the employee when taken in the manner, combination and quantity prescribed, unless possession or use is illegal despite a prescription. Employees who are using over-the-counter or medically prescribed drugs that could adversely affect their ability to perform work in a safe manner must notify their Department Head prior to starting work. The employee may be required to provide a physician's certification that it is safe for the employee to perform the essential job functions while using the medications as a condition of continuing to work.
2. Illegal use of drugs off-duty and off City premises or work sites is not acceptable. It can affect on-the-job performance and the confidence of the public and our citizens in the City's ability to meet its responsibilities.

- D. Basis for Testing. Testing will be required as a condition of employment under the following circumstances:

1. Post-Offer of Employment. Offers of employment may be contingent upon the new employee submitting to and passing a drug test. Also, existing employees may be required to pass a drug test as a condition of an offer of a specific job or project assignment.
2. Reasonable Suspicion Testing. If the employee's supervisor has reasonable suspicion that

an employee is in violation of this policy, the employee may be required to submit to testing for alcohol and/or controlled substances. "Reasonable suspicion" is defined as facts and circumstances that would lead a reasonable person to believe that another individual is under the influence of drugs, alcohol or controlled substances. Some of the circumstances that might provoke reasonable suspicion testing are evidence of repeated errors on the job, sleeping on the job, slurred speech, uncharacteristic appearance or behavior, or unsatisfactory time or attendance patterns, if coupled with specific events that indicate probable drug/alcohol use. Reasonable suspicion for testing may also exist if other individuals have first-hand knowledge relating to an employee's violation of this policy and report this to the City.

3. Post-Accident Testing. An employee in a "safety sensitive" position who is involved in an on-the-job accident may be subject to an alcohol and drug test if the employee's own conduct could possibly be a contributing cause of the accident or injury. In addition, any employee who is involved in a serious on-the-job accident may be subject to an alcohol and drug test.
 - a) An "accident" for purposes of this policy is defined as an incident or occurrence in which:
 - a. A person dies or requires medical treatment; or
 - b. Property damage is estimate at greater than \$1,500; or
 - c. It involves use of a City vehicle; or
 - d. It involve and employee in a personal vehicle accident who as a regular condition of his/her employment is required to drive a non-City vehicle.
 - b) An employee who is involved in an accident must immediately report the accident to his or her supervisor/manager. If injuries do not allow the employee to immediately report the accident, then the employee must report the accident to his or her supervisor/manager as soon as practicable.
 - c) Whenever a supervisor/manager observes or is notified of an accident as defined above, the supervisor/manager will initiate drug and alcohol testing. The supervisor/manager will order the employee to submit to a drug and/or alcohol test. The supervisor/manager will arrange to transport the employee to the collection site and will arrange for the employee's transport home.
 - d) The employee will continue in a paid status pending the receipt of the drug testing results by the City of Salida.
 4. Return to Duty and Follow-Up Testing. An employee who has failed a drug/alcohol test, at the sole discretion of the City, may be allowed to return to duty or be rehired after the employee submits to return-to-duty testing and tests negative for alcohol and controlled substances. Any employee who tested positive during the past twelve (12) months is subject to unannounced, follow-up testing from the date of return.
 5. Random Testing. All "safety sensitive" employees are subject to random testing for alcohol and controlled substances during work hours. Random testing is not based on reasonable suspicion of use.
 - a. If the randomly selected employee is at work the day of testing, the employee must submit to a drug and/or alcohol test at the scheduled time.
 - b. The randomly selected employee is not required to be present for the required random drug and/or alcohol test if the employee is absent due to prescheduled leave.
- E. Consequence of Violation. Any violation of this policy will result in disciplinary action, including

termination.

F. Refusal to Submit to Testing. The following behavior constitutes a 'refusal' to take a test:

1. Express refusal to take the test.
2. Failure to provide sufficient quantities of breath or urine to be tested without a valid medical explanation for the failure, or engaging in conduct that clearly obstructs the testing.
3. Tampering with, or attempting to adulterate the specimen or collection procedure.
4. Not reporting to the collection site in the time allotted.
5. Leaving the scene of an accident without a valid reason and not submitting to the test as required in this policy.

Refusal to submit to mandated testing is considered a violation of this policy and the consequences will be the same as though there has been a positive test result.

G. Testing Facility and Safeguards. Testing will generally be by urinalysis. Results of blood tests or Breathalyzer (for alcohol) may also be relied upon by the City. The testing will be performed by an approved lab and administered by a qualified testing facility.

H. Employment at Will. Nothing in this policy changes the fact that all employment with the City is at will and can be terminated at any time by the employee or the City with or without cause or prior notice. Nothing in this policy requires the City to test before terminating an employee for violation of this policy.

6.12 Communications Systems

The City's computer network, access to Internet, e-mail, and voice mail systems are business tools intended for employees to use in performing their job duties. Therefore, all documents and files are the property of the City. All information regarding access to the City's computer resources, such as user identifications, modem phone numbers, access codes, and passwords are confidential City information and may not be disclosed to non-City personnel.

All computer files, documents, and software created or stored on the City's computer systems are subject to review and inspection at any time. Employees should not assume that any such information is confidential, including e-mail either sent or received.

Computer equipment should not be removed from the City premises without written approval from a Department Head. Upon separation of employment, all communication tools should be returned to the City.

- A. Personal Use of the Internet. Some employees need to access information through the Internet in order to do their job. Use of the Internet is for business purposes during the time employees are working. Personal use of the Internet should not be on business time, but rather before or after work or during breaks or lunch period. Regardless, the City prohibits the display, transmittal, or downloading of material that is in violation of City guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time.
- B. Software and Copyright. The City fully supports copyright laws. Employees may not copy or use any software, images, music, or other intellectual property (such as books or videos) unless the employee has the legal right to do so. Employees must comply with all licenses regulating the use of any software and may not disseminate or copy any such software without authorization. Employees may not use unauthorized copies of software on personal computers.

housed in City facilities.

- C. Unauthorized Use. Employees may not attempt to gain access to another employee's personal file of e-mail messages or send a message under someone else's name without the latter's express permission. Employees are strictly prohibited from using the City communication systems in ways that supervisors and Department Heads deem to be inappropriate. Employees with questions whether a behavior would constitute unauthorized use should contact their supervisor or Department Head before engaging in such conduct.
- D. E-mail. E-mail is to be used for business purposes. While personal e-mail is permitted, it is to be kept to a minimum. Personal e-mail should be brief and sent or received as seldom as possible. The City prohibits the display, transmittal, or downloading of material that is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time. No one may solicit, promote, or advertise any outside organization, product, or service through the use of e-mail or anywhere else on City premises at any time. The City may monitor e-mail from time to time. Employees should be aware that emails might be public records and subject to public disclosure.

Employees are prohibited from unauthorized use of encryption keys or the passwords of other employees to gain access to another employee's e-mail messages.

- E. Voice Mail. The City voice mail system is intended for transmitting business-related information. Although the City does not monitor voice messages as a routine matter, the City reserves the right to access and disclose all messages sent over the voice mail systems for any purpose. Employees must use judgment and discretion in their personal use of voice mail and must keep such use to a minimum.
- F. Telephones/Cell Phones/Mobile Devices. Employee work hours are valuable and should be used for business. Excessive personal phone calls can significantly disrupt business operations. Employees should use their break or lunch period for personal phone calls.

Confidential information should not be discussed on a cell phone or mobile device. Phones and mobile devices with cameras should not be used in a way that violates other City guidelines such as, but not limited to, EEO/Sexual Harassment and Confidential Information.

For safety reasons, employees should avoid the use of cell phones and mobile devices to make calls while driving. Employees must park whenever they need to use a cell phone. Generally, stopping on the shoulder of the road is not acceptable. Employees are prohibited from using a cell phone or other device to text while operating a motor vehicle. Texting is permitted only where the vehicle is at rest in a shoulder lane or lawfully parked.

The City telephone lines should not be used for personal long distance calls.

- G. Postage. The use of City postage for personal correspondence is not permitted.

6.13 Residency Requirements

City employees need not reside within the limits of the City, with the exception of the following:

- A. City Administrator. The City Administrator is required to be a resident of the City within thirty (30) days of their first day of employment.
- B. Emergency Response Team. Key employees who are part of the City's emergency response team are required to respond to an emergency within thirty-five (35) minutes travel time by passenger vehicle from where they live to their primary work location as timed during normal traffic conditions using a commonly accepted mapping application (eg. Mapquest, Google

Maps, Traveltime, etc.). Employees may request an exception to increase such travel time up to 45 minutes from the City Administrator who shall make a determination based upon the particular facts and circumstances of each situation.

The City's emergency response team includes employees who hold positions of responsibility within the Fire, Police and Public Works Departments and excludes administrative assistants and the code enforcement officer. Employees living outside this response time area when hired must relocate to a location meeting the requirements within six months of their starting date. The City Administrator may approve one three-month extension due to special circumstances.

Any employees hired before adoption of this manual are not required to move, but cannot move further away from the City if they currently reside outside the distance outlined in this policy.

6.14 Open Door/Whistleblower Policy

The City is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion or question receives a timely response. The City recognizes that conflict is inherent in an organization and therefore offers processes to assist employees in problem-solving and dispute resolution.

This policy outlines a procedure for employees to report actions reasonably believed to violate a law, or regulation or to constitute fraudulent accounting or other unethical practices. It is intended to encourage employees to report such actions should they ever suspect or witness an actual occurrence of illegal, unethical or inappropriate behaviors or practices without fearing retribution.

- A. Employees should promptly report the suspected or actual event to their immediate supervisor. If the employee is uncomfortable or otherwise reluctant to make the report to his/her supervisor, then the employee should report the event to the next highest level of supervision or to the Police Chief, City Administrator, Finance Director or Mayor.
- B. The employee can report anonymously.
- C. The employee shall receive no retaliation or retribution for a report that was provided in good faith – in other words, it was not done primarily with malice to damage another employee, official or the City.
- D. The employee who makes a report that is not done in good faith is subject to discipline, including termination or other legal means to protect the reputation of the City and members of its governing body and staff.
- E. Anyone who retaliates against the employee who reported an event in good faith will be subject to discipline, including termination.
- F. The supervisor, Department Head or elected official who receives a report of illegal, unethical or inappropriate behaviors or practices must promptly act to investigate and/or resolve the issue.
- G. The employee who made the report (unless done so anonymously) shall receive a report promptly following the completion of the investigation and disposition/resolution of the issue.
- H. If the investigation of a report, that was done in good faith and investigated by internal personnel, is not to the employee's satisfaction, then they have the right to report the event to the appropriate legal or investigative agency.

- I. The identity of the employee, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement, in which case members of the City are subject to subpoena.

6.15 Ethics

Employees at the City must be committed to the highest ethical standards in the execution of their duties and responsibilities. Employees feeling they are being asked to violate City guidelines should address their concerns with their supervisor, Department Head or the City Administrator.

Employees are expected to report perceived ethical violations. The City expects employees to make a timely report to enable the City to investigate and resolve any behavior that may be in violation. Any report will be kept as confidential as practicable. The City prohibits retaliation against an employee for filing a report or for assisting in an investigation.

6.16 Job Related Problems

Employees who disagree or are dissatisfied with a City practice should promptly discuss the matter with their immediate supervisor, where appropriate. Normally, this discussion should be held within three to five days of the incident, or in a timely manner. Discussions held in a timely manner will enhance the City's ability to resolve concerns while they are fresh in everyone's mind. The majority of misunderstandings can be resolved at this level.

If the solution offered is not satisfactory, or if it is inappropriate to go to the supervisor, then employees are encouraged to take the problem to their Department Head. If the problem still cannot be resolved, employees may submit a written complaint to the City Administrator for review and final decision about the situation. Also see the EEO/Harassment Complaint Procedure.

6.17 Smoking

Smoking is prohibited within all areas of City buildings and in City vehicles. Smoking includes the use of any tobacco product, as well as vaporizers, vape liquids, electronic or e-cigarettes, and electronic or vapor smoking accessories. Employees may smoke in designated outdoor areas. This restriction applies to all employees and visitors, at all times, including non-business hours.

6.18 Data Disposal Policy

During the course of employment, the City will collect certain information that is classified as "personal identifying information," or PII, under applicable laws. Such information may include, but is not limited to:

- The employee's first and last name or initials;
- Username(s) and password(s);
- Social security number;
- Driver license or other identification card number;
- Medical documentation;
- Biometric data;
- And more.

The City may keep these records in paper and/or electronic format.

When such documentation is no longer needed, pursuant to records retention requirements and best practices, the City will either (a) destroy the records or (b) arrange for their destruction, e.g. by shredding, erasing, or otherwise modifying the personal identifying information in such a manner as to render it unreadable or indecipherable through any means.

6.19 Employee Use of Social Media

Social media can sometimes blur the line between an employee's professional and personal lives and interactions. Statements intended as personal opinion can be mistaken for official expressions of the City's policy or position. As such, care must be taken to ensure that personal use of social media does not create the appearance of official use of social media, such as by the use of a City title or position in a manner that would create an appearance that the City sanctions or endorses one's activities or statements. All social media postings on behalf of the City must be preapproved and sent by authorized employees.

When using social media, exercise good judgement. The City requests that employees be respectful of the City, other employees, and our residents. Avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, disparaging to other employees or residents, or that might constitute harassment or bullying. Examples of such conduct include inflammatory posts meant to intentionally harm someone's reputation or harassing posts that contribute to a hostile work environment.

Social media is not the ideal place to make an employment-related complaint regarding alleged discrimination, unlawful harassment, or safety issues. Complaints to the City regarding these concerns should be made in accordance with the complaint process outlined in this personnel manual so that the City can promptly address them. Further, nothing in this social media policy is intended to interfere with employees' right under federal law to engage in protected and concerted activity, including employees' ability to discuss the terms and conditions of their employment.

6.20 Travel and Expense Reimbursement

In general, the City will pay or reimburse the cost of certain expenses incurred by employees in the course of their employment. These expenses (e.g., travel, meals, etc.) should be reasonable and customary and must be related to the conduct of official business or attendance at professional meetings, conferences, or training sessions which promote overall job knowledge. To be considered for payment, adequate appropriations must be available, the expenses must be authorized in advance, and the employee must comply with the procedures identified in this section.

- A. **Advance Approval.** All expense reimbursements must be approved by the relevant Department Head or City Administrator prior to incurring the expense.
- B. **Expense Reports.** Employees must completely fill out an expense report, along with any necessary documentation (receipts, explanations, etc.), in order for reimbursement to occur. Obtaining sufficient documentation is the responsibility of the employee, and lack of documentation may be grounds for denial of reimbursement from the City. Expense reports must be submitted to the relevant Department Head or City Administrator no later than thirty (30) days after the expense was incurred.
- C. **Meals.** The City will reimburse employees for reasonable expenses for meals and beverages, excluding alcoholic beverages, while away on City business. Employees will not be reimbursed for meals when otherwise covered in conjunction with the cost of the seminar, conference, or training being attended.
- D. **Alcohol.** The City will not reimburse employees for the purchase of alcohol, including any alcohol purchased with a meal. If an employee desires to consume alcohol with a meal for which they are expecting reimbursement, the employee must request separate checks for reimbursable meals and non-reimbursable alcohol purchases. Employees should be mindful that their conduct while traveling reflects on the City and of the "Alcohol and Drug-Free Workplace" policy contained within this personnel manual.

- E. Lodging. Overnight reservations should be made at a hotel or motel that is reasonably convenient to the place where your business is to be transacted or the conference designated hotel, whenever possible. Accommodations should be reasonable for the circumstances and similar to what you would occupy if you were on a personal trip. If a spouse accompanies an employee on the trip, the City will pay no more than the single occupancy rate for the room and the employee or spouse must pay the difference in the room rate actually charged.
- F. Excess Charges. If costs or charges are incurred in excess of reasonable levels in relation to the approved expense, the employee will be responsible for any excess charges. The City may decline reimbursement of any excess costs.

ACKNOWLEDGMENT OF RECEIPT

I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK DATED MAY 1, 2023. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS. FURTHER, I UNDERSTAND:

EMPLOYMENT WITH THE CITY OF SALIDA IS AT-WILL. I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH THE CITY, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE CITY HAS THE SAME RIGHT.

THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF THE CITY ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.

THE HANDBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF THE CITY'S GUIDELINES.

THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOKS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK, EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT. THE CITY OF SALIDA THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

NO REPRESENTATIVE OF THE CITY OF SALIDA, OTHER THAN THE CITY COUNCIL, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE MAYOR OR CITY ADMINISTRATOR AND MYSELF. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

Employee's Signature

Date

Employee's Name



CITY COUNCIL ACTION FORM

DEPARTMENT	PRESENTED BY	DATE
Administration	Drew Nelson - City Administrator	May 16, 2023

ITEM

Approval of Professional Services Agreement – Salida Space to Create Predevelopment – 1st and D Redevelopment Project

BACKGROUND

The City of Salida, in conjunction with Colorado Creative Industries, performed a Preliminary Feasibility Study and Creative Space Needs Survey in 2002 that reviewed options for development/redevelopment of affordable housing at various sites in Salida. The survey, as presented to the City Council by Artspace Projects, Inc., indicated a preferred alternative of redevelopment of the blighted property located at the intersection of 1st and D Streets in downtown Salida, which the City acquired in 2022 via eminent domain.

In order to move forward with design options for the site, the City must enter into a professional services agreement with Artspace Projects, Inc. to provide the following services:

- Phase 1 – Site Evaluation and Predevelopment – Refining project concept and testing project scenarios
- Phase 2a – Predevelopment/Preconstruction – Project design and financial modeling
- Phase 2b – Predevelopment/Preconstruction – From funding commitments to financial closing

The full scope of detailed services are listed in Exhibit A of the professional services agreement. The contract provides that these services will be performed over a 30-month period to receive the deliverable predevelopment package that will include final design, engineering, and construction documents.

FISCAL NOTE

Total cost of the contract is \$650,000; the City of Salida has been named as a recipient of a \$600,000 Innovative Housing Opportunities Initiative grant through the Colorado Division of Housing. The remaining \$50,000 has also been identified through a grant from the Boettcher Foundation through Colorado Creative Industries. This amount was not identified in the 2023 Annual Budget and will require a future budget amendment; however, the two grants will cover a sizeable portion of the predevelopment costs and the City will also be the recipient of new affordable funds following voter approval of Ballot Measures 2A and 2B.

STAFF RECOMMENDATION

Staff recommends that the City Council approve the contract with Artspace Projects, Inc., for predevelopment services related to the 1st and D Redevelopment Project for City-owned properties at 102 D Street and 133 E. 1st Street in Salida.

SUGGESTED MOTION

A City Councilperson should state, "I move to combine and approve the Consent Agenda", followed by a second and a roll call vote.

PROFESSIONAL SERVICES AGREEMENT: Salida Space to Create Predevelopment

THIS AGREEMENT is entered as of this 16th day of May, 2023, by and between the City of Salida, State of Colorado, hereinafter referred to as "City" and Artspace Projects, Inc., hereinafter referred to as "Contractor".

The agreement is for a Six Hundred Fifty Thousand dollars (\$650,000) predevelopment scope of work as outlined in attached Exhibit A. The scope of work will commence upon the date of contract execution as found in Section 16 of this contract and conclude by December 31, 2026, provided contract is executed by December 31, 2023. This scope of work proceeds the satisfactory completion of a preliminary site evaluation scope of work.

In consideration of the mutual covenants and obligations herein expressed, it is agreed by and between the parties hereto as follows:

1. SCOPE OF SERVICES

Contractor agrees to perform services in accordance with the Scope of Services attached hereto as Exhibit A and incorporated herein by this reference.

2. TIME OF COMPLETION

The services to be performed by Contractor shall be initiated upon execution of this Agreement, shall be pursued with due diligence thereafter, and shall be completed on or before **December 31, 2026**, unless terminated as provided for herein. This Agreement may be extended only by written, mutual agreement of both parties. Completion date is contingent upon contract execution on or before December 31, 2023.

3. PROFESSIONAL RESPONSIBILITY

Contractor shall be responsible for the professional quality, timely completion and coordination of all services as outlined in Exhibit A and shall without additional compensation promptly remedy and correct any errors, omissions or other deficiencies. Contractor is solely responsible for the timing, means and methods of performing the work. Contractor shall meet or exceed industry standards applicable to the services and shall provide for all training and education needed and provide all tools necessary to perform the services. Contractor shall comply with all applicable laws.

4. RELEASE AND INDEMNIFICATION

Contractor hereby waives any claims for damage to Contractor's property or injury to Contractor's person against the City, its officers, agents and employees arising out of the performance of the services under this Agreement. To the fullest extent permitted by law, the Contractor agrees to

indemnify and hold harmless the City, and its officers and its employees, from and against all liability, claims, and demands, on account of any injury, loss, or damage, which arise out of or are connected with the Services, if such injury, loss, or damage, or any portion thereof, is caused by, or claimed to be caused by, the act, omission, or other fault of the Contractor or any subcontractor of the Contractor, or any officer, employee, or agent of the Contractor or any subcontractor, or any other person for whom Contractor is responsible. The Contractor shall investigate, handle, respond to, and provide defense for and defend against any such liability, claims, and demands, and to bear all other costs and expenses related thereto, including court costs and attorneys' fees. The Contractor's indemnification obligation shall not be construed to extend to any injury, loss, or damage which is caused by the act, omission, or other fault of the City.

5. WORKER'S COMPENSATION

Contractor shall obtain statutorily required Worker's Compensation insurance to cover Contractor's employees and provide the City a certificate of such insurance. Contractor hereby agrees to release, waive, save, hold harmless, defend and indemnify the City, its officers, agents or employees on account of any claims arising under the Worker's Compensation laws of the State of Colorado on behalf of Contractor or any of Contractor's employees, subcontractors or subcontractor's employees.

6. PAYMENT

In consideration of the proper performance of the Contractor's services, City agrees to pay the Contractor a fee of \$650,000 as described below. Payment shall be made in advance of each phase of work. Contractor is not entitled to reimbursement for supplies, materials or expenses without the prior approval of the City Administrator. City and Contractor shall commence Phase 1 upon execution of this agreement; however, prior to commencing Phase 2a or 2b, City and Contractor shall agree that funds are secured and available to complete the project scope as described in Exhibit A of this Agreement.

- Phase 1- \$150,000 payment in advance for: Site Evaluation and Predevelopment
- Phase 2a - if funding is secured for the work and after the completion of the scope of work tied to Phase 1 - \$250,000 payment in advance for: Predevelopment/Preconstruction
- Phase 2b - if funding is secured to complete this phase and after the successful completion of Phase 2a - \$250,000 payment in advance for: Predevelopment/Preconstruction

7. CITY REPRESENTATIVE

The City hereby designates its City Administrator, or her designee as its representative and authorizes her to make all necessary and proper decisions with reference to this Agreement.

8. INDEPENDENT CONTRACTOR

The services to be performed by the Contractor are those of an independent contractor and not as an employee of the City. As an independent contractor, Contractor is not entitled to Worker's Compensation benefits except as may be provided by the independent contractor nor to unemployment insurance benefits. The Contractor is obligated to pay all federal and state income tax on any moneys paid pursuant to this Agreement.

9. ASSIGNMENT

This Agreement may not be assigned nor subcontracted by either party without the written consent of the other party. Provided, however, Contractor shall arrange for substitute service in those instances when Contractor is not able to perform the services due to temporary absence.

10. INSURANCE

The Contractor agrees to procure and maintain, at its own cost, a policy or policies of insurance. The Contractor shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to the Contract Documents by reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, duration, or types.

Contractor shall procure and maintain the minimum insurance coverages listed below. Such coverages shall be procured and maintained with forms and insurers acceptable to City. All coverages shall be continuously maintained from the date of commencement of services hereunder.

- A. Worker's Compensation insurance to cover obligations imposed by the Worker's Compensation Act of Colorado and any other applicable laws for any employee engaged in the performance of work under this contract.
- B. Commercial general liability insurance with minimum combined single limits of one million dollars (\$1,000,000.00) each occurrence and two million dollars (\$2,000,000.00) aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage, including completed operations, personal injury including coverage for contractual and employee acts, blanket contractual, independent contractors, products, and completed operations.
- C. Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than five hundred thousand dollars (\$500,000.00) each occurrence and one million dollars (\$1,000,000.00) aggregate with respect to each of Contractor's owned, hired and non-owned vehicles assigned to or used in performance of the services.

The policies required above, except of the Worker's Compensation insurance, shall be endorsed to include the City and the City's officers and employees as additional insureds. Every policy required above shall be primary insurance and any insurance carried

by the City, its officers, or its employees, shall be excess and not contributory insurance to that provided by Contractor. The Contractor shall be responsible for any deductible losses under any policy required above.

Certificates of insurance shall be completed by the Contractor's insurance agent as evidence that policies providing the required coverages and minimum limits are in full force and effect and shall be reviewed and approved by the City prior to commencement. The City reserves the right to request and receive a certified copy of any policy.

Failure on the part of the Contractor to procure or maintain policies providing the required coverages, conditions, and minimum limits shall constitute a material breach of contract upon which the City may immediately terminate this contract, or at its discretion City may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the City shall be repaid by Contractor to the City upon demand, or the City may offset the cost of the premiums against any monies due to Contractor from the City.

The parties hereto understand and agree that the City is relying on and does not waive or intend to waive by any provision of this contract, the monetary limitations (presently \$350,000 per person and \$990,000 per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101 et seq., as from time to time amended.

11. CONTRACTOR OPERATIONS

Contractor shall provide services as set forth in Exhibit A.

Contractor shall establish and maintain an office in where service may be obtained and complaints rendered, utilizing regular business hours (8AM to 5 PM), Monday through Friday. During off hours, telephone inquiries shall be received either by voice mail or through an answering service.

All personnel of the Contractor involved with the services of the Contractor to the City shall always be courteous and respectful. The City may request the removal or transfer of any employee of the Contractor who violates the provisions hereof, or who is wanton, negligent or discourteous in the performance of such duties.

Contractor shall not use a firm name containing "City of Salida" or other words which could imply municipal ownership.

12. ADMINISTRATION

The administration of this Contract shall be the responsibility of the City Administrator for the City of Salida. The City may adopt rules and regulations to enforce or carry out the terms and conditions of this Agreement, which shall be binding upon the Contractor. Contractor shall lead the project as technical expert with active participation and

partnership with the City of Salida, and under the supervision and direction of the City Administrator.

13. BREACH AND TERMINATION

All terms and conditions of this Agreement are considered material and failure to perform any of said conditions on be considered a breach of this Agreement. In such event, either party may notify the other of the breach, in which case there shall be a thirty-day opportunity to cure the breach, except for failure to provide service which must be corrected within 3 days. If the breach is not cured the non- breaching party may have recourse to any and all remedies provided by law, including damages, specific performance, and termination of the contract.

14. MISCELLANEOUS

Contractor shall comply with all laws, ordinances, rules and regulations relating to the performance of this Agreement, use of premises and public places and safety of persons and property.

15. OWNERSHIP

The City of Salida shall be the sole owner of all deliverables resulting from this contract and project, including but not limited to: concept and final design, architectural drawings, engineered design, survey, environmental assessment, financial pro forma, studies and assessments, construction drawings and bid documents, financing applications, permits and applications, appraisals, marketing materials, various project-related documents.

16. DATE

This Agreement is dated_____, 20___.

17. RESERVED.

18. APPROPRIATION REQUIRED

This Agreement shall NOT be construed to constitute a debt of the City beyond any current fiscal year and shall be subject to the availability of an annual appropriation therefore by the City.

19. GRANT AWARDS AND FUNDING

Contractor and City understand that this Agreement including the Scope of Work described in Exhibit A are subject to all terms and agreements described in the grant and funding awards provided to and executed by the City of Salida, and that such agreements are not fully executed at the time of the execution of this Agreement. As such, City and Contractor agree that before expending the awarded funding, the City and Contractor will ensure that the terms of this Agreement are aligned with the funding requirements, and if such terms are not in alignment and the parties so desire to expend and utilize those funds, City and Contractor will work together to comply with such terms, including amending this Agreement.



CITY OF SALIDA

CONTRACTOR: ARTSPACE PROJECTS, INC

BY _____
DREW NELSON
CITY ADMINISTRATOR

BY _____
WENDY HOLMES
SENIOR VICE PRESIDENT,
CONSULTING & STRATEGIC
PARTNERSHIPS

ATTEST:

CITY CLERK

EXHIBIT A

SCOPE OF SERVICES: Salida Space to Create Predevelopment

Phase 1-Site Evaluation and Predevelopment:

Overview	Refining Project Concept and Testing Project Scenarios
Primary Activities	- Work with City and other stakeholders to establish (a) preliminary project scope and (b) space development program for an evaluation of site capacity - Test site fit analysis and site due diligence for several project scenarios - Confirm project scope to advance architectural site planning - Identify key legal, environmental, physical, and financial issues affecting site - Continue outreach to creative district artists and arts organizations - Determine AMI targets and align with potential funding sources - Establish process for selecting architectural team for project design and development activities and engage architect - Complete preliminary land boundary and topographic survey - Initiate and complete site-specific Housing Market Study in anticipation of funding application. City has completed many recent studies. Determine if CHFA or DOLA will require additional studies.
Deliverables	- Confirmation of final development space program and goals - Assessment of site suitability and identification of any contingent conditions to be resolved through continued due diligence - Conceptual plans: Architectural and site-specific plans, including floor plans, unit counts, locations, commercial space, egress, etc. - Conceptual Capital and Operating Pro Forma - Identification of primary financing sources and timeline for applications - Summary of project status
Prerequisites for Moving Forward to Phase 2a	- Growing stakeholder/leadership group - All parties' agreement on project scope and feasibility - Identification of primary sources of capital
Timeframe	4-6 Months

Phase 2a – Predevelopment/Preconstruction:

Overview	• Project Design and Financial Modeling
Primary Activities	• Confirm development goals and space program with architectural team • Work with architect/team to produce schematic designs • Engage contractor or cost consultant to provide pre-construction services • Refine capital and operating budgets to agreed-upon concept • Obtain proposals and/or letters of interest from financing partners • Prepare and submit primary source funding application • Submit other financing applications as applicable • Maintain excitement for the project within the creative community • Encourage and guide local artists to activate the site with arts activities
Deliverables	• Schematic architectural designs • Financial pro-forma detailing capital and operating budgets • Preliminary proposals and letters of interest for project financing • Summary of project status • Appraisals (if/as needed)
Timeframe	• 12 Months (depending on financing application deadlines)

Phase 2b – Predevelopment/Preconstruction:

Overview	• From Funding Commitments to Financial Closing
Primary Activities	• Secure final gap funding commitments • Raise funds for equity, including private sector philanthropic dollars • Complete construction documents and submit permit applications • Negotiate construction and permanent loan commitments • Negotiate limited partner equity investment commitments • Advance project to construction closing • Communicate the progress of the project to the creative community to keep up the involvement and excitement



Deliverables

- Final design, engineering and construction documents
- Final financial package with secured funds for construction

Timeframe

- 12 Months

All services and products are non-proprietary; all services and products shall be related solely to the business of City Government, as described in this contract. The City shall be the owner of all Predevelopment deliverables.

PRELIMINARY FEASIBILITY STUDY & CREATIVE SPACE NEEDS SURVEY SUMMARY FINDINGS

Salida, CO | May 2022



Photo Credit: Artspace



Prepared at the request of the City of Salida & Salida Creative District

ACKNOWLEDGMENTS

These two studies were made possible by the generous funding and support from the Colorado Department of Local Affairs (DOLA) and the City of Salida. Artspace thanks the City of Salida and the Salida Creative District for their leadership, coordination, and support of these studies. Working in concert, they assembled a Core Group that offered us warm hospitality and invaluable insight throughout our visit. It is a pleasure to work with such a committed group of individuals. We also thank Margaret Hunt, Executive Director of Colorado Creative Industries, who joined us virtually in Salida. Her unwavering support and statewide perspective are instrumental to the Space to Create initiative and to Artspace's work in rural Colorado. We also thank the nearly 400 individuals who, by participating in focus groups, attending the public meeting, or taking the Creative Space Needs Survey made their voices heard over the course of this work.

SALIDA CORE GROUP

- Michael Varnum** // City Staff - Arts & Culture Director
- Patrick O'Brien** // City Staff - Arts & Culture Supervisor
- Drew Nelson** // City Staff - City Administrator
- Miriam Gonzalez** // City Staff - Management Fellow
- Ken Brandon** // Artist - Salida Council for The Arts President - Local Business Owner
- Lindsey Scot Ernst** // Artist - Jewelry Designer and Silversmith
- Naters** // Artist- Educator- Youth Volunteer- Radio DJ-Cartoonist
- Justin Critelli** // Council Member, local business owner
- Tina Gramann** // Teaching artist- visual, theater; Artistic Director, Salida Creativity Lab, muralist

For more information about Space to Create and its partners:

- Space to Create, Colorado www.coloradocreativeindustries.org/communities/space-create
- Colorado Creative Industries www.coloradocreativeindustries.org/about
- Colorado Department of Local Affairs www.colorado.gov/dola
- Boettcher Foundation www.boettcherfoundation.org
- History Colorado www.historycolorado.org
- City of Salida <https://www.cityofsalida.com/>
- Salida Creative District <https://salidacreates.com/>

FOCUS GROUP AND PUBLIC MEETING ATTENDEES*

Alexandra Lockhart	Curtis Killorn	Kirsty Frederick	Patti Vincent
Allen Lane	Dan Shore	Lashay Peterson	Pobrien
Andrea Mossman	Drew Nelson	Laura Barton	Rachel Link
Becky Gray	Elk Raven Photography	Lauren Thomson	Reed Govert
Brian Beaulieu	Eunice Collette	Lee Ross	Robin NeJame
Brink Messick	Hannah Tildechild	Leslie Jorgensen	Ryan O'Brien
Cailey McDermott	Jake Rishavy	Lori Roberts	Sheila Sears
Cate Kenny	Jan Wondra	Lynn VandeWater	Stephanie Leddington
Catherine Eichel	Janine Frazee	Mark Monroe	Storm Dolente
Chastity Whyte	Jennifer Dempsey	Mark Schoenecker	Sue Ann Hum
Cheryl Tischer	Jimmy Sellars	Maura McInerney	Tamar Madrigal
Christina Supples	John Barnholt	Mike Bischoff	Tara Flanagan
Christopher Lambin	Johnna Baughman	Miki Hodge	Tina Gramann
Christy Doon	Julie Mordecai	Nancy Kay	Toni Tischer
Cloey Oleander	Kamber Sokulsky	Nick Ryder	
Cory Riggs {Salty}	Katie Maher	Padgett McFeeley	
Cory Sanger	Kimi Uno	Paprika	

*Due to the virtual nature of these meetings, this list is to the best of the Core Group's ability and may not include all attendees. We apologize in advance for any omissions.



AMERICA'S LEADER IN ARTIST-LED COMMUNITY TRANSFORMATION

Artspace is a non-profit organization that uses the tools of real estate development to create affordable, appropriate places where artists can live and work. Because Artspace owns each of the projects it develops, we are able to ensure that they remain affordable and accessible to artists in perpetuity. Over the last three decades, Artspace has led an accelerating national movement of artist-led community transformation. While embracing the value the arts bring to individual lives, Artspace has championed the once-radical idea that artists living on the edge of poverty and chronically underfunded arts organizations can leverage fundamental social change. With headquarters in Minneapolis and offices in New York and Washington D.C Artspace is America's leading developer of arts facilities with 58 to date and has served as a consultant to over 300 communities and arts organizations nationwide.

WWW.ARTSPACE.ORG

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I. SPACE TO CREATE

Item 9.

Colorado is a magnet for creative enterprises and creative workers. Indeed, with almost 8,000 businesses and 186,000 jobs, the creative sector is the state's fifth-largest employment cluster with a huge constituency: according to the U.S. Bureau of Economic Research, arts and the creative sector represent 4.3% of the state's Gross Domestic Product (GDP). Space to Create Colorado is a unique public-private partnership administered by Colorado Creative Industries (CCI) that seeks to capitalize on the creative sector's enormous potential to drive economic growth. Artspace has been chosen by CCI as the Space to Create developer for its specific expertise and long track record in mixed-use creative live/work and workforce housing developments. Additionally, Artspace's extensive history working in Colorado communities brings a local understanding and trusted connections to this partnership.

Established in 2015, Space to Create is America's first state initiative for the development of affordable space – housing, work space, and commercial space – for artists, artisans, creative industry workers, creative entrepreneurs, and arts organizations. Its goal is to stimulate economic and community development in small towns and rural communities by providing permanently affordable, financially sustainable space for the creative sector.

With a slight pause during the Covid-19 Pandemic, the Space to Create program is back in action. By 2028, **Space to Create, an initiative of the Governor's Office of Economic Development's Creative Industry Division**, plans to have facilitated the development of nine projects: a demonstration project in Trinidad (now complete), one in Ridgway (now under construction), one in Grand Lake (in predevelopment), plus **six others across the state and selected by Colorado Creative Industries and The Boettcher Foundation with the following criteria in mind:**

- Concentration of creative sector workforce;
- Availability of historic buildings for adaptive reuse, or
- Available property for development;
- Commitment of resources by local government; and
- Demonstrated ability to execute community-based initiatives.

To date, all Space to Create projects have been developed by Artspace, the nation's leading developer of sustainable, affordable space for the creative sector.



Image Source: Artspace



Space to Create Timeline

Salida, located in the South Central Region, is the fourth Colorado community to participate in Space to Create. It joins Trinidad, Ridgway and Grand Lake in the program.

Each region in the Space to Create program has different community goals and needs that a project like this seeks to address. With a growing creative sector and a thriving downtown commercial district, Salida is facing increasing affordability issues for both housing and commercial spaces. The time is right to address space needs in Salida and ensure there is affordable space dedicated to the creative workforce, who have made Salida a destination in their own right.

The Trinidad Space to Create project (demonstration project in the Southeast region) was recently completed. Trinidad Space to Create transformed an entire block of downtown Trinidad into a dynamic complex of three historic buildings with linked second stories providing 13 affordable live/work apartments for creatives. Six blocks away, a new building added 28 more units of affordable workforce housing. In addition, the City of Trinidad will own, operate, and program 20,000 square feet of community space in the historic Main Street buildings which will include a space for their Creative District, Corazon de Trinidad, working studios, flexible use space and more.

Ridgway (Southwest Region) is under construction after completing the first two steps – a Preliminary Feasibility Study and an Arts Market Study. The downtown site will be a 30-unit mixed-use workforce housing project for creatives and their families with a front door community gallery/exhibition space.

Grand Lake's (Northern Mountains Region) Preliminary Feasibility Study site visit took place in March 2019. An Artspace Consulting team visited the community, toured candidate sites, met with focus groups, and collected information. The project is currently in predevelopment with a candidate site identified downtown.

Salida's (South Central Region) Preliminary Feasibility Study coincided with its Creative Space Needs Survey Launch. The in-person visit took place January 18-20 2022, and the survey was open and available online from January 19-March 9th. The Artspace Consulting team hosted virtual focus groups ahead of the visit, toured candidate sites, creative assets, and met with community members. This report includes findings from the Preliminary Feasibility Study and the highlights of the Creative Space Needs Survey.



Image Source: Artspace

II. PRELIMINARY FEASIBILITY STUDY

Successful projects are the result of good planning. For an Artspace project, planning begins with a Preliminary Feasibility Study, the first step in the process of determining how an affordable arts development project can move forward in the context of a community's unique needs, assets, and resources. Central to the study are the focus groups and Preliminary Feasibility Visit. The Artspace Consulting team learns about the creative sector and travels to the community to gather information, connect with stakeholders, and share information about the development process. Due to the continued COVID-19 pandemic, Artspace conducted its focus groups and the public meeting virtually and used the in-person time to work closely with a core group of local leaders to visit existing arts facilities and potential buildings/sites. Artspace's Salida Preliminary Feasibility Visit took place January 18-20, 2022. Artspace was represented by Wendy Holmes, Senior Vice President, Artspace Consulting; Aneesha Marwah, Director, Artspace Consulting; and Andrew Michaelson, Director, Properties. Also in attendance for our first in-person meeting in Salida was Artspace Board Member, Betty Massey. Betty is the President of the Mary Moody Northern Endowment in Galveston, Texas and has a home in nearby Buena Vista.



Photo Credit: Artspace

Follow Your Heart to Salida

Located in South Central Colorado, Salida is perhaps best known for its mild climate and year-round recreation. Visitors flock to the "banana belt" region for whitewater rafting, fishing, hiking the 14ers, hot springs, mountain biking, and nearby snow skiing at Monarch. This Colorado crossroads city located on the Arkansas River sees upwards of 300,000 annual visitors who head there for the many outdoor offerings and then discover that creativity abounds. Although Artspace is the technical consultant for the State's Space to Create program and therefore is focused on the creative sector, it is very apparent to any outsider that Salida is strongly defined around the arts and its National Historic District with more than 300 intact historic buildings from the turn of the last century. Salida's creative sector is not hidden nor mysterious or underground. Salida shouts creativity and independent businesses as much as it shouts its other natural attributes.

According to the Salida Chamber of Commerce, *"Salida owes its vibrancy as an artsy tourist destination to a small community of artists who settled here in the 1990s following the decline of the railroad and mining industries. As the economic downturn drove away retailers, artists transformed empty storefronts into spacious art studios and galleries. Art lovers will find endless styles of painting, sculpture, pottery, wearable art, photography, jewelry, metal works and wood works in downtown Salida and beyond."*

The strength of the creative sector came through loudly and clearly during our first in-person gathering with the Salida Core Group, when it was proudly proclaimed that the creative economy is still growing and one that is understood as a huge asset and calling card by residents and local government alike. The fact that Salida's Creative District was the first district to be certified in 2012 by Colorado Creative Industries in the Office of Economic Development and International Trade demonstrates Salida's commitment to this work.

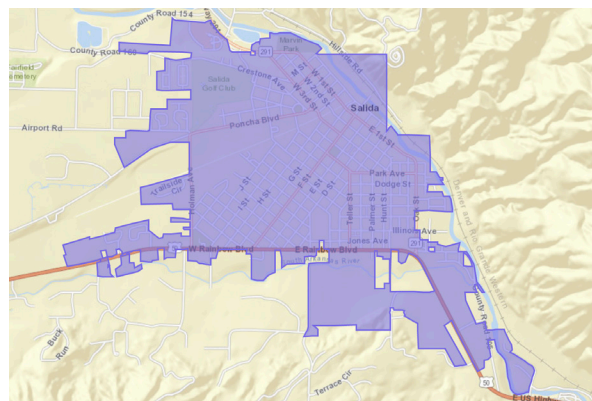
Favorite thing(s) about Salida? One word answers



Focus Group Responses, 1.19.

From the moment the Artspace team set foot in Salida, we could tell people care deeply about the future of Salida and are motivated to improve it. Residents we met ranged from having lived in Salida for 50 years to two years, but all had a similar commitment to their community. Part of that improvement revolves around preserving and creating more affordable space for their creative sector so the “SOHO effect” (creatives being displaced by rising costs triggered by their own community investment) does not drive away creative individuals contributing so much to the local economy. One Core Group member, Naters, likened this to Salida's need for “*artist preservation*” akin to historic preservation.

The city has seen rapid growth in recent years, and its estimated about 2,000 new residents (+18%) moved to Salida in the past decade. This growth, as well as second homeownership and vacation rentals, have put pressure on the local housing stock. There is a demonstrated need for affordable housing especially by the creatives who've called the region home for decades and made it the special and unique place that it is today. It was shared that nearly 200 units of affordable workforce housing are under construction or in the planning stages in and around Salida to help address this issue, but the Space to Create project would be the first to focus on creatives, a large sector of the local economy. A steady growth of 3% year-over-year in creative occupations has occurred in Chaffee County since 2017 with photographers, writers, musicians, and fine artists leading the way.



City of Salida // Image Source: ArcGIS Community Analyst

According to Realtor.com, the median home price in Salida was \$635,000 in 2021, a 28% increase from the previous year. This is a trend across most of the mountainous regions of Colorado and one that is a pressing concern for all current and future Salida residents, particularly those in the creative sectors.

The 2016 *Chaffee County Housing Needs Assessment and Strategy* indicated that rents have risen considerably over the past 10 years. In 2005, average rents were approximately \$500 per month with a ceiling of \$1,000, while current [2016] rental listings in the county average \$1,400 per month. A household income of \$58,200 is needed to afford this, or 120 percent of AML. Given that this report is five years old, those rents have only continued to increase.

SALIDA, CO AT A GLANCE

Population-Full Time (2021 est.): 6,196

Households (2021 est.): 2,972

Population, % change 2010-2021: +18.3%

Est. Population Growth 2021-2026: +6.4%

Vacant Housing Units, 2020: 15%

Median Age (2021 est.): 49.2

Median HH Income (2021 est.): \$59,691

Median Gross rent, 2020: \$1,034

Renter-occupied Households (2021 est.): 36%

Race and Ethnicity (2021 est.) (top 4):

- White: 91.9%
- Hispanic/Latino (of any race): 11.5%
- Two or more Races: 5%
- American Indian: 1.2%
- Asian: 1%

PRELIMINARY FEASIBILITY ENGAGEMENT

During the Salida study, the Artspace team:

- Facilitated six meetings hearing from at least 60 participants:
 - Artists and Arts Organizations Focus Group (Virtual ahead of the visit)
 - Core Group Dinner (In-person at Scout Hut)
 - Equity in Space Leaders (Virtual from the SteamPlant)
 - Funders/Civic Leaders (Virtual from the Steamplant)
 - Public Meeting/Survey Launch (Virtual from the SteamPlant)
 - Core Group Wrap-Up (In person at the SteamPlant)
- Toured potential downtown sites for a Space to Create Project.
- Visited existing art spaces and creative businesses in Salida.

Community Tour

As part of our orientation, the Core Group took the Artspace team on a walking tour of potential sites (See page 33) and creative spaces. We were able to learn about the local public art initiatives, and visit the robots around town, the new murals, and creative businesses A Church, Howl Mercantile, Wood's Distillery, Biker and the Baker, the Historic Palace Gallery, The Lobby, and Little Red Hen Bakery, among others. We even met a coffee entrepreneur running a coffee shop from her hatchback sedan, Coffee by Topo. We learned the history of The Salida SteamPlant and Scout Hut and their public programming and enjoyed a visit to Box of Bubbles to hear the local lore.



Photo Credit: Artspace

Initial Reflections From The Visit

A strong indication of the desire and need for this kind of project in Salida was the number of attendees who participated in multiple meetings facilitated by Artspace during the course of our study. The excitement was palpable in this cool mountain town. At our first in person meeting with the Core Group we asked members to first identify one thing they hope to gain from this project beyond a physical building and at our final meeting we asked them to state one new thing they learned or a new opportunity they saw for their community that came from interactions with their peers through the course of the visit. Their responses summarized were:

- This study and the Space to Create initiative could be part of a local movement to help galvanize the creative community and build bridges to make it stronger.
- Cohesion is important; this initiative gives a focal point to the town.
- Learned that there is a great deal of support from the City and civic leaders to improve and support the creative sector and identity of Salida.

- Met many new artists and learned how wide and expansive the network really is. The arts are a very disjointed community.
- Experienced willingness and positivity from the local community and overwhelming support.
- New comprehensive planning process is about to start. The old one was 14 years ago and the arts sector should be a major part of that thinking.
- Most artists sell their work outside of Salida and would like to have more opportunities at the local/regional level.
- Need for more resources, better communication, artist outreach, staffing, grant opportunities, and social media from the Salida Creative District to reach the area's many artists.
- Many people don't understand that artists are part of the workforce. Example: Teachers are having a hard time finding affordable housing and many teachers are part of the creative workforce.
- The Community Foundation has new leadership which is bringing new energy into the community.
- Salida has a strong history of charitable giving and a project like this could tap into.
- The Historic District was created by civic activism and is a very proud point of downtown. A Space to Create project must be in downtown.
- The Creative District needs a new strategic plan that focuses on strategies to retain the creative community.
- There is a need to create an updated artist directory and artist resource information.
- Local creative space initiatives can fill some of the underutilized spaces in town.

Investing In Creative Industries

In addition to the information we gathered during our Preliminary Feasibility Visit, this report is informed by Artspace's experience working in other communities that have invested in affordable facilities for creative workers, as well as artists and arts organizations. The following thoughts provide context for evaluating the feasibility and demonstrating the importance of creative spaces in Salida. Mixed-use arts facilities with long-term affordability have been shown to:

- **Generate economic revitalization and development.** Every project provides job opportunities before, during, and after construction.
- **Preserve old buildings, stabilize neighborhoods, and revitalize vacant and underutilized properties.** They help preserve cultural heritage by providing places where cultural art forms can be passed from one generation to the next.
- **Catalyze private and public investment,** such as façade improvements and general beautification in the surrounding area.
- **Create community spaces that give the public opportunities to interact with the artist tenants** through gallery events, demonstrations, performances, and installations. They also provide opportunities for other local artists to showcase their work.

CORE GOALS

At the heart of every Artspace development are these goals:

- Meet the creative sector's space needs
- Ensure long-term affordability
- Reflect the unique culture and character of the community
- Include diverse BIPOC voices at the table
- Exemplify sustainable and efficient design
- Operate in the black

- **Support independent artists who are, in effect, cottage industry owner-operators,** for they generate economic activity by selling products or services, purchasing equipment and supplies, and paying taxes.
- **Build community.** Artists and creatives are active neighbors and community members. Many collaborate with the educational, cultural, and business communities, such as teachers, community conveners, and volunteers.

The Artspace Approach

Over three decades and more than fifty-seven projects, Artspace has identified six criteria that are essential to successful community-led development of an arts project. These elements provide a sturdy framework for assessing the feasibility of a proposed project and helping community leaders plan for successful, affordable, mixed-use facilities. They are:

ALIGNMENT WITH BROADER COMMUNITY GOALS. Successful creative space projects are more than the sum of their parts. A project can help achieve other civic goals, such as economic development, transit-oriented development, or historic preservation. In our own projects, we actively seek out strategies and partnerships that can leverage impact. During our focus groups, we asked community members to identify their top priorities.

PROJECT CONCEPT. How will the spaces be used? Although many communities have a well-developed project concept in mind before embarking on this study, we take nothing for granted. The first thing we ask creatives and stakeholders is: "What kinds of creative spaces does your community need and want?"

CREATIVE SECTOR. Is there a sufficient market to support a creative space facility? To find out, we collect qualitative data through focus group meetings and much more is covered on this in Section II. Creative Space Needs Findings. We also delve into ways to better support and bolster the creative sector in a given community.

LOCAL LEADERSHIP. Are there leaders on the ground who are willing and able to advocate for the project, open doors, and keep lines of communication flowing between developer and community? Leaders can come from all sectors, from elected officials to business leaders to artists to ordinary citizens who are passionate about making their community a better place to live, work, and create.

FUNDING AND FINANCING. Creative space facilities typically represent significant investments of civic resources. Although a variety of state and federal programs can be used to generate revenue for construction, Artspace relies on local funding and financing programs to support predevelopment expenses and gap funding. The Preliminary Feasibility Study considers the community's interest and capacity to commit resources to an arts facility and identify statewide Space to Create resources.

SITE ANALYSIS. During a Preliminary Feasibility Study, our goal is to identify candidate sites for further study. The factors we consider include location, size, ease of acquisition, and potential for sustained positive impact. As a project moves forward, candidate sites will be evaluated in the context of deeper understanding of local development priorities and funding sources.



Artspace Tannery Lofts, Santa Cruz, CA // Photo Credit: Artspace

Commitment to Equity in Creative Space

At Artspace, we are committed to using our platform as consultants and nonprofit developers to elevate the voices of those who all too often are not included in real estate decisions. Every community has room to improve in addressing diversity, equity, inclusion, and access (DEIA) issues, and Salida is no exception. Creative space is not developed in a vacuum, and communities like Salida have historic imbalances of power and instances of racism that need to be further addressed for all parties to truly feel welcome in any future community driven space.

One method we used to identify DEIA challenges in Salida was by inviting creatives and cultural leaders who identify as BIPOC — Black, Indigenous, or a Person of Color — or LGBTQIA+ to share their challenges and issues around creative space in Salida and offer their perspectives. Partnership for Community Action (PfCA) was integral to this conversation, the organization advocating and building a rural queer network by bringing different ages and voices to the table for this conversation. Reflections from those conversations are included throughout the report, most notably in the section devoted to alignment with broader community goals section.

III. FINDINGS

Alignment with Broader Community Goals

It cannot be stated too often: good projects are more than the sum of their parts. In addition to providing permanently affordable housing for artists and their families, Space to Create live/work and mixed-use projects help communities address a variety of other civic goals, such as revitalizing historic neighborhoods, preserving important buildings, and fostering economic development.

In Salida, we asked about ten overlapping goals a project like this can address and asked the participants to choose their top three of most importance.

FOCUS GROUP ALIGNMENT WITH BROADER GOALS RESULTS			
Community Goal	Arts/Org (Virtual)	Civic Leaders (Virtual)	Total
Preserving Affordability	18	12	20
Supporting Rural Creatives and Art Forms	16	6	22
Supporting a Diverse Cultural Community	9	6	15
Anchoring a Creative District	9	6	15
Sustaining Creative Businesses and Nonprofits	4	6	10
Activating Vacant Lots	4	2	6
Increasing Residential Density	2	3	5
Downtown Revitalization	2	1	3
Historic Preservation	2	0	2
Promoting Tourism	0	0	0

An interesting point came across in these conversations that no one from either group chose “Promoting Tourism” as a goal. It was mentioned that Salida already does tourism very well and a Space to Create project should first and foremost be about preserving affordability for existing residents and not about raising visitorship numbers.

The top four broader community goals were:

- **Preserving Affordability.** As mentioned earlier, the pressure is on for real estate in both the commercial and housing sectors. Anecdotally, it was mentioned that the rise in work from home capabilities and others wanting an escape from bigger cities have relocated to Salida, subsequently driving costs up. Chaffee County has a number of affordable housing developments underway that can help relieve some of this pressure, but like any great place to live with so many wonderful recreation opportunities and a great community, we don't see this need waning.
- **Supporting Rural Creatives and Art Forms.** Salida has a number of unique art forms, the Salida Circus, Ballcano, FibARK Festival, The Steamplant to name a few, that take a lot of community involvement and effort to sustain. The Salida Creative District has the opportunity to be a connector, programmer, and advocate for more funding and assistance to this sector. A dedicated space in a Space to Create Project can help provide this.
- **Supporting a Diverse Cultural Community.** While not the richest area in terms of diversity, the arts community is very open to celebrating diversity and would like to find more ways to support it. The Salida Lunar New Year and Asia Fest, put on by our Core Group member Tina Gramann, is a great example of the community accepting diversity and celebrating it through the arts.

Local business owner Kimi Uno is also working on Asian diversity initiatives to uplift diverse voices and highlight BIPOC artists in her stores. PfCA has nurtured and grown a large network of rural queer advocates, and including their voices at the table in any programming will be important to reach this goal. Partnership with organizations, nonprofits, and schools who serve the hispanic community in Chaffee County would also be another inroad for this. Specifically, the Boys and Girls Club of Salida and Buena Vista would be a prime partnership to develop and expand creative programming at the youth level of this community.

- **Anchoring a Creative District.** A new development dedicated to artists and creatives would really enhance the offerings of the Salida Creative District and demonstrate the commitment from the civic sector. The Colorado Creative Industries Guidebook, Call Yourself Creative is also a great resource to review for the Core Group and other interested artists in broadening the reach of the Creative District. A development project could be an anchor to create more of a sense of place and add significant year-round art activity offerings. Residential artist tenants are many times their own cottage industries and support other local businesses through the purchase of materials and offerings of services, classes, workshops, and arts retail, as well as coordinating art crawls and exhibitions/events/performances.

A few write-in comments that are worth noting during the goals exercise were that a Space to Create project could help develop a city identity and strengthen community ties.



Howl Mercantile and Coffee, Salida, CO // Image Source: Artspace

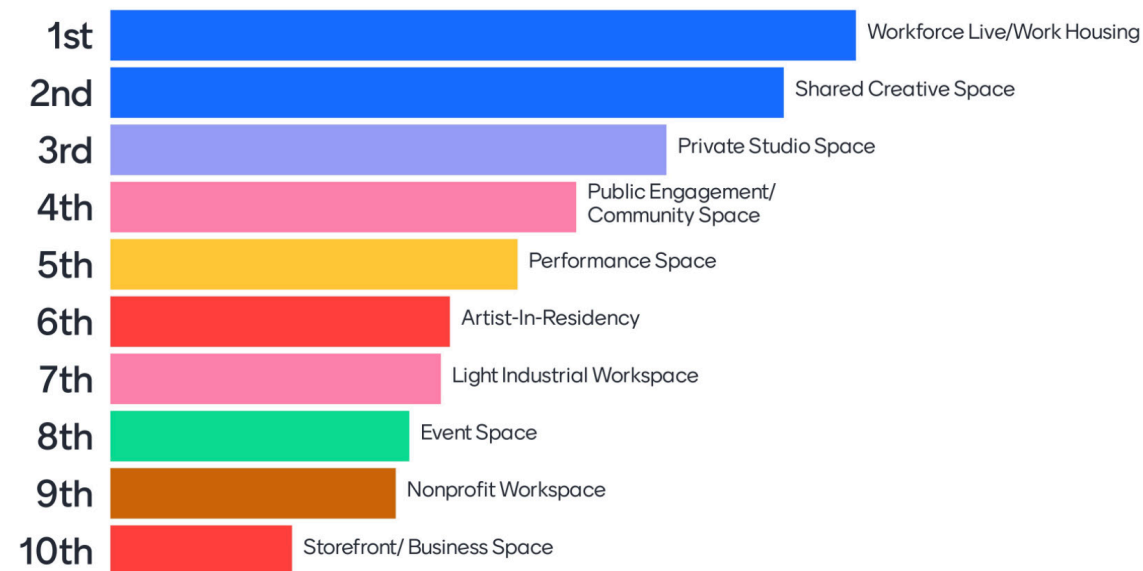
Project Concept

Some communities are clear about what they hope to achieve; others are starting from scratch. They look to Artspace to guide them through the process of determining whether a new facility makes sense for them – and, if so, what kind of space. While the space needs of creatives in each community are different, Artspace has learned from more than 30 years of conversations with artists, arts organizations, and creative businesses and entrepreneurs that there are commonalities across the types of spaces that are needed to live, create, and present creative work. Although affordable live/work space for artists is central to most Space to Create projects, residential projects are not necessarily the right fit for every community.

Artspace looks at the needs and goals of the creative sector, the will and resources of the private and public sector, and any well-aligned opportunities that may drive the project concept(s) in a particular direction. In Salida, a Space to Create project is desired, but what spaces it exactly constitutes comes from community input.

Priority Concepts

The first questions Artspace asked in the first focus group were, “What kind of creative spaces are in your community?” and “What additional spaces are needed and/or wanted?” Artspace also asked the Equity in Space leaders how they would like to be included in the conversation around any new creative space that is developed in Salida.



The 28 attendees prioritized the type of artist/creative space they would like to see in Salida. There was strong interest in workforce live/work housing, shared creative space, and public engagement/community space. Many of these uses can be accommodated in the ground floor of a mixed-use project.

The Creative Space Needs Survey had 319 respondents. The survey asked about interest in Live/Work Housing, Private Studio Space and Shared, Specialized Creative Space. Respondents expressed interest in all three space types, in the following order of interest:

1. Shared creative spaces: 180 respondents (56%)
2. Private studio workspace: 106 respondents (33%)
3. Live/Work housing: 72 respondents (23%)

Here's a more detailed look at the top space categories identified in the focus group and the market survey:



WORKFORCE LIVE/WORK HOUSING is residential space where creatives can work as well as live. Artspace live/work units meet standard residential codes and are somewhat larger (100 to 150 square feet) than typical dwelling units. They are rental units typically financed in part by federal Low Income Housing Tax Credits and subject, therefore, to certain restrictions. A common restriction limits units to households whose annual incomes are between 30% and 60% of the Area Median Income. Artspace live/work units include such artist-friendly design features as durable surfaces, large windows, high ceilings, and wide doorways.



SHARED, SPECIALIZED CREATIVE SPACE offers shared equipment, education, and community for working creatively and/or making things. These spaces usually are run by nonprofits or businesses and can be accessed through a membership basis. They can include co-working and makerspaces and can be designed for specific purposes such as ceramics, 3D printing, community kitchens, and woodworking. These types of spaces provide access to space and/or equipment that is expensive, impractical, or in some cases hazardous. Interest in these types of spaces has increased nationally in the last few years and there are many examples around Colorado. Shared creative space is a growing trend that is rooted in many traditional and contemporary art forms. The market survey Technical Report offers more information about the types of spaces and equipment creatives would like to access.



PRIVATE STUDIO SPACE is commercial space specifically designed for the creation or practice of art. Studio space can be rented under an annual lease agreement or on an occasional or short-term basis by individual artists or small businesses. Uses can include fine arts studios, industrial work space, teaching, offices, recording studios, soundproof rooms, etc. The market survey Technical Report offers more information about the types of uses interested creatives have in mind for private studio space. Keeping the sizes and price points flexible ensures greater market applicability. The basement space at The Lobby Gallery and the T-REX spaces could both serve this need.

PUBLIC ENGAGEMENT/COMMUNITY SPACE was identified in more than one discussion as a kind of space that Salida lacks. Space to Create residential projects invariably have community rooms that serve this function not only for residents but for the surrounding neighborhoods as well. In our projects around the country, Artspace has also welcomed many coffee shops that serve as informal meeting spaces. The Scout Hut is one such space that exists in Salida for a fairly affordable rate of \$50/hour. The Creative District can help market and make sure local groups are aware they can rent this flexible space.

PERFORMANCE SPACE serves organizations and individuals looking to rent space for private events, performances, rehearsals, or community gatherings, usually for a fee or hourly rate. A typical space could take the form of a proscenium theater, black box, concert hall, or flexible event space.

The SteamPlant has an active theater space and flex space as well as A Church. Any new performing space would have to be substantially different from these existing spaces. If the focus is on rehearsal space specifically, that could be one such differentiation.

Other Spaces of Interest

We also asked what other spaces the community wanted and had a discussion. Although no project can be all things to all people, understanding how the community views these concepts is extremely valuable in understanding the breadth of space needs. Some spaces like this may already exist that other creatives do not know about. They mentioned and wrote-in the following:

- 3d printing
 - Equipment resources + communal spaces
 - Dedicated gallery focused on local artists living and working in the area
 - Community gallery space
 - Collaborative/Communal space
 - Computers with large screens with digital design and editing software, scanners, printers, etc.
 - Dedicated gallery
 - Dance space
 - Practice space
 - Digital Media Spaces/ Audio Visual studio
 - Functional sculpture garden
 - Specialized equipment library
 - Community gallery space
 - Gallery for multiple artists
 - Industrial kitchen
 - Performance space with large audience capacity, state of the art lights/sound and a wood floor
 - Gymnastics/gym space
 - Kid friendly creative space
 - Library of musical instruments or artist supplies
 - Makerspace for visual artists
- Space similar to Lighthouse Denver for writers
 - Space for Upcycled / repurposed / recycled materials supply
 - Museum dedicated to local and regional artists
 - Multi-story performance space for circus arts
 - Non-profit gallery
 - Outdoor popup venue, as in First Friday art fest
 - Places to work together
 - Rehearsal spaces
 - Short-term rental to spread out and create / community space with materials
 - Space for lending out shared equipment with storage and maintenance space
 - Space where knowledge within the community is readily shared and received
 - Supply storage for various arts. (Costumes, art supplies)
 - Teaching space (focused on kids)
 - Versatile space for multifunction, like Gallery/ Theater/ Performance/ Class
 - Welding
 - Workshop space for community and artists
 - Woodworking

Identifying a person or organization to manage and actively program any future nonresidential space in a Space to Create project, is important to the long-term success whether it be the City, a nonprofit, or creative businesses. In the short-term the City/Creative District should carefully look over this list and matchmake where some of these concepts could work locally in existing spaces.

Many of the kinds of spaces mentioned above can also be created beyond a Space to Create development by local entrepreneurs and developers. One example would be for a local nonprofit or artist/creative coalition to lease the T-REX available spaces from the Episcopal Church of the Ascension Church at 4th and E Streets. These spaces are flexible and could be used for dedicated studios and/or teaching, or rehearsal space. The Chaffee County Community Foundation could possibly be a fiscal sponsor of a group of artists in this instance. This would be a great shorter-term project while a Space to Create Project is in the works.

Survey Findings

The Creative Space Needs Survey delved further into these preliminary project concept findings and space needs and quantified the market demand from creatives. This data is also intended to build confidence for local developers and interested business owners to create these sorts of spaces. See Page 35 for the Summary Findings. The supplemental data for the Creative Space Needs Survey provided to the Creative District also contains a wealth of information on what specific uses and spaces the community would like to see.

TOTAL RESPONSES			
Activities in Proposed Project	#	% of Responses	% of Responses
Workshops (art making, creating, etc.)	223	29%	70%
Masterclasses	111	14%	35%
Pop-ups (maker/art vendors, etc.)	111	14%	35%
Health/Wellness	64	8%	20%
Artist-in-Residency	63	8%	20%
Networking Events	55	7%	17%
Youth Art Classes	54	7%	17%
Business Support Workshops	50	6%	16%
Something Else	23	3%	7%
Not interested in participating in programs or activities at the project	20	3%	6%
TOTAL RESPONDENTS	319		
TOTAL RESPONSES	774	100%	

Considering that a Salida Space to Create project could also have public programming space we asked survey respondents what programs or activities would you (or your family) most participate in, if offered at a space in the proposed project? 70% of respondents would participate in workshops (art making, creating, etc.). Incorporating this sort of space would be ideal.



Box of Bubbles, Salida, CO // Image Source: Artspace

CASE STUDY: SHARED CREATIVE SPACE

DEPOT ART CENTER // STEAMBOAT SPRINGS, CO

The Steamboat Springs Arts Council (now Steamboat Creates) was established 50 years ago. The founders launched a "Save the Depot" campaign in 1980 and saved the historic Depot building from being condemned, while rehabilitating it for use as a full time community arts center. The building was officially named Eleanor Bliss Center for the Arts in 1989 and is now referred to as the Depot Art Center. Steamboat Creates offers a vast variety of programs for their community. From the Pivot Point program that empowers individuals to the Business of Art program that provides creatives tools to take their business to the next level. The facility rental rates start at \$140 and they have a wonderful shared calendar of all the events and classes happening at the facility. The opportunities section of their website can be helpful for Arts and Culture Salida to incorporate. It includes a mention of available grants, resources, how to submit for mural/public art calls, how to become a festival vendor, host a class, have a gallery show etc.



Image Source: yellowplace.com and steamboatcreates.org

CASE STUDY: NONPROFIT PRIVATE STUDIO SPACES

COTTONWOOD CENTER FOR THE ARTS // COLORADO SPRINGS, CO

This ten year old nonprofit arts complex holds 80 studio artists, gallery spaces, a theater and classrooms. It is an anchor of downtown Colorado Springs with its numerous community offerings. 75,000 visitors took a class in 2019 at the center. Artists with year-long leases range from \$250-\$1,500/month, depending on the size. There is a waiting list of over 300 for space. Given the demand in Salida, we can see a similar model working well on a smaller scale.



Image Source: cottonwoodcenterforthearts.com



CASE STUDY: SHARED MULTIDISCIPLINARY CREATIVE SPACES

GUNNISON ARTS CENTER // GUNNISON, CO

The Gunnison Arts Center is a multidisciplinary space exemplifying shared creative space. While the Creative District was only recently officially recognized as a Creative District through Colorado Creative Industries in November of 2021, this space has been in operation since 2000. The 12,000-square-foot facility is a community arts center dedicated to exhibiting and developing visual, literary and performing artists in the Gunnison Valley. With three gallery exhibit spaces, a gallery shop, a dance studio, a 72-seat community theater/stage, a clay center for ceramics, meeting rooms and a visual arts classroom all under one roof.

They have also incorporated their Friday Art Walk into their programming. The building was built in 1882 as the Denver & Rio Grand Railway Express depot and European Hotel; it was purchased in 1992 by the Gunnison Council for the Arts through the generous support of Gunnison citizens, private foundations and other philanthropists and took four years to complete. While available for rentals the website emphasizes that this space is meant as a community arts center first and foremost and their programming takes precedence over rentals.

Image Source: Matt Burt and Gunnison Art Center Facebook

Creative Sector

One goal of the Preliminary Feasibility Study is to obtain qualitative data from creatives and others familiar with the local arts scene. The conversations that develop through the tour, focus groups, and Core Group discussions all help frame Artspace’s understanding of the arts scene and whether or not there is grassroots support for a Space to Create project and the proposed location(s).

Artspace intentionally keeps its definition of a creative broad to be as inclusive as possible. Residents of Artspace buildings range from veterans, formerly homeless, retirees, service workers, teachers, parents – and they also happen to be creative. They are likely to earn a portion of their income from something other than their art. In fact, a look across the forty Creative Space Needs Surveys that Artspace has completed in the past 15 years shows that only about 10% of artist respondents make 75-100% of their income through their art.

WHO IS A CREATIVE?

Artspace’s definition of a creative is very broad. An “creative” is a person who has a demonstrable commitment to the arts or a creative pursuit? While the term is broad and varies from community to community, if affordable housing is utilized in a project, all “creatives” must still qualify for that housing by income. A creative is:

- A person who works in or is skilled in any of the fine arts, including but not limited to **painting, drawing, sculpture, book art, mixed-media and print-making.**
- A person who creates imaginative works of aesthetic value, including but not limited to **film, video, digital media works, literature, costume design, photography, architecture and music composition.**
- A person who creates functional art, including but not limited to **jewelry, rugs, decorative screens and grates, furniture, pottery, toys and quilts.**
- A performer, including but not limited to **singers, musicians, dancers, actors and performance artists.**
- In all culturally significant practices, including a **designer, technician, tattoo artist, hairdresser, chef/culinary artist, craftsperson, teacher or administrator** who is dedicated to using their expertise within the community to support, promote, present, and/or teach and propagate their art form through events, activities, performances and classes.

Creative Sector Profile

During the virtual Creatives and Arts Organizations Focus Group participants discussed their creative space needs, current creative assets, and other challenges and opportunities for Salida creatives. Artspace uses this information to assess the feasibility of a Space to Create project as well as set the stage for the quantitative Creative Space Needs Market Study.

The artists we met in Salida represented a varied cross-sector of the creative fields. They included painters, a film executive, theater artists, theme park entertainers, a Burning Man artist, dancers, a docent, writers, an audio engineer, film designers, muralists, a stage combat instructor, a silversmith, a conservationist, creative business owners, a wedding designer, photographers, a beatnik poet, a GI Joe dolls photographer, a cartoonist, circus artists, an illustrator, a daydreamer, arts supporters, a distiller, jewelers, and arts administrators.

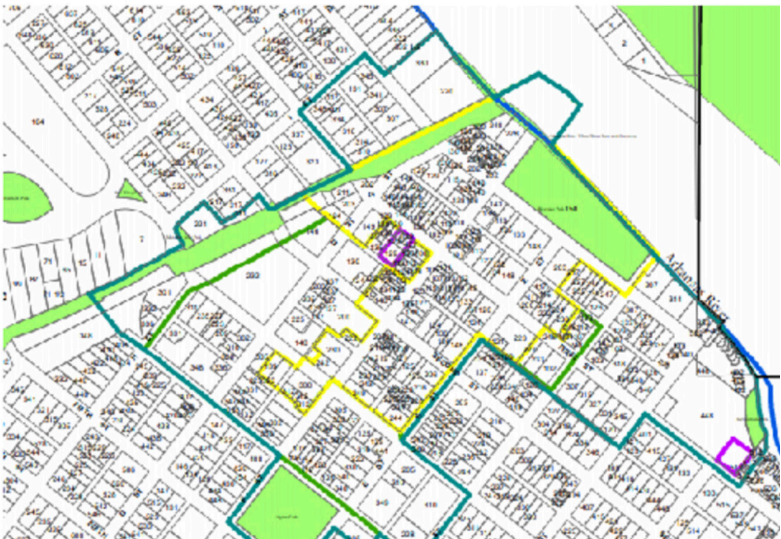
CREATIVE ASSETS

We asked participants to identify the area’s existing creative and arts assets, and we were pleasantly surprised by the number and range of assets that exist.

- | | |
|---|--|
| <ul style="list-style-type: none">• A Church• Alpine Orchestra• Articipate• Box of Bubbles• Coletrain music academy• Drama Team at High School• F Street Businesses• Ghost murals and murals• Heart of the Rockies Wedding Association• Historic Walking Tours• Many independent galleries• Monthly Creative Mixers• Morning draw Tuesdays and Thursdays• PfCA | <ul style="list-style-type: none">• Public Art• Public Arts Commission• RockSkool• Salida Circus• Salida Council for the Arts• Salida Creative District• Salida Creativity Lab• Salida Soup Fundraisers• Sanctum• School District Art Programs• Studio tours• Sventastik• The SteamPlant |
|---|--|

Many participants did not know that all of these spaces and creative assets were in their own community. Mapping them for a visual representation could be a powerful tool to demonstrate the strength of the creative community. We know this list is only a small sampling. The Salida Creative District website mentions there are over 230 locally-owned services, healing arts, nonprofits and other businesses within the downtown Salida Creative District boundaries. Many of them qualify as “creative”. Appendix B also includes a list of respondents’ businesses in Salida.

The Salida Creative District has an opportunity to build more awareness by creating a more visually appealing map, better signage, and Creative District markers downtown to elevate and promote the District. It was mentioned to Artspace that many local creatives do not know what the Creative District means or what it does, nor where the boundaries are of the District. Upon further research, this was the only map we found of the twenty-block Creative District from the Salida Art Walk website. The district boundary is shown in teal on the map on right and the downtown historic district is in yellow.



Existing Salida Creative District and Historic District Map // Source: Salida Art Walk

Similarly, we asked participants to share their thoughts about opportunities that exist for artists/creatives in the community, again with a lens on space. Some of the space-related opportunities are discussed in more detail in the Project Concept section. A few of note include:



Key Takeaways

Salida has a thriving creative sector and community. While often overshadowed by the tourism and recreation sectors, the city has creativity built into its fabric. The civic and financial sectors all voiced their support for a Space to Create project and moving a project concept forward. There is a strong desire locally for a Space to Create project, and that demand was intended to be quantified by the Creative Space Needs Market Survey. Affordability and the cost of living in this beautiful mountain town are the paramount concerns and are the main reasons creatives are having to leave.

Forming partnerships with DOLA, the Salida Creative District, different local artist networks, and making space available for living and creative pursuits will go a long way in supporting this sector. The Call Yourself Creative Handbook is worth a revisit to glean best practices.

Given the context and Artspace's understanding of the creative sector, **a mixed-use concept with affordable workforce live/work housing would benefit the local creative sector and is greatly desired.**

A predevelopment scope of work should include facilitated conversations with potential “commercial” tenants interested in new space and that can bring creative vitality to the ground floor of a Space to Create project

Local Leadership

Strong local leadership is essential for any community-driven arts project, especially one involving an out of town developer like Artspace. Without people and friends on the ground to open doors, advocate effectively for the project, and keep communication flowing, there is little chance of success.

The local leaders who help make Artspace projects possible come from many walks of life. An ideal team consists of a diverse mix of artists, nonprofit leaders, bankers, foundation heads, business owners, real estate agents, developers, and architects. Age diversity is also important to reach creatives in different stages of life. Other local leaders with whom we often work include elected officials and city administrators who manage departments responsible for initiatives that involve economic development, affordable housing, and public access to art. What they have in common is passion, commitment, and a willingness to work hard to make things happen.

We asked creatives to share their thoughts about the greatest challenges and barriers the creative sector faces in Salida, and we encouraged them to focus on space-related issues. This feedback helps Artspace and the City plan during the Space to Create process and it helps civic leaders, such as City officials and the Salida Creative District, understand challenges to progress and opportunities that can address them.

One comment we heard repeatedly was the cost of living and working in Salida has led many artists to relocate or be in fear of losing their space. The **top challenges** that were repeated include:

- Affordable and accessible space (housing, studios, collaborative, dance);
- Cost of Living increasing dramatically;
- Lack of communication, network of creatives;
- Available financial resources;
- Culture of art for “free”/not a priority unless you are an artist;
- Change is slow to be embraced.

Core Group

In Salida, having the City's Arts and Culture Department and City Administrator Drew Nelson lead this effort showed the City's commitment. Micheal Varnum and Patrick O'Brien together have years of experience in Salida and have led the Salida Creative District and Salida SteamPlant and its multifaceted programming. They assembled an impressive group (see Page 2 for full list) that had representation from City Council (Justin Critelli), and the local arts scene (Tina Gramann, Ken Brandon, Lindsey Scot Ernst, and Naters) that all added tremendous context, history, and value to the team.

This team was also responsible for the launch and marketing of the Creative Space Needs Survey. They did a tremendous job creating new and unique content and reaching creatives in Salida, resulting in **319 responses** to the survey.



Image Source: Space to Create Salida Instagram

Civic/Finance Leaders

Beyond the Core Group, participants at the Civic/Finance Leaders Focus Group included representatives from the following:

- High Country Bank
- Chaffee Housing Authority
- Mayor, City of Salida
- Salida Chamber of Commerce
- Chaffee County Economic Development Corp
- Department of Local Affairs (DOLA)
- Ark Valley Voice
- Chaffee Housing Authority
- City of Salida



It was noted that the community's overall lack of affordable housing, both for-sale and rental, is a challenge to keep creatives in Salida. They also underscored their commitment to downtown, its walkability, and history. Our overall impression is that there is the political will, know-how and resources to move a project forward. In fact, the current leadership feels poised to take on a project at the size and scale of a typical Space to Create project.

One missing link was a strong connection to leaders of nearby communities, a project like this would also serve creatives in both Buena Vista and Poncha Springs. Since this visit and meetings also served as the launch of the Creative Space Needs Market Study, having representatives from the larger area would have been beneficial for marketing the survey.

Potential Partnerships

Both formal and informal partnerships can help a Space to Create project address multiple community goals. We rely on local leaders to bring important opportunities for such partnerships to our attention and to make meaningful introductions. Identifying partners can mean many different things at this phase of the study. These groups/ organizations/entities could be eventual users, programmers, tenants, activators, and in the short-term help with survey marketing. Any Space to Create project relies on the local creative community to activate new space, so identifying partner organizations early on to bring into the conversation around space is a first step.

Focus group participants and Core Group members were asked to identify **potential partners** that could enrich an arts facility project or be complementary. They identified the following:

- | | |
|--|---|
| • Articipate | • Libraries |
| • Bones | • METAB |
| • Box of Bubbles | • PfCA |
| • Boys and Girls Club | • Pike-San Isabel National Forests |
| • Central Mountain Small Business Development Center | • Public schools |
| • City of Salida Recreation Department | • Rotary clubs |
| • Colorado Mountain College | • Rural Economic Development Initiative |
| • Chaffee County Community Foundation | • Salida Circus |
| • Creative Aging Programs | • Salida Creative District |
| • DOLA | • Salida Council for the Arts |
| • Chaffee County Economic Development Corporation's entrepreneur program | • Salida School District |
| • Central Mountain Entrepreneurs | • Salida Montessori School |
| • Educational institutions | • Salida Studio Tour |
| • Film commission | • Sanctum drawing school |
| • Film Makers | • The Lobby Gallery |
| | • The SteamPlan |

Community Planning Priorities

In the Civic and Finance leaders focus groups, Artspace asked about other civic planning priorities that a project like this should take into consideration. Salida's Creative District Strategic Plan update is planned for later this year and the City plans to add a new community liaison position for the Salida Creative District. Locally, the city is working on an update of the land use code and planning for projects to utilize their American Rescue Plan Act (ARPA) Funds. There are many new LIHTC affordable housing projects in the works, and the city is working to acquire a dilapidated site in downtown, which has Space to Create potential and discussed more in depth in the potential sites section.

Funding and Financing

When considering financial feasibility and return on investment, Artspace takes into consideration the multiple points of impact of a potential project. Returns on investment can include not only affordable housing but also blight remediation, adaptive reuse of historic buildings, and infrastructure investment in the cultural economy.

In addition to these sources, mixed-use arts projects of the kind Artspace has developed over the years can tap into several federal and state funding programs. Among these are Low Income Housing Tax Credits (LIHTCs), a federal program established in 1986 to encourage the development of affordable housing. This program, and others like it, exist to encourage the development of affordable housing, rehabilitation of historic buildings, economic revitalization of neighborhoods, and other public purposes.

Artspace has experience with Colorado's funding tools for mixed-use affordable housing projects. However, each town and county is unique in its approach and in the sources available for important “gap” funding. The Civic/Finance Leaders Focus Group meeting with members of the local and regional financial sector is a first step to identifying potential local public and private resources.

In Salida, the group was quick to grasp that every Artspace project relies on a mix of national, state, and local funding. The group was very engaged and optimistic. Its members clearly understood that it will take a creative “out of the box” approach to fund a project in Salida.

Even LIHTC projects have funding gaps, which typically amount to about 40% of the total project cost. Other sources from public programs, such as Community Development Block Grants and HOME funds, can help close the gap but are not typically available in towns and counties of Salida's size. Additionally, Artspace relies on the philanthropic community for the final dollars and seeks those dollars in collaboration with the community. Philanthropy comes in the form of gifts from foundations, corporations, and individuals.

In every case, an Artspace project must be prioritized by civic leadership for the development sources to be secured. Project partners undertake a tandem effort to identify and secure the necessary predevelopment funding. Strong town and state leaders can often identify and prioritize funding for projects that align with their community goals.



SteamPlant, Salida, CO // Image Source: Artspace



The Lobby Gallery at the Palace Hotel, Salida, CO // Image Source: Artspace

Public and Private Funding Opportunities

During our Preliminary Feasibility Visit, Artspace discussed the following potential funding sources. We know about and have used many of the sources below for our mixed-use live/work projects in Colorado, now numbering three completed projects in Loveland (Phase 1), Trinidad and Ridgway (both in the Space to Create program) with three more in development in Grand Lake (Space to Create), Loveland (Phase 2) and Colorado Springs. Artspace has also become aware of new potential funding opportunities through the American Rescue Plan Act (ARPA), additional funding programs within the Department of Local Affairs (DOLA) and through the State's Community Revitalization Fund (CRF), a \$65 million funding source for creative sector projects that may be renewed at some level during the 2022 legislative session.

Low Income Housing Tax Credits (LIHTC) can generate up to two-thirds of the construction revenue needed for a typical Artspace live/work project. LIHTCs come in two versions: 9% and 4%; the former are highly competitive, the latter are easier to obtain but generate less revenue. In Colorado, LIHTCs are administered by the Colorado Housing Finance Agency (CHFA), an agency we know through our projects in Loveland, Trinidad and Ridgway, all of which secured 9% LIHTC funding.

2021 FIGURES FOR CHAFFEE COUNTY, CO			
Area Median Income and Rent (Only for Live/Work Space) - 4-Person AMI: \$72,800			
HOUSEHOLD SIZE	INCOME (30-60% AMI)	# OF BEDROOMS	MAX. RENT (30-60% AMI)
1	\$15,450-\$30,900	Efficiency	\$772
2	\$17,640-\$35,270	1	\$827
3	\$19,860-\$39,720	2	\$993
4	\$22,050-\$44,100	3	\$1,146

Source: novoco.com

Historic Tax Credits (HTC). To qualify for the federal program, a property must be listed on the National Register of Historic Places either individually or as a contributing member of a designated historic district. In Colorado, a state HTC program provides additional funding for projects that qualify for federal credits. The Colorado Office of Economic Development and International Trade (OEDIT), of which CCI is a part, administers both the federal and state historic tax credit programs.

The State Historical Fund provides grants for the preservation and renovation for historic projects through History Colorado.

Community Revitalization Grant is a new funding program for the State of Colorado and provides \$64 million to 34 projects across the state in 2021. This one-year program is being considered for legislative renewal during the 2022 legislative session. The Colorado Community Revitalization Grant provides gap funding for projects in creative districts, historic districts, main streets or neighborhood commercial centers. This grant will support creative projects that combine creative industry workforce housing, commercial spaces, performance space, community gathering spaces, child care centers, and retail partnerships for the purpose of economic recovery and diversification by supporting creative sector entrepreneurs, artisans, and community non-profit organizations. Awards can be made in communities up to \$5 million per city/town and/or project. Both Jane's Place (\$1.3 M) and the Salida Circus Outreach Foundation (\$450K) received grant awards from this new and unique program.

The USDA Rural Loan program has several low-interest loan and grant programs for which mixed-use affordable housing projects may be eligible. Areas of interest include business development, housing, technical assistance for job relocation, and capacity building. For example, the program for community facilities offers 30-year loans at a 2.75% interest rate.

American Rescue Plan Act (ARPA): Municipalities and Counties received federal funding for a variety of broadly defined infrastructure improvements which can include affordable housing. Artspace recently received an allocation of \$5 million in ARPA funding through the State of Colorado for its 55-unit affordable housing project for creatives in Colorado Springs.

Enterprise Zone Tax Credit Program, managed by OEDIT, includes a 25% tax credit for individual donors making contributions to charitable projects located in an Enterprise Zone. This program is not a revenue source but an incentive for private contributions. Artspace used it for the first phase of its Loveland project and is using it again for Phase 2 of the Loveland project restoring the historic Feed & Grain building. This is a major incentive for individual contributions.

DOLA (Department of Local Affairs) has grant and loan programs that may be applicable from both the Division of Local Government and the Division of Housing. These programs can be used for community facilities, affordable housing, technical assistance, business development, job creation and more. These include Energy/Mineral Impact Assistance Fund (EIAF), Rural Economic Development Initiative (REDI), and Community Development Block Grants (CDBG). DOLA has been a major funding source for predevelopment for the Space to Create projects in Trinidad, Ridgway and Grand Lake. Because of the State's surplus and additional federal funding, DOLA has new and increased funding opportunities that could also apply to Space to Create projects.

Federal Home Loan Bank – Topeka is one of twelve government-sponsored Federal Home Loan Banks that provide equity to support housing financing and community investments.

Colorado Office of Economic Development and International Trade (OEDIT) provides financial and technical assistance for small business development, employee owned businesses, Enterprise Zone tax credits, Opportunity Zone technical assistance and guidance for tax credits for private investors, funding for creative districts.

Marijuana Excise Tax Advisory Board (METAB) grant program for which affordable housing is also a priority. Grants are made up to \$25,000.

Colorado Creative Industries in OEDIT provides additional funding for predevelopment for the Space to Create projects across the state.

Chaffee County Economic Development Corporation can assist with navigation of State and Federal loan programs and it was mentioned they have issuing authority of Private Activity Bonds.

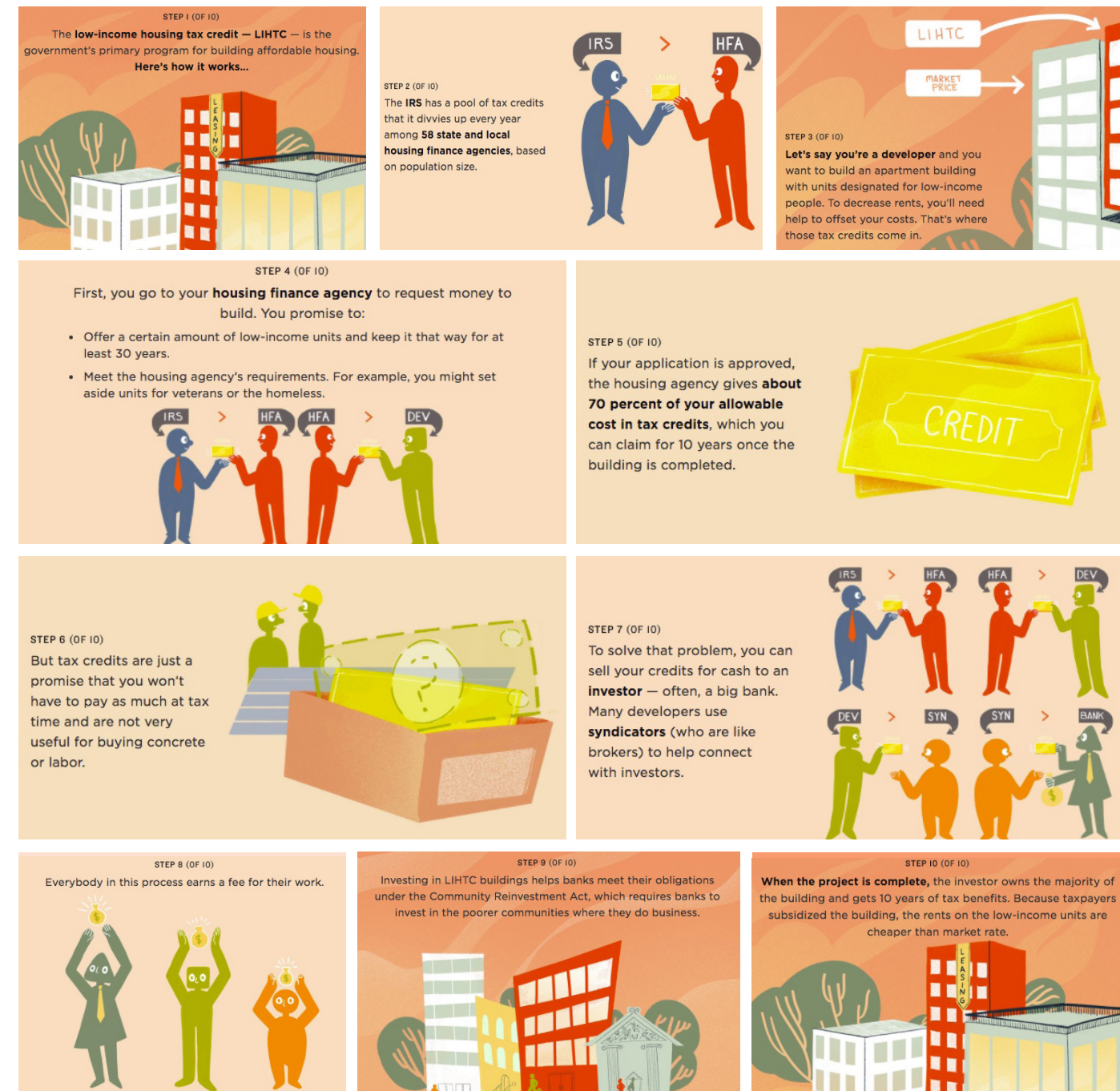
ARTIST PREFERENCE IN AFFORDABLE HOUSING

Artspace live/work projects are unlike most affordable housing in that we use an “artist preference” policy to fill vacancies.

For each project, we appoint a committee that includes diverse artists who are not applying to live in that project. The committee interviews income-qualified applicants to determine their commitment to their chosen art form or creative pursuit. It does not pass judgment on the quality of an applicant's work, nor is it permitted to define what is or is not art. Artists do not need to earn any of their income from their art form.

Although the IRS challenged the “artist preference” policy in 2007, it dropped the challenge after the Housing and Economic Recovery Act of 2008 became law. That law states: “A project does not fail to meet the general public use requirement solely because of occupancy restrictions or preferences that favor tenants...who are involved in artistic or literary activities.” This clause was threatened again in December 2017, but through broad reaching advocacy efforts, the new Tax Cuts and Jobs Act retains the artist preference language in the final signed version of the law.

UNDERSTANDING LOW-INCOME HOUSING TAX CREDITS (LIHTC)



Source: NPR, Illustrations by Chelsea Beck/NPR. Explainer by Meg Anderson, Alicia Cypress, Alyson Hurt, Laura Sullivan and Ariel Zambelich/NPR and Emma Schwartz/Frontline

Private Philanthropy

Most Artspace projects rely in part on gifts from community foundations, private foundations and individual donors to close the gap between project costs and revenue from all other funding sources. Although a full-fledged capital campaign is not typically necessary, it is important for local leaders to know that private philanthropy is likely to be required and to help us identify and cultivate prospective donors. Artspace projects are financially self-sustaining and do not need annual gifts for operations. In the case of Salida, several focus group participants and Core Group members spoke highly of the potential of generous families who would be prospective donors to a Space to Create project. In addition, there are several state foundation partners, the Boettcher and Gates Foundations who are already invested in Space to Create. A few county-based community, corporate and family foundation opportunities that were mentioned during the study are below.

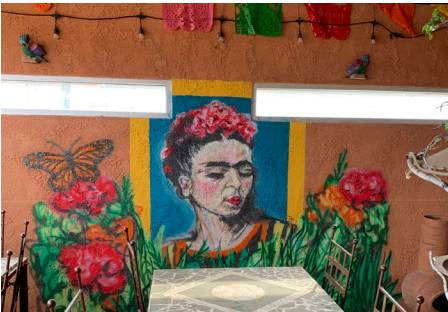
- **Chaffee County Community Foundation** has a grantmaking program of its own in addition to being an advocate for others to contribute to community projects that align with their priority focus areas. Jane's Place is a great example of a new affordable housing project that received funding from the Community Foundation and was also featured on their website as a project the Foundation advocated for others to support.
- **Climax Area Community Investment Fund** was established in 2011 to focus on programs and projects that create a sustainable community benefit after the mine closed. Grants are given to nonprofit organizations in Summit, Lake, Chaffee and Eagle counties.
- **Blue Triton** formerly known as Nestle Waters North America has a water bottling and production facility in the region. Although controversial for their use of plastics and unsustainability, they are a large multinational corporation that may be looking to fund community projects.
- It was mentioned that there is a culture of generosity and giving in Salida from both the **Rotary Clubs and private individuals**.

Affordable Housing Developments

It is remarkable that Salida has several affordable housing projects already underway. **Jane's Place**, as it's affectionately named after the late Jane Whitmer, former owner of the site, is a collaboration between the Chaffee County Community Foundation and the Chaffee County Housing Authority. Located at the intersection of Highway 291 and West 3rd Street on a ½ acre site, this innovative project will provide 17 units of affordable housing plus 1,375 square feet of community space that will include a local coffee shop and other community-oriented businesses. Jane's Place is slated to be under construction later this year and be completed in 2023.

Jane's Place is currently estimated to cost \$4.5 million and has received major funding commitments from a host of funders from the State of Colorado Community Revitalization Grant program, City of Salida, Chaffee County as well as contributions from individuals, foundations and local businesses.

Confluent Park Apartments is a 48-unit affordable housing project on the east side of Salida developed by Commonwealth Development and currently under construction. This project was the first one in 23 years to receive an allocation of 9% Low Income Housing Tax Credits from the Colorado Housing Finance Agency when the credits were awarded in 2020. Capital sources for this \$13 million project include LIHTC, DOLA Division of Housing and a first mortgage. This project received the tax credit award the same year Artspace received the award for the 30-unit Space to Create Ridgway project now nearing completion.



Public Art Around Salida, Murals by Core Group Member, Tina Gramann // Photo Credit: Artspace

Artspace Funding Example

Two funding and financing examples from Artspace's portfolio are Trinidad Space to Create and Ridgway Space to Create. The charts below show in simplified form the financial sources for each of these developments.

TRINIDAD SPACE TO CREATE // TRINIDAD, CO

Source	Amount	Percent
PUBLIC SOURCES		
Low Income Housing Tax Credits (9%)	\$10,215,244	56%
CO Department of Local Affairs - Housing	\$600,000	3%
CO Department of Local Affairs	\$2,000,000	11%
City of Trinidad	\$1,800,000	10%
Federal Historic Tax Credits	\$1,307,464	7%
CO State Historic Tax Credits	\$1,149,663	6%
History Colorado	\$200,000	1%
PRIVATE SOURCES		
Private Sector Philanthropy	\$525,000	3%
Sponsor Loan - Philanthropy	\$372,500	2%
Deferred Developer Fee	\$215,433	1%
TOTAL	\$18,385,304	100%



Trinidad Space to Create // Photo Credit: Artspace

BUILDING STATISTICS:

- Opened: 2021
- Development Cost: \$18 Million
- Location: Historic preservation on Main Street and new construction on Elm Street
- Total Area: 49,000 Square Feet
- Live/Work Units: 41
- City-Owned Creative and Community Space: 20,000 Square Feet

RIDGWAY SPACE TO CREATE // RIDGWAY, CO

Source	Amount	Percent
PUBLIC SOURCES		
Low Income Housing Tax Credits (9%)	\$6,669,586	71%
DOLA Housing	\$650,000	7%
PRIVATE SOURCES		
Residential First Mortgage	\$1,250,000	13%
GP Capital Contribution	\$119,986	1%
Sponsor Loan (Philanthropy)	\$650,000	7%
Deferred Developer Fee	\$85,000	1%
TOTAL	\$9,424,572	100%

Project funders to date include: Boettcher Foundation, Enterprise community Partners, Cates Family Foundation, Ridway Creative District, State of Colorado's DOLA and CCI Agencies, Telluride Foundation, and the Town of Ridway

BUILDING STATISTICS:

- Owner/Developer: Artspace
- Architect: HHL Architects
- General Contractor: Stryker and Company (Montrose)
- Partners: Town of Ridgewya, Colorado Creative Industries (CCI), Department of Local Affairs (DOLA)
- Type of Development: New Construction
- Number/Type of Units: 30 live/work units, including 6 2-bedroom units and 24 1-bedroom units
- Affordability: 30-80% AMI
- Commercial Space: 2,000 sq. ft.
- Estimated Project Cost: \$10M
- Estimated Timeline: Under Construction, Projected Completion July 2022



Photo Credit: Artspace

Potential Sites

In preparing for our visit to Salida, we asked the Core Group to identify priority sites in the community that might be candidates for a mixed-use creative space project.

Site Tour Observations

FIRE STATION SITE: 124 E STREET

The Salida Fire Department is planning for a new facility that will open in 2024 and will vacate this downtown site at that time. While its location is prime in the historic downtown district, its configuration of three small historic buildings and a small vacant lot, do not easily convert to residential uses. The historic buildings are not considered contributing, but their location in the Historic Downtown District are subject to review by the Historic Preservation Commission, depending on the development proposal. In addition, the footprint of the site at 0.17 acres (approximately 4,000 SF) is not large enough for a mixed-use project with workforce housing and space for working studios and/or shared creative spaces. In addition to these important factors, we think the timeline of 3-4 years for the fire department to vacate the building would not align with how fast we would like to move to secure a site for Salida creatives.



Photo Credit: City of Salida



Photo Credit: City of Salida

APARTMENT SITE: 102 D STREET

At ½ acre, this site at the intersection of D and 2nd Streets is occupied by a 12-unit 2-story apartment building, a vacant lot, and house. The existing buildings have been vacant for 5 years and are slated to be demolished and acquired by the city later this year. This property has been a challenge for the city's residents and given its prime downtown location is ideal for the Space to Create initiative. Downtown zoning allows for 3-story new construction which would easily accommodate a 20-30 unit mixed-use affordable housing project with some on-site parking as well as street parking.



Photo Credit: Artspace

The 1st Street side of the project would be a terrific location for some of the creative commercial spaces discussed in the focus groups and from the responses to the Creative Space Needs Market Survey.

The Apartment Site on D Street is an excellent location for the Space to Create project and would enable the project team to move fairly quickly toward city approvals and funding applications once a predevelopment contract for funding is approved.



Photo Credit: Artspace

Name	Fire Station	D Street Apartments
Location:	124 E Street	102 D Street
Relation to Downtown	In downtown Historic District and Creative District	In Creative District, not Historic District
Size and Development Potential	84,313 sq. ft.	0.5 acres
Projected Ease of Acquisition	Good: Owned by City of Salida, but will not be available until 2024	Excellent: Soon to be City-owned
Accessibility	Walk Score: 81. Heart of downtown; centrally located	Walk Score: 76. Heart of downtown; centrally located
Parking	No onsite parking	Enough space for onsite parking; capacity unknown at this time
Renovation or New Construction	Some historic rehabilitation and new construction	New construction
Environmental Issues	Unknown	Unknown, but likely fine since previously was residential uses
Potential for Sustained Community Impact	Great location; would add more creative uses in downtown, but too small for artist housing and not easily adapted	Good size for artist housing; 1st Street has potential for creative businesses and can anchor the southeast part of the Creative District
Zoning (For Intended Uses)	Would need to be rezoned	Zoned for mix-use/residential; up to 3 stories
Potential for Support (Public and Private)	Potential for historic tax credits	Potential for LIHTC, DOLA Housing, traditional financing, ARPA and CRF
Summary (Intangibles)	Center of downtown; excellent visibility; would bring much needed residential to the downtown core	High visibility; eyesore of the community could be redone into a community-driven project bringing in good energy into that part of downtown and more residents

Given the financial underpinning provided by Space to Create and the other state programs, as well as a strong, committed leadership group, Artspace believes that multiple arts projects can succeed in Salida.

The T-Rex spaces that are already underway as artist studios and/or collaborative spaces can begin to meet the near-term demand. The Space to Create project would work very well as creative workforce housing on the D Street Apartments site and thirdly, the Fire Station site as potentially being a community developed creative space in the longer-term once it is vacated by the Salida Fire Department in 2024. These recommendations are based on the strength of the creative sector, our observations and meetings during the Preliminary Feasibility Study, and from the Creative Space Needs Survey Summary Findings detailed in the next section. For Artspace's full recommendations and next steps please see page 41.

Item 9.

IV. SALIDA CREATIVE SPACE NEEDS SURVEY: Summary Findings

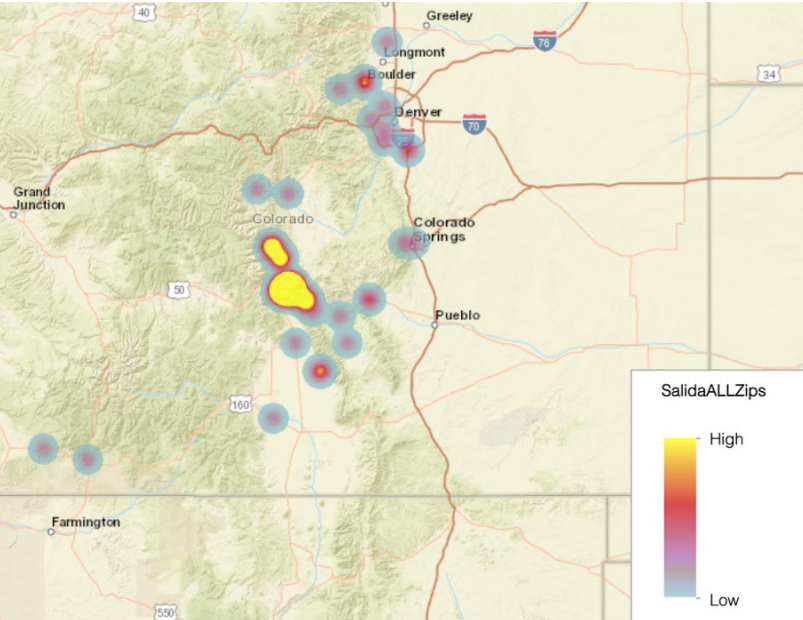
Background

The Creative Space Needs Survey launched in tandem with Artspace’s in-person visit on January 19, 2022. The survey was available online at SpacetoCreateSalida.org and closed on March 9. It was available for seven weeks and promoted via social media and other channels to individuals and creatives in the making, creative and arts sectors. The purpose of the survey was to first and foremost quantify the demand for Live/Work Housing and Private Studio Space for creatives, in a proposed Space to Create project in Salida and to:

1. Determine the level and type of interest in Shared Creative Spaces in Salida.
2. Help with conceptualizing those spaces.
3. Encourage the city of Salida, creative community local organizations and property owners and developers to foster and create new creative spaces.
4. Start an interest list of those individuals and organizations who need space to help local stakeholders matchmake with available spaces.

Respondent Overview

There were **319 total survey respondents** of which 259 **(81%) indicated an interest in at least one type of creative space in Salida**. The majority (72%) of respondents are current permanent residents, 8% are seasonal residents, and 7% lived in Salida in the past. For those 66 respondents who do not currently live in Salida, about half live within 10 miles from Salida.



Heat Map of Respondents’ Zip Codes // Mapping Source: Esri Community Analyst

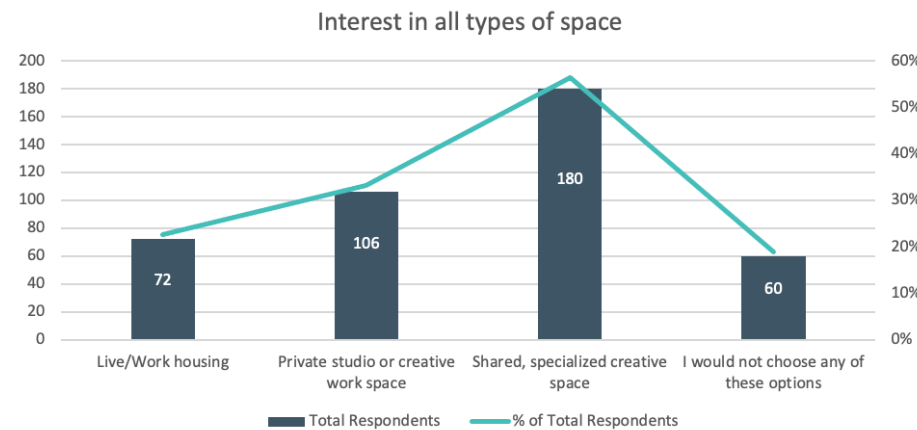
The significant hyperlocal response suggests that investment in new spaces and initiatives would serve local residents and businesses and that the regional needs and interest in space may have been underrepresented.

Spaces Needed

The following are the respondents' space needs listed in order of greatest interest. *(Respondents may have selected multiple options.)*

1. **Shared creative space: 180 (56%)**
2. **Private studio workspace: 106 (33%)**
3. **Live/Work housing: 72 (23%)**

In similar surveys conducted nationally, it is common for shared, specialized space to be the top priority space need of the creative sector.



Live/Work Housing



There is demand for **18 housing units**. We utilize a 4:1 redundancy ratio for our calculation for Space to Create communities in rural Colorado (72/4). This is a very conservative estimate based on factors that we know influence the overall demand calculation. For housing (that is targeted to those at or below 60% or 80% of AMI) demand factors include:

- **Income Qualification:** 35 (49%) of interested respondents income qualify at or below 60% of AMI. Given that the incomes provided by respondents are unverified and household compositions may change, there are still a considerable number of respondents potentially over-income. HUD's published income limits are revised annually and on page 27. If funding sources support up to 80% AMI, the market will support more live/work housing, 67% (48 respondents) qualify at 80%.
- **Homeownership:** 15 (21%) of respondents who want live/work housing currently own their residences. These interested creatives may be less likely to relocate to a rental situation from their ownership situation.
- **Duplication:** 15 (21%) indicated someone else in their household was also taking this survey and expressing interest in live/work housing, and 13 (18%) were unsure. This is a very important caveat as we think about these respondents potentially renting units as a household.
- **Student Interest:** Interested creatives who are currently full-time students are 7% and their household incomes/ location preferences/ compositions are all likely to change post-graduation.
- **Overstatement of Interest:** While not quantifiable, enthusiasm for new space and the project concept may influence an affirmative response, but not result in actual relocation.
- **Rental Affordability:** Residents would have to consider LIHTC rents affordable, which is based upon paying up to 30% of one's income in rent annually. This can be seen as a high amount to spend on housing to many.
- **Future Household Composition Changes:** Respondents' household compositions may change during the project development phase and some respondents may no longer be eligible or interested. The survey methodology assumes that respondents are solely representative of need and interest and not necessarily the specific household that would relocate in the future.

IMPACT OF NEW AFFORDABLE LIVE/WORK HOUSING

Creating new space for the creative sector would help retain artists in Salida. 75% (33) of those who are permanent residents of Salida have considered leaving, and 100% of them would stay for the opportunity to have affordable live/work housing.

SHARED FLEX SPACES PREFERRED USE

Top ways respondents indicated they would most use shared flex space available to residents in the project. (Respondents could choose multiple options)

1. Exhibitions/Gallery Showings: 32 (44%)
2. Teaching/Demonstrations: 32 (44%)
3. Shared Studio workspace for low impact projects: 30 (42%)
4. Shared Studio workspace for messy/light industrial: 25 (35%)
5. Small-scale performance: 22 (31%)
6. Meetings: 13 (18%)

Private Studio Space



There is demand for at least 21 private studio spaces. Artspace utilizes a 5:1 redundancy ratio for these spaces in rural communities. Income and market fluctuations are more likely to impact studio space rentals than housing rentals, resulting in the potential of higher turnover. Typically, a private studio workspace needs to be rented at \$1.00/square foot or more to be financially self-sustaining. 74 (70%) of respondents indicated an ability to pay \$1.00/square foot or more. This also factors into the demand calculation.

This conservative estimate also considered that the amenities and square footage requested by interested respondents may not be feasible to provide affordably (e.g., ventilation for industrial arts and spaces over 500 SF etc.). The most requested studio space size is between 100-500 SF and similarly between \$100-\$600/month. 68% of interested respondents also stated they would "definitely" or be "somewhat likely" to share a private studio space with at least one other artist.

The value of this recommendation relies on a diverse selection of private studio space options that reflect the sizes, amenities, and rental cost, preferences of interested artists/creatives. Respondents interested in private studio space would use it for the creative work types listed in the sidebar.

Developers interested in building private studios are encouraged to read the full Technical Report Addendum and incorporate artist friendly amenities (common area wifi, utility sinks with traps, and additional storage) when making studio space for artists.

PRIVATE STUDIO PREFERRED USE

1. Studio Arts, Non-industrial: 46 (43%)
2. Classes or workshops: 36 (34%)
3. Light Industrial: 31 (29%)
4. Exhibiting or Presenting: 27 (25%)
5. Desktop Arts: 21 (20%)

Shared Creative Space



With 180 total respondents expressing interest, Shared, Specialized Creative Space ranks by far as the most preferred space type in Salida. 116 (64%) indicated an interest in ONLY shared creative space. The desire for this space is very high.

Artspace recommends including, to the extent feasible, shared creative space in any new multi-use facility and ensuring that it is suitable for teaching, workshops, and general-use. It will be important to identify an organization/business or individual who could lease commercial space in a new facility and offer the specialty spaces and programs preferred by respondents. There could be an opportunity for space like this in all three projects discussed, the T-REX building concept, a Space to Create project and the Fire Station. These needs could also be met by incorporating them into existing creative businesses and spaces in the Salida Creative District.

MOST PREFERRED TYPES OF SHARED SPACES

- 1. Teaching or Workshops: 67 (37%)
- 2. General Use Studio: 57 (32%)
- 3. Exhibition or Presentation: 54 (30%)
- 4. Retail or Marketspace: 44 (24%)
- 5. Light Industrial: 38 (21%)
- 6. Rehearsal: 37 (21%)
- 7. Co-working: 29 (16%)

Designing Artist Spaces

Planning for new space requires more than just quantifying interest in live/work housing, private studio, and shared creative spaces. Location, rental costs, shared amenities, size, and design features all impact marketability of new spaces. Regional market conditions, funding strategy, available operators of shared spaces, and project budget also influence what spaces are created and the amenities and features that are included.

If buildings are designed to incorporate features and amenities that artists prefer, then the artists are better served and spaces are more leasable. In the design phase, developers should be mindful of the environment preferences of specific types of art (e.g. lighting, flooring, heating/cooling, ventilation noise, ceiling height, etc.) All artist spaces need safe and secure storage, and the ability to easily load and unload projects, materials, and equipment. This means wide hallways (6-foot width minimum), oversized doorways and elevators with 3,500 pounds capacity. It can also include loading zones and space for package pick-ups. Certain art materials can be toxic, which adds a level of consideration for trash disposal and utility sink drains. The surfaces should be highly durable and low maintenance (e.g., stained/polished concrete, sealed/epoxy coated concrete, ceramic or porcelain tile, or linoleum or wood products, and no carpet.)



Photo Credit: Artspace

Respondent Profile

Creative Industry Involvement

The arts, creative, artisan, and maker fields were diversely represented by survey respondents. The top five creative industries represented by the 319 respondents are painting/drawing/illustration/mixed media, photography, writing/literary arts, art gallery/exhibition/curatorial, and music.

We also asked respondents if they had another occupation in a non-creative/maker field. 65% indicated that they did with the highest percentage in education, professional/business services, leisure/hospitality, and retail.

Respondent Inclusivity

Diversity, Equity, Inclusion, and Accessibility are core to the mission of Artspace and the utmost effort was given to include diverse voices as part of this study. Despite best efforts, the outreach and resulting data is not representative of the diversity of Salida.

There are local organizations working on diversity initiatives that we met, PfCA specifically with their LGBTQIA advocacy and 38 (12%) survey respondents identified as a member of the LBGTQIA community.

We know that creatives come from all walks of life and 17 (5%) respondents are veterans of the United States Armed Forces.

In terms of race and ethnic diversity, an overwhelming 90% of respondents identified as white/caucasian which aligns closely with Salida's population. 70% of respondents identified as female. A majority female response is common in similar surveys conducted nationally. Reaching diverse communities and engaging them in a survey project of this nature requires using non-traditional promotional channels and strategies and even then the response may not be as diverse as hoped. However, there was great age diversity among the respondents to this survey. Even though the median age in Salida is 49.2, 50% of respondents are 50 years of age or younger. For those interested in live/work housing, that increases to 61%.

RESPONDENT RACE AND ETHNICITY			CITY OF SALIDA
White/Caucasian	287	90%	92%
Hispanic/Latinx/Latino/a	14	4%	12%
Multiracial/Multiethnic	7	2%	3%
Asian American/Asian	4	1%	1%
American Indian/Native Alaskan/Hawaiian	4	1%	1%
TOTAL RESPONSES/POPULATION	319	100%	6,200

Source: Artspace Creative Space Needs Market Survey Data and Esri Community Analyst

Organizations/Creative Businesses/Individuals Seeking Space

Appendix B contains many of the organizations/creative businesses/individual creatives who indicated a need for at least one kind of space and offered their websites/social media for inclusion in this report.

The breadth and diversity of the art forms and the artists is very commendable. A huge variety of creatives and organizations responded to the survey. It is clear many use home studios and festivals/markets, Etsy, and Instagram to get to the word out, and don't have physical spaces. We recommend the Salida Creative District and the Core Group review the supplemental data provided confidentially as part of this work. There are many great ideas and comments about the spaces needed locally and types of classes, programs, workshops the community would like to attend and host.

Survey Methodology

Our Salida Space to Create Core Group leaders led the local survey promotion efforts that included social media posts, traditional media coverage, direct emails, sharing flyers, and putting up posters in the Creative District. In addition, the group went beyond and attended in-person film screenings to make announcements, did radio interviews on KHEN, a print piece in Mountain Mail, and visited galleries in person to meet creatives. The Salida SteamPlant, Salida Council for the Arts, City of Salida Arts & Culture all shared the survey link reaching nearly 3,000 through their mailing lists.

The Salida Space to Create Instagram account made 27 posts and acquired 292 followers and the SteamPlant also shared on Facebook. The top three ways respondents learned about the survey were through social media 29%, email 26%, and through a friend/colleague 23%. COVID-19 limited the opportunities for formal and informal in-person gatherings that usually helps with survey outreach.

The survey respondents are a "sample of convenience," a non-probability sampling method. While believed to be grossly representative of the target population, generalization of the findings to broader populations cannot be conducted.

The respondents are representative of a need in a healthy, stable, creative/maker market and data is considered relevant for up to five years. The total responses included in the Technical Report are all completed survey entries, barring any apparent erroneous or duplicate responses which were removed. Due to the nature of data collection, and the bounds of confidentiality, the analysts at Artspace are not able to eliminate the entire possibility of duplicate responses. Data that is not statistically relevant due to low response numbers are omitted from this report. Small group differences or percentages should be interpreted carefully. Statistical analysis of the Alchemer (formerly SurveyGizmo) collected data was conducted via SPSS Statistics software and Microsoft Excel.



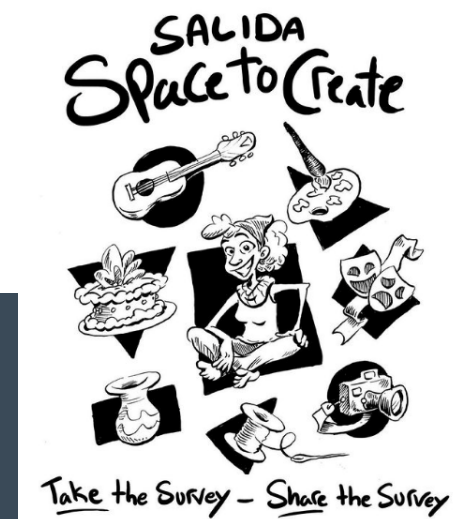
The Amigo Moto Lodge, Salida, CO // Image Source: Artspace



The Salida Core Group // Image Source: Artspace



T. Rex Hall, Salida, CO // Image Source: arkvalleyvoice.com



Artwork by Naters // Image Source: Space to Create Salida Instagram

V. RECOMMENDATIONS AND NEXT STEPS

Salida is at a crossroads and how it advances and supports its arts and creative sector is crucial for generations of Salidans to come. Its spectacular setting, ever popular tourism and recreation is booming, but for its residents there is a fear that Salida could become a "manila folder" if its citizens don't take action now for "artist preservation." On the last day of the Artspace visit, Core Group members shared their impressions and of note:

- This process brought together more creative people than the street closure for the Art Walk and the first of this sort of conversation and momentum to be seen.
- This process gave more artists a voice and let them know the City, County, funders, supporters all care and are listening to what they need.
- It's crucial to expand the Creative District beyond the SteamPlant and help make it a focal point.

Given the financial underpinning provided by Space to Create, the committed leadership group, the amount of positive creative sector feedback, the potential sites, and the number of creatives we met, **Artspace believes that a creative space project can succeed in Salida.** Accordingly, Artspace recommends proceeding to a Predevelopment Contract to secure site control of the preferred site and begin solidifying the project concept and financial resources for the Salida Space to Create project. Artspace sees a market for **30 units of creative workforce housing in addition to shared creative space, community space, and a mix of studio workspace.**

While our survey metric unveiled a market for 18 units, we believe that the demand will be higher given the affordability concerns and rapid population growth Salida is facing and the amount of creative activity that is happening in the region. Proper marketing of any future space and continued outreach will be a big component to drive creatives to the area.

Given the demand and significant interest, Artspace can see a three phase approach to making space for the creative sector:

- **Phase I:** Short-term Studios/Practice/Teaching space at the T-REX building (Locally led by Community Arts and [already in the works](#))
- **Phase II:** The Space to Create mixed-use development (Artspace involved),
- **Phase III:** Long-term creative community space in the Fire Station building. (Creative District Potentially)

The funding sources listed on page 26 should be reviewed as many could apply to all three, except for the housing specific funds.

Next Steps Toward a Space to Create Project

- **Identify the leadership group for the Space to Create Initiative.** The next phase of local work will involve periodic updates to the interested survey respondents and focus group attendees around this initiative. Continuing to think through ways the identified space needs could be incorporated into a future project, and eventually help with branding, brainstorming, and marketing. Having a cross-sector team similar to the one who led these studies will be ideal.
- **Check in with DOLA, CHFA, and other agencies** to discuss the types and likely timing of predevelopment and development support that might come from various state programs. Collaboration among the agencies and new ideas about funding will be critical. Artspace is happy to participate in these conversations.
- **Continue to explore private sector funding opportunities** and how they might be pursued for a Space to Create project in Salida. The Boettcher Foundation has already made a broader commitment to each of the Space to Create projects and the Gates Foundation (also based in Denver) has been a funder of all of Artspace’s rural projects in Colorado to date. Other private support will be needed to complete the funding picture. Typically, \$500,000 to \$1.5 million is needed from philanthropic sources and leverages the public funding sources manifold.
- **Begin drafting a Predevelopment Agreement.** See Appendix A, “The Path of an Artspace Project,” which provides an overview of the steps involved in advancing a successful project. Artspace has a draft agreement from past work in Colorado that can be discussed as a starting point.
- A pre-development scope of work should include **facilitated conversations with potential “commercial” tenants** interested in new space and that can bring creative vitality to the ground floor of a Space to Create project.

Next Steps For the Creative District

The Core Group with the Creative District should review the Colorado Creative Industries Guidebook. [Step 3: Activate](#) in the [Call Yourself Creative](#) is a great resource and planning tool if a local organization or group of artists wants to help activate and program the T-REX Building spaces and eventually the Space to Create commercial spaces and Fire Station.

T-REX Space (Short-Term Activation - Currently Underway)

Next steps for activating the T-REX spaces:

1. Determine the leadership group/entity for advancing these spaces.
2. Determine the legal structure of the operating entity. Does it need to be a nonprofit, part of the Creative District or for-profit entity? What are the pros and cons of each legal structure?.
3. Look for applicable funding resources for a simple build out with flexible spaces and connect with Salida Arts and Culture Department about funding. How much of the retrofit of the space could be DIY? Determine the funding needed.
4. Identify creatives or small businesses that want to use the space (the supplemental data, Project Concept section, and Appendix B is a great place to start). Teaching space, gallery space, a resource library for sharing materials, classes for all ages, makerspaces and co-working spaces were all mentioned.
5. Financially model the spaces for \$1/SF/month rentals to keep it affordable for creatives.
6. Market the spaces and find users to fill and activate the space.
7. Have fun with it!

Matchmaking

Community members had many ideas of spaces that they would like to see for creative purposes and ways they can be activated. The Project Concept section as well as the supplemental data describes many of these uses. (See the Case Studies on Page 18 for inspiration). The Creative District/Core Group should identify other spaces that may be underutilized or be made available for creative uses.

Sometimes space sharing can also be an affordable way to enable more activation. For example, a gallery shop that becomes a meeting space/class space after hours or on days closed, underutilized church spaces for classes, events, performance, or rehearsal space (aka A Church), kitchen spaces that also accommodate community cooking classes. Look to the other 28 Creative Districts in Colorado to see how shared models and activities are taking place.

Broaden the Offerings of the Creative District

The Creative District (Salida Creates) runs and manages the SteamPlant, outdoor event programming on the river, and the Scout Hut incredibly well. Broadening the scope and reach to also include more service type features for creatives will help in building the stronger creative network that many desire. Suggestions for the District from Artspace’s conversations and survey feedback include:

- Providing information on **grants/funding opportunities**.
- Updating **Social Media** and the webpage for the Creative District members and highlighting local creatives and businesses.
- **Additional staff** dedicated to marketing and artist outreach. This is also very important for a future Space To Create housing development.
- Greater **visibility of the district boundaries** and who is included and what it means. The First Friday Art Walk is a great opportunity to introduce a new map and branding.
- Provide more forums for **networking opportunities and community conversations**.

Ongoing Engagement

Respondents overwhelmingly (79%) requested to be kept informed of Space to Create updates on the project. This suggests a great degree of enthusiasm among the local maker/creative/artist sector. The Creative District, a designee, or someone from the Space to Create team should be the point person for staying in touch with this motivated group through occasional emails (some provided contact information for this purpose), social media, representative organizations and other channels is highly recommended.

With Gratitude

Artspace greatly appreciates the opportunity to work with the City of Salida and Salida Creates and learn from its residents and leaders. Artspace came away with a strong sense of the potential for a creative live/work mixed-use facility.

Insights and recommendations in this report are solely intended to guide a project to the next phase of development and set Salida on the path to further support its creative sector through stable and affordable creative spaces.

APPENDIX A

PATH TO A SPACE TO CREATE/ARTSPACE PROJECT



Rome wasn't built in a day, and neither is an Artspace project. In fact, a typical Artspace live/work project takes from four to seven years to complete. Although no two projects are precisely alike, they all travel a similar path through the development process.

Here is a brief look at a typical Artspace live/work project as it proceeds from first inquiries through preliminary feasibility studies, an arts market survey, predevelopment, and development to completion and occupancy. Please note that this is not an exhaustive list of every activity that goes into an Artspace project, and that some actions may occur in a different order.

STEP 1: PRELIMINARY FEASIBILITY VISIT	
OVERVIEW	Information Gathering and Outreach
PRIMARY ACTIVITIES	- Meet with artists, local funders, businesses, civic leaders, and other stakeholders - Conduct a public meeting to introduce Artspace and solicit community feedback - Tour candidate buildings and/or sites - Extend outreach as needed to ensure that people from underrepresented communities are included in the process
DELIVERABLES	Written report with recommendations for next steps
PREREQUISITES FOR MOVING FORWARD	- Demonstrated support from local leadership - Critical mass of artists and arts organizations with space needs - Established base of financial support
TIME FRAME	3-5 months, kicked off by a 2-day visit
STATUS	Completed

STEP 2: ARTS MARKET STUDY	
OVERVIEW	Assessing the Market
PRIMARY ACTIVITIES	- Three phases to the study: survey preparation, data collection, and analysis/reporting - Quantify the overall demand for arts and creative spaces - Identify the types of spaces, amenities and features that artists want/need - Inform site selection, design, and programmatic decisions - Maintain community involvement throughout the project - Help build support and secure funding
DELIVERABLES	Written recommendations and technical report of survey findings
PREREQUISITES FOR MOVING FORWARD	Sufficient number of responses from eligible, interested artists to support an Artspace live/work project
TIME FRAME	6 months
STATUS	Completed

STEP 3: PREDEVELOPMENT I

OVERVIEW	Determining Project Location and Size
PRIMARY ACTIVITIES	- Work with City and other stakeholders to establish (a) preliminary project scope and (b) space development program for evaluating building and site capacity - Analyze candidate buildings/sites with respect to cost, availability, and other factors impacting their ability to address development program goals - Review existing information about potential site(s) to identify key legal, environmental, physical, and financial issues affecting their suitability - Negotiate with property owners with goal of obtaining site control agreement - Continue outreach to artists and arts organizations - Connect with potential creative community partners and commercial tenants
DELIVERABLES	- Confirmation of development space program and goals - Assessment of site suitability and identification of any contingent conditions to be resolved through continued due diligence - Site control agreement or update regarding status of site control negotiations - Summary of project status
PREREQUISITES FOR MOVING FORWARD	- Site control agreement with property owner - Growing stakeholder/leadership group - Both parties' agreement on project scope and feasibility
TIME FRAME	3-6 months
FEE	\$150,000

STEP 4: PREDEVELOPMENT II

OVERVIEW	Project Design and Financial Modeling
PRIMARY ACTIVITIES	- Establish process for selecting architectural team - Confirm development goals and space program with architectural team - Engage architect to create conceptual plans and schematic designs - Engage contractor or cost consultant to provide pre-construction services - Resolve any contingent conditions relating to site control - Create capital and operating budgets - Obtain proposals and/or letters of interest from lender and equity investor financing partners - Prepare and submit Low Income Housing Tax Credit application - Submit other financing applications as applicable - Maintain excitement for the project within the creative community - Encourage and guide local artists to activate the site with arts activities
DELIVERABLES	- Schematic designs - Financial pro-forma detailing capital and operating budgets - Preliminary proposals and letters of interest for project mortgage and equity financing - Summary of project status
PREREQUISITES FOR MOVING FORWARD	Award of Low Income Housing Tax Credits (first or second application) or commitment of alternative funding
TIME FRAME	12 months+
FEE	\$300,000

STEP 5: PREDEVELOPMENT III

OVERVIEW	From Tax Credits to Financial Closing
PRIMARY ACTIVITIES	- Secure final gap funding commitments - Raise funds for equity, including private sector philanthropic dollars - Complete construction documents and submit permit applications - Negotiate construction and permanent loan commitments - Negotiate limited partner equity investment commitments - Advance project to construction closing - Communicate the progress of the project to the creative community to keep up the involvement and excitement
DELIVERABLES	Successful closing and commencement of construction
TIME FRAME	4-6 months
FEE	\$300,000+

STEP 6: CONSTRUCTION

OVERVIEW	Construction and Lease-up
PRIMARY ACTIVITIES	- Oversee project construction - Engage property management company - Identify commercial tenants and sign lease agreements - Reach out to potential artist tenants, providing education on the application process - Conduct residential tenant selection process
DELIVERABLES	Completed project ready for occupancy
TIME FRAME	6-10 months

APPENDIX B

ORGANIZATIONS/CREATIVE BUSINESS/INDIVIDUALS SEEKING SPACE

The following list contains many of the organizations/creative businesses/individual creatives who indicated a need for at least one kind of space and offered their websites/social media for inclusion in this report. One of Artspace's recommendations and next steps is for the Core Group to look over this list and the supplemental data and see where there could be some matchmaking done around available spaces in the Creative District.

Instagram Handles

- @addstrawberreeees
- @Aelock12
- @alexmaes
- @alpandis
- @ambercramber
- @barnhouse_arts
- @beth_johnston_
- @blushandblue.bakingco
- @boshekbobo
- @brinkleymessickart
- @cecilydrawdesigncreate
- @chrislucibella
- @cocentralmagazine
- @coffeebytopo
- @compact.coffee
- @csupply
- @cwhyte
- @dangerous_donavan
- @david_w_shaw
- @dawnjamaria
- @Ekard_pastelworld
- @embellishedorganics
- @foodshedalliance
- @graciesfarmstead
- @graphittirainbow
- @harperpowellmusic
- @inkuirtyarts
- @jennwellsstudio
- @Joe Stone
- @joshuabeen
- @kat_mast_mosaics
- @kay_explores_
- @kerstinStockArt
- @lesliejorgens
- @lindsey.Scot.Ernst
- @Lizzybfrank
- @loa_loveoverall
- @lonewolfcollective
- @marahfellicce
- @MeganELombardo
- @metalyssa13
- @Naters.Art
- @ovierreindustries
- @padgettmcfely
- @painted_medicine
- @pattivincentstudio
- @playdough_the_philosopher
- @pranabeing
- @preservefilm
- @ranchoverdeflowers
- @rediscoveryourcloset
- @rivetingexperience
- @rosysdonuts
- @salidadreamer
- @savourthesenses
- @Silo_Studio_
- @smashingjewelry
- @Sterlingandsteel
- @SventastikProductions
- @thepicklewriter
- @therealmicahling
- @TinaPaintsATX
- @weaverwalkerco



Shelby Cox Robot Sculpture, Salida Fire Station, Box of Bubbles //Photo Credit: Artspace

Websites

Item 9.

- Achurchsalida.org
- akamystery
- alexmaes.com
- alpandisle.com
- amystery.substack.com
- blackhandforge.com
- boxofbubbles.com
- briceturnbull.com
- C.Shark Lambdin
- Canopyartscollaborative.org
- central colorado sound (facebook)
- coloradocentralmagazine.com
- commconnects.com
- Corvusescape.com
- dangerouscollective.com
- embellishedorganics.com
- embodysoul
- Explore.David-w-Shaw.com
- FourWindsGallery.Salida (Facebook)
- Facebook.com/rosysdonuts
- fb/Colorado Wildflower Honey
- Galleryk-kaylitz.com
- Hikofilm.com
- Merrycox.com
- Cma0065.wixsite.com/portfolio
- Distrokid.com/hyperfollow/loa2/the-island-in-the-eye-2
- Behance.net/BernadetteMarconi
- LauraBartonArtist (Facebook)
- Yufenchoumusic (Facebook)
- Micahelizabethling.com
- Movetoprotect.com
- Nicholascoyle.com
- Rampsandalleys.com/ramps-and-alleys-clubhouse
- iembodysoul.com
- IvyBencheckPortraits
- JoshuaBeen.com
- khi.org
- Lindseycot.com
- Mandalamoonjewelry.com
- marystaby.com
- mountainriverhome.com
- padgettmcfely.com
- Paprikas Adventures
- PatriciaAguilarfineart.com
- PranaBeing.com
- Riveting experience.com
- Rochelle House
- Rochellehouse@gmail.com
- rust_in_666
- Salidaukulele.wixsite.com/salidaukes
- sally@smgm.org
- Sarah-JaneArt.com
- sarahhamiltonfilm.com
- Smashingjewelry.com
- Sterlingandsteel.com
- StrawnSculptue
- SueAnnHum.com
- MyArtTrip.com
- SventastikProductions.com
- thelobbysalida.com
- WellRooted
- wildartcolorado
- Wildgypsyheart.com
- BelievingTheBird.com
- Beth-johnston.com
- Boshekboho.com
- Braveworldproductions.com
- Brinkleymessickart.com
- Chrislucibella.com
- Coffeebytopo.com
- Compactcoffee.co
- Curtiskillorncreations.com
- Dawnjaburris.com
- Douglaslight.com
- Fellicce.com
- Foodshedalliance.com
- Graciesfarmstead.com
- Ivybencheckportraits.com
- Jennwellsstudio.com
- Joaniebarbier.com
- Joestone.net
- KerstinStockArt.com
- Laurabarton.com
- Laurenthomsondesign.com
- Laurenthomsonstudio.com
- Leeross.net
- Llesliejorgensen.com
- Lonewolfcollective.com
- Meganlombardo.com
- Metalysa.com
- Ovierre.com
- Paintedmedicine.com
- Pattivincent.com
- Ranchoverdeflowers
- Rediscoveryyourcloset.co
- Sandraskrabanek.com
- Thepicklewriter.com
- Tinagramannpaints.com
- Wildsidestudio.net
- Yufen Chou Music Studio



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Image Source: Artspace



CITY COUNCIL ACTION FORM

DEPARTMENT	PRESENTED BY	DATE
Administration	Drew Nelson - City Administrator	May 16, 2023

ITEM

Approval of Contract – Harriet Alexander Field – Automated Weather Observation System (AWOS) Replacement and Relocation Project

BACKGROUND

The City of Salida, in conjunction with Chaffee County, must continue to ensure that the operations at the Salida Airport (Harriet Alexander Field) are safe and in compliance with federal and state guidelines with best engineering practices as well as safety services. The Automated Weather Observation System (AWOS) is in need of replacement at the Airport, and staff has gone out to bid on the project. The attached contract would provide for the AWOS replacement listed in the Contractor Bid Submittals Review supplied by Dibble Engineering by awarding the contract to Pro Electrical Contractors, Inc, based in Cedaredge, Colorado.

FISCAL NOTE

Total cost of the contract is \$345,144; the City of Salida is responsible for half of the costs of said contract, minus the FAA and CDOT grant amounts of \$167,833. The remaining amount of \$177,311 will be split evenly between Chaffee County and the City of Salida, resulting in an out-of-pocket expense of \$88,655.50. This amount can be accommodated within the Salida Airport's annual budget, which was allocated out of the General Fund in 2022.

STAFF RECOMMENDATION

Staff recommends that the City Council approve the contract with Pro Electrical Contractors, Inc., for the AWOS Replacement and Relocation Project at Salida Airport/Harriet Alexander Field as recommended by the Airport Advisory Board.

SUGGESTED MOTION

A City Councilperson should state, "I move to combine and approve the Consent Agenda", followed by a second and a roll call vote.

April 26, 2023

Salida Airport – Harriet Alexander Field
 9255 County Rd 140
 Salida, CO 81201

Attention: Mr. Zechariah Papp
 Airport Manager, Salida Airport – Harriet Alexander Field

RE: **Contractor Bid Submittals Review**
 Salida Airport – Harriet Alexander Field
 ANK Automated Weather Observation System (AWOS) Replacement & Relocation
 FAA AIG No. 3-08-0049-023-2023
 CDOT Project No. 22-ANK-02
 County Project No. TBD

We have reviewed the single Contractor Bid, received on April 26, 2023, for the *ANK Automated Weather Observation System (AWOS) Replacement & Relocation* project. The unit prices were analyzed in comparison with the Engineer's Estimate. A Bid Tabulation Summary table is provided below.

Most unit prices were generally in line with the anticipated costs in the Engineer's Estimate for the bid. The following table provides a comparison between the bid, and the engineer's estimates:

SCHEDULE I (Federal)	
Engineer's Estimate	\$233,250.00
Pro Electrical Contractors, Inc.	\$189,454.00
SCHEDULE II (Non-Federal)	
Engineer's Estimate	\$106,162.00
Pro Electrical Contractors, Inc.	\$155,690.00
TOTAL	
Engineer's Estimate	\$339,412.00
Pro Electrical Contractors, Inc.	\$345,144.00

Based on review of the Bid Tabulation, there appears to be no indication of a non-responsive bid. There were no mathematical errors found on any of the bids.

Evaluation of Apparent Low-Bidder (*Pro Electrical Contractors, Inc.*):

1. **Bid Bond (5%, At The Time of Bid):**
 - a. A non-Notarized, 5% Bid Bond was included in the bid documents at the time of bid, see attached.
2. **Acknowledgement of Addenda:**
 - a. There was one addendum issued during the Bid Phase. *Pro Electrical Contractors, Inc.* acknowledged Addendum No. 1.

3. **DBE Goal/Certification**

- a. There is not a project specific DBE participation goal for this project due to the Federal share of funding less than \$250,000 and that the federal share is for acquisition of AWOS equipment only.

Item 10.

4. **Subletting of Contract:**

- a. Based on the information that *Pro Electrical Contractors, Inc.* included in Attachment A – List of Subcontractors, *Pro Electrical Contractors, Inc.* intends to perform the following: Self-performance is 34.8%.

Final Summary and Recommendation:

Based on the information presented herein, it is the recommendation of Dibble that Chaffee County and ANK to award the *Automated Weather Observation System (AWOS) Replacement & Relocation* project to *Pro Electrical Contractors, Inc.*, pending the County's final review of the full bid submittal.

Refer to the table below for a breakdown of each agency's share of the total project cost.

	FAA – AIG/BIL	CDOT - BIL Match	Local - ANK	TOTAL
<i>As Bid - Construction Costs</i>				
<i>Schedule I: Federal</i>	\$159,000.00	\$8,833.00	\$21,621.00	\$189,454.00
<i>Schedule II: Non-Federal</i>	\$0	\$0	\$155,690.00	\$155,690.00
<i>Total Project Costs</i>	\$159,000.00	\$8,833.00	\$177,311.00	\$345,145.00

If you need additional information or have questions, please do not hesitate to call.

Sincerely,
DIBBLE

Jared Bass, P.E.
Vice President - Sr. Project Manager

Enclosures:

Bid Summary and Tabulation
Bid Bond
Insurance Certificate
Attachment A – List of Subcontractors
Signed Federal Documents (Buy American)

SUMMARY OF BIDS - BID OPENING 04/26/23 3:00 PM
SALIDA AIRPORT - HARRIET ALEXANDER FIELD
AWOS REPLACEMENT & RELOCATION

BIDDER		BASE BID (Schedule I) AMOUNT	DELTA (Base Bid - Schedule I)	BASE BID (Schedule II) AMOUNT	DELTA (Base Bid - Schedule II)
		AS-BID		AS-BID	
-	DIBBLE ENGINEERING	\$233,250.00	-	\$106,162.00	-
1	Pro Electrical Contractors, Inc.	\$189,454.00	81.22%	\$155,690.00	146.65%



ANK AWOS REPLACEMENT AND RELOCATION
BID TABULATION



LINE NO.	ITEM NO.	BASE BID - SCHEDULE I DESCRIPTION	APPROX. QTY.	UNIT	UNIT PRICE	Engineer's Est. AMOUNT	Pro Electrical Contractors, Inc.		
							Unit Price	Amount	vs. Eng. Est
1	L-AWOS-6.1	New AWOS III P/T, Site Preparation - Sensors and Tower Foundations, Masts, Power and Communication Conduits, Enclosues and Cables, Installed and Commissioned, Per Manufacturer Requirements Complete	1	LS	\$ 225,000.00	\$ 225,000.00	\$175,747.00	\$175,747.00	78.1%
2	L-AWOS-6.2	New AWOS, 4/0 Grounding System, Per Manufacturers Requirements, Including Trench, Backfill, Ground Rods and Exothermic Connections	1	LS	\$ 5,000.00	\$ 5,000.00	\$3,907.00	\$3,907.00	78.1%
3	L-AWOS-6.3	New L-810(L) LED Dual Obstruction Light, Conduit and Cable, Installed on New AWOS Tower Complete	1	EA	\$ 750.00	\$ 750.00	\$1,391.00	\$1,391.00	185.5%
4	L-AWOS-6.4	Install New CDP, UHF Wireless Radio Kit, Antenna and Required Cables in Terminal Building, Tested and Commissioned Complete Per Manufacturer Requirements	1	LS	\$ 2,500.00	\$ 2,500.00	\$8,409.00	\$8,409.00	336.4%
						Subtotal		\$189,454.00	81.2%

LINE NO.	ITEM NO.	BASE BID - SCHEDULE II DESCRIPTION	APPROX. QTY.	UNIT	UNIT PRICE	Engineer's Est. AMOUNT	Pro Electrical Contractors, Inc.		
							Unit Price	Amount	vs. Eng. Est
5	C-105-6.1	Mobilization	1	LS	\$ 30,000.00	\$30,000	\$14,266.00	\$14,266.00	47.6%
6	P-152-4.1	Earthwork	267	CY	\$ 20.00	\$5,340.00	\$84.00	\$22,428.00	420.0%
7	T-901-5.1	Seeding with Hydromulch	850	SY	\$ 2.00	\$1,700.00	\$5.76	\$4,896.00	288.0%
8	F-160-5.1	Wildlife Fence (Detail 1, Sheet G1.5)	168	LF	\$ 30.00	\$5,040.00	\$81.00	\$13,608.00	270.0%
9	SP 70.01.01	Herbicide & Landscape Stone	800	SF	\$ 2.50	\$2,000.00	\$9.20	\$7,360.00	368.0%
10	L-100-5.1	60 Amp Single Phase 12 Space Panel, Nema 3R	1	EA	\$ 500.00	\$500.00	\$647.00	\$647.00	129.4%
11	L-100-5.2	Step-Down 7.5KVA Transformer 480 Volts Input - 120/240 Volts Output, Installed	1	EA	\$ 1,200.00	\$1,200.00	\$1,994.00	\$1,994.00	166.2%
12	L-100-5.3	Step-Up 7.5KVA Transformer 240 Volts Input - 480 Volts Output, Installed	1	EA	\$ 1,200.00	\$1,200.00	\$1,994.00	\$1,994.00	166.2%
13	L-100-5.4	Unistrut Rack for AWOS Power Equipment Mounting	1	EA	\$ 2,000.00	\$2,000.00	\$2,104.00	\$2,104.00	105.2%
14	L-100-5.5	15 Amp Single Pole 120V Circuit Breakers	8	EA	\$ 15.00	\$120.00	\$76.00	\$608.00	506.7%
15	L-100-5.6	20 Amp Single Pole 120V Circuit Breakers	1	EA	\$ 17.00	\$17.00	\$76.00	\$76.00	447.1%
16	L-100-5.7	30 Amp 2 Pole 240V Circuit Breakers	2	EA	\$ 30.00	\$60.00	\$158.00	\$316.00	526.7%
17	L-100-5.8	30 Amp, 600Volt 2-Pole Fused Disconnect, Nema 3R, Installed	1	EA	\$ 600.00	\$600.00	\$834.00	\$834.00	139.0%
18	L-108-5.1	2 - #2 AWG, #2 Neutral,#6 Ground	1,400	LF	\$ 13.00	\$18,200.00	\$13.50	\$18,900.00	103.8%
19	L-110-5.1	1-2" PVC, Direct Buried, with #6 Solid Copper Counterpoise	400	LF	\$ 15.00	\$6,000.00	\$21.50	\$8,600.00	143.3%
20	L-110-5.2	2-2" PVC, Direct Buried, with #6 Solid Copper Counterpoise	630	LF	\$ 17.00	\$10,710.00	\$29.00	\$18,270.00	170.6%
21	L-110-5.3	2-2" HDPE, Directional Bore, with #6 Solid Copper Counterpoise	275	LF	\$ 65.00	\$17,875.00	\$115.00	\$31,625.00	176.9%
22	L-115-5.1	L-867E 24" DIA Junction Can	3	EA	\$ 1,200.00	\$3,600.00	\$2,388.00	\$7,164.00	199.0%
						Subtotal		\$155,690.00	146.7%

SALIDA AIRPORT
HARRIET ALEXANDER FIELD

Salida Airport - Harriet Alexander Field
ANK AWOS Replacement & Relocation
County Project No: TBD
FAA AIP No: 3-00-0046-023-2023
CROT Grant No: 22-ANK-02

Salida Airport - Harriet Alexander Field
ANK AWOS Replacement & Relocation
County Project No. TBD

BID BOND

Recitals:

1. Pro Electrical Contractors, Inc., P.O. Box 694, Cedaredge, CO 81413

"Contractor," has submitted its Contractor's Proposal to Chaffee County and the City of Salida, "Owner," for the construction of public work for the **ANK AWOS Replacement & Relocation** project for the Salida Airport - Harriet Alexander Field in accordance with the Notice of Invitation to Bid.

2. RLI Insurance Company, 9025 N. Lindbergh Drive, Peoria, IL 61615

corporation, hereinafter called: "Surety," is the surety of this Bond.

Agreement: We, Contractor as principal and Surety as surety, jointly and severally agree and state as follows:

1. The amount of the obligation of this Bond is 5% of the total amount of the Contractor's Proposal and inures to the benefit of the Owner.

2. This Bond is exonerated by (1) the Owner rejecting said Proposal or, in the alternate, (2) if said Proposal is accepted, Contractor executes the Agreement and furnishes the Bonds as agreed to in its Bid, otherwise it remains in full force and effect for the recovery of loss, damage and expense of the Owner resulting from failure of Contractor to act as agreed to in its Bid. Some types of possible loss, damage and expense are specified in the Contractor's Bid.

3. Surety, for value received, stipulates and agrees that its obligations hereunder shall in no way be impaired or affected by any extension of time within which the Owner may accept the Proposal and waives notice of any such extension.

4. This Bond is binding on our heirs, executors, administrators, successors and assigns.

Dated: April 26, 2023

By: K'Anne E. Vogel

By: _____

Title: K'Anne E. Vogel, Attorney-in-Fact

Title: E. Shane Lance, Vice President

"Surety"

"Contractor"

STATE OF COLORADO

COUNTY OF WELD)ss

On April 25, 2023

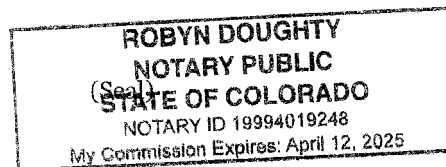
before me personally appeared K'Anne E. Vogel,

know to me to be the person whose name is subscribed to the within instrument as attorney in Fact of _____

RLI Insurance Company a corporation thereto as surety, and as Attorney in Fact.

Notary Public

(NOTE: Affix corporate seals.)



POWER OF ATTORNEY

RLI Insurance Company Contractors Bonding and Insurance Company

9025 N. Lindbergh Dr. Peoria, IL 61615
Phone: 800-645-2402

Know All Men by These Presents:

That this Power of Attorney is not valid or in effect unless attached to the bond which it authorizes executed, but may be detached by the approving officer if desired.

That **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, each an Illinois corporation, (separately and together, the "Company") do hereby make, constitute and appoint:

Timothy J. Blanchard, Christina L. Townsend, Vickie Golobic, Mary Ann Eurich, Jennifer J. Walker, Barbara J. Arnold, Ruth Anne Lindsay, Robert Charles Torrez, Nikki M. Mosbrucker, Ashley K. Anderson, Lynn Christine Bosman, K. Anne E. Vogel, Nicole Lee McGuire, jointly or severally

in the City of Colorado Springs, State of Colorado its true and lawful Agent(s) and Attorney(s) in Fact, with full power and authority hereby conferred, to sign, execute, acknowledge and deliver for and on its behalf as Surety, in general, any and all bonds and undertakings in an amount not to exceed Twenty Five Million Dollars (\$25,000,000.00) for any single obligation.

The acknowledgment and execution of such bond by the said Attorney in Fact shall be as binding upon the Company as if such bond had been executed and acknowledged by the regularly elected officers of the Company.

RLI Insurance Company and/or **Contractors Bonding and Insurance Company**, as applicable, have each further certified that the following is a true and exact copy of a Resolution adopted by the Board of Directors of each such corporation, and is now in force, to-wit:

"All bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or Agents who shall have authority to issue bonds, policies or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile."

IN WITNESS WHEREOF, the **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, as applicable, have caused these presents to be executed by its respective Vice President with its corporate seal affixed this 5th day of October, 2020.

RLI Insurance Company
Contractors Bonding and Insurance Company

By: Barton W. Davis Vice President

State of Illinois
County of Peoria

} SS

CERTIFICATE

On this 5th day of October, 2020, before me, a Notary Public, personally appeared Barton W. Davis, who being by me duly sworn, acknowledged that he signed the above Power of Attorney as the aforesaid officer of the **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company** and acknowledged said instrument to be the voluntary act and deed of said corporation.

I, the undersigned officer of **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable; and furthermore, that the Resolution of the Company as set forth in the Power of Attorney, is now in force. In testimony whereof, I have hereunto set my hand and the seal of the **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company** this 26th day of April, 2023.

By: Catherine D. Glover
Catherine D. Glover Notary Public



RLI Insurance Company
Contractors Bonding and Insurance Company

By: Jeffrey D. Dick
Jeffrey D. Dick Corporate Secretary


SALIDA AIRPORT
HARRIET ALEXANDER FIELD

Salida Airport – Harriet Alexander Field
ANK AWOS Replacement & Relocation
County Project No: TBD
FAA AIP No: 3-08-0049-023-2023
CDOT Grant No: 22-ANK-02

Salida Airport – Harriet Alexander Field
ANK AWOS Replacement & Relocation
County Project No. TBD

CERTIFICATE OF INSURABILITY

I hereby certify that as a Bidder for the aforementioned project, I am fully aware of the Insurance Requirements for the Contractor and that by submitting this bid proposed, assure the Owner(s) that I am able to produce the required minimum insurance coverage should I be selected to the successful bidder.

Should I be selected to the successful bidder and then become unable to produce the insurance coverage prior to the award of the project, I understand that my bid will be rejected and that I will forfeit my bid bond.

E. Shane Lance, Vice President

Name and Title of Signer (Type or Print)

E. Shane Lance

Signature

Pro Electrical Contractors, Inc.

Contractor Name

April 26, 2023

Date



Salida Airport – Harriet Alexander Field
 ANK AWOS Replacement & Relocation
 County Project No: TBD
 FAA AIP No: 3-08-0049-023-2023
 CDOT Grant No: 22-ANK-02

Bid of: Pro Electrical Contractors, Inc.

Salida Airport – Harriet Alexander Field
 ANK AWOS Replacement & Relocation
 County Project No. TBD

ATTACHMENT A – LIST OF SUBCONTRACTORS
 (To Be Completed by the Prime Contractor – Submitted With Bid)

In compliance with bidding requirements, the undersigned hereby submits the names (in the table below) of all Subcontractors, anticipated to be used in the work required to complete **ANK AWOS Replacement & Relocation** project.

The Prime Bidder must demonstrate a **self-performance minimum of 10%** of the contract at the time of bid. If the percentage of work shown within the table below exceeds 90% at the time of bid, it may deem the bid as non-responsive and disqualify the bid.

The bidder certifies that all Subcontractors listed are eligible to perform work on public projects.

SUBCONTRACTOR'S NAME	SUBCONTRACTOR'S ADDRESS	AGE OF FIRM (YEARS)	WORK TO BE PERFORMED BY SUBCONTRACTOR	DOLLAR AMOUNT OF WORK
1. Mesotech International	2731 Citris Rd. Rancho Cordova, CA	30	AWOS Supply/Install	\$130k
2. R.E. Belden Const.	PO Box 1019 Cedaredge, CO	27	HD Bore	\$20k
3. Elevated Excavation	1683 H Lane Delta, CO	2	Excavation	\$75k
4.				
5.				

SALIDA AIRPORT
HARRIET ALEXANDER FIELD

Salida Airport – Harriet Alexander Field
ANK AWOS Replacement & Relocation
County Project No: TBD
FAA AIP No: 3-03-0049-023-2023
CDOT Grant No: 22-ANK-02

SUBCONTRACTOR'S NAME	SUBCONTRACTOR'S ADDRESS	AGE OF FIRM (YEARS)	WORK TO BE PERFORMED BY SUBCONTRACTOR	DOLLAR AMOUNT OF WORK
6.				
7.				
8.				
9.				
10.				

THE TOTAL PROPOSED CONTRACT VALUE OF DBE FIRM UTILIZATION LISTED ON THE PRIOR PAGE IS \$ 0.00 OR 0 %
OF THE TOTAL BID AMOUNT.

THE UNDERSIGNED HEREIN AFFIRMS THAT THE BIDDER WILL ENTER INTO A FORMAL AGREEMENT WITH THE
CONSULTANTS/CONTRACTORS/SUPPLIERS LISTED HEREIN CONDITIONED UPON THE EXECUTION OF A CONTRACT WITH CHAFFEE COUNTY.

E. Shane Lance, Vice President, Pro Electrical Contractors, Inc.
Name (Type or Print) Title of Signer (Type or Print)


Signature

April 26, 2023
Date

excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation. The notification shall list the name, address, and telephone number of the subcontractor; employer identification number of the subcontractor; estimated dollar amount of the subcontract; estimated starting and completion dates of the subcontract; and the geographical area in which the subcontract is to be performed.

4. As used in this notice and in the contract resulting from this solicitation, the “covered area” is Salida, Colorado in Chaffee County.

A3 BREACH OF CONTRACT TERMS

Any violation or breach of terms of this contract on the part of the *Contractor* or its subcontractors may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement.

Owner will provide *Contractor* written notice that describes the nature of the breach and corrective actions the *Contractor* must undertake in order to avoid termination of the contract. Owner reserves the right to withhold payments to Contractor until such time the Contractor corrects the breach or the Owner elects to terminate the contract. The Owner’s notice will identify a specific date by which the *Contractor* must correct the breach. Owner may proceed with termination of the contract if the *Contractor* fails to correct the breach by the deadline indicated in the Owner’s notice.

The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.

A4 BUY AMERICAN PREFERENCE

FAA BUY AMERICAN PREFERENCE

The Contractor certifies that its bid/offer is in compliance with 49 USC § 50101, BABA and other related Made in America Laws,¹ U.S. statutes, guidance, and FAA policies, which provide that Federal funds may not be obligated unless all iron, steel and manufactured goods used in AIP funded projects are produced in the United States, unless the Federal Aviation Administration has issued a waiver for

¹ Per Executive Order 14005 “Made in America Laws” means all statutes, regulations, rules, and Executive Orders relating to federal financial assistance awards or federal procurement, including those that refer to “Buy America” or “Buy American,” that require, or provide a preference for, the purchase or acquisition of goods, products, or materials produced in the United States, including iron, steel, and manufactured products offered in the United States.

the product; the product is listed as an Excepted Article, Material Or Supply in Federal Acquisition Regulation subpart 25.108; or is included in the FAA Nationwide Buy American Waivers Issued list.

The bidder or offeror must complete and submit the certification of compliance with FAA’s Buy American Preference, BABA and Made in America laws included herein with their bid or offer. The Airport Sponsor/Owner will reject as nonresponsive any bid or offer that does not include a completed certification of compliance with FAA’s Buy American Preference and BABA.

The bidder or offeror certifies that all constructions materials, defined to mean an article, material, or supply other than an item of primarily iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives that are or consist primarily of: non-ferrous metals; plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables); glass (including optic glass); lumber; or drywall used in the project are manufactured in the U.S.

Certification of Compliance with FAA Buy American Preference – Construction Projects

As a matter of bid responsiveness, the bidder or offeror must complete, sign, date, and submit this certification statement with its proposal. The bidder or offeror must indicate how it intends to comply with 49 USC § 50101, BABA and other related Made in America Laws, U.S. statutes, guidance, and FAA policies, by selecting one of the following certification statements. These statements are mutually exclusive. Bidder must select one or the other (i.e., not both) by inserting a checkmark (✓) or the letter “X”.

- ☒ Bidder or offeror hereby certifies that it will comply with 49 USC § 50101, BABA and other related U.S. statutes, guidance, and policies of the FAA by:
- a) Only installing iron, steel and manufactured products produced in the United States;
 - b) Only installing construction materials defined as: an article, material, or supply – other than an item of primarily iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives that are or consist primarily of non-ferrous metals; plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables); glass (including optic glass); lumber or drywall that have been manufactured in the United States.
 - c) Installing manufactured products for which the Federal Aviation Administration (FAA) has issued a waiver as indicated by inclusion on the current FAA Nationwide Buy American Waivers Issued listing; or
 - d) Installing products listed as an Excepted Article, Material or Supply in Federal Acquisition Regulation Subpart 25.108.

By selecting this certification statement, the bidder or offeror agrees:

- a) To provide to the Airport Sponsor or the FAA evidence that documents the source and origin of the iron, steel, and/or manufactured product.
 - b) To faithfully comply with providing U.S. domestic products.
 - c) To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.
 - d) Certify that all construction materials used in the project are manufactured in the U.S.
- ☐ The bidder or offeror hereby certifies it cannot comply with the 100 percent Buy American Preferences of 49 USC § 50101(a) but may qualify for a Type 3 or Type 4 waiver under 49 USC § 50101(b). By selecting this certification statement, the apparent bidder or offeror with the apparent low bid agrees:
- a) To submit to the Airport Sponsor or FAA within 15 calendar days of being selected as the responsive bidder, a formal waiver request and required documentation that supports the type of waiver being requested.
 - b) That failure to submit the required documentation within the specified timeframe is cause for a non-responsive determination that may result in rejection of the proposal.
 - c) To faithfully comply with providing U.S. domestic products at or above the approved U.S. domestic content percentage as approved by the FAA.
 - d) To furnish U.S. domestic product for any waiver request that the FAA rejects.
 - e) To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

Required Documentation

Type 2 Waiver (Nonavailability) - The iron, steel, manufactured goods or construction materials or manufactured goods are not available in sufficient quantity or quality in the United States. The required documentation for the Nonavailability waiver is

- a) Completed Content Percentage Worksheet and Final Assembly Questionnaire
- b) Record of thorough market research, consideration where appropriate of qualifying alternate items, products, or materials including;
- c) A description of the market research activities and methods used to identify domestically manufactured items capable of satisfying the requirement, including the timing of the research and conclusions reached on the availability of sources.

Type 3 Waiver – The cost of components and subcomponents produced in the United States is more than 60 percent of the cost of all components and subcomponents of the “facility/project.” The required documentation for a Type 3 waiver is:

- a) Completed Content Percentage Worksheet and Final Assembly Questionnaire including;
- b) Listing of all manufactured products that are not comprised of 100 percent U.S. domestic content (excludes products listed on the FAA Nationwide Buy American Waivers Issued listing and products excluded by Federal Acquisition Regulation Subpart 25.108; products of unknown origin must be considered as non-domestic products in their entirety).
- c) Cost of non-domestic components and subcomponents, excluding labor costs associated with final assembly and installation at project location.

- d) Percentage of non-domestic component and subcomponent cost as compared to total “facility” component and subcomponent costs, excluding labor costs associated with final assembly and installation at project location.

Type 4 Waiver (Unreasonable Costs) - Applying this provision for iron, steel, manufactured goods or construction materials would increase the cost of the overall project by more than 25 percent. The required documentation for this waiver is:

- a) A completed Content Percentage Worksheet and Final Assembly Questionnaire from
- b) At minimum two comparable equal bids and/or offers;
- c) Receipt or record that demonstrates that supplier scouting called for in Executive Order 14005, indicates that no domestic source exists for the project and/or component;
- d) Completed waiver applications for each comparable bid and/or offer.

False Statements: Per 49 USC § 47126, this certification concerns a matter within the jurisdiction of the Federal Aviation Administration and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code.

April 26, 2023

Date

Pro Electrical Contractors, Inc.

Company Name

E. Shane Lance

Signature

Vice President

Title



CITY COUNCIL ACTION FORM

DEPARTMENT	PRESENTED BY	DATE
Administration	Drew Nelson - City Administrator	May 16, 2023

ITEM

Amplified Noise Permit – High Side! Bar and Grill – Public Hearing

BACKGROUND

Per City Council direction, certain amplified Noise Permits are subject to public hearings as they relate to dates, hours of operation, and decibel levels. The City has received an application from High Side! Bar and Grill, located at 300 West Sackett Avenue, to host live music later than 10:00 p.m. on June 3, 2023. Amplified Noise Permits are allowed to be approved administratively by the City Administrator no later than 10:00 p.m.; as the proposed ending time is outside of that window, a public hearing shall be held to receive feedback from the public.

Public notice was posted on the property, on the City's website, and at the public notice posting area at the Toubert Building (see attached). The permit application is also attached for review.

FISCAL NOTE

None.

STAFF RECOMMENDATION

Staff recommends approval of the amplified Noise Permit for High Side! Bar and Grill for live music to be held on June 3, 2023, between the hours of 7:30 p.m. and 10:30 p.m.

SUGGESTED MOTION

Following a public hearing, a City Councilmember should state, "I move to approve an amplified Noise Permit for High Side! Bar and Grill, located at 300 West Sackett Avenue, for live music to be held on June 3, 2023, between the hours of 7:30 p.m. and 10:30 p.m.", followed by a second and a roll call vote.



CITY OF SALIDA

OVERVIEW OF LOCAL NOISE REGULATIONS & PERMITTING

Chapter 10, Article IX of the Salida Municipal Code (the “Code”) establishes regulations and standards for noise within the City of Salida (the “City”) to reduce and eliminate unnecessary and excessive noise which would otherwise be detrimental to residents and the community in the enjoyment of life, property, and the conduct of business. Of note, Section 10-9-30(c) of the Code provides that it is “unlawful for any person to emit or cause to be emitted any noise which leaves the premises on which it originates, inclusive of a public premises, crosses a property line and enters onto any other premises in excess” of the specified levels.

Pursuant to Sections 10-9-40(14) and 10-9-80 of the Code, however, the City may specifically exempt a particular noise from this prohibition through the issuance of a noise permit. Such a permit may include limitations and conditions to minimize the adverse impacts of the proposed noise may have on the community or surrounding neighborhood. Such limitations and conditions include, but are not limited to, the following: the hours of operation, maximum decibels, the type of sound amplification equipment, and the type of sound that may be amplified. No permit shall be issued for noise after 10:00 PM, with allowances to go until midnight on the Fridays and Saturdays of Memorial Day weekend, 4th of July weekend, and Labor Day weekend, and on the Thursday, Friday, and Saturday during the FIBArk Festival.

The issuance of a noise permit is at the sole discretion of the City Administrator or City Council, and the issuance of such permit does not confer any rights upon the permittee other than those expressly authorized by the permit. Violation of any of the conditions or limitations set forth in the noise permit may result in immediate revocation of the permit. Revocation of the noise permit does not preclude the City from seeking any remedies otherwise available under federal, state, or local law.

Applications for a noise permit must be submitted on the attached “Application for a Noise Permit” form and submitted at least five (5) working days prior to the date for which the permit is sought.

**CITY OF SALIDA****NOISE PERMIT APPLICATION**

Please fill out the form completely, including by signing and dating the application. Submitting an incomplete application is a basis for denial of a noise permit. Listing a particular type of audio amplification equipment, hours of operation, or any other information below does not guarantee the applicant's right to use such equipment or have an event at a particular time. Whether such application requests have been granted will be indicated in the issued permit.

Applicants may apply for events which are recurring (*i.e.*, live music every Thursday). Any such events should be clearly described as recurring in the event description and should identify all dates on which the event will occur.

Completed applications can be submitted in-person to the City Clerk at 448 E. First Street, Suite 112, or via email to clerk@cityofsalida.com. Applications must be submitted at least five (5) working days prior to the date for which the permit is sought.

I. Applicant Information.

Applicant Name:	Angela Winston
Applicant Business/Organization:	High Side! Bar & Grill
Applicant Phone:	9709807359
Applicant Email:	highsidesalida@gmail.com
Applicant Address:	300 West Sackett Ave, Salida, CO 81201
Sound Supervisor ¹ :	Angela Winston
Sound Supervisor Phone:	9709807359

II. Event Information.

Description of Event:	Live band list for Memorial Day weekend through end of June. Drew requested receiving our "60 permit summer music permit allotment" in 1 month increments.	
Estimated Attendance:	150	
Date(s):	Memorial Day Weekend through end of June (Separate list attached.)	
Hours of Event:	7-10:30pm	
Location of Event:	300 West Sackett Ave, Salida, CO 81201	

¹ The sound supervisor will be responsible for responding to and immediately addressing noise or other complaints in the absence of the applicant/permittee.



III. Noise Information.

Type of Noise (e.g., live music, parade):

Live Music

Type of Sound Amplification Equipment:

PA System

IV. Agreement.

As the applicant for this noise permit, I, Angela Winston, hereby agree and understand that it is my responsibility to ensure compliance with the conditions and limitations set forth in the permit and all laws, rules, and regulations of the City of Salida, the state, and the federal government. I further agree and understand that any violations of the permit or applicable laws may result in the immediate revocation of the permit. Violations of the conditions and limitations set forth in the permit or applicable laws shall also be grounds for denial of future permit applications. I further understand and agree that the permit and application fee are non-refundable and non-transferrable.

Signature:

Date:

4/27/23

For use by the City Clerk only:

Application fee received: ☐ Yes ☐ No ☐ N/A

Signature:

Date:



CITY OF SALIDA NOISE PERMIT

Signature by the City Administrator on this noise permit indicates that the noise permit has been deemed granted to the applicant and the requested noise has been so authorized, subject to the conditions and limitations set forth below. Where the conditions or limitations set forth below contradict or conflict with the information contained in the application, the conditions and limitations will control.

I. Conditions and Limitations Applicable to All Permits.

The following conditions and limitations are applicable to all noise permits:

- No noise is permitted after 10:00 PM, unless specifically authorized by the City Council following a public hearing. No noise is permitted after midnight on the Fridays and Saturdays of Memorial Day weekend, 4th of July weekend, and Labor Day weekend. No noise is permitted after midnight on the Thursday, Friday, and Saturday during the FIBArk festival.
- No noise is authorized in excess of the maximum limit of 85 dB(A), as measured from any point along the property line or within the property line of the receiving premises. Measuring devices shall be those specifically utilized by the City of Salida.
- All amplification equipment shall be arranged so as to minimize the disturbance to neighboring properties, and permittees shall take reasonable measures to baffle or reduce noise impacts to neighbors.
- No outdoor amplified sound shall be permitted between November 1 through May 1.
- A maximum of sixty (60) amplified sound permits may be granted to same location during a single calendar year, unless additional permits are specifically authorized by the City Council following a public hearing.

II. Conditions and Limitations Applicable to this Permit.

The following conditions and limitations are applicable to this noise permit:

- _____
- _____
- _____

III. Expiration.

This noise permit is issued for the following dates and expires on the following date:

Date(s): _____

Expiration: _____

For use by the City Administrator only:

Application granted: [] Yes [] No

Signature: _____

Date: _____

Date	Band Name	Time
5/26/2023	Blue Recluse	7:30-10:30pm
5/27/2023	Bottlerocket Hurricane	7:30-10:30pm
5/28/2023	Kai Jones	2-5pm
6/1/2023	Beau Bones' Brass Band	7-10pm
6/2/2023	A-Mac & the Height	7-10pm
6/3/2023	Laney Lou & the Bird Dogs	7:30-10:30pm
6/4/2023	David Lawrence & Friends	2-5pm
6/8/2023	Grits & Greens	7-10pm
6/9/2023	Westrock	7-10pm
6/10/2023	Outdoor Wedding DJ	6-10pm
6/11/2023	Mtn Mantra	2-5pm
6/14/2023	The Instagatorz - FibArk Commodor Party	6-10pm
6/15/2023	Smelted Hearts	7-10pm
6/16/2023	Roundhouse Assembly	7:30-10:30pm
6/17/2023	Blue Recluse	7:30-10:30pm
6/18/2023	Sad Hands	2-5pm
6/23/2023	Mo Champipple	7-10pm
6/24/2023	Tiffany Christopher	7-10pm
6/25/2023	Hogan & Moss	2-5pm
6/30/2023	Pint & a Half	7-10pm

**NOTICE OF PUBLIC HEARING BEFORE THE CITY COUNCIL FOR THE CITY OF
SALIDA CONCERNING A NOISE PERMIT APPLICATION**

TO ALL MEMBERS OF THE PUBLIC AND INTERESTED PERSONS: PLEASE TAKE NOTICE: that on May 16, 2023 at or about the hour of 6:00 p.m. a public hearing will be conducted by the City of Salida City Council at City Council Chambers, 448 East First Street, Suite 190, Salida, Colorado and online at the following link: <https://attendee.gotowebinar.com/register/6382995264411204366>. The hearing concerns a Noise Permit Application filed by Angela Winston of High Side! Bar and Grill, located at 300 West Sackett Avenue in Salida, Colorado.

The applicant is requesting to provide amplified sound outdoors for live music on June 3, 2023, between the hours of 7:30 p.m. and 10:30 p.m., which is outside of the time periods in which amplified sound is typically permitted.

Interested persons are encouraged to attend the public hearings. Further information on the application may be obtained from the City Administrator, (719) 539-4555.

*Please note that it is inappropriate to personally contact individual City Councilors or Planning Commissioners, outside of the public hearing, while an application is pending. Such contact is considered ex parte communication and will have to be disclosed as part of the public hearings on the matter. If you have any questions/comments, you should email or write a letter to staff, or present your concerns at the public meeting via the above GoToWebinar link so your comments can be made part of the record.



CITY COUNCIL ACTION FORM

DEPARTMENT	PRESENTED BY	DATE
Administration	Drew Nelson - City Administrator	May 16, 2023

ITEM

Resolution 2023-26 – A Resolution by the City Council of the City of Salida, Colorado, Adopting the 2023/2024 Policy Statement for the Colorado Communities for Climate Action (CC4CA)

BACKGROUND

The City of Salida is a member of the Colorado Communities for Climate Action (CC4CA), an organization dedicated to pursuing climate initiatives and the state legislative and policy level. The CC4CA Board of Directors annually adopts a Policy Statement that guides the action of staff and the organization. Attached is a memo from the Policy Committee to the CC4CA Board of Directors that provides background information on the changes proposed to the Statement.

The City's Sustainability Committee reviewed the Policy Statement on May 10, 2023, and recommended approval to the City Council.

FISCAL NOTE

None.

STAFF RECOMMENDATION

Staff recommends that the City Council adopt the 2023/2024 Policy Statement for the Colorado Communities for Climate Action, as recommended by the Policy Committee as well as the City's Sustainability Committee.

SUGGESTED MOTION

A City Councilperson should state, "I move to approve Resolution 2023-26", followed by a second and a roll call vote.

**CITY OF SALIDA, COLORADO
RESOLUTION NO. 26
(Series of 2023)**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SALIDA, COLORADO,
ADOPTING THE 2023/2024 POLICY STATEMENT OF THE COLORADO
COMMUNITIES FOR CLIMATE ACTION**

WHEREAS, the Salida City Council has identified sustainability and climate change as a priority for the City, including the adoption of a Climate Action Plan; and

WHEREAS, the Salida City Council recognizes the significant climate impacts to our community and many others that are already taking place, and the likelihood that these impacts will continue to intensify in the coming years, including additional infrastructure costs, health impacts to community members, economic impacts to businesses, water supply and water quality challenges, and others;

WHEREAS, the Salida City Council recognizes that local policies and local action, while critical, will not alone be sufficient to meet our own climate, energy, and sustainability goals, nor will they alone be sufficient to reduce the severity of climate change and its impacts to our community;

WHEREAS, the Salida City Council, via Resolution 2019-65, became a member of the Colorado Communities for Climate Action (CC4CA); and

WHEREAS, Colorado Communities for Climate Action (CC4CA) was established to further the adoption of federal and state policies that will: a) strengthen statewide and federal policies impacting greenhouse gas emissions in Colorado; and b) provide local governments in Colorado with the tools, funding, flexibility, and authority necessary to adopt effective climate protection strategies; and

WHEREAS, the City of Salida desires to have an effective voice in the development of statewide energy and greenhouse gas reduction policies;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF SALIDA, AS FOLLOWS:**

1. The aforementioned recitals are hereby fully incorporated herein.
2. That the City of Salida hereby adopts the Colorado Communities for Climate Action 2023-2024 Policy Statement.

RESOLVED, APPROVED AND ADOPTED this 16th day of May, 2023.

CITY OF SALIDA, COLORADO

By _____
Dan Shore, Mayor

[SEAL]

ATTEST:

Erin Kelley, City Clerk



CC4CA Policy Statement
Effective July 1, 2021
Adopted by the Board of Directors June 4, 2021

PROPOSED POLICY STATEMENT UPDATES (REDLINE EDITS ACCEPTED)
FORMALLY PROPOSED BY THE POLICY COMMITTEE 3/9/23
(and updated with new language for #18 on 4/13/23)

Colorado Communities for Climate Action is a coalition of local governments advocating for stronger state and federal climate policy. CC4CA's policy positions reflect unanimous agreement among the coalition members on steps that should be taken at the state and federal level, often in partnership with local governments, to enable Colorado and its communities to lead in protecting the climate.

CC4CA generally focuses on legislative, regulatory, and administrative action, supporting efforts that advance the general policy principles and the detailed policy positions described below, and opposing efforts that would weaken or undermine these principles and positions.

General Policy Principles

The following general principles guide Colorado Communities for Climate Action's specific policy positions. CC4CA supports:

- Collaboration between state and federal government agencies and Colorado's local governments to advance local climate protection and resilience.
- State and federal programs to reduce greenhouse gas pollution, including adequate and ongoing funding of those programs.
- Analyses, financial incentives, infrastructure, fiscal tools and enabling policies for the development and deployment of clean energy technologies.
- Locally driven and designed programs to support communities impacted by the clean energy transformation.
- Centering equity in decision-making by prioritizing policies that address systemic environmental and governance inequities based on race and socioeconomic status and that justly transition and grow the clean energy economy.

Adams County · Aspen · Avon · Basalt · Boulder · Boulder County · Breckenridge · Broomfield · Carbondale
 Clear Creek County · Crested Butte · Dillon · Durango · Eagle County · Edgewater · Erie · Fort Collins · Frisco
 Gilpin County · Glenwood Springs · Golden · Lafayette · Lake County · Larimer County · Longmont · Louisville · Lyons
 Mountain Village · Nederland · Northglenn · Ouray County · Pitkin County · Ridgway · Routt County · Salida
 San Miguel County · Snowmass Village · Summit County · Superior · Telluride · Vail · Wheat Ridge

Policy Positions

Colorado Communities for Climate Action supports policies that:

Statewide Climate Strategies

- 1. Reduce statewide greenhouse gas emissions consistent with or greater than the State of Colorado's adopted, codified goals.**
- 2. Secure accurate, actionable, useful, and regular state greenhouse gas inventories and forecasts for Colorado which are made accessible to local governments and incorporate alignment between state and local inventory data to the extent possible.**
- 3. Adopt a comprehensive market-based approach to reduce Colorado's greenhouse gas emissions that ensures the benefits accrue justly and equitably to impacted communities.**
- 4. Treat the environmental and health costs associated with the use of fossil fuels as an important priority in making and implementing climate-related policy.**

Local Climate Strategies

- 5. Remove barriers and promote opportunities that allow counties and municipalities to maximize deployment of local clean energy and climate-related strategies, including resilience-oriented strategies, while promoting affordable, accessible, and equitable delivery of reliable clean energy.**
- 6. Enable local governments to obtain the energy use and other data from utilities and state agencies that they need to effectively administer climate and clean energy programs.**
- 7. Support well-designed public processes for evaluating retail and wholesale energy choice options for communities, informed by a broad variety of stakeholders.**
- 8. Provide for cost-effective and equitable policies, strategies, and practices that enable and accelerate energy efficiency in buildings, beneficial electrification, reducing building related GHG emissions, and improving quality of life.**

Energy Generation, Transmission, and Distribution

- 9. Modernize energy infrastructure to strengthen grid reliability, enhance resilience (community-based and otherwise), improve transmission, and more fully integrate renewable energy, distributed generation, and energy storage resources.**
- 10. Retire or discontinue the use of fossil fuel power plants while ensuring grid reliability.**
- 11. Discourage construction of new fossil fuel power plants.**
- 12. Expand the ability of electric cooperatives and municipal electric utilities to independently purchase local renewable electricity and take other steps to reduce greenhouse gas pollution.**

Energy Efficiency

- 13. Expand demand side savings from efficiency and conservation for all energy types.**
- 14. Support ongoing and sustainable funding for weatherization and renewable energy assistance to low-income households.**
- 15. Provide counties and statutory cities and towns with the same authority held by home rule cities to implement local energy conservation policies and programs.**

Transportation

- 16. Ensure effective implementation of Colorado's vehicle emissions standards, GHG-related regulations, state and regional transportation-related plans, and other regulatory and programmatic activities designed to reduce greenhouse gas emissions from mobile sources.**
- 17. Increase funding and policy incentives for multimodal transportation and mobility options, based on efficient use of resources.**

Land Use

- 18. Encourage adoption and implementation of statewide policies that enable local governments to enact land use, zoning, and planning policies that help reduce greenhouse gas emissions and improve resilience.**
- 19. Encourage adoption and implementation of practices in the agriculture and forest sectors that durably reduce greenhouse gases, increase resilience, improve water**

conservation, support ecosystem health, and promote a sustainable, low-carbon agriculture and forestry economy in Colorado.

Resilience

20. Proactively improve the resilience and adaptability of Colorado communities in the face of natural disasters and other challenges associated with climate change, including ensuring that disaster stabilization and recovery efforts result in reduced greenhouse gas pollution and improved resilience to future disasters.

21. Reduce greenhouse gas emissions associated with water management, and increase water resilience, through water conservation, efficiency, reuse, adaptation, low impact development strategies, and other approaches.

Fuel Sources

22. Eliminate emissions from and achieve comprehensive, high accuracy monitoring of fossil fuel extractive industry activities.

23. Secure appropriate guardrails on the development/use of alternative energy technologies, such as hydrogen and biomass, based on their life cycle greenhouse gas emissions impacts, environmental and social impacts, and cost.

Waste

24. Ensure that CDPHE has adequate authority to implement plans and policies for meeting Colorado's statewide and regional solid waste diversion goals.

25. Secure high levels of circular economy activities like reuse, recycling, composting, and reducing the carbon intensiveness of materials and products, including reducing and eliminating use of disposable/single-use products and construction and demolition waste.

26. Achieve significant greenhouse gas emissions reductions from solid waste, water treatment, and wastewater processing.

General

27. Support ongoing and sustainable funding for programs that assist communities in the transition from fossil fuel-dominated economies.

28. Support exploration and deployment, when appropriate, of well-regulated technologies and practices that retain currently sequestered carbon, capture

greenhouse gasses before they are emitted, remove greenhouse gasses from the atmosphere, and use or sequester this carbon.

29. Encourage investments that achieve climate-positive solutions, including policies that encourage entities investing public dollars to consider partial or full divestment in fossil fuel extraction and use as part of their investment strategies.

30. Maintain protections and authorities currently provided under environmental laws like the National Environmental Policy Act, Clean Air Act, and Clean Water Act, and ensure that these laws are fully implemented and can be improved through stakeholder input when appropriate.



To: CC4CA Board of Directors
From: Jacob Smith, Executive Director
Date: April 17, 2023
Re: Final Proposed Policy Statement Updates

Attachment #1: CC4CA Policy Statement Updates Process Graphic
Attachment #2: Proposed Updates to Policy Statement - Updated
Attachment #3: Substitute Language for the Policy Position #18 Placeholder
Attachment #4: Proposed Policy Statement Updates 2023 – With Redlines 2023-04-13
Attachment #5: Proposed Policy Statement Updates 2023 – Redlines Adopted 2023-04-13
Attachment #6: Sample memo for bringing the proposed updates to your Council/Board
Attachment #7: Sample resolution for jurisdictions that require formal action

CC4CA's Policy Statement, which is fundamentally a collection of all of CC4CA's formal policy positions, defines and guides our advocacy work over the course of the year.

CC4CA goes through a formal process of updating the Policy Statement every other year. Because the last time we updated it was June 2021, the Board is slated to decide on a new round of proposed updates at this year's annual retreat (June 8-9, 2023)

Please note that this memo incorporates all of the information from and replaces the March 30 “**Proposed Updates to the 2023 Policy Statement**” memo. It also incorporates one additional proposed Policy Position adopted by the Policy Committee last week.

Requested Action

Because the Board needs to complete the Policy Statement process at the June retreat, and because adopting any changes requires unanimous consent of the Board, it is extremely important that every Board member engage in whatever process you need so that you are able to discuss, deliberate, and decide on final language.

- 1) **Please engage in whatever process is appropriate for you and your jurisdiction so that your jurisdiction's Board member/alternates are able to make decisions at the June retreat.**
- 2) **Identify any concerns you or your jurisdiction might have. Please do this by May 1 if possible, and May 15 at the latest.**
- 3) **If your jurisdiction does raise any concerns, please be very specific about what they are: a) which specific proposed language is of concern? b) what exactly is the concern? and c) would you rate the concern as minor (e.g., grammatical edits), moderate (may require discussion but probably doesn't require major changes to the proposed updates), or serious?**

Adams County · Aspen · Avon · Basalt · Boulder · Boulder County · Breckenridge · Broomfield · Carbondale
 Clear Creek County · Crested Butte · Dillon · Durango · Eagle County · Edgewater · Erie · Fort Collins · Frisco
 Gilpin County · Glenwood Springs · Golden · Lafayette · Lake County · Larimer County · Longmont · Louisville · Lyons
 Mountain Village · Nederland · Northglenn · Ouray County · Pitkin County · Ridgway · Routt County · Salida
 San Miguel County · Snowmass Village · Summit County · Superior · Telluride · Vail · Wheat Ridge

- 4) If your jurisdiction's elected body is taking formal action on the proposed updates, and the Council/Board has any objections, **it is extremely important that the adopted motion specifically identify each particular proposed change to which there is an objection.** The Board must be able to drop each specific change to which one or more members object.

The Process and Next Steps

The Policy Committee in January formally kicked off the 2023 process for updating CC4CA's Policy Statement.

Staff thoroughly reviewed the current Policy Statement and identified potential updates. The Policy Committee issued a formal solicitation for proposed updates and discussed some potential updates at its January and February 2023 meetings. The Board reviewed the proposed updates at its February 2023 meeting. Finally, after several rounds of discussion and edits, the Policy Committee adopted this final set of proposed updates. That includes the March 9, 2023 adoption of everything but the placeholder for Policy Position #18, and the April 13, 2023 adoption of language to replace the Policy Position #18 placeholder.

The Board will make a final decision on proposed Policy Statement updates at the June retreat. There is no additional "ratification" step by individual members, which is probably the most significant process change from previous update cycles. **The final decision occurs at the Board retreat.**

We strongly encourage Board and Policy Committee representatives to take the following steps or something similar:

- 1) Promptly review the proposed updates.
- 2) Raise any questions/clarifications with CC4CA staff. Most questions and clarifications typically can be resolved without needing to make any changes to the proposed updates.
- 3) Identify any serious concerns with any of the proposed updates and raise them with CC4CA staff. It is crucial that we know what these are as early as possible so we have enough time to resolve them.
- 4) Follow whatever process you/your jurisdiction wishes to follow for getting buy-in on the proposed Policy Statement updates.
 - CC4CA does not require any specific sort of internal approval process by individual members.
 - Some jurisdictions require or prefer that the elected body review and formally approve the proposed updates. Some leave it to the Board representative. Some handle this at the staff level. All that CC4CA requires is for each member's Board representative(s) to be empowered to represent the jurisdiction for this final decision at the June retreat.
 - To that end, we strongly encourage that your internal approval process, whatever it may be, have some flexibility so that your Board representative(s) has a bit of latitude to work through any final issues at the retreat.
 - on final language tweaks that may be discussed at the retreat. Here are two options for language to include in your elected body's resolution:
 - o "Our jurisdiction's official representative(s) to the CC4CA Board of Directors is authorized to approve the proposed Policy Statement updates and to approve minor changes to this approved language so long as they are substantially similar to the proposed version."

- “The Board/Council supports the proposed changes to the CC4CA Policy Statement, including minor, substantially similar tweaks that the CC4CA Board may wish to make.”
- 5) Be prepared to work through the final discussion and decision at the retreat. The major discussion will occur on the first day of the retreat. If that discussion leads to any proposed tweaks to the official proposed updates, Board members will have until the meeting resumes the next day to secure any final additional approvals they may need.

A few critical points to bear in mind:

- Every one of CC4CA’s 42 members has veto power over every proposed Policy Statement update. This means it is critical to identify any concerns well in advance of the retreat so we all have time to work through them well in advance of the retreat.
- The process of crafting the proposed updates is extensive and thorough, so the Policy Committee’s formal proposal has already gone through substantial vetting and baking by the time the full Board is considering it.
- Ultimately, the question for your Board representative will be “can you live with this proposed change?” as opposed to “Do you prefer this wording” or “Is this the best possible wording?”
- Adoption of proposed updates is by unanimous consent, which CC4CA defines as ‘no member objects.’ For each proposed update, Board members will have the option of supporting, abstaining, or objecting. If a single member objects to a specific change, that change does not occur, so we ask that members only object (i.e., veto) if they have a strong objection.
- The Policy Statement does not guide how we prioritize among advocacy opportunities. The Policy Committee does that separately. The Policy Statement simply identifies our positions on each of the relevant policy issues.

Accepting or Rejecting Proposed Updates

Finally, when the Board goes through the proposed updates to the Policy Statement, the basic options in each instance will be to accept the proposed update or reject it (in which case the current language in that instance would simply remain as-is and the proposed update does not occur).

For instance, the current policy position on emissions from fossil fuel extraction (which happens to be #20) reads:

“Expand monitoring and reduction of the full life cycle emissions from fossil fuel extractive industry activities.”

The Policy Committee is proposing to change that in the following manner:

“Eliminate emissions from and achieve comprehensive, high-accuracy monitoring of ~~Expand monitoring and reduction of the full life cycle emissions from~~ fossil fuel extractive industry activities.”

If one or more members object to this change, then this proposed change simply goes away and we retain the current language. The current language is retained automatically; the only way the Board can change any of the current language is with the consent of the full Board (i.e., no Board members object).

Questions

If you have any questions or need any support as you work through this process, please contact me (303-810-6017, jsmith@cc4ca.org).



CITY COUNCIL ACTION FORM

DEPARTMENT	PRESENTED BY	DATE
Administration	Drew Nelson - City Administrator	May 16, 2023

ITEM

Ordinance 2023-08 – An Ordinance of the City Council for the City of Salida, Colorado, Amending Chapter 8 of the Salida Municipal Code, Concerning Vehicles and Traffic, To Limit Excessive Vehicle Idling Within The City, First Reading

BACKGROUND

Per a recommendation from the Sustainability Committee and direction from the City Council, the City Attorney has drafted the attached Ordinance 2023-08 to limit excessive vehicle idling within the City of Salida. The Ordinance would provide for a fifteen minute time limit on vehicle idling throughout the City of Salida, with exceptions for cold-weather conditions, emergency vehicles, construction equipment, and refrigeration units on delivery trucks.

FISCAL NOTE

None; however, it must be noted that enforcement of this Ordinance would be time-consuming for law enforcement due to needing to witness excessive idling for a minimum of fifteen minutes. The importance of enforcement of this Ordinance will be on the lowest of levels for law enforcement when taken into account for the more than 8,000 annual calls for service.

STAFF RECOMMENDATION

Staff recommends that the City Council approve Ordinance 2023-08 to limit excessive idling of vehicles to no more than fifteen minutes on first reading, and set the second reading and public hearing for June 6, 2023.

SUGGESTED MOTION

A City Councilmember should state, "I move to approve Ordinance 2023-08 on first reading and set the public hearing for June 6, 2023", followed by a second and a roll call vote.

CITY OF SALIDA, COLORADO
ORDINANCE NO. 08
(Series of 2023)

**AN ORDINANCE OF THE CITY COUNCIL FOR THE CITY OF SALIDA,
 COLORADO, AMENDING CHAPTER 8 OF THE SALIDA MUNICIPAL CODE,
 CONCERNING VEHICLES AND TRAFFIC, TO LIMIT EXCESSIVE VEHICLE
 IDLING WITHIN THE CITY**

WHEREAS, the City of Salida, Colorado (the “City”) is a statutory city, duly organized and existing under the laws of the state of Colorado;

WHEREAS, pursuant to C.R.S. § 31-15-401, the City possesses the authority to adopt laws and ordinances in furtherance of the public health, safety, and welfare;

WHEREAS, excessive idling of motor vehicles contributes to air pollution, wastes fuel, and causes unnecessary wear on engines;

WHEREAS, the City Council recognizes the importance of reducing unnecessary idling in the City to improve air quality, conserve resources, and protect the health and well-being of its residents;

WHEREAS, the City Council finds it desirable and appropriate, and in the best interest of the general health, safety, and welfare of its residents to amend Chapter 8 of the Salida Municipal Code (the “Code”), by creating a new Section, adopting an excessive idling restriction and establishing penalties for violation same.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL FOR THE
 CITY OF SALIDA, COLORADO AS FOLLOWS:**

Section 1. The foregoing recitals are hereby incorporated as conclusions, facts, determinations, and findings by the City Council.

Section 2: Chapter 8, Article 2 of the Salida Municipal Code, concerning traffic regulations, is hereby amended by the addition of a new Section 8-2-70 which shall read as follows:

Sec. 8-2-70. - Excessive idling restriction.

- (a) No person shall allow a vehicle to idle for more than fifteen (15) minutes in any one-hour period unless:
 - (1) The ambient outside air temperature has been less than twenty (20) degrees Fahrenheit for each hour of the previous twenty-four (24) hour period; or
 - (2) The latest hourly ambient outside air temperature is less than ten (10) degrees Fahrenheit.
- (b) The idling restriction in subsection (a) shall not apply to emergency vehicles; to vehicles engaged in traffic control operations; to vehicles which are being serviced; to vehicles that

must idle to operate auxiliary equipment, including but not limited to pumps, compressors or refrigeration units; or to vehicles en route to a destination that are stopped by traffic congestion; or when an engine must be operated in the idle mode for safety reasons including, but not limited to, the operation of cranes, excavation equipment, and forklifts used in the construction industry.

(c) The idling restriction in this subsection (a) applies to transportation vehicles, as defined in this subsection, except that the time during which transportation vehicles are actively loading or discharging passengers may not be included in the computation of the fifteen (15) minutes provided for in this subsection (a). A transportation vehicle shall be defined for purposes of this section to mean motor vehicles designed to transport a minimum of sixteen (16) persons.

(d) Any person who violates any provisions of this Article within the City commits a civil violation. Any person convicted of such a violation shall be subject to the provisions of Chapter 1, Article IV of this Code. Further, the City shall be entitled to pursue any other civil remedy available at law to enforce the provisions of this Chapter.

Section 3. Severability. The provisions of this ordinance are severable and the invalidity of any section, phrase, clause, or portion of the ordinance as determined by a court of competent jurisdiction shall not affect the validity or effectiveness of the remainder of the ordinance.

INTRODUCED ON FIRST READING on this 16TH day of May, 2023, ADOPTED and ORDERED PUBLISHED IN FULL in a newspaper of general circulation by the City Council on this 19th day of May, 2023, and set for second reading and public hearing on the 6th day of June, 2023.

INTRODUCED ON SECOND READING FINALLY ADOPTED and ORDERED PUBLISHED IN FULL, by the City Council on this 6th day of June, 2023.

City of Salida

Mayor Dan Shore

ATTEST:

City Clerk/Deputy City Clerk



MAY 2023 STAFF REPORTS

Police Department –

- We had 764 calls for service in April.
- Officer Mark Willburn resigned; his last day with the department was May 6th. We are heading into the summer down two Police Officers and one Community Service Officer. This is going to be challenging since we are seeing an increase in calls for service.
- We do have two that just graduated the Police Academy on Friday. They will be starting field training next week, but it is an 18-week process so they will not be out until late September.
- We have been working on updating some safety protocols related to fire alarm response and will be implementing them in the coming school year. The relationship with the district seems to be at a good spot as we approach the end of this school year.

Finance Department –

- Finishing touches are being put on the Annual Comprehensive Financial Report (ACFR), that report will be presented to Council in June. The auditors will issue a clean opinion report.
- Conservative base budget levels are being developed with a planned budget season kick-off to begin after Council's retreat in June. Staff will work through budget requests during July and Finance Committee will begin their review in August with a recommended budget taken to Council in September.
- Staff assisted with identifying a new fuel card program which will be implemented by the police department this month and may be utilized citywide. It is anticipated that this program will increase efficiencies and provide cost savings.
- Staff are keeping up with the accounting changes necessary when endpoint water meter swaps are done (public works movement to switch out to "smart meters"). This is obviously a time consuming process for public works staff but it also involves a lot of behind the scene work done within the billing system for each individual account as the meters are swapped out.
- Staff continue to keep up with daily workloads and meet important timelines.

Community Development –

- Building Permits: As of May 11th, we've seen 71 total building permits YTD, inc. 26 new residential units. At the same time last year, we had reviewed 63 total permits, inc. 25 new residential units. In 2021, we had reviewed 100 total permits, inc. 101 new residential units (48 of these were for the Salida Ridge Apartments and 10 were for the Magpie Apartments).
- South Ark Neighborhood Master Plan: Consultants from Studio Seed are evaluating the results of the most recent survey (of 3 alternatives), doing a variety of infrastructure, financial, and feasibility analyses, to refine down to 2 new alternatives. These alternatives will be discussed later this

spring/early summer for additional feedback and the ultimate creation of a "preferred alternative" by mid/late summer. Conversations continue with potential civic and educational partners, as well. More specific direction will be sought soon from Council regarding affordability levels of housing and regarding preferred funding options for eventual development.

- Future Land Use Map (FLUM) and Land Use Code update: Staff and consultants (Clarion & Associates) presented a draft of Installment 2 of the Land Use Code update (districts, dimensional standards, and uses, etc.) to members of the public at a meeting on Monday, February 27th at the SteamPlant Ballroom and then again at a work session with Planning Commission and Council on February 28th. An online survey regarding the installment has also been disseminated and advertised in various locations and closes March 15th. Clarion will take feedback from the meetings and surveys to incorporate into the draft that will be released as part of the consolidated draft sometime this summer. They are also working on a draft of Installment 3 that will be unveiled sometime in May in a similar fashion. Information will also be made available on the City's Community Development webpage.
- Deed Restrictions: Staff is working with Chaffee Housing Authority to help finalize their deed restriction administration systems. This is especially important given the timing of several IH units coming on line in the coming months.

Parks and Recreation –

- See Attached.

Public Works –

- See Attached.

Arts and Culture –

- The exhibit from artist Cody Cloud debuted in the Paquette Gallery and was recognized at the artist reception held during the monthly Creative Mixer, which was attended by (50) people.
- Arts & Culture and Heart of the Rockies Radio brought comedians Tammy Pescatelli and Kevin Fitzgerald to the SteamPlant for a sold-out show. The event garnered an attendance of (200) people.
- The second event in the series of the Salida Community Read, a partnership program between Salida Regional Library and Arts & Culture, took place at the Scout Hut in the form of a Sip & Paint event. Attendees were given themes to consider from the selected text "The Dog Stars" to create an art project under the direction of local artist, Tina Gramann. The event was attended by (33) people.
- The Public Art Commission came to a final decision on putting out a Call for Artists in May for a public art installation in a unused location near the Monarch Spur Trail across from the downtown skate park.
- The SteamPlant and Scout Hut played host venue to many municipal, county, educational and non-profit groups, including Chaffee County Economic Development Corporation, AHRA, Salida High School, Horizon Academy, Climate Coalition and We Are Chaffee. All total the LISTED events/meetings were attended throughout the month by (550).
- The Arts & Culture core staff selected an agency for professional services to assist with the redesign

of the Creative District website.

- TOTAL GUESTS Attending (49) Events/Meetings for April = 2,373
 - Number of free arts and culture events/no admission = 10
 - Number of attendees at free events = 369
 - Number of events paying rental fees = 27
 - Number of entities using the facilities = 34

Fire Department –

- On April 28th, we had an onsite meeting with CDOT to demonstrate the access needs for the fire department at 611 Oak Street. We positioned the fire apparatus as they would sit in the proposed building (see photo). The engineers seemed very receptive to our request. We have yet to hear their final decision.
- Staff took part in the Salida Library's May the 4th be with you Light Saber contest. FF Hesse did a wonderful job shooting and editing the video.
- I have attached analytics showing the fire department's call volume year-to-date.

Clerk's Office –

- Records Management:
 - Scheduled the Records Destruction Day for June 1
 - Working with Finance on their records and determining what their retention rates should be
- Municipal Court:
 - Working with Tyler Technologies update our software to include automatic text notifications and move our court to a paper light court system
 - Set up the Municipal Court with Language Link, a translation service, for our first Spanish to English court translation
 - Set up our second parking ticket bench trial for May Court
- Special Events
 - Working with event organizers on the upcoming event season and processing amplified sound permits for the summer
- Short Term Rentals
 - Sent out emails to our Residential waitlist to inform those eligible that they can apply for a new license
 - Working with GOVOs on the new tax form
 - Starting renewal season for Short Term Rental licenses
- Liquor
 - Processing liquor license renewals due in June
 - Mexico Tradicional was given their city and state licenses
 - Rocky Mountain Merc was given their city and state licenses
 - Stoke BBQ has been given a Temporary Liquor License (since it is a transfer), continue to work with the state to get their paperwork finalized.
 - Working on a transfer license for The Fritz
 - Working on a ownership change for Benson's
 - Finalizing review for a liquor license for Howard General LLC
- Tobacco Licenses
 - Sent out a reminder that Tobacco renewals are due by June 1, have renewed 10 licenses of

13.

- International Institute of Municipal Clerks
 - Kelley is attending the annual conference in Minneapolis

Current Year ▾

Jan 1, 2023 - May 9, 2023 ▾

Item 17.

42%

FIRE

Percentage of Total Incidents

58%

EMS

Percentage of Total Incidents

342

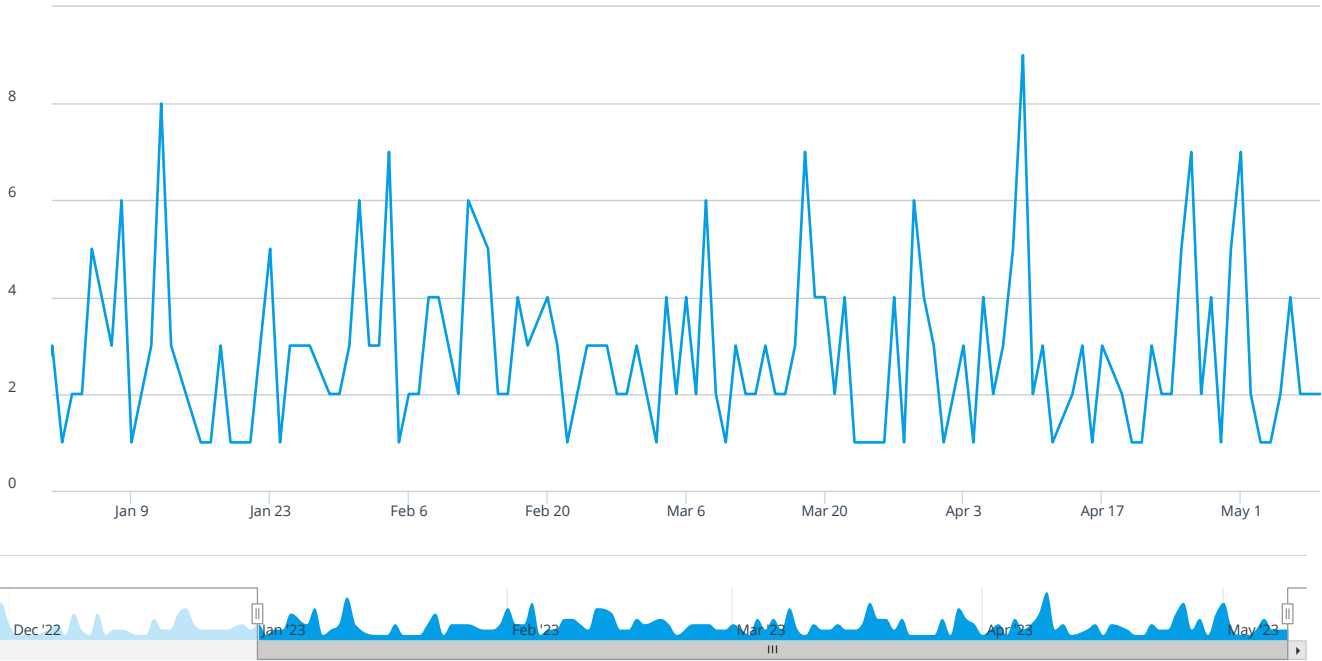
INCIDENTS

In Selected Time Slice

129

DAYS

In Selected Time Slice



Counts % Rows % Columns % All

	Jan '23	Feb '23	Mar '23	Apr '23	May '23	Jun '23	Jul '23	Aug '23	Sep '23	Oct '23	Nov '23	Dec '23	Jan '24	Total
(11) Structure Fire	1	1	1											3
(13) Mobile property (vehicle) fire	2			1										3
(14) Natural vegetation fire			1	1										2
(15) Outside rubbish fire	1		1											2
(31) Medical assist	10	12	19	17	3									61
(32) Emergency medical service (EMS) incident	28	32	37	25	11									133
(35) Extrication, rescue		1												1
(38) Rescue or EMS standby		2	2											4
(41) Combustible/f... spills & leaks	2	6		2										10
(42) Chemical release, reaction, or toxic condition			1	1										2
(44) Electrical wiring/equipm. problem				3										3
(46) Accident, potential accident			1											1
(52) Water problem	1													1
(55) Public service assistance	16	10	6	18	2									52
(56) Unauthorized burning		1		1										2

	Jan '23	Feb '23	Mar '23	Apr '23	May '23	Jun '23	Jul '23	Aug '23	Sep '23	Oct '23	Nov '23	Dec '23	Jan '24	Total
(61) Dispatched and canceled en route	4	6	7	6	3									Item 17.
(62) Wrong location, no emergency found	2	5	4		3									14
(65) Steam, other gas mistaken for smoke	2	1	1	1										5
(67) HazMat release investigation w/no HazMat			1											1
(71) Malicious, mischievous false alarm				1										1
(73) System or detector malfunction		1	1	1										3
(74) Unintentional system/detect... operation (no fire)	3	1	4	2	1									11
(91) Citizen complaint		1												1
Total	72	80	87	80	23									342



Parks and Recreation Department report

Date:5/16/23

Aquatics

- Shutdown went smoothly – we had plenty of help from all staff
- Last day of Aqua Zumba is May 15 – it will return in the fall
- Last day of AquaSpin is May 23 – it will return in the fall
- Last day of kayak roll sessions May 24
- May 22-25 – All week long, we have end of the year parties for school aged kids
- Family Fun Night – May 18 from 5 pm – 8 pm
- May 29 – Pool hours 8 am – 8 pm
- May 30 – summer hours start – Monday – Friday 6 am – 8 pm; Saturday 10:30 am – 8 pm; Sunday 10:30 am – 6 pm
- May 30 – Swim Team begins summer practices, Monday – Friday, 7 am- 9 am in lanes 1-5; Monday – Thursday, 6 pm – 8 pm in lane 6
- 5 sessions of swimming lessons, first session starts June 5th at 10-10:45 am and 11-11:45 am

Recreation

- Adult Softball: We have 4 teams confirmed for all of the adult leagues, Men's, women's, and Coed. 12 teams total!
- Youth baseball has 159 kids registered, compared to last years 179. We expect to see more sign up's as the season draws closer
- Youth softball has 45 kids signed up before the registration deadline and we expect to see some more roll in there as well.
- Kayak, Rafting and river safety, FIBArk and Bike fest are all in the works. FIBArk registration is open.
- Mobile recess will start June 21 in Alpine Park from 10-1pm through the end of August.
- Touch-a-truck is happening May 20th at Vandaveer and we have about 30 trucks lined up along with the REACH helicopter!

Facilities

- Completed Asbestos mitigation at the FIBArk building
- Located leak in plumbing that forced the closure of the soaking pools
- Received 1 bid for the hot water line replacement
- Facilitated Garland roof inspection and assessment of all city owned rooves
- Complete Spring shutdown at SHAC
 - Completed all standard shutdown tasks plus,
 - Installed check valve for amenities pump
 - Oversaw finalization of gas meter for new boiler
- Researched new restroom facilities for Centennial Park

Parks

- All parks irrigation on
- Fertilizing and aerating all done
- Trees getting planted



- Seasonals have started and the project list is moving quickly
- Park partner interviews May 19th
- Pump track design and build under way
- Arbor day volunteer event 13th
- Marvin Park season prep work

Public Works Department Report

May 2023

Planning/Engineering/Construction

- Planning and Construction
 - Admin
 - Completion of the 2022 Annual Report (See Attached)
 - Construction coordination on new developments. Final completion on West End and Two Rivers.
 - Streets
 - Oak Street Reconstruction and US-50 SRTS (now anticipated to be 2024)
 - Onsite potholing of utilities
 - Poncha Blvd
 - Construction underway (5th St. to 7th St)
 - 2022 Street Reconstruction:
 - 10th Street Construction underway (F St. to H St.)
 - Utilities
 - Pasquale WTP Project
 - Tank construction complete. Building construction underway
 - Poncha Trunk line: Design complete, utility potholing for CDOT underway
- Other CIP Items:
 - Caboose restoration in progress
 - Multi-use office space addition underway

Operations

- Streets
 - Thermoplastic installation – crosswalks, sharrows, and other markings
 - Pothole repairs and other routine work
- Utilities
 - Field Utilities
 - Smart meter upgrades (see 2022 Annual Report)
 - Jetting and camera inspection of wastewater lines for 2023 underway
 - 2023 work area is 1/3 of system: Salida west of F St.
 - Water Treatment
 - Routine items
 - Involvement with WTP Pasquale Improvement Project
 - Wastewater Treatment
 - Work with consultant and director on process control data collection
 - Additional testing for compliance and plant operational trending

CITY OF SALIDA PUBLIC WORKS DEPARTMENT

2022 ANNUAL REPORT



CITY OF
SALIDA
PUBLIC WORKS



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DEPARTMENT MISSION AND GOALS

Item 17.

OUR MISSION

The City of Salida's Public Works Department has a mission to maintain, improve, and provide a high level of services for public streets, drinking water, sanitary sewer and stormwater infrastructure. The department supports this mission through long-range planning, capital planning, capital project execution, customer service, and ongoing maintenance activities.

OUR GOALS

- Resiliency
- Planning for future demand
- Asset management for maintenance and prioritization of capital projects
- Innovation through technology and equipment enhancement
- Sustainability through conservation
- Collaborative capital planning across projects
- Proactive customer service



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WATER DIVISION

The Water Division completed planning efforts to review long-range needs related to water supply and delivery.

Projects in recent years have improved resiliency and production by:



Replacing aging infrastructure nearing the end of its useful life.



Upgrading technology for automation and protection against cybersecurity.



Completing other improvements to reduce ongoing maintenance and increase levels of service.



Worked closely with the Upper Arkansas Watershed Partnership to address watershed issues and find opportunities for collaboration on long-range watershed improvements.



WATER CONSERVATION MEASURES

- In 2022, water consumption stayed relatively flat despite an increase in water customers. This data indicates that, on average, water customers are using less water overall.
- Parks and recreation staff dramatically changed the way they water City parks, switching to a cycle-and-soak method of watering. This change resulted in the City saving over 7 million gallons of water – or the equivalent of nearly 11 Olympic-sized swimming pools filled with water.

Water Safety

The water division works diligently to ensure drinking water is safe and meets or exceeds local and federal water quality standards. Water that enters the city's system and the pipes that deliver water to households and businesses is regularly tested and is lead-free. However, there is greater national awareness of the potential for lead in drinking water, which is why the City has outlined ways to keep residents safe from lead exposure.



WATER DIVISION



2022 COMPLETED PROJECTS

- Initiated construction of the Pasquale Springs Improvements (Budget: \$2.987M)
- Acceptance of public water mains for Confluent Park, Two Rivers, and West End Subdivisions
- Preliminary planning and funding procurement for Harrington Ditch piping and resiliency improvements
- Increase in Smart Meter installation and transition

BY THE NUMBERS

5,269

TOTAL WATER
CUSTOMERS



59

MILES OF WATER
MAINS MAINTAINED



3

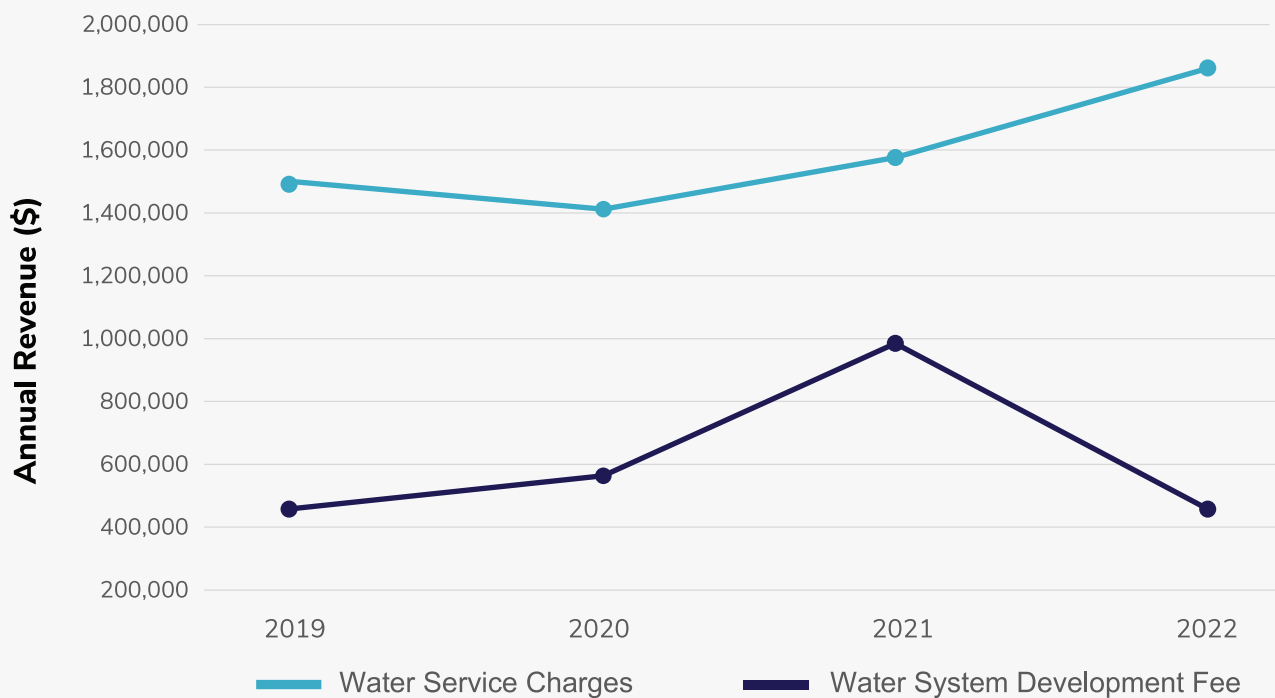
MGD PEAK
DAY DEMAND



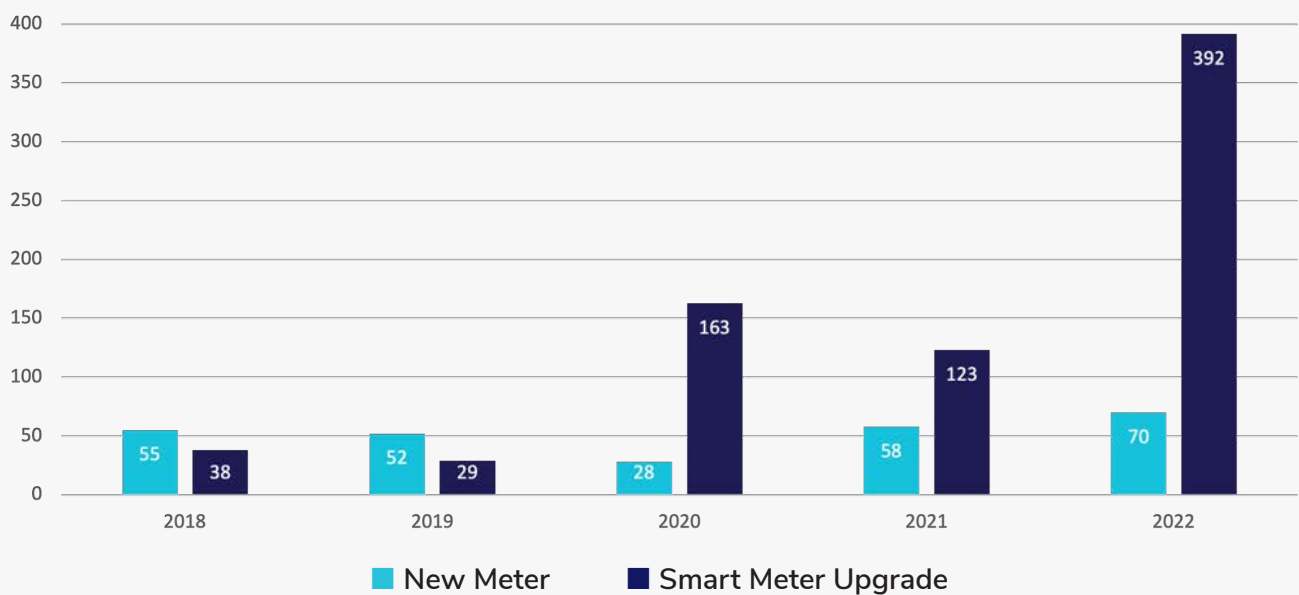


WATER DIVISION

WATER UTILITY REVENUE BY SOURCE

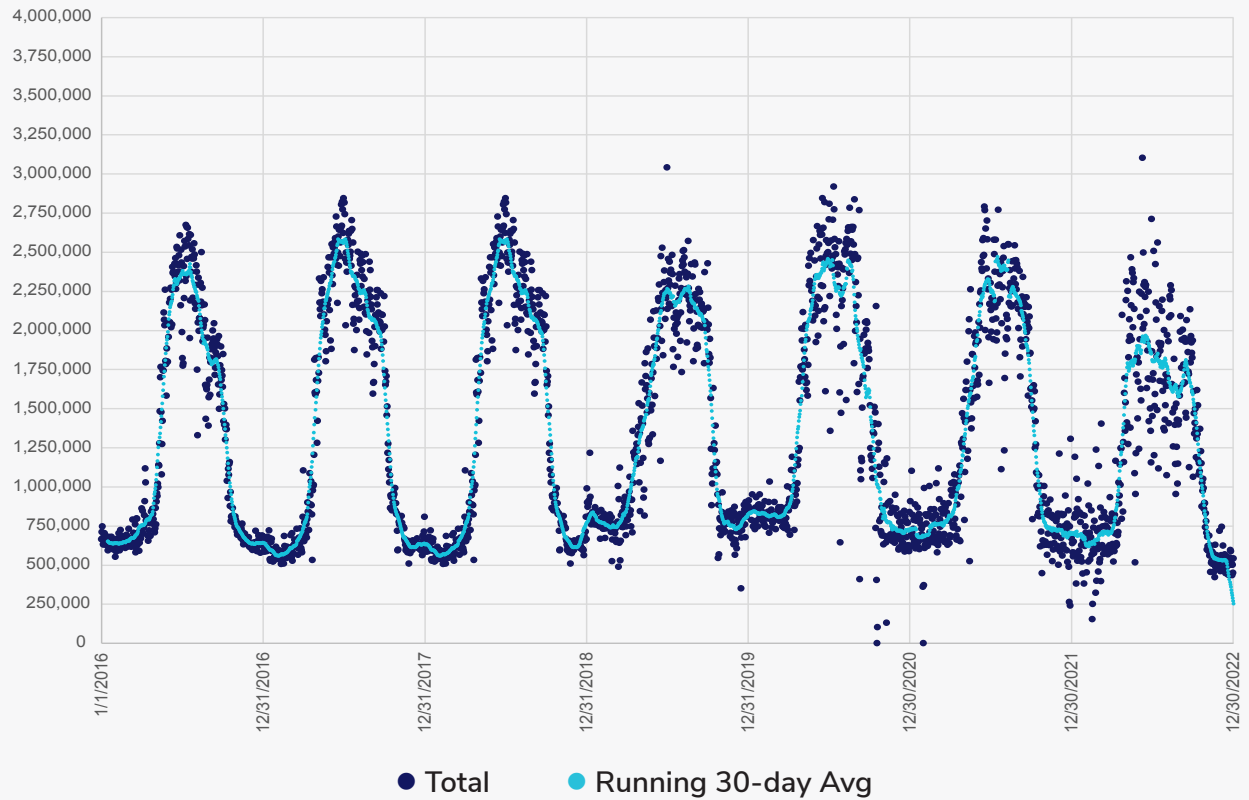


NEW WATER METERS AND SMART METER UPGRADES





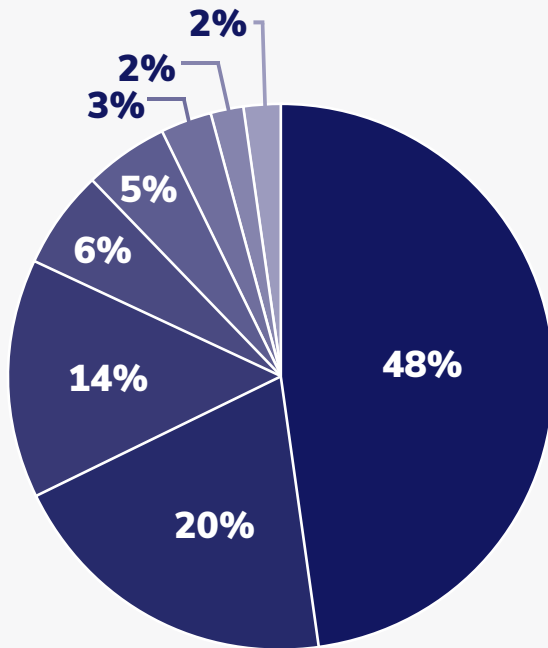
WATER TREATMENT PLANT PRODUCTION DATA





WATER DIVISION

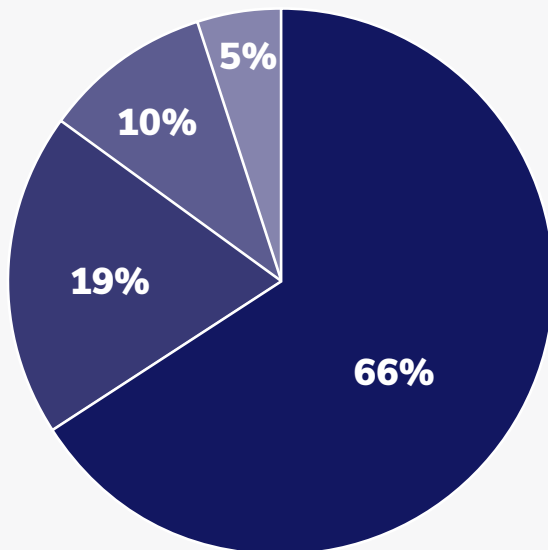
WATER FUND EXPENDITURES



TOTAL: \$3,690,714

■ Capital Expenditures	\$1,789,472
■ Personnel	\$747,696
■ Depreciation	\$511,846
■ Contract Services	\$224,977
■ Other Operating Costs.....	\$180,479
■ Utilities	\$104,632
■ Financing Obligations	\$69,405
■ Supplies & Materials	\$62,207

WATER FUND REVENUE



TOTAL: \$2,961,936

■ Fees for General Services.....	\$1,958,590
■ Capital Revenue.....	\$552,008
■ Miscellaneous	\$299,997
■ Intergovernmental Revenue....	\$151,341



SEWER DIVISION

In 2021, the Sanitary Sewer Division completed planning efforts to review long-range needs. A top priority for this division includes preparing for future growth and ensuring infrastructure sizing and maintenance meet the system's demands now and into the future. Flow metering and engineering for the Poncha Trunk Line provides accurate data for necessary upgrades. Currently, City Council is looking for solutions to move forward with the project.

The City continues to utilize the sewer jet-vac truck and remote camera system for in-house maintenance and inspection of main sewer lines. These tools have proven to be more effective at preventing back-ups and identifying deficiencies promptly.





SEWER DIVISION



2022 COMPLETED PROJECTS

- Replacement of aging sewer mains (Budget: \$740K)
- Collection system flow monitoring and Poncha Trunk Line design and planning
- Line cleaning and inspection of 1/3 of the collection system

BY THE NUMBERS

7,200
TOTAL SEWER
CUSTOMERS



220K
GALLONS OF
WASTE WATER
TREATED



50
MILES OF
SEWER MAINS
MAINTAINED

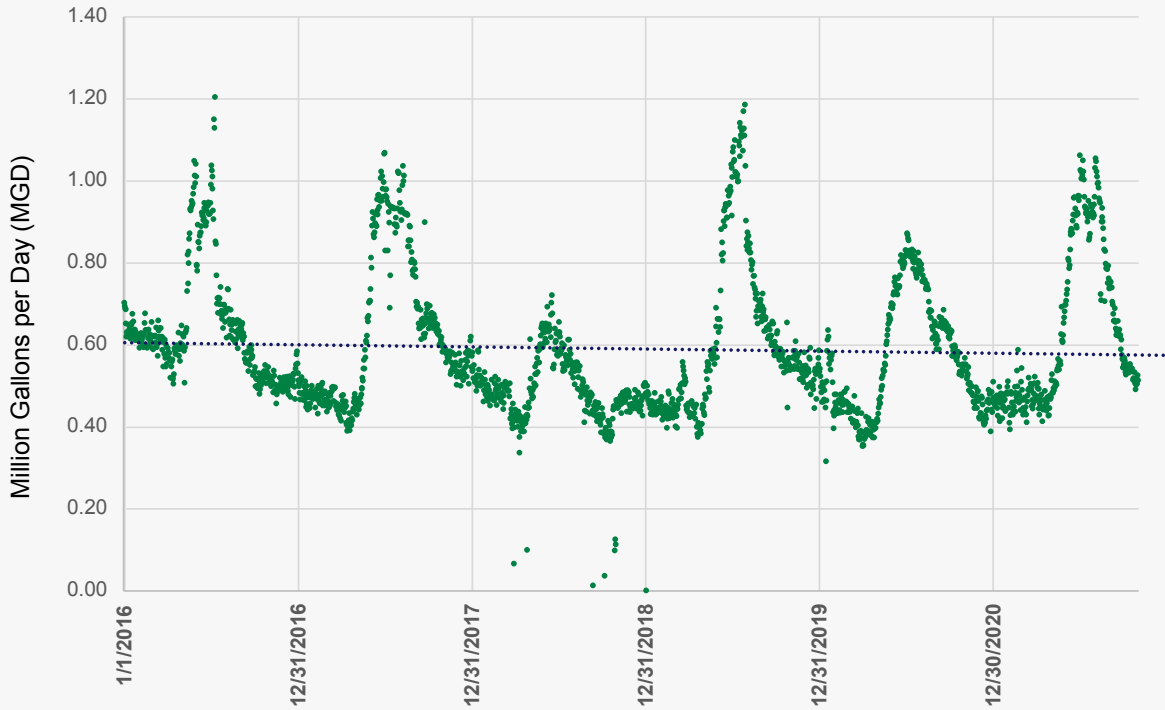




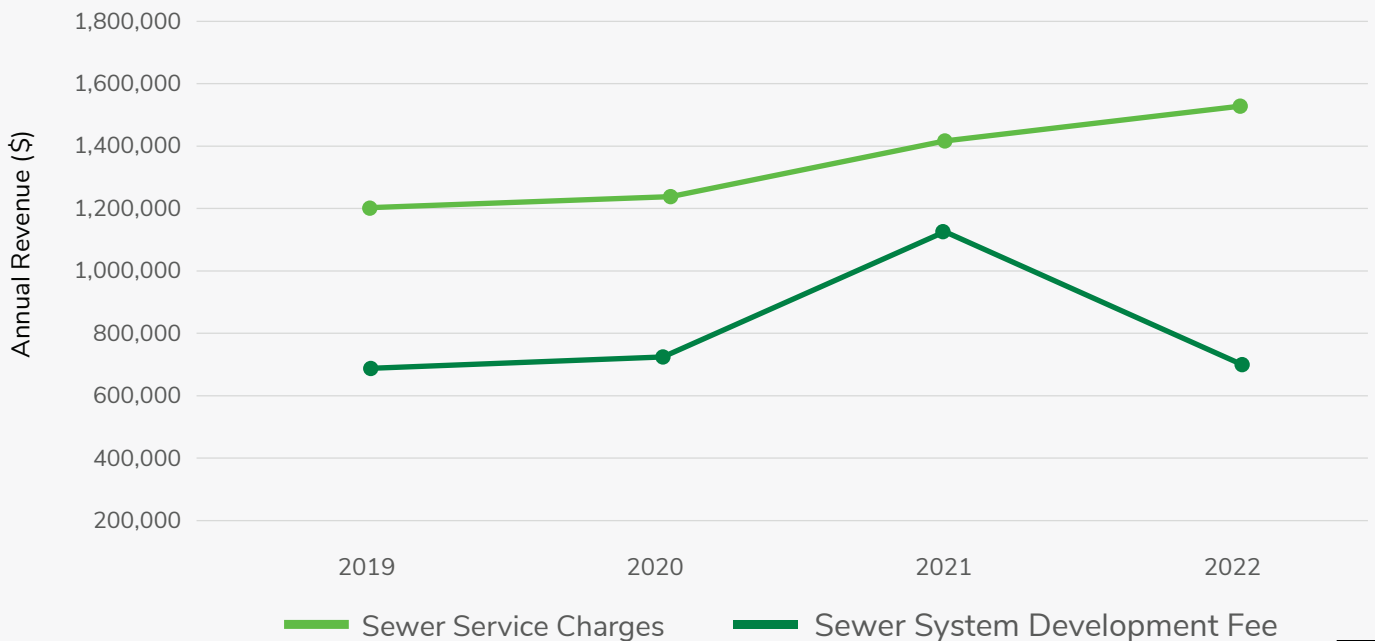
SEWER DIVISION

Item 17.

WASTEWATER TREATMENT PLANT EFFLUENT FLOW



SEWER UTILITY REVENUE BY SOURCE

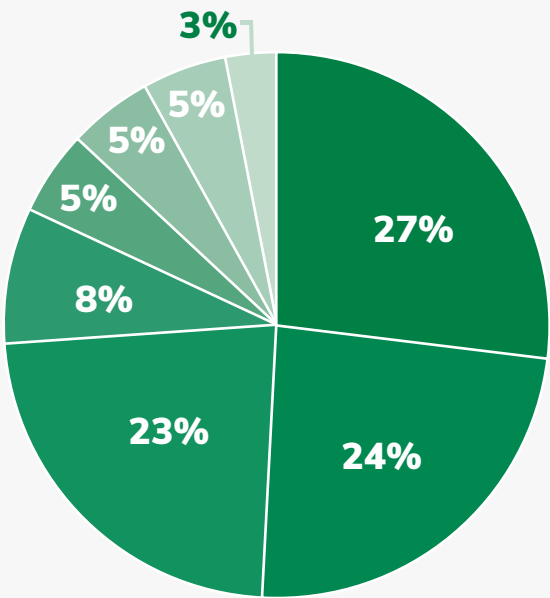


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SEWER DIVISION

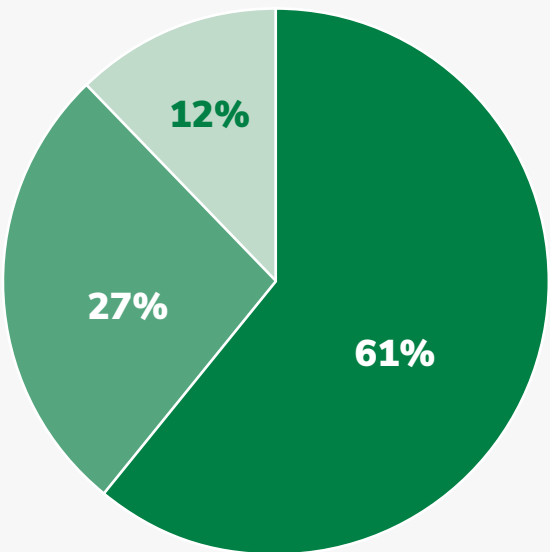
WASTEWATER FUND EXPENDITURES



TOTAL: \$3,481,307

- Depreciation \$943,491
- Personnel \$820,491
- Capital Expenditures \$805,801
- Financing Obligations \$268,124
- Other Operating Costs \$185,432
- Contract Services \$184,828
- Utilities \$162,538
- Supplies & Materials \$110,755

WASTEWATER FUND REVENUE



TOTAL: \$2,842,277

- Fees for General Services...\$1,732,388
- Capital Revenue..... \$776,564
- Miscellaneous \$333,324



STREET AND STORMWATER DIVISION

The Street and Stormwater Division has completed planning efforts that guide capital project development and identified pedestrian, biking, and other mobility improvements. City staff has been working with a geotechnical consultant to provide an updated condition assessment of streets to offer future guidance for asphalt maintenance and reconstruction projects.

City staff has also updated the sidewalk condition assessment, including data collection for capital planning. Considerable sidewalk rehabilitation work over the past six years has significantly improved the walkability of Salida and improved the overall condition of concrete infrastructure.

Snow removal, street sweeping, signage maintenance, tree maintenance, and efforts related to the annual F Street pedestrian mall are a part of the day-to-day operations of the street and stormwater division.





STREET AND STORMWATER DIVISION

2022 COMPLETED PROJECTS

- Design completed for the Colorado Department of Transportation's (CDOT) Safe Routes to School and Multi-Modal Improvements Fund programs, including enhancements to sidewalks along US-50, Holman Avenue, Stryker Trail and pedestrian crossings along US-50 (Budget: Over \$1M)
- Design completed for CDOT's Revitalizing Main Streets program, which included enhancements to Oak Street (SH-291) for bike lanes, sidewalks, lighting, and landscaping (Budget: Over \$2M)
- Completed a portion of the 2022 Street Reconstruction Project which included 12th Street, 10th Street, and New Street (Budget: \$1.7M)
- Sidewalk and concrete maintenance improvements primarily focused on 1st Street east of downtown and other repairs (Budget: \$241K)
- Asphalt maintenance including chip seals at a variety of locations as well as repaving/overlays of 9th Street, L Street, and several other locations.
- Design completed for Poncha Boulevard Streetscape Improvements which includes sidewalks, bike lanes, lighting, and landscaping. Public frontages along Thonhoff Park and along the Golf Course property will have additional open space upgrades following the completion of the streetscape improvements.



STREET AND STORMWATER DIVISION

BY THE NUMBERS

80

ROAD
LANE-MILES
MAINTAINED



3.3

MILES OF
ROADWAY CHIP
SEALED OR
OVERLAYED

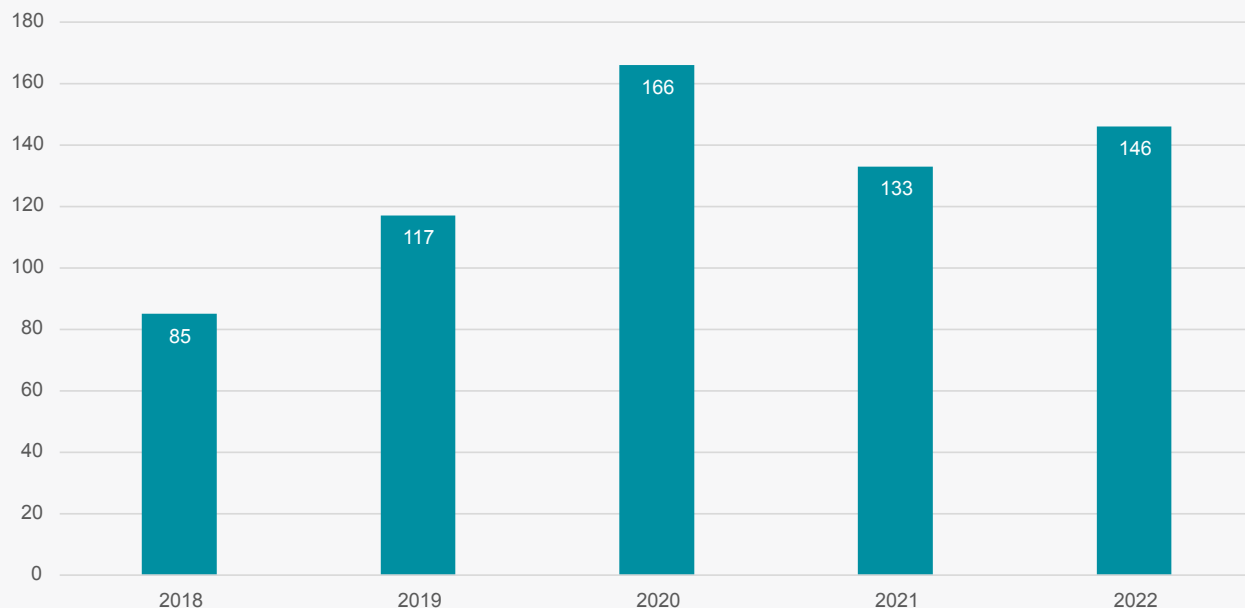


1,886

FEET OF
SIDEWALKS
REPLACED OR
RECONSTRUCTED



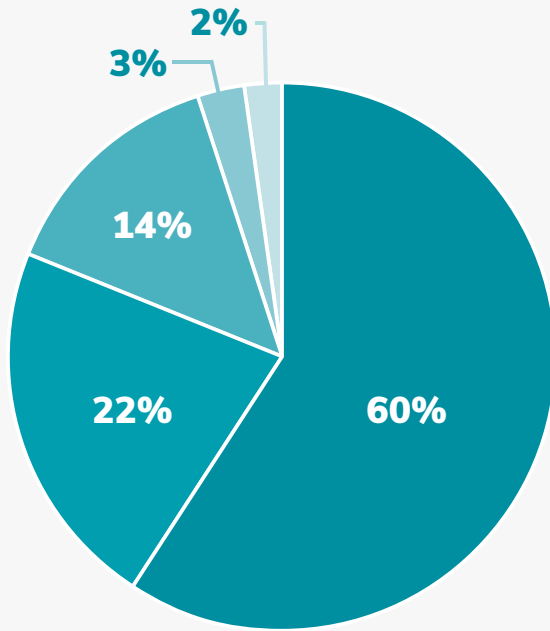
RIGHT-OF-WAY PERMITS





STREET AND STORMWATER DIVISION

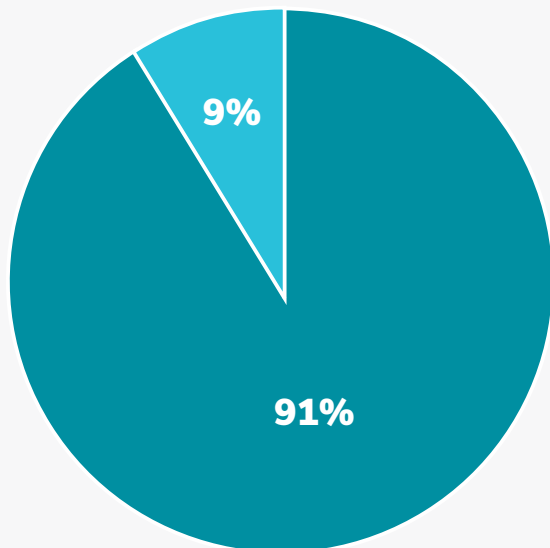
STREET FUND EXPENDITURES



TOTAL: \$3,146,116

■ Capital Expenditures	\$1,882,065
■ Contract Services	\$681,672
■ Personnel	\$441,018
■ Other Operating Costs	\$88,367
■ Supplies & Materials	\$52,994

STREET FUND REVENUE



TOTAL: \$3,339,014

■ Tax Revenue	\$3,044,400
■ Intergovernmental Revenue	\$294,614



DENVER & RIO GRANDE CABOOSE RESTORATION PROJECT

ABOUT THE CABOOSE

- The historic 0524 Denver & Rio Grande (D&RG) caboose was constructed in 1886 and taken out of service in 1950. It was then gifted to the City of Salida in 1954.
- When in operation, it primarily ran the 33-mile one-way route from Salida to Sargent and climbed over Marshall Pass.

ABOUT THE PROJECT

- A Historic Structure Assessment (HSA) was complete in 2019 and determined that significant preservation, restoration and rehabilitation of the exterior and interior of the caboose was needed.
- In 2022, the caboose was temporarily moved to Silverton, CO, for reconstruction. When complete later in 2023, the caboose will be returned and reinstated as an interpretive exhibit for visitors to enjoy for many years.





2023 PROPOSED CAPITAL IMPROVEMENT PROJECTS

Item 17.





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