



WORK SESSION OF THE CITY COUNCIL

448 E. 1st Street, Room 190

Salida, Colorado 81201

Monday, March 18, 2019 - 6:00 p.m.

AGENDA

1. Presentation from Adam Kinney of Blue Earth Design
2. Joint Work Session with the Historic Preservation Commission Regarding Commission Role and Process Changes (Glen Van Nimwegen)
3. Municipal Advisor Services (Ehlers, Inc. – Deb Hinsvark)
4. Update on Soaking Pools Project (Theresa Casey)
5. City Treasurer/Audit Committee (Alisa Pappenfort/Drew Nelson)
6. Parks and Recreation Director Job Description (Drew Nelson)



HIGHER ELEVATION

City Of



SALIDA



BLUE EARTH DESIGN







BLUE EARTH DESIGN



LAGUNA

LAGUNA

SMARTSHOP M
MANUAL

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CITY COUNCIL WORK SESSION STAFF REPORT

MEETING DATE: March 18, 2019

AGENDA ITEM: **1. Joint Meeting with the Historic Preservation Commission**

FROM: Glen Van Nimwegen, AICP
Community Development Director

BACKGROUND:

The HPC Members have requested the Council's consideration in amending Article XII. Historic Preservation of the Land Use and Development Code. Their request is to change their decision making role back to the pre-2011 level when they had authority over Major Certificates of Approval.

The code identifies two levels of approvals for exterior changes to any building within the Downtown Historic District:

- Minor Certificates of Approval generally do not impact or influence in a substantial manner the historic integrity of the district. An example of a minor approval would be the reuse of an existing window or door opening that has been covered or filled with a replica window or door. These approvals may be granted by the Community Development Director.
- Major Certificates of Approval is any other alteration or addition to a building that is not minor; or the demolition of a building within the District. The code states the HPC will review these applications and they will be ruled upon by the Administrator or their designee.

Prior to Ordinance No. 2011-01 (attached) the Historic Preservation Commission made the final decision on Major Certificates. Their decision could be appealed by the applicant to the City Council.

There are variations of the decision roles and processes. Staff is meeting with the HPC on Thursday, March 14 and will give Council an update at the Work Session.

Attachments

Ordinance 2011-01
Downtown Historic District
HPC Roster

	Review	Notice *	Public Hearing	Decision	Appeal To	# of Days to Decision
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Without Public Hearings and Notice

1	Current Article XII Major Activity	HPC	No	No	Staff	City Council	20
	Current Article XII Minor Activity	Staff	No	No	Staff	City Council	1 - 7
2	Pre Ordinance 2011-11 Major Activity	HPC	Yes**	No	HPC	City Council	30
	Pre Ordinance 2011-11 Minor Activity	Staff	No	No	Staff + 2 HPC	HPC	1-7
3	Proposed XII HPC Recommending to Council						
	Major Activity	HPC	No	No	City Council	Court	30
	Minor Activity	Staff	No	No	Staff	HPC	1-7

With Public Hearing and Notice

4	Pre Ordinance 2011-11 Major Activity	HPC	Yes	Yes	HPC	City Council	45
	Pre Ordinance 2011-11 Minor Activity	Staff	No	No	Staff	HPC	1-7

* Notice includes notifying property owners within 175 feet; advertising in paper; and posting site for 15 days

** Posted sign at site for 15 days.

**ORDINANCE NO. 01
(Series of 2011)**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SALIDA, COLORADO,
ADOPTING NEW REGULATIONS FOR THE HISTORIC PRESERVATION
COMMISSION AND REVIEW OF PRESERVATION RELATED APPLICATIONS IN
CHAPTERS 2 AND 16 OF THE SALIDA MUNICIPAL CODE.**

WHEREAS, the Historic Preservation Commission (“HPC”) was formed in 2002 and charged with the goal of preserving, protecting and enhancing Salida’s unique architectural heritage; and

WHEREAS, governing regulations for the HPC are established at Chapter 2, Article XII of the Salida Municipal Code; and

WHEREAS, after working with the HPC governing regulations for several years, certain revisions are suggested be made to Chapter 2, Article XII to better reflect the evolving structure and mission of the HPC; and

WHEREAS, the City of Salida has adopted regulations concerning development within the Downtown Historic District which are contained within Chapter 16 of the Salida Municipal Code including Articles I, X and XVIII; and

WHEREAS, the HPC and City Council wish to clarify the definitions of what types of work are considered insubstantial and substantial for purposes of historic preservation review; and

WHEREAS, the HPC and City Council wish to revise the process to review preservation related applications and related public notice and appeal processes; and

WHEREAS, the City Council wishes to adopt the following regulations in order to promote the health, welfare and safety of the inhabitants of the City of Salida by maintaining and protecting the City’s Downtown Historic District without creating an undue hardship on property owners.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF SALIDA, COLORADO:

Section 1. The aforementioned recitals are hereby fully incorporated herein.

Section 2. Section 2-12-20 of the Salida Municipal Code is hereby amended to read as follows, with revisions shown in bold, double-underlined, and strike-out text.

Sec. 2-12-20. Membership, organization, terms.

(a) The Historic Preservation Commission shall consist of ~~seven (7)~~ **five (5)** regular members ~~and up to two (2) alternate members~~ who shall be appointed by the Mayor, the appointment of whom shall be confirmed by a majority of the City Council. The members shall serve staggered three-year terms. ~~Members, inclusive of alternates, must be residents and qualified electors of the County. Alternate members shall perform all of the duties of a regular member in the absence or disqualification of a regular member from a meeting of the Historic Preservation Commission.~~ A member may continue to serve on the Historic Preservation Commission until his or her successor is appointed and assumes office, and a member may be reappointed to serve successive terms without limitation.

(b) Upon establishment of the Historic Preservation Commission as herein provided, three (3) members shall serve an initial term of three (3) years; **and** two (2) members shall serve an initial term of two (2) years; ~~and two (2) members shall serve an initial term of one (1) year. Persons initially appointed as alternate members shall serve a term of three (3) years.~~

(c) The City Council shall endeavor to maintain a balance of interests and skills on the Historic Preservation Commission and shall strive to appoint persons with experience, training and/or knowledge in architecture, architectural history, historic preservation, the State and/or local history, landscape architecture, archeology, land use planning, design or engineering, or experience in the building trades. Not less than two (2) ~~regular~~ members shall be experienced and/or possess expertise in one (1) or more of the fields listed above.

Section 3. Section 2-12-50, subsections (a) and (b), of the Salida Municipal Code is hereby amended to read as follows, with revisions shown in bold, double-underlined, and strike-out text.

Sec. 2-12-50. Meetings and procedures; officers.

(a) All meetings of the Historic Preservation Commission shall be subject to the requirements of the Colorado Open Meetings Law. Not less than ~~four (4)~~ **three (3)** members must be present at a regular or special meeting to transact business, and all questions coming before the Historic Preservation Commission shall be decided by simple majority vote of all those present. All votes shall be by recorded ayes and nays, except that a roll call vote shall be conducted upon the request of any member. A tie vote shall be deemed a denial of the matter voted upon.

(b) The Historic Preservation Commission shall conduct not less than ~~one (1) regular meeting per month~~ **four (4) regular meetings per year** and shall adopt such rules of procedure as it deems necessary to conduct business. The Historic Preservation Commission shall also elect a Chairperson; **and** Vice Chairperson ~~and Secretary~~ from among its members by majority vote. Each member so elected shall serve a term of one (1) year, and may be reelected to office without limitation.

Section 4. Section 2-12-60 of the Salida Municipal Code is hereby amended to read as follows, with revisions shown in bold, double-underlined, and strike-out text.

Sec. 2-12-60. Powers and duties.

The Historic Preservation Commission shall have the following powers and duties:

~~(1) — Conduct surveys and identify buildings, sites, structures and neighborhoods of historic and/or architectural significance within the City.~~

(2) (1) Provide advice and recommendations to the City Council Administrator or his or her designee regarding the designation of buildings, sites, structures and neighborhoods as historic landmarks or historic districts.

~~(3) — Advise and assist owners on the preservation, renovation, repair or restoration of their historic properties and the financial aspects of same, including the nomination and selection of such properties to a state or national register of historic buildings or places.~~

(4) (2) Compile, maintain, prioritize and regularly update an inventory of historic buildings, sites, structures and neighborhoods within the City and its immediate environs.

~~(5) (3) Issue certificates of appropriateness~~ Make recommendations to staff regarding the issuance of certificates of approval for the addition to or demolition, moving, exterior alteration, renovation or restoration of designated historic landmark buildings, sites or structures, and/or other buildings or structures within historic districts.

(6) (4) Develop, analyze and recommend to the City Council Administrator or his or her designee ordinances and/or other regulations or policies, including design and/or architectural guidelines, for the preservation, regulation, enhancement and protection of historic structures and neighborhoods within the City.

(7) (5) Develop and implement public education programs regarding historic preservation and historic buildings, sites, structures and neighborhoods within the City.

(8) (6) Assist the Administrator or his or her designee to investigate Investigate and pursue public and private grants and other financial resources for the support and/or implementation of historic preservation programs and efforts within the City.

~~(9) — Coordinate with City, County and other governmental agencies and/or boards the personnel activities, programs, policies and permits that may impact the preservation of historic buildings, sites, structures or neighborhoods within the community.~~

(10) (7) Undertake such special tasks or functions as may be assigned to the Historic Preservation Commission by the City Council.

Section 5. In Article 16-1-80, the definitions of Insubstantial or minor activity and Substantial or major activity are repealed and replaced with the following definitions.

Minor activity means and includes

1. The replacement of surface materials such as roofing or siding or an exterior architectural feature with materials and design substantially similar to the existing materials or design;
2. The installation, removal or replacement of a fence, awning, roofing material or dumpster enclosure;
3. The reuse of an existing window or door opening which has been covered or filled through installation of a replica of a historic door or glazing ;
4. Those activities deemed to not detrimentally impact or influence in any substantial way the historic integrity or appearance of a landmark building, structure, site or designated historic district, or as deemed to be minor upon petition to and determination by the Administrator or his or her designee.

Major activity means and includes:

1. An activity not defined or qualifying as an insubstantial or minor activity, including, but not limited to, reconstruction, rehabilitation, remodeling, renovation, relocation or demolition;
2. Alterations, additions or other work performed on a building, structure or site that result in the increase or decrease of site coverage, floor area or exterior wall or roof surface;
3. The installation, alteration or removal of a window or door opening;
4. The replacement or repair of surface materials such as roofing or siding or an exterior architectural feature with materials or design not substantially similar to the existing materials or design;
5. The cleaning of an exterior surface of a contributing or landmark building or structure by sandblasting, high-pressure spraying or other chemical or mechanical means;
6. Application of sealant, paint, stucco, texture or other material that would conceal, alter or damage the exterior of any contributing or landmark building with an existing unfinished or unpainted brick, masonry or other unfinished siding or structural element;
7. Those activities deemed to potentially impact or influence in any substantial way the historic integrity or appearance of a landmark building, structure, site or designated historic district, or as deemed to be major upon petition to and determination by the Administrator or his or her designee.

Section 5. Table 16-A of the Salida Municipal Code is hereby amended to read as follows, with revisions shown in bold, double-underlined, and strike-out text.

TABLE 16-A		
Appealing Body From Specific Orders, Decisions or Interpretations		
Decision Appealed From:	Type of Land Development Application	Decision Appealed To:
Administrator <u>or his or her designee</u>	Interpretation Verification of zoning compliance Reuse, change in use or further development Sign permits and comprehensive sign plans	Planning Commission
Board of Adjustment	Variance	Court system
Board of Appeals	Appeal	Court system
Building Official	Interpretation of codes enforced by the Building Official	Board of Appeals*
City Council	Amendment to Official Zoning Map or text of Code Overall development plan or final development plan Annexation Minor and major subdivision - final plat Designation of a historic district or landmark Off-premises sign	Court system
Fire Chief	Interpretation of codes enforced by the Fire Chief	Board of Appeals*
Historic Preservation Commission (HPC) <u>Administrator or his or her designee</u>	Certificate of Approval – minor Certificate of Approval – major	HPC – Whole Commission City Council
Planning Commission	Conditional use Creative sign Comprehensive sign plans for multiple owners Sketch plan Preliminary plat	City Council
Planning Chair	Subdivision exemption	Planning Commission
* Refer to Chapter 18, Article VIII, Building Regulations, Appeals Process for additional information		

Section 6. Section 16-10-10(a) of the Salida Municipal Code is hereby amended to read as follows, with revisions shown in bold, double-underlined, and strike-out text.

Sec. 16-10-10. Stages of the development review process.

(a) This Article sets out the development review procedures which are common to all land development applications in the City. These development review procedures apply to the following types of land development processes: conditional uses (Article XI); variances (Article XII); amendments to land use code or official zoning map and planned developments (Article XIII); and subdivision (Article XIV); and ~~major certificates of appropriateness~~ **approval**/designation of historic districts and landmarks (Article XVIII).

Section 7. Table 16-L of the Salida Municipal Code is hereby amended to read as follows, with revisions shown in bold, double-underlined, and strike-out text.

TABLE 16-L Decision-Making Bodies and Public Hearing Requirements for Development Applications		
Application Type	Decision-Making Bodies	Public Hearing Required? When?
Interpretation	Administrator	No
Conditional use	Planning Commission	Yes
Variance	Board of Adjustment	Yes
Amendment to Official Zoning Map or text of Code or Planned Development	Planning Commission recommendation to City Council	Yes - for Planning Commission review and for Council ordinance adoption
Major subdivision	Sketch plan – Planning Commission Preliminary plat – Planning Commission Final plat – Planning Commission recommendation to Council	Yes
Minor subdivision	Preliminary plat – Planning Commission Final plat – Council	Yes – for Planning Commission preliminary plat and Council final plat review
Subdivision exemption	Planning Commission chair	No
Vacation of subdivision, right-of- way or easement	Planning Commission recommendation to Council	Yes - for Planning Commission review and Council ordinance adoption
Appeal of specific orders, decisions or interpretations	Designated body as outlined in Table 16-A	Yes – if appeal is from a decision rendered during a public hearing
Subdivision, right-of-way, easement, vacation	Planning Commission recommendation to Council	Yes – for Planning Commission review and for Council ordinance adoption
Designation of historic district or landmark	HPC Administrator or his or her designee recommendation to Council	Yes – for HPC review and Council ordinance adoption

Minor certificate of appropriateness approval	Staff and two HPC members Administrator or his or her designee	No
Major certificate of appropriateness approval	HPC Administrator or his or her designee with advice from at least three HPC members	Yes —posting of the site only, not by mail or newspaper No
Verification of zoning compliance	Administrator	No
Annexation	Planning Commission recommendation to Council	Yes - for Planning Commission review and for Council ordinance adoption
Appeal (Board of Appeals)	Board of Appeals	No

Section 8. Section 16-10-50(b)(1)a. of the Salida Municipal Code is hereby removed as follows, with revisions shown in bold, double-underlined, and strike-out text.

a. ~~—Exception for major certificates of appropriateness. Publication of notice shall not be required when a major certificate of appropriateness is requested.~~

Section 9. Section 16-18-40(a)(4) of the Salida Municipal Code is hereby removed as follows, with revisions shown in bold, double-underlined, and strike-out text and subsequent sections renumbered accordingly.

~~(4) Public Notice by HPC. Public Notice that a nomination for establishment of a historic district or landmark is being considered by the HPC shall be provided as specified in Paragraph 16-10-50(b)(1), Publication of Notice, of this Chapter. Such notice shall contain a name for the new district or landmark and accurately describe the district's or landmark's proposed geographical boundaries. Additionally, written notice of the public hearing shall be mailed via certified mail to all of the owners of record, as reflected by the records of the County Assessor, of all of the property included to be designated. Mailing shall be accomplished fifteen (15) days prior to the hearing.~~

Section 10. Section 16-18-40(a)(5) of the Salida Municipal Code is hereby amended to read as follows, with revisions shown in bold, double-underlined, and strike-out text.

~~(5)~~ **(4)** Action by **HPC Administrator**. The **HPC Administrator or his or her designee** shall conduct a public hearing **meeting with the HPC** to review the conformance of the nomination application with all applicable provisions of this Chapter. If the **HPC Administrator or his or her designee** finds that the application is in conformance, it shall make a recommendation that the City Council approve the application. The **HPC Administrator or his or her designee** shall make written findings and recommendations concerning the merits of the petition and forward the same on to the City Council.

Section 11. Section 16-18-40(a)(6) of the Salida Municipal Code is hereby amended to read as follows, with revisions shown in bold, double-underlined, and strike-out text.

(6) ~~(5)~~ Public Notice by City Council. ~~Notice that the City Council shall consider the nomination application to establish a historic district or landmark shall be provided as outlined in Paragraph (4) above.~~ **Public notice that a nomination for establishment of a historic district or landmark is being considered by the City Council shall be provided as specified in Paragraph 16-10-50(b)(1), Publication of Notice, of this Chapter. Such notice shall contain a name for the new district or landmark and accurately describe the district's or landmark's proposed geographical boundaries. Additionally, written notice of the public hearing shall be mailed via certified mail to all of the owners or record, as reflected by the records of the County Assessor, of all of the property included to be designated. Mailing shall be accomplished fifteen (15) days prior to the hearing.**

Section 12. Section 16-18-50(1)c of the Salida Municipal Code is hereby amended to read as follows, with revisions shown in bold, double-underlined, and strike-out text.

c. At least fifty-one percent (51%) of the property owners in the desired district must not object to the designation. A survey of support for the creation of the district must be solicited via certified mail, with each property owner in the proposed district permitted one (1) response. A lack of response will not be considered either an affirmation of support or a negative response to the creation of the district. Certified mailings must be sent at least thirty (30) days prior to action by the HPC, **City Council** with responses due at least fifteen (15) days prior to action by the HPC **City Council**.

Section 13. Section 16-18-60 of the Salida Municipal Code is hereby removed as follows, with revisions shown in bold, double-underlined, and strike-out text and subsequent sections renumbered accordingly.

~~Sec. 16-18-60. Activities subject to review and certificate of appropriateness within historic districts.~~

~~No person may or shall engage in, or allow or direct others to engage in, any of the following activities within a historic district without first having applied for and obtained a certificate of appropriateness from the HPC as outlined in Section 16-18-90 below.~~

~~(1) The construction, erection, demolition, moving, exterior alteration, exterior addition to or relocation of any building or structure.~~

~~(2) — The exterior renovation, rehabilitation, reconstruction, repair or remodeling of any building or structure, excepting ordinary maintenance and/or repair.~~

~~(3) — The removal, modification, reconstruction, covering up or destruction of an exterior architectural feature.~~

~~(4) — The construction of public or private improvements upon public property by any person or unit of government which alters the layout, design or character of a street, alley, sidewalk, pedestrian way, right-of-way, utility installation, street light, wall or fence.~~

~~(5) — The cleaning of an exterior surface of a contributing or landmark building or structure by sandblasting, high pressure spraying or other chemical or mechanical means which could cause physical damage to the building or structure. (Ord. 03, 2002 §9-20-7; Ord. 01, 2005 §1; Ord. 2005-07 §1)~~

Section 14. Section 16-18-70 of the Salida Municipal Code is hereby amended to read as follows, with revisions shown in bold, double-underlined, and strike-out text.

Sec. 16-18-~~70~~60. Activities subject to review and certificate of ~~appropriateness~~ **approval** with regard to landmarks or within historic districts.

Unless otherwise specifically provided for in this Article, no person may or shall engage in, or allow or direct others to engage in, any of the following activities within a historic district or on a landmarked building structure or site without first applying for and obtaining a certificate of ~~appropriateness~~ **approval** from the HPC as outlined in Section 16-18-~~90~~80 below.

(1) The construction, erection, demolition, moving, exterior alteration or relocation of or exterior addition to any building or structure.

(2) The exterior renovation, rehabilitation, reconstruction, repair or remodeling of any building or structure, excepting ordinary maintenance and/or repair.

(3) The removal, modification, reconstruction, covering up or destruction of an exterior architectural feature.

(4) The cleaning of an exterior surface of a contributing or landmark building or structure by sandblasting, high-pressure spraying or other chemical or mechanical means which could cause physical damage to the building or structure.

(5) The construction of public or private improvements upon public property by any person or unit of government which alters the layout, design or character of a street, alley, sidewalk, pedestrian way, right-of-way, utility installation, street light, wall or fence.

~~(5)~~**(6)** The application of any sealant, paint, stucco, texture or other material that would conceal, alter or damage the exterior of any contributing or landmark building with an existing unfinished or unpainted brick, masonry or other unfinished siding or structural element.

Section 15. Section 16-18-80 of the Salida Municipal Code is hereby amended to read as follows, with revisions shown in bold, double-underlined, and strike-out text.

Sec. 16-18-~~80~~**70**. Demolition or relocation of buildings, structures or sites.

Consistent with the purposes of this Article, it is the intent of this Section to preserve the historic districts and historical and architectural resources of the City through limitations on the demolition and relocation of landmark and contributing buildings, structures or sites to the maximum extent feasible, and to regulate the demolition and relocation of nonlandmark and noncontributing structures within historic districts. The demolition and/or relocation of landmark and contributing buildings, structures and sites are to be discouraged in favor of preservation, renovation, adaptive reuse or relocation within a historic district. Notwithstanding the foregoing, it is recognized that structural deterioration, economic hardship and other factors not within the control of a property owner may cause or require the demolition or relocation of a landmark or contributing building, structure or site.

(1) Certificate of ~~Appropriateness~~ **Approval** Required. No landmark or contributing building, structure or site, and no building, structure or site within a historic district, may be demolished or relocated without first having been approved by the HPC through the issuance of a certificate of ~~appropriateness~~ **approval** as outlined in Section 16-18-~~90~~**80** below.

(2) Major Activity. An application for a certificate of ~~appropriateness~~ **approval** to demolish a landmark or contributing building, structure or site, or a building, structure or site within a historic district, shall be considered a substantial or major activity.

(3) Demolition by Neglect Prohibited. No owner or person occupying or using a landmark or contributing building, structure or site shall allow or cause the demolition, destruction, damage or deterioration of such building, structure or site by neglect.

Section 16. Section 16-18-90 of the Salida Municipal Code is hereby amended to read as follows, with revisions shown in bold, double-underlined, and strike-out text.

Sec. 16-18-~~90~~**80**. Certificates of ~~appropriateness~~ **approval**; procedure.

(a) No building permit for work or activity requiring a certificate of ~~appropriateness~~ **approval** shall be valid or issued by the Building Official absent the receipt by the official of the necessary certificate of ~~appropriateness~~ **approval** ("CA"). Conversely, the issuance of a CA shall not relieve an applicant from having to obtain any and all other permits or approvals for the subject work or activity as may be required under the City's zoning, subdivision, building or other life/safety codes.

(b) Certificates of ~~appropriateness~~ **approval** may be made subject to such terms, conditions or limitations as determined necessary to protect and preserve the structural, aesthetic and/or historic integrity and value of the building, structure or site to which it pertains. A CA shall not constitute a site-specific development plan or vested property right and, unless acted upon in a substantial fashion or otherwise specifically authorized and provided for in the permit, shall automatically expire one (1) year from its date of issuance, unless extended by order of the **HPC Administrator or his or her designee**.

(1) Procedure. Applications for a CA shall follow the stages of the land development process outlined below:

a. Preapplication conference. Attendance at a preapplication conference is recommended for an applicant intending to submit an application for a CA.

b. Application submittal. The applicant shall submit a complete application to the Administrator containing those materials listed in Subsection ~~16-18-40(b)~~ above **16-18-80(b)(2) below**.

c. Staff review. The Administrator **or his or her designee** shall review the application to determine whether it is complete, as specified in Subsection 16-10-40(a) of this Chapter. The Administrator **or his or her designee** shall ~~forward a report to the HPC, which report~~ **compose a report which** summarizes the application's compliance with the review standards contained in Section ~~16-18-10090~~ below, and other applicable provisions of this Chapter. The technical comments and professional recommendations of other agencies, organizations and consultants shall be solicited in drafting the report, as necessary.

~~d. Posting of notice. Posting of notice that the HPC will hold a public hearing for major certificate of appropriateness shall be accomplished by the City as specified in Paragraph 16-10-50(b)(3) of this Chapter. Public notice is not required for applications for a minor certificate of appropriateness.~~

ed. Action by **HPC the Administrator or his or her designee**.

1. ~~Insubstantial or minor~~ **Minor** activity. An application regarding insubstantial or minor activity shall be ~~jointly~~ reviewed and ruled upon by the Community Development ~~Department~~ **Director** and ~~two (2) designated members of the HPC~~ within ten (10) business days from the date the application was deemed complete. If it is determined that the application pertains to minor activity only or to activity that will not detrimentally impact or influence the historic integrity and/or appearance of a landmark or designated historic district, a CA shall be issued authorizing the activity. If it is determined that the application pertains to major activity, it shall be referred to the ~~HPC for review and determination at a regular or special meeting~~ **major activity procedure**.

2. ~~Substantial or major~~ **Major** activity. An application regarding ~~substantial or major~~ activity shall be reviewed and ruled upon by the HPC **and ruled upon by the Administrator or his or her designee** at a regular or special meeting to

be conducted within ~~thirty one (31)~~ **twenty (20)** days from the date the application was determined complete, ~~or within such longer time period as necessary to reasonably accommodate the application on an HPC meeting agenda.~~ Written notice of the date, time and location of the meeting shall be mailed by regular mail or personally delivered to the applicant not less than ~~fifteen (15)~~ **five (5)** days prior to the meeting. The unexcused absence of the applicant from the meeting shall cause the HPC Administrator or his or her designee to deny the application or, at the HPC's Administrator's or his or her designee's option, continue the matter to a later meeting date of its choosing.

f. Actions following approval. A copy of each approved certificate of ~~appropriateness~~ **approval** shall be transmitted by the Administrator to the Building Official promptly upon its issuance.

(2) Application Contents. An application for a Certificate of ~~Appropriateness~~ **Approval** shall contain the following information:

a. Minimum contents. The minimum contents for all applications specified in Subsection 16-10-30(c) of this Chapter.

b. Photographs. All applications shall be accompanied by photographs reasonably and accurately depicting the current status of the building, structure or site, or that portion thereof, subject to the application. **Include photographs showing all sides of the structure, particularly the front and any side affected by the proposed project and detailed photographs of the features affected by the project.**

~~e. New construction or alterations, additions, reconstruction, rehabilitation, remodeling, renovations or restoration. Applications pertaining to new construction or alterations, additions, reconstruction, rehabilitation, remodeling, renovations or restoration, shall also contain or be accompanied by a list of current and proposed materials, colors and finishes, and by engineered plans, architectural drawings, site plans, elevations, landscape plans and/or such other drawings or visual devices as reasonably necessary or required to adequately inform and educate the planning staff and HPC concerning the activity proposed in the application.~~

c. Drawing Format: Drawings shall be large enough so that all information is legible but no smaller than 11" x 17". Sketch drawings are acceptable if they provide accurate information and are reasonable drawn to scale.

d. Dimensioned Site Plan: Site plan showing street locations, existing structure and proposed new elements or structures.

e. Dimensioned Floor Plan(s): Floor plans showing existing structures and proposed new elements or structures.

f. Dimensioned Roof Plan: Roof plan showing proposed new roof elements in context of the existing roof.

g. Dimensioned Exterior Elevations: Exterior elevations showing appearance of proposed project with all materials and indicating finishes.

h. Building Sections and Construction Details: Sections and details as required adequately explaining and clarifying the project. Note all materials and finishes.

i. Specification of Materials: Manufacturer's product literature and material samples. Product literature is required for replacement windows.

j. Bids: If proposing to replace existing historic materials or features with replicas rather than repair or restore, firm bids must be provided for both restoration and replication.

k. Window Replacement: If proposing to replace historic windows (aside from wooden replica sash replacement) justification shall be provided as outlined in National Park Service Preservation Brief #9. Submittal must include written assessment of condition of existing windows.

l. New Construction shall include the following information:

1. Block Site Plan: A site plan or aerial photograph showing relationship of proposed structure to existing structures.

2. Written Statement: A written statement of the design philosophy and building program.

3. Massing Model: A massing model illustrating the relationship between the new structure(s) and existing building(s) on the project site and adjacent lots.

4. Photographs: Photographs of the surrounding structures including both block faces and side streets.

dm. Demolition or relocation of a landmark or contributing building, structure or site shall include the following:

1. A detailed description of the reasons supporting or justifying the proposed demolition or relocation, including a delineation and explanation of all economic data where economic hardship or other economic cause is given as a reason for the proposed activity demolition or relocation.

2. A detailed development or redevelopment plan for the demolition and/or receiving relocation site and a schedule for the same completion of the work.

3. Elevations, building sections, construction details, specifications and massing model of proposed replacement structure similar to those required for new construction.

4. For landmark or contributing structures the applicant must submit a A report prepared by an architect, appraiser, engineer or other qualified person experienced in the rehabilitation, renovation and/or restoration of historic buildings, structures or sites addressing:

a) The structural soundness of the building, structure or site and its suitability for rehabilitation, renovation, restoration or relocation.

b) The economic and structural/engineering feasibility of the rehabilitation, renovation and/or restoration of the building, structure or site at its current location.

c) The economic and structural/engineering feasibility of relocating the building, structure or site.

~~e. Demolition or relocation of a nonlandmark or noncontributing building, structure or site located in a historic district shall include the following:~~

~~1. A detailed description of the reasons supporting or justifying the proposed demolition or relocation.~~

~~2. A detailed development or redevelopment plan for the demolition and/or receiving location site.~~

Section 17. Section 16-18-100 of the Salida Municipal Code is hereby amended to read as follows, with revisions shown in bold, double-underlined, and strike-out text.

Sec. 16-18-100(90). Certificates of ~~appropriateness~~ approval; review standards.

(a) Historic Landmark and/or Contributing Buildings, Structures or Sites. All work performed in completion of an approved certificate of ~~appropriateness~~ approval shall be in conformance with the most recent edition of the Secretary of Interior's *Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings*, published by the U.S. Department of the Interior, National Park Service, Cultural Resource Stewardship and Partnerships, Heritage Preservation Services, Washington, D.C. (available for review at the ~~Planning~~ Community Development Department). ~~In addition, the following minimum criteria will be applied in reviewing and evaluating an application for a CA with respect to a historic landmark or contributing building, structure or site:~~

(b) Supplemental Guidelines. The Administrator or his or her designee with advice from the HPC may, subject to final approval by the City Council, devise, adopt, publish and implement design guidelines to supplement the criteria set forth in this Section for the review, evaluation and approval of certificates of approval. Upon their approval by the City Council,

said guidelines shall be enforced and have the same effect and authority as if fully set forth in this Section, and violations thereof shall be subject to the same penalties for violations of any other section contained in this Article. In addition, the following minimum criteria will be applied in reviewing and evaluating an application for a CA with respect to a historic landmark or contributing building, structure or site:

(1) Architectural Character. Whether and/or to what extent the proposed work will preserve, protect, change, diminish, disguise, obscure, detract from or destroy the appearance or structural integrity of the historic features, design, materials, character or value of the structure or site.

(2) Original Materials. Whether original designs, materials, finishes and construction techniques that characterize the historic value and appearance of a structure or site can be retained, restored or repaired as opposed to replaced, and whether replacement designs, materials or finishes can match and/or accurately replicate the originals.

(3) Minimum Change. Whether and/or to what extent the proposed work will require more than a minimal change to the historic appearance, materials or integrity of the structure or site.

(4) New Construction. New additions, exterior alterations and related work shall not destroy or detract from the existing historic structure and materials to the maximum extent feasible, and such new work or alterations shall be differentiated from, but compatible with, the existing size, scale and exterior architectural features of the structure or site so as to protect its historic identity and integrity.

(5) Historic Appearance. Work that will protect or return the original historic appearance of a structure or site, especially where documented by photographs, historic research or other credible evidence, shall be encouraged and favored.

(6) Work Necessary. Whether the proposed work is required or necessary to comply with a building, fire or other health/safety code.

~~(b)~~**(c)** Activities Within Designated Historic Districts. The following minimum criteria will be applied in reviewing and evaluating an application for a CA with respect to a nonlandmark or noncontributing building, structure or site within a designated historic district.

(1) Enhance District. Whether and/or to what extent the proposed work will enhance and advance the purposes and intent underlying the establishment of the district.

(2) Overall Character. New structures and additions to, or the exterior repair or alteration of, existing nonlandmark and noncontributing structures shall be compatible with the historic architectural character, scale, shapes, sizes, heights, facades and materials predominant in the district to the maximum extent feasible.

(3) Specific Compatibility. New structures and additions to, or the exterior repair or alteration of, existing nonlandmark and noncontributing structures shall specifically harmonize

with neighboring landmark and/or contributing structures or sites with regard to height, scale, shape, size, facade, materials, setback, landscaping and exterior architectural features to the maximum extent feasible.

(4) Work Necessary. Whether the proposed work is required or necessary to comply with a building, fire or other health/safety code.

~~(e)~~**(d)** Demolition or Relocation of a Landmark or a Building, Structure or Site Within a Historic District. The following criteria shall be used in determining whether a certificate of ~~appropriateness~~ **approval** should be issued for the demolition or relocation of a landmark or a building, structure or site within a historic district:

(1) The historic, social or architectural significance of the building, structure or site.

(2) The structural soundness and safety of the building, structure or site.

(3) In the case of a landmark or contributing building, structure or site, whether the same can be rehabilitated, renovated or restored at its current location as part of an economically feasible and beneficial use of the property.

(4) In the case of a landmark or contributing building, structure or site, whether the same has been properly maintained and/or been subject to disrepair, deterioration and/or demolition by neglect.

(5) In the case of a landmark or contributing building, structure or site, whether the same can be relocated to a historically appropriate alternative location in a manner that will protect and insure its structural integrity.

(6) The impacts of the proposed demolition or relocation of the building, structure or site, and the planned redevelopment of the site, on the historical character of the existing neighborhood.

~~(d) Supplemental Guidelines. The HPC may, subject to final approval by the City Council, devise, adopt, publish and implement design guidelines to supplement the criteria set forth in this Section for the review, evaluation and approval of certificates of appropriateness. Upon their approval by the City Council, said guidelines shall be enforced and have the same effect and authority as if fully set forth in this Section, and violations thereof shall be subject to the same penalties for violations of any other section contained in this Article.~~

Section 18. Sections 16-18-110, 16-18-120 and 16-18-130 of the Salida Municipal Code is hereby amended to read as follows, with revisions shown in bold, double-underlined, and strike-out text.

Sec. 16-18-110(100). Exempt activity.

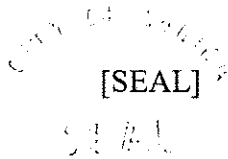
Sec. 16-18-120(110). Exceptions.

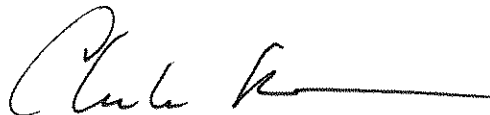
Sec. 16-18-130(120). Removal of landmark, contributing or historic district designation.

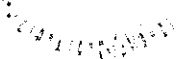
INTRODUCED ON FIRST READING, ADOPTED and ORDERED PUBLISHED IN FULL in a newspaper of general circulation in the City of Salida by the City Council on the 4th day of January, 2011 and set for second reading and public hearing on the 18th day of January, 2011.

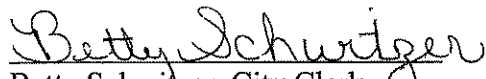
INTRODUCED ON SECOND READING, FINALLY ADOPTED and ORDERED PUBLISHED BY TITLE ONLY, by the City Council on the 18th day of January, 2011.

CITY OF SALIDA, COLORADO

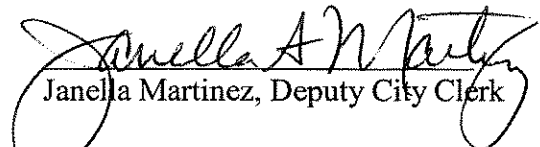



Charles Rose, Mayor

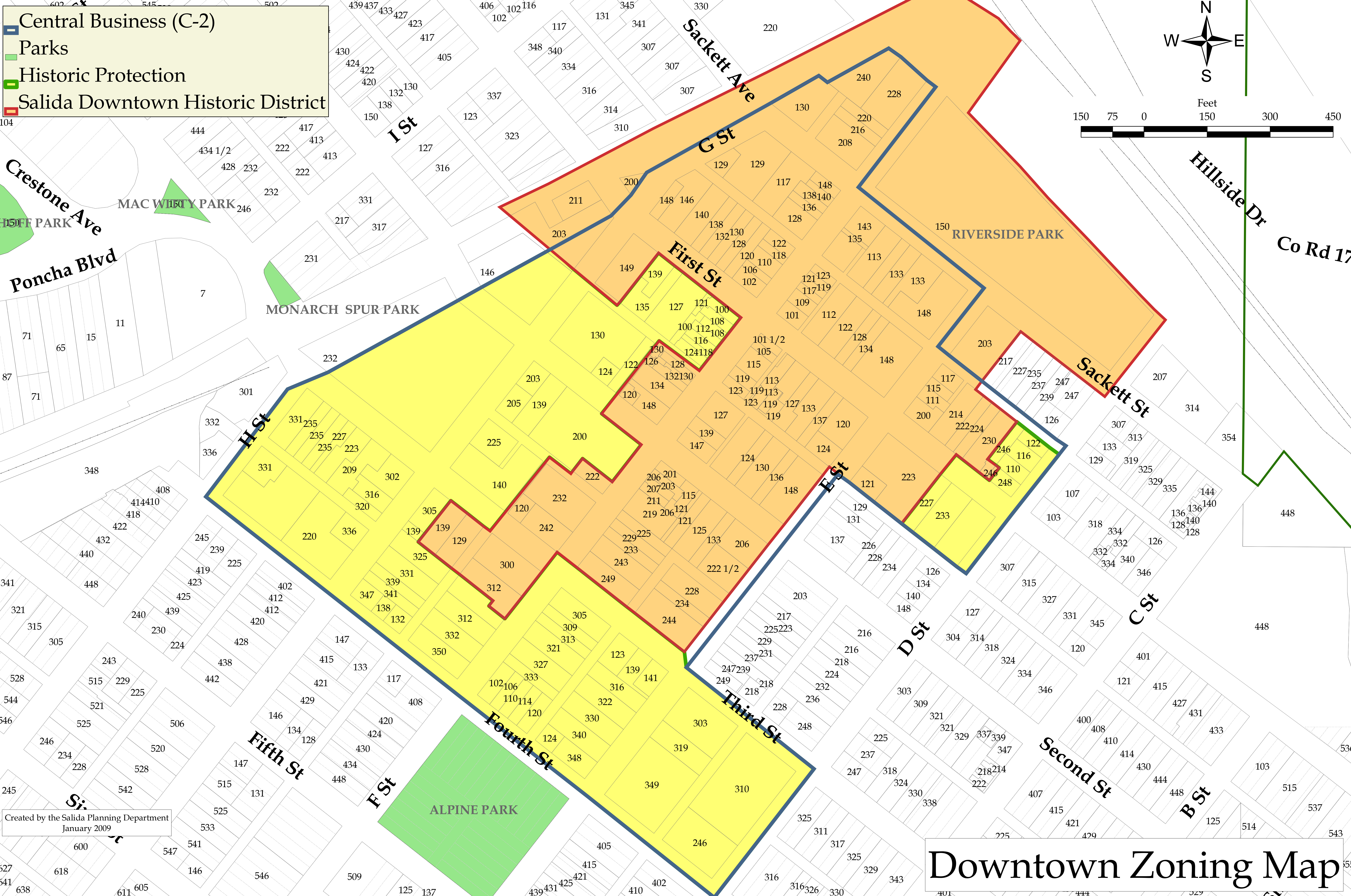
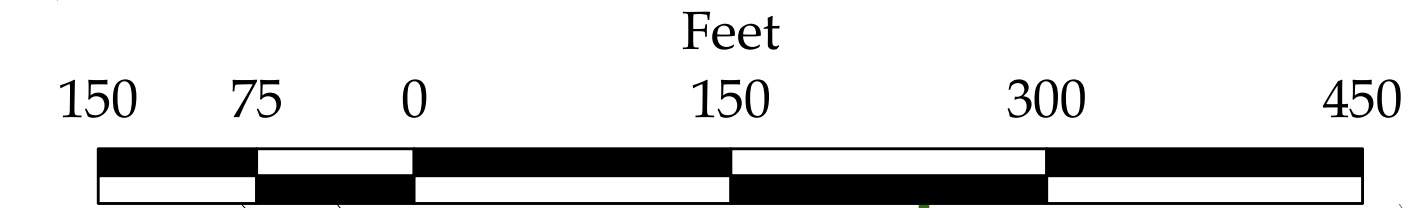
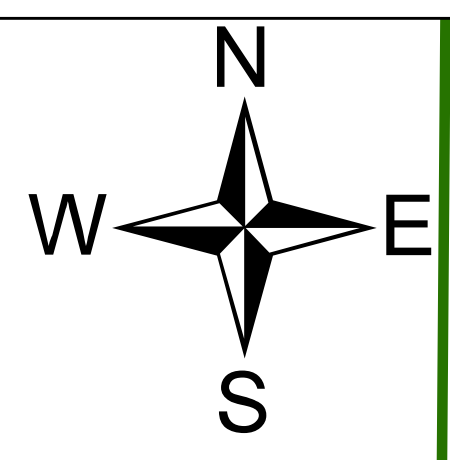
ATTEST:



Betty Schwitzer, City Clerk

PUBLISHED IN FULL in the Mountain Mail after First Reading on the 7th day of January, 2011, and BY TITLE ONLY, after final adoption on the 21st day of January, 2011.


Janelle A. N. Martinez, Deputy City Clerk

- Central Business (C-2)
- Parks
- Historic Protection
- Salida Downtown Historic District



Created by the Salida Planning Department
January 2009

Downtown Zoning Map

HISTORIC PRESERVATION COMMISSION

2019

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City of Salida, Colorado

March 18, 2019



Why use an Independent Financial Advisor?

Every community has goals and plans, but finding the financial resources to accomplish these goals can be a challenge.

- What are those goals for Salida?
 - A new firehouse?
 - Healthy fund balance?
 - Annual pay plan for employees?



Customized Solutions that Build Communities

Local governments seeking solutions have turned to Ehlers for:

- Tools to manage future growth without putting taxpayers or the General Fund at risk.
- The means to accomplish economic development and redevelopment.
- Creative ways to finance capital needs with limited resources.
- A framework for looking to the financial future.
- SEC registered Municipal Advisory help with bond issues.
- Guidance in improving credit ratings to make debt more affordable.

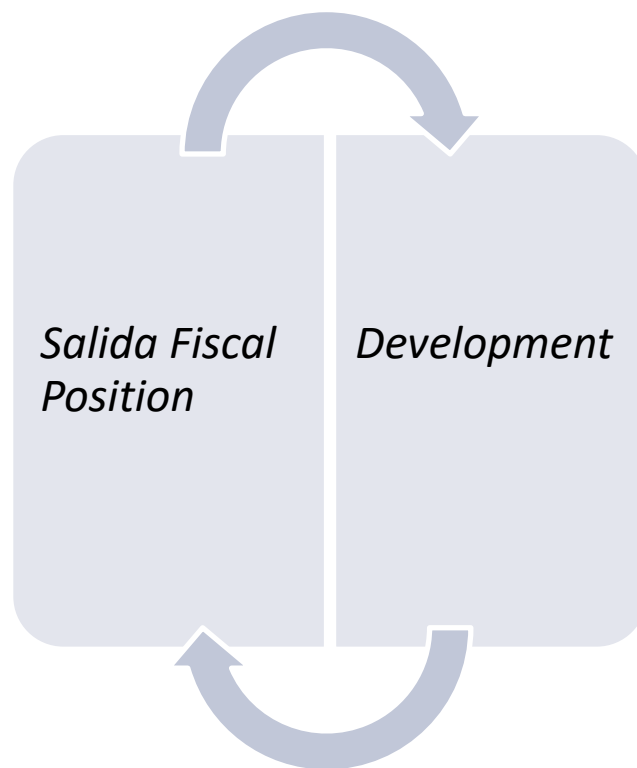


Tools to Manage Future Growth

- Ehlers is a full service financial advisor and brings Full Service Solutions.
 - Bonds aren't always the answer!
- Our solutions have included
 - Annexation
 - Merger Plans
 - Strategic Planning and Budgeting
 - Rate and Fee Studies
 - Legislative Research and Support
 - Impact Analysis

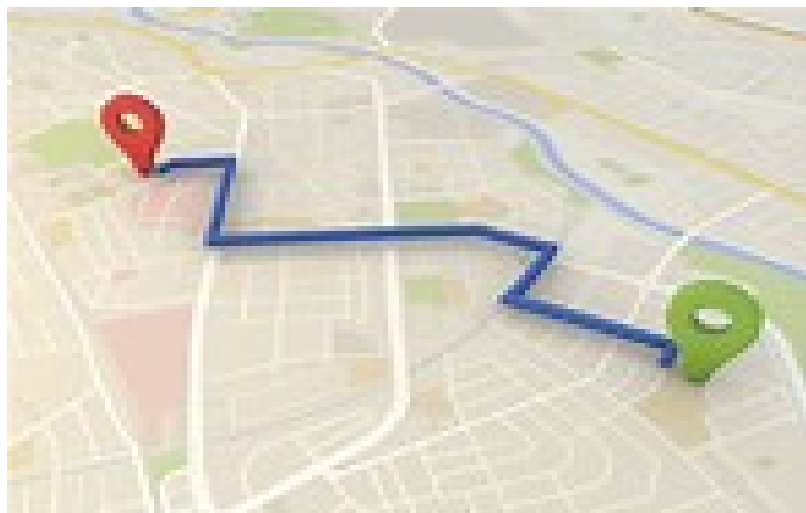


Economic Development and Redevelopment





Capital Planning





A Framework for Looking to your Financial Future

Long-term financial planning gives Council and staff a chance to review operation, capital asset health, capital needs and financing resources.

- Council strategy and goals
- Look forward rather than backwards
- Prioritize/sequence future activities and projects
- Benchmarking
- “What-if” scenarios
- Budget springboard



Debt

- Sometimes inevitable
- Sometimes the best route
- Ehlers is an SEC Registered Municipal Advisor
 - Fiduciary responsibility to you
 - Extension of your financial team
 - Clear communicators
 - Salida Credit Scores
 - Post issuance compliance



Goals and Plans

Ehlers delivers hands-on practical financial solutions that transform community goals into reality.



Why Choose Ehlers?

- Hands on Problem Solving
- Creative, Practical Solutions
- Independence
- Depth of Experience/Full Service
- Team Approach
- Technology



Ehlers Contacts

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MEMORANDUM

DATE: March 18, 2019
FROM: Drew Nelson, City Administrator
TO: Mayor PT Wood & City Council
SUBJECT: City Treasurer and Audit Committee Roles and Responsibilities

Background

Following the City Council's February 4th Worksession, staff has been collaborating with the current City Treasurer, Alisa Pappenfort, and Councilor Brown-Kovacic (a former City Treasurer) to revise some of the roles and responsibilities of the position. The attached draft language indicates redlines to the existing Salida Municipal Code sections that guide the work of both the City Treasurer as well as the Audit Committee.

Analysis

As noted in the attached draft changes to the SMC, the group that was discussing this matter identified some of the critical areas that the City Treasurer can have a greater impact on. This includes monthly financial reporting as well as ensuring annual reports being filed and completed as required by Colorado Revised Statutes. We believe that these are responsible changes to take advantage of Salida's unique status of having an elected City Treasurer.

In addition, the draft changes include some institutional changes to the "Audit" Committee. The proposed changes would authorize the City Treasurer to sit as the chair of a newly-defined "Finance Committee" that would oversee the development of both the annual budget as well as the annual audit. City staff, led by the City Administrator, would work with the Finance Committee to develop the financial analysis tools that the City Council and Treasurer should have when making critical expenditure and economic development decisions.

Last, the draft changes include an increase to the compensation for the City Treasurer position that would take effect after the next regular election in November. The proposed change would bring the compensation to the same level as a City Councilor, which appears to be in line with the discussions the City Council was having prior to the special election in September of 2018.

Recommendation

Staff requests feedback from the City Council on changes to the roles and responsibilities of both the City Treasurer and the Audit (hopefully "Finance") Committee. Following your feedback, staff will prepare an ordinance to change the relevant provisions of the Salida Municipal Code for the City Council's consideration at a future regular meeting.

ARTICLE III. - CITY ADMINISTRATION

Sec. 2-3-50. - City Treasurer.

(a) Election; term; vacancies. The registered electors of the City shall elect a City Treasurer who shall serve a term of four (4) years. Any vacancy in the office of City Treasurer caused by other than the regular expiration of a term shall be filled by appointment made upon a majority vote of the members of City Council within sixty (60) days after the vacancy occurs. A person appointed to fill a vacancy shall serve until the next regular municipal election, at which time a successor shall be elected to serve out the remainder of any uncompleted term. The offices of City Treasurer and City Clerk may be held by the same person. The City Treasurer shall receive such compensation as established by ordinance of the City Council and amended from time to time.

(b) Duties. The City Treasurer shall perform those functions as set forth in ~~Section C.R.S. §31-4-111 and C.R.S. §Sections 31-20-301 through §31-20-307 C.R.S.,~~ as amended, and as may be prescribed by City ordinance from time to time. These duties shall include:

1. The City Treasurer may in the performance of duties rely upon ~~the City Finance Director and Finance Department staff~~ for assistance and delegate such functions as are deemed advisable provided that the City Treasurer remains responsible for ensuring that statutory duties are fulfilled. ~~The City Treasurer shall coordinate any desired work of City staff through the City Administrator.~~
2. The City Treasurer shall review and report to the City Council regarding all monthly, quarterly and annual financial statements prepared by City staff.
3. The City Treasurer shall act as the chairperson of the City's Finance Committee and shall coordinate the activities of the Finance Committee, including monitoring the preparation and implementation of the City's Annual Budget and Annual Audit.
4. The City Treasurer shall review and report to the City Council accounting of revenues and expenditures of the City, including revenue trends, economic analyses and trends, progress reports on scheduled activities, and other matters deemed appropriate by the City Council.
5. The City Treasurer shall attend all City Council work session and regular meetings and be recognized as needed on matters of financial importance and impact to the City.

~~(b)(c)~~ Compensation. The City Treasurer shall be paid monthly as provided by ordinance and amended from time to time. Starting with the term of office commencing at the first meeting after the November 5, 2019 election, the salary of the City Treasurer shall be four hundred fifty dollars (\$450.00) per month.

ARTICLE XV. - ~~AUDIT FINANCE COMMITTEE~~

Sec. 2-15-10. - Establishment.

There is hereby created and established ~~an Audita Finance~~ Committee, which shall perform those duties and exercise those powers and responsibilities as set forth in this Article.

Sec. 2-15-20. - Purpose.

The ~~Audit Finance~~ Committee is created for the following purposes:

- (1) To ensure timely creation of the Annual Budget and Annual Audit by City staff as provided for under C.R.S. ~~§29-1-101 through §29-1-115~~ and C.R.S. ~~§29-1-601 through §29-1-608, as amended.~~
- (2) To monitor all required annual, quarterly and monthly financial reporting to lenders, creditors, and other financial institutions affiliated with the City.
- ~~(4)~~(3) To provide independent review of the ~~government's~~ City's financial reporting processes, internal controls, and independent auditors.
- ~~(2)~~(4) To provide a forum ~~separate from management~~ in which auditors and other interested parties can candidly discuss concerns.
- ~~(3)~~(5) To ensure that ~~management~~ the City properly develops and adheres to a sound system of internal controls, that procedures are in place to objectively assess ~~management's~~ the City's practices, and that the independent auditors, through their own review, objectively assess the ~~government's~~ City's financial reporting practices.

Sec. 2-15-30. - Membership and organization.

- (a) Members of the Audit-Finance Committee shall be elected officials of the City of Salida. ~~To ensure the committee's independence and effectiveness, no elected official who exercises managerial responsibilities that fall within the scope of any audit will serve as a member of the Audit Committee;~~
- (b) The minimum membership of the committee shall be three (3) elected officials of the City. The City Treasurer shall act as the chairperson of the Finance Committee.
- (c) Members of the Audit-Finance Committee shall take it upon themselves to be educated regarding the role of the Audit-Committee, standard audit procedures, internal controls, best practices in financial accounting and reporting, and the personal responsibility of members, including their duty to exercise an appropriate degree of professional skepticism;
- (d) ~~Once appointed, members will remain on the Audit Committee for the duration of their term of office unless they resign or are removed by the City Council~~Members of the Finance Committee shall be appointed by the City Council at the first regular meeting of any new fiscal year. The term of appointment shall be one (1) year.

Sec. 2-15-40. - Powers and duties.

- (a) For purposes of monitoring the Annual Audit, tThe Audit-Finance Committee shall be guided in the performance of its duties by the Government Finance Officers Association (GFOA) Best Practices for Audit Committees.
- (b) ~~Accordingly, the~~ The Audit-Finance Committee shall be directly responsible for the appointment, compensation, retention, and oversight of the work of any independent accountants engaged for the purpose of preparing or issuing an independent audit report or performing other independent audit, review, or attest services.
- (c) The Audit-Finance Committee ~~shall may~~ present ~~annually~~ to the ~~full~~ City Council from time to time a ~~written~~ report of how it has discharged its duties and met its responsibilities. ~~This report will be made public.~~
- (d) The Audit-Finance Committee shall establish procedures for the receipt, retention, and treatment of complaints regarding accounting, internal accounting controls, or auditing matters. Such procedures should specifically provide for the confidential, anonymous submission by employees of the City of concerns regarding questionable accounting or auditing matters.

(e) The Audit-Finance Committee also should monitor controls performed directly by senior management, as well as controls designed to prevent or detect senior management override of other controls.

~~(f)~~ The Audit-Finance Committee ~~shall be authorized to may~~ engage the services of financial experts, forensic auditors, legal counsel, and other appropriate specialists, as necessary to fulfill its responsibilities.

~~(f)~~^(g) The Finance Committee shall review quarterly reports prepared by City staff, and present their review of the reports to the City Council.

Sec. 2-15-50. - Funding.

The Audit-Finance Committee shall submit a proposed budget and work plan for the Committee's activities to the full City Council by September 1 each year ~~for consideration as part of the annual budget process~~. Adequate funding for the Audit-Finance Committee to successfully perform the powers and duties enumerated above shall be ~~approved and appropriated~~ considered for appropriation each year during the Annual Budget, including training services that may be provided by outside professionals in accounting and auditing services.

DRAFT



MEMORANDUM

DATE: March 18, 2019
FROM: Drew Nelson, City Administrator
TO: Mayor PT Wood & City Council
SUBJECT: Parks and Recreation Director Job Description

Background

Upon the major news of the retirement of Theresa Casey from the position of Arts and Recreation Director for the City of Salida, staff has been discussing some internal restructuring surrounding the position. Attached is a job description for a "Parks and Recreation Director" for your review.

Analysis

Per discussion with the City Council regarding the Finance Director position, it was noted that the City Council would like to see any changes proposed for staff at the department director level (hence why you are receiving this information). As noted in the job description, it is our belief that a more focused position of Parks and Recreation Director – taking out the arts and culture components – would provide an appropriate level of responsibilities for a job that has grown significantly over the past few years. In addition, it allows for operations related to arts and culture (specifically the SteamPlant, the Scout Hut, and the Creative District) to be housed in a separate department. This again would allocate better attention and resources to a part of the organization that has grown significantly in the past few years.

Please note that the City has posted the Parks and Recreation Director position publicly so that the application process can commence. Barring any negative feedback, we anticipate this will be the title of the position going forward, but nothing has been set formally.

Recommendation

Staff requests feedback from the City Council on changes to the roles and responsibilities the Parks and Recreation Director. Following your feedback, staff will finalize the job description. Review of a potential Arts and Culture Director position will be forthcoming at a future City Council worksession.



Job Description

Department: Recreation & Pool **Status:** Exempt
Job Title: ~~Arts & Parks and~~ Recreation Director **Job Level:** 9
Reports to: City Administrator
Date job description last revised: May 2014, ~~February~~ March 2019

GENERAL DESCRIPTION OF DUTIES:

Oversee planning, organization, coordination and supervision of ~~SteamPlant Event Center, Salida Creative District,~~ community recreation and leisure programs, activities and events to provide a wide range of opportunities for various interest and ability levels of participants. Manage City recreation facilities / amenities, including a municipal swimming pool and various parks, open space areas and trails. Manage the Hot Springs Aquatic Center operations on a day-to-day basis. Manage City-sponsored tourism and recreation events.

REPORTING RELATIONSHIPS:

Reports to the City Administrator.

Provides direct and indirect supervision of staff, contract labor and volunteers at the aquatic center, ~~SteamPlant~~ and in a variety of recreation programs for the City of Salida.

ESSENTIAL DUTIES:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The City of Salida retains the right to modify or change the duties or essential and additional functions of the job at any time.

- Oversee the development and implementation of community Recreation and Aquatic Center program goals, objectives, policies and priorities. Identify community needs and respond accordingly.
- ~~Oversee the activities of the SteamPlant including marketing, sales, food & beverage, customer service, and facility maintenance.~~
- Develop long range plans for the ~~SteamPlant, Salida Creative District,~~ Aquatic Center, recreation, parks, open space and trails.
- Coordinate master planning for current and future recreation facilities and amenities.
- Write and administer grants related to recreation facilities and programs.
- Serve as an ex-officio member of the Recreation Advisory Board, providing insight into current City operations and trends and best practices within the industry.
- Oversee the planning, organization, implementation, and evaluation a variety of recreation programs and operations, which include aquatic, fitness, wellness, general interest, youth programs, field trips and special community events.
- Oversee the marketing of recreation services by preparing publicity materials including news releases, special announcements, and informational bulletins; coordinate referral systems; coordinate the publication of seasonal brochures; and coordinate the dissemination of recreation and leisure service publicity.

- Plan and execute a marketing strategy for the ~~SteamPlant~~, Aquatic Center and other recreation facilities.
- Conduct and supervise special events.
- Schedule and coordinate the rental of recreation facilities for private and public functions and use by outside agencies.
- Inspect facilities, recommend and oversee needed repairs and improvements. Coordinate and direct the maintenance, repairs, and improvements of recreation facilities.
- Identify maintenance issues and effectively coordinate with appropriate department heads and/or remediate problems through a bid process with contractors.
- Interview, hire, train, and supervise staff, contract workers, and volunteers. Assign and review work and evaluate performance.
- Prepare and manage department and/or project budgets. Prepare long range capital improvement budgets and proposals for projected special programs.
- Maintain and utilize database information; prepare and analyze financial data.
- Order supplies and materials.
- Ensure compliance with State, County, and City health and safety standards.
- ~~Experience with risk management and safety issues related to recreation facilities and amenities.~~
- Maintain appropriate licenses and permits for assigned facilities.
- Respond to difficult customer complaints and requests for information.
- Review and respond to reports from staff members such as program evaluations, patron evaluations and requests, and incident reports.
- Create and implement programs with other City departments, divisions, and outside agencies and service providers.
- Meet with public groups, clubs, organizations, and agencies to explain and promote activities and programs that encourage community participation.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of health and safety standards to ensure proper management of recreation facilities.
- Knowledge of event planning methods and techniques, promotional/marketing activities, food service, and community relations.
- Ability to communicate effectively, both verbally and in writing, to exchange information and provide direction and instruction; effective public presentation skills.
- Strong organizational skills.
- ~~Experience in grant writing and administration.~~
- ~~Experience with risk management and safety issues related to recreation facilities and amenities.~~
- Experience in parks and trails planning.
- Financial acumen and experience in preparing and managing budgets.
- Working knowledge of municipal government (public process, resolutions, ordinances, etc.)

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to a Bachelor's Degree from an accredited college or university with major coursework in recreation, recreation administration or a related field. Experience in management, hospitality, marketing, and event planning. Five years of supervisory experience. Familiarity with Microsoft Office products required.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

Work is performed in a standard office environment as well as at a variety of indoor and outdoor sites including but not limited to swimming pools, parks, sporting fields, tennis courts, tracks, gymnasiums. Requires visual and physical ability to sit and to work on computers for substantial amounts of time, standing at customer counter, walking, writing, bending, and reaching; occasional lifting of items weighing 30 pounds and reaching and lifting above the shoulders. Requires ability to travel to and from recreational sites on short notice. Must be able to work evening and weekend hours as required to supervise events and programs.