

City Manager Report

City Council Goals Update

Provided as Attachment 1 is the staff update on the 2021-2022 City Council Goals.

Executive Search for Police Chief

We have solicited proposals from executive search firms for the Chief of Police recruitment. We received 4 proposals and will be interviewing 3 firms. We expect to select a firm and start the process immediately. The search will likely take three to four months and we expect to have a significant component of public involvement.

A Busy July

Between road construction, special events, and regular tourism, expect July to be a busy month. We ask for everyone's patience and support to help both locals and visitors enjoy all that we have to offer.

Kudos

Kudos to Mary Schuette who is retiring from the City as GIS Manager and Enterprise Software Manager on July 2nd. Thank you Mary for your service to the City!

From the Departments

Deputy City Manager

Communications

- Website visitation was up for June (2020 versus 2021) with 46,674 versus 59,957 visits and 67,582 versus 101,508 pageviews. Top-10 pages included: Home Page, SST, Ice Complex, Facility Rentals, Parks and Rec, Restrictions/Closures, Softball, Calendar, Steamboat Airport, Hockey, and Facility Rentals.
- [Facebook](#) top five posts for June. 2021 on the city page for reach (total people viewed) included: Sleepy Bear Fires (3.2K), Fire

Restrictions (2.9K), Unattended Animals/Dogs in Vehicles (2.3K), River Education/Container Ban (1.9K), and Sanctuary Trail Closure (1.5K). The Parks and Recreation Facebook page saw three top posts for the month with Peyton Manning Tubing (16.7K), Emerald Mountain Trail Closure due to Wildlife (11.2K), and new curling program/league (2.1K). Steamboat Springs Fire Rescue Facebook page saw 14.8K combined with three Muddy Slide fires posts, 5.4K for creating defensible space, and 4K for the 5 P's of Evacuation.

- June's top [Instagram Posts](#) showcased Stage 2 Fire Restrictions and wildfire photo by L. Pierce and Moose Sunset on Buffalo Pass taken by [@lifeinnoco](#). The city's [twitter channel](#) saw 20.2K impressions (30% ▲ for the month) with the top posts for Fire Restrictions. [YouTube](#) continues to host videos from City Council, Planning Commission, Parks and Recreation Commission.



- [Fifteen media releases](#) were issued on Marathon Closures, Sales Tax (2x), US40 Sidewalk Project, Botanic Park Children's Garden, Mt. Werner Water Interceptor Project, Weed Spraying, Fire Restrictions

(Stage 1 & 2), Tubing Season, Fetcher Park Rd Mitigation, RMPEX, Red, Whites and Brews Closure, Construction Update, EV Charging Policy, and Mt. Werner Reopening. City shared local media contacts with CML for release on Councilor Meyer becoming President.

- City Limits tapped show entitled River Season-Tubing, Safety, and New River Rules; Harvey's Huddle segment airs weekly promoting city services and programs and River Wise with Ollie the Otter was featured as the Valley Voice column, and Councilor Crossan and Commissioner Redmond penned Clear Skies Ahead – Yampa Valley Airports for the Steamboat Today column for June. In addition, supporting PIO efforts and information dissemination on the Muddy Slide fire.

Facilities

- Refinished the wood floors at the Community Center and Centennial Hall.
- Closed out the purchase order to replace flooring at the Howelsen Hill Ice Arena.
- Finalized contracts for numerous service providers, i.e., Waste Management, Western Security, ANR, Ruby's, WK Cleaning, Spotless Cleaning, Central Electric, Kubat Equipment, and National Car Charging.
- The city has been experiencing HVAC failures at multiple facilities such as the Community Center, the Parks and Recreation Building, Haymaker, and the Mountain Fire Station. Replacement equipment has been ordered but we are experiencing delayed deliveries because of the pandemic.
- Demolition has begun at the Mountain Fire Station for the installation of the new HVAC system. Demolition requires the removal of the condenser, the furnace, and the evaporator.
- Learning and implementing the use of the I-View building automation system at the CLEF has been successful. The system is used to fine tune/address occupants' comfort level.
- All scheduled painting projects have been completed as budgeted.

- Much needed fuses for the dehumidifier at the Howelsen Hill Ice Arena were finally received. Controlling the humidity in the Ice Arena is important to avoid excessive moisture that causes the interior of the arena to have condensation or fog as well as having poor air quality and the possibility of mold issues. The goal is to keep the humidity at less than 50%.

IGS

- Grantseeking: in May/June, the grants division submitted grant requests for the following:
 - DOJ: Office of Justice Programs for Bulletproof Vests
 - DOLA: a Technical Assistance grant for the Routt County Childcare Center and the DOLA Coronavirus Relief Fund Reserve Round 3 grant for funding to pay for the audit of CARES grant funding
 - CDOT: Revitalizing Main Streets for funding for the Transit Yellow Zone service and CDOT/FTA-5311 funding for Transit operating in 2022
 - Requests for Congressionally Directed Spending dollars from Senator's Hickenlooper and Bennet for the Downtown Fire Station and the West Steamboat Springs Trail
 - The city applied for and received Non-Entitlement Unit allocation through DOLA from the American Rescue Plan Act, received notice of funding awards from Colorado Peace Officer Standards and Training for regional training for law enforcement agencies, and notice of award for the DOLA Regional Resilience and Recovery Roadmap project
- Climate Action Plan: the Climate Action Plan is in its final draft form and will be presented to City Council for adoption via resolution on July 6th. The Project Management Team has met with the oversight committee regarding an implementation structure for the Climate Action Collaborative and will bring this information to partners.

- Recycling Study: staff kicked off the Recycling Study with LBA Associates on June 25th. Consultants will spend July working on an assessment of existing conditions and a recyclable materials snapshot. The study is anticipated to take 6 months.
 - Regional Solar Project: McKinstry has started work on the projects in Moffat County. Delivery of all solar panels and racks is scheduled for July 7th and work on city projects will occur in the late summer/fall. All the solar arrays are expected to be operational by November.
 - Regional Solar Garden: we continue to wait on negotiations between Yampa Valley Electric Association (YVEA) and Ameritech to determine if the project is viable. YVEA changed their policies regarding purchase power agreements several months ago, which has created an issue on the proposed solar garden in Craig.
 - American Recovery Plan (ARP) Stimulus Funds: staff provided an update to Council on ARP funding on June 15th. The state will receive \$1.8 billion and the city will receive \$3,321,335.66. Staff has requested and received the first half of these dollars and will be able to request the second half in June 2022. Funds must be encumbered by December 31, 2024 and spent before December 31, 2026. Staff recommends that the city wait to see how the state will allocate its funds to stormwater, housing, childcare, and other areas before making any decisions about how to utilize city dollars. We anticipate that there will be several grant programs that could benefit the city that will receive ARP funds.
 - 2A Trails: the 2A Trails Committee met on June 16th and reviewed the Whistler Area Trail Connections that have been included in the Transportation Plan and directed staff to come back with cost estimates.
 - Waste Recovery and Recycling: staff are working with Yampa Valley Sustainability Council on piloting Zero Waste at several events, including the Farmer's Market this summer. The goal of the pilot program is to understand how to best go about reducing waste at special events.
 - Fireworks: staff have completed the fireworks magazine and barn lease agreement with Tim Borden and are in the process of executing this lease. Staff have conducted an inventory of all fireworks and are in the process of working with Zambelli fireworks to determine how to break the fireworks up into multiple shows for Steamboat Lake. In addition, staff has talked with Steamboat Springs Winter Sports Club (SSWSC) staff about the fireworks for SSWSC.
 - Electric Vehicle Readiness Plan Implementation: the building department has revised their review process for EV chargers in order to streamline the process, saving applicants both time and money. City staff are working with Northern Colorado Clean Cities on a series of EV workshops and a ride and drive event in the fall.
 - 2A Marketing: Routt County Riders is coordinating the Trail Ambassadors program for the 2A marketing effort, and the Steamboat Springs Chamber has implemented a trail marketing effort with 2A marketing funds. Both groups will provide a full report in the fall.
- IT
- Completed implementation of call recording software for the Police department.
 - Replaced two web cameras at Bob Adams Airport.
 - Installed a video camera to monitor and count tubing usage on the Yampa River.
 - Reconfigured workstation deployment systems to rapidly configure laptop and desktop computers.
 - Repaired a damaged fiber connection from the Parks and Recreation building to the Ice Arena.
 - Installed and configured a test server to support the CityView software implementation.

GIS

- Supported the CityView software implementation by providing map data in the required format.

Finance

Budget

- OpenGov implementation process is on time. City staff is in the process of completing capital and operating budget proposals within OpenGov. Concurrent efforts include implementing Workforce Planning, which is the personnel budgeting tool in OpenGov, and implementing the financial integration which brings live data from Caselle financial software into OpenGov. Next steps in implementation will include the kickoff of the online budget book. We will likely use the latter for the budget presentation to council during the retreat.

Accounting

- Built a custom form in Xpress BillPay to accept required reporting and payment from local retailers for the Waste Reduction Fee and the new Recreational Tube Fee. Electronic submission of the form is available via the city's website.
- Coordinating with the County Building Department and the City's Planning Department to ensure efficient processing of deposits to the city's bank account under the new CityView software program.
- Working with the City Managers' department to offer purchasing cards to City Council, which should improve controls and ease tracking.
- Cross training employees within the division to ensure breadth of knowledge and maximize skill set.
- Training departments on the electronic approval process of Leave Requests available within Kronos to improve efficiency and maximize software resources.

Utility

- Rate Study kick off with Carollo Engineers took place on June 22nd. Staff will be

providing financial data to support public works in this effort. Utility field technicians hung 13 door hangers for shut offs in June for past due accounts and were able to get 12 to pay outstanding balances. The utility technician has worked with many customers on payment plans and referrals to local agencies for financial assistance to keep these customers off the shut off list.

Tax and Utility

- There is a new online application for customers to apply for a sales tax license through our payment provider Xpress Billpay. The form is prominently displayed at the top of the city's municipal tax page. The form will provide an efficient way for customers to apply for and obtain a sales tax license and eliminate the paper or email form process that is currently in place. Kudos to Deni Yaneva for spearheading this process improvement project.

Procurement and Contracting

- We are excited to announce that Janey Been started as the Procurement Coordinator on June 28th.
- Bids and RFPs currently open:
 - Corporate/Private Hangar Development at Steamboat Airport
 - Howelsen Hill Concession Stand Operations 2021/2022 Season
 - Geographically Designated, On-Demand Transportation Services
- Bids and RFPs closed:
 - Yampa River Restoration & Access Project

Fire

May 2021 Monthly Summary

Call Numbers

- Call volume in May 2021 is up 30% over May 2020. Call volume in May 2021 is up 21% compared to call volume for May 2016. This is certainly an indication that activity in our community is returning to more normal times (Attachment 2).

- Year to date call volume is slightly lower than this time last year, and only 2.4% lower than year to date in 2016.

Notable Events:

- Steamboat Springs Fire Rescue (SSFR) had the annual fire pump tests performed on all apparatus with pumping capabilities. This test was not performed last year due to covid-19.
- The department partnered with Classic Lifeguard who brought their simulation trailer to the station to train on pediatric emergencies.
- The department partnered with Ski Corp to do live exercises and training in the Gondola building prior to it being demolished. It was invaluable to the department to partake in scenario based, hands-on training.
- Retired Las Vegas Fire Captain Richard Birt came to town to train SSFR on techniques and hazards involved in fighting fires in homes and building powered by Photovoltaic Solar Panels and battery backup. This valuable training provided our fire fighters with great information and awareness of panels and lithium-ion batteries. Captain Birt left behind a solar powered trailer that is capable of providing 8kw of AC power.
- SSFR is coordinating the special event AED program where the city provides AEDs and “stop the bleed” kits to local special events. The AEDs are checked in and out through the department and provided to events that have permits through the special events process.
- SSFR responded to a small fire on the outside of a residence in the Brooklyn neighborhood. The fire started by low voltage wire that was hit by a nail. The fire was extinguished, and the investigation is complete.
- Crews responded to six wildland fire incidents in May. All fires were extinguished, and no structures were damaged.
- In May, crews responded to two passenger vehicles on fire.

- The new ambulance was completed in May and department personnel made final inspections in early June. Delivery date was slated for the end of June.
- All fire personnel completed their annual Wildland Fire Certification with the arduous pack-test.

Fire Prevention:

- Fire Prevention activity for May 2021 was down 8% from May 2020 and revenue for the same period was up 60% on the strength of large projects like fire alarm replacement at Steamboat Springs High School and the first responder radio system at the new Sleeping Giant School. Year to date activity is up 17% and revenue is up 60%.
- Fire Marshal Shaffer attended a 5-day Wildland Fire Investigation class in Craig that was presented by federal resources from the area.
- Final fire sprinkler and fire alarm inspections were completed on Rumor Designs at the former Smokehouse site.

Fire Department Operations and Training:

- Fire Training: Swiftwater training, firefighter rehabilitation during long lasting events, wildland fire field day
- EMS Training: psychiatric emergencies, chest pain

Public Education Events:

- Social Media: SSFR worked with Routt County dispatch and Routt County Office of Emergency Management to create a video with instructions on how to sign up for Routt County Alerts. For one week, a variety of tips were shared daily on how to prepare your home for wildfire preparedness.
- Maglet: SSFR has been meeting with an individual to create a magazine illustrating SSFR's history and other subject matter.
- CPR materials: materials were loaned to North Routt for recertification.

Attachment #1

Progress Update on City Council 2021-2022 Goals

June 2021

Priority Goal

Fiscal Sustainability: Focus on diversification of city revenues; regular monitoring of revenues and expenses; maintenance of quality of life including attainable housing; economic development including broadband infrastructure, business retention, expansion, and recruitment; dedicated funding mechanisms.

- Staff has presented to City Council 12 times in the last 6 months on Fiscal Sustainability specifically related to revenue diversification. City Council has decided on a 2 mill property tax dedicated to P&R.. City Council will consider the 2nd reading of the ordinances to approve the property tax ballot initiative on July 6.
- Staff has assisted City Council with monitoring revenue and expenses by providing weekly general ledger reports, monthly sales tax reports, and monthly Financial Update presentations to City Council.
- Public Works has presented City Council on January 12th and April 13th with an option to create a Storm Water Utility Fee to help fund storm water needs and diversify revenue. This option is still being considered. The next major step involves a staff proposal to Council to fund a utility user fee analysis, which will study and inform cost recovery. Should a new stormwater utility be created, it could provide \$1.5M-\$2M in relief to the General Fund and the Capital Projects Fund.
- John Bristol, the Steamboat Springs Chamber Director of Economic Development, presented an update to city council on June 15 around economic development, business retention, expansion and recruitment.

Transportation and Mobility: Adopt Transportation and Mobility Plan and prioritize implementation funding, pursuit of partnerships, continue Innovative Task Force discussions, regional planning approach including exploration of RTA; continue recovery and resilience efforts; align efforts with Climate Action Plan.

- The Transportation and Mobility Plan is nearly complete. The Plan was presented on February 9th and May 11th, and adoption of the Plan is scheduled for July 6th. The Plan includes extensive prioritization and implementation framework. The Plan aligns well with the Climate Action Plan with the inclusion of pedestrian facilities, bicycle facilities, transit facilities, complete streets concepts, and EV readiness.
- A presentation was held on May 11th to discuss winter 2021-2022 bus service.
- Staff continues to host and support the TPR meetings.
- The RTA was presented at the joint City Council - County Commissioners meeting on May 18th, at which staff received support from both boards to pursue an FTA Section 5304 grant for a feasibility study.

Environmental Sustainability: Continue with solar grant projects, EV Readiness Plan, pursuit of DOLA grants, adopt the Climate Action Plan including prioritization and implementation.

- The Regional Solar Project, which installs solar on individual partner properties, is underway and is anticipated to be completed by November. Project partners have financed or self-funded their projects, successfully contracted with McKinstry, and issued notices to proceed. McKinstry has submitted all permit applications needed, has received the majority of permits needed, has begun site work in Moffat County, and anticipates delivery of materials to project sites on or around July 7.
- The Regional Solar Garden, which is proposed to be constructed on City of Craig property next to YVEA in Craig, has been impacted by YVEA changing their PPA terms 3-4 months ago, which substantially compromised the calculated savings that had been proposed to DOLA. Project partners are awaiting the outcome of YVEA and Ameresco negotiations surrounding the PPA to understand if the project is still viable.
- The Climate Action Plan (CAP) was presented to City Council and the Board of County Commissioners on May 18, 2021. The plan is in its final form and will be brought to city council for adoption by resolution on July 6. The CAP provides a menu of options for project partners to select from in their climate action efforts. The project management team is working with the oversight committee to identify an implementation framework that will provide accountability within CAP implementation.
- The Steamboat Springs Electric Vehicle Readiness Plan was adopted by City Council in April 2021. This planning process is directly related to strategies in the CAP.
- Fleet is working to purchase its first electric vehicle, to be used by the Planning Department, this summer. City staff are installing one EV charger at the Elkins house and three EV chargers into the new Howelsen Rodeo Parking Lot project.
- The Building Department has adopted a new policy for review of EV Charger permit applications – the new policy streamlines the review process and makes it faster and less costly to receive a permit for this type of project.

Housing: Implement short term rental licensing program and modify short term rental policies; implement policies and legislation that support attainable housing, including review of “family” definition; identify opportunities and partnerships for city employee housing; review WSSAP with County Commissioners.

- Initial concepts have been developed for seasonal employee housing. These concepts are currently being advanced to architectural renderings and preliminary cost estimates to support pending grant applications for design and construction of seasonal employee housing.
- Short Term Rental Licensing program is underway with implementation anticipated by end of year. Staff proposed community engagement process to inform policy discussions; Council gave direction to begin policy discussion immediately. Moratorium enacted on new VHR Permits. Council to begin discussing policy changes with intent to adopt new policies within 6 months.
- The Housing Subcommittee has been established, is meeting, and is discussion policies and legislation that support attainable housing as well as opportunities and partnerships for city employee housing.
- Review of the WSSAP with County Commissioners was scheduled for the joint CC/BCC meeting in May but postponed until the June 29 joint meeting. APCC is recommending that the City and County budget for a SSACP process/update beginning in 2022 with adoption in 2023.

- Definition of “family” is scheduled for public hearings: Planning Commission on 6/24, City Council on 7/6 and 7/20.

Fire Station: Select a downtown site; develop financing options; research Mountain Station expansion.

- Several downtown sites were evaluated for a potential fire station, including: 401 Lincoln; 1125 Lincoln; Parcel D, Riverview; Wells Fargo site, and the City owned property on 10th Street.
- Council met on May 11, 2021, and deemed the 10th Street site as the only viable remaining site.
- Staff is conducting an analysis of the 10th Street site and looking at:
 - Fire Station programming
 - Floodplain
 - City Hall needs/options
 - Revenue sources
 - Parking Alternatives

Ongoing City Council Efforts (non-prioritized)

Diversity, Equity, Inclusion

- Beyond Inclusion Group (BIG) has met with management team, the DEI climate survey is complete (this was available to all employees as a voluntary, anonymous survey), and the Organizational Survey launched May 24th and was completed by management team and 2-3 employees from each department. The results of both surveys will be presented in person by BIG in June to management team and will help drive the strategic plan.

Charter Review

- City council reviewed potential changes to the charter on June 8, 2021. The City Attorney is carrying out council direction on all Charter items.

Base Area Plan

- The Draft Mountain Area Master Plan is under review by staff. We anticipate adoption hearing in September.

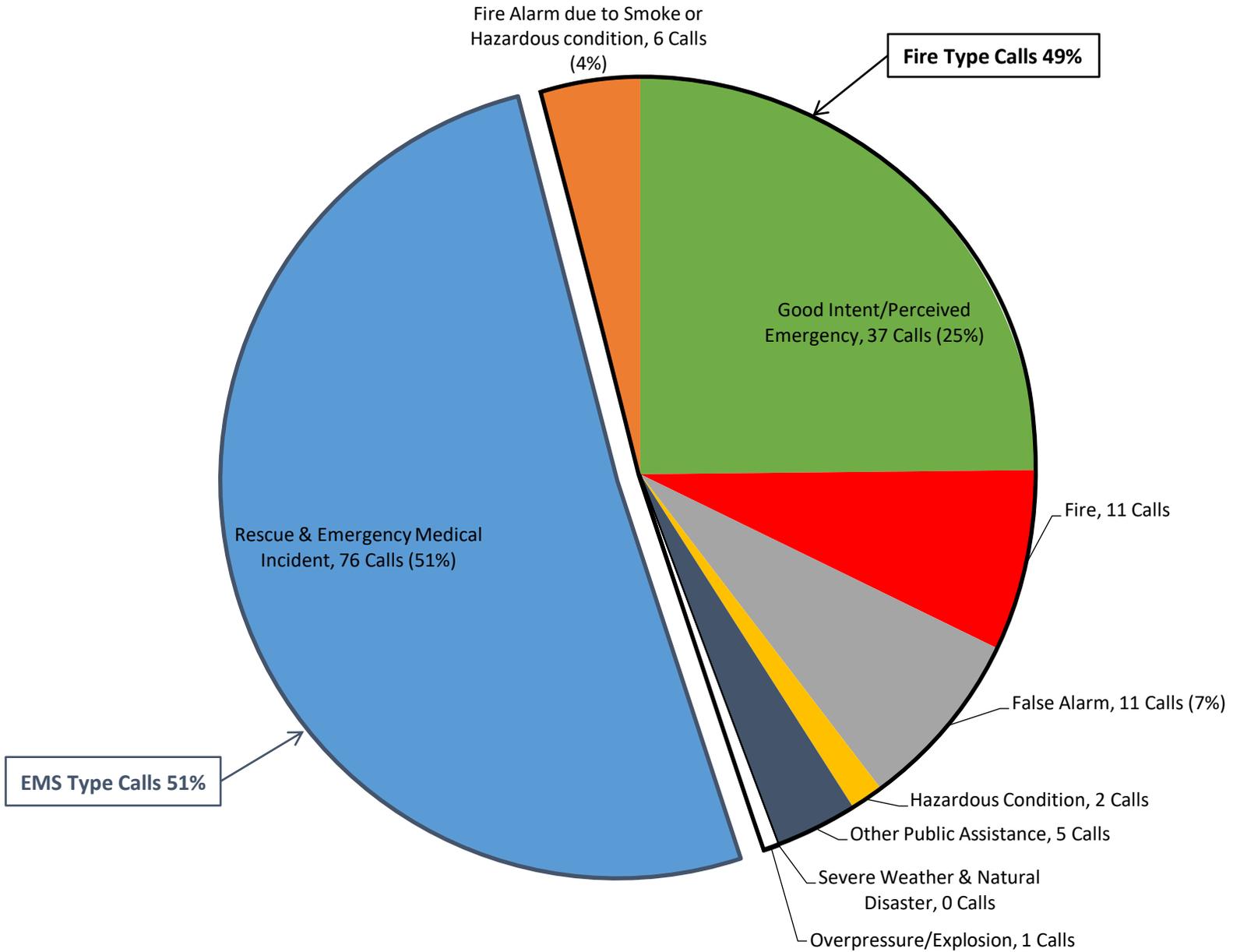
Long Term Water Planning

- Multiple, ongoing efforts promoting water supply and resiliency include final design of the City’s Yampa River Wellfield expansion, which should be constructed and online in 2022; construction of the West Area Water Tank, which should be complete and online this fall; implementation of elements of the Fish Creek Wildfire Mitigation Plan; upgrades to the Fish Creek Water Filtration Plant; continued legal work in water rights; and continued leadership and participation in local and regional stakeholder engagement.

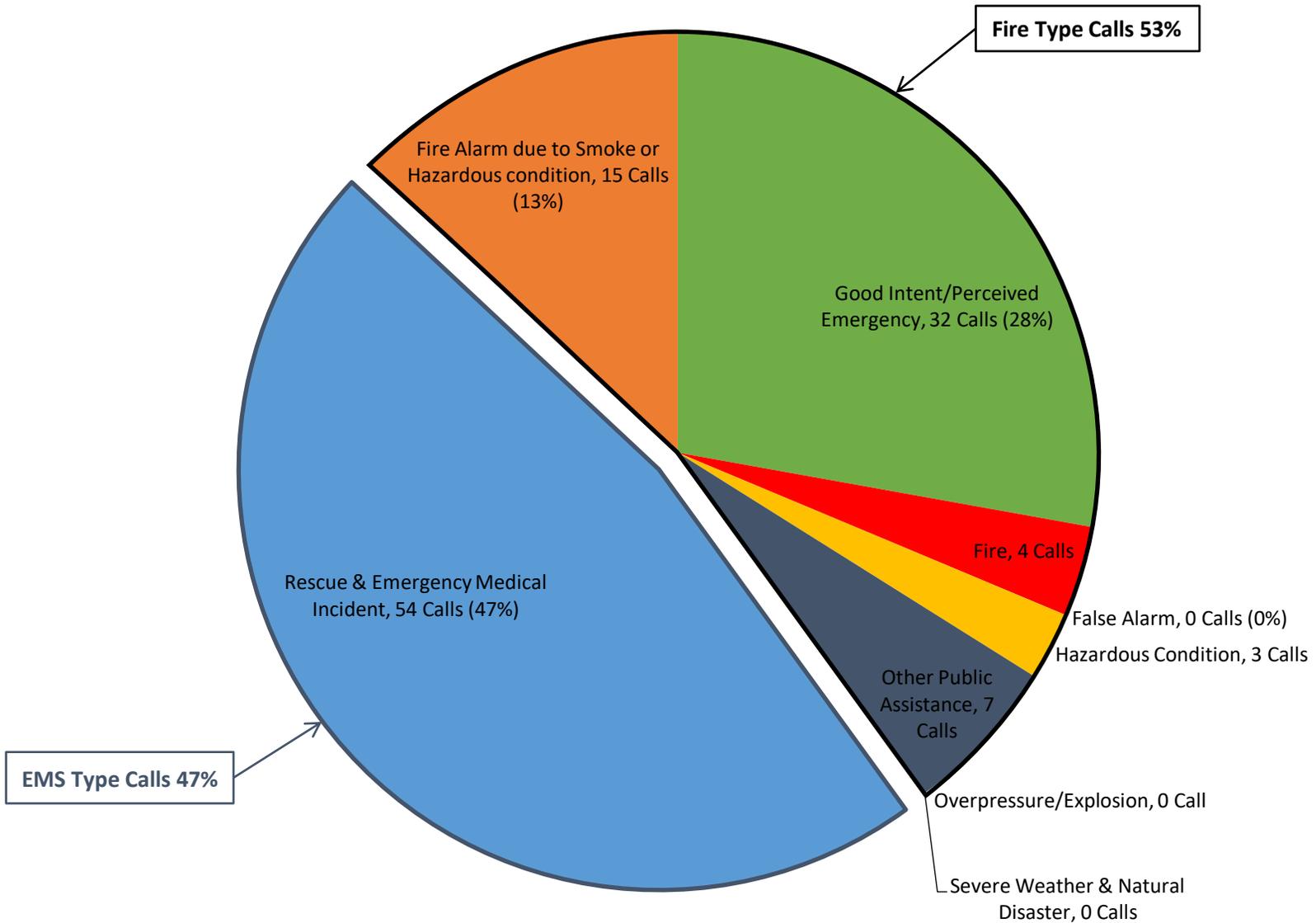
Attachment #2

Call type in each category	
Rescue & Emergency Medical Service	Fire
EMS call Heart Attack, Stroke, CPR, Seizure, Trauma	Structure Fire Vehicle Fire
Motor vehicle accident	Wildland Fire
Motor vehicle vs pedestrian	Trash Fire
Confined Space Rescue	Fire Alarm due to Smoke or Hazardous condition
High-angle Rescue	Unintentional system/detector operation due to smoke
Removal from elevator	Carbon Monoxide detector, no CO upon arrival
Trench rescue	Sprinkler activation, no fire - unintentional
Extrication from machinery	Alarm due to Cooking Smoke
Water or Ice Rescue	Good Intent/Perceived Emergency
	Controlled burning
	Vicinity alarm
	Steam, other gas mistaken for smoke
	Dispatched and cancelled en route
	EMS call where party has been transported
	HazMat release investigation w/no hazmat
	False Alarm
	Malicious, mischievous false alarm
	System or detector malfunction
	Hazardous Condition
	Flammable gas or liquid spill
	Chemical release
	Electrical wiring problem
	Biological hazard
	Other Public Assistance
	Person in distress
	Water problem
	Smoke, odor problem
	Animal rescue
	Search for person on land, water or underground
	Public service assistance
	Severe Weather & Natural Disaster
	Flood
	Wind storm
	Lightning strike (no fire)
	Overpressure/Explosion
	Overpressure Rupture
	Explosion
	Excessive heat, scorch burns with no ignition

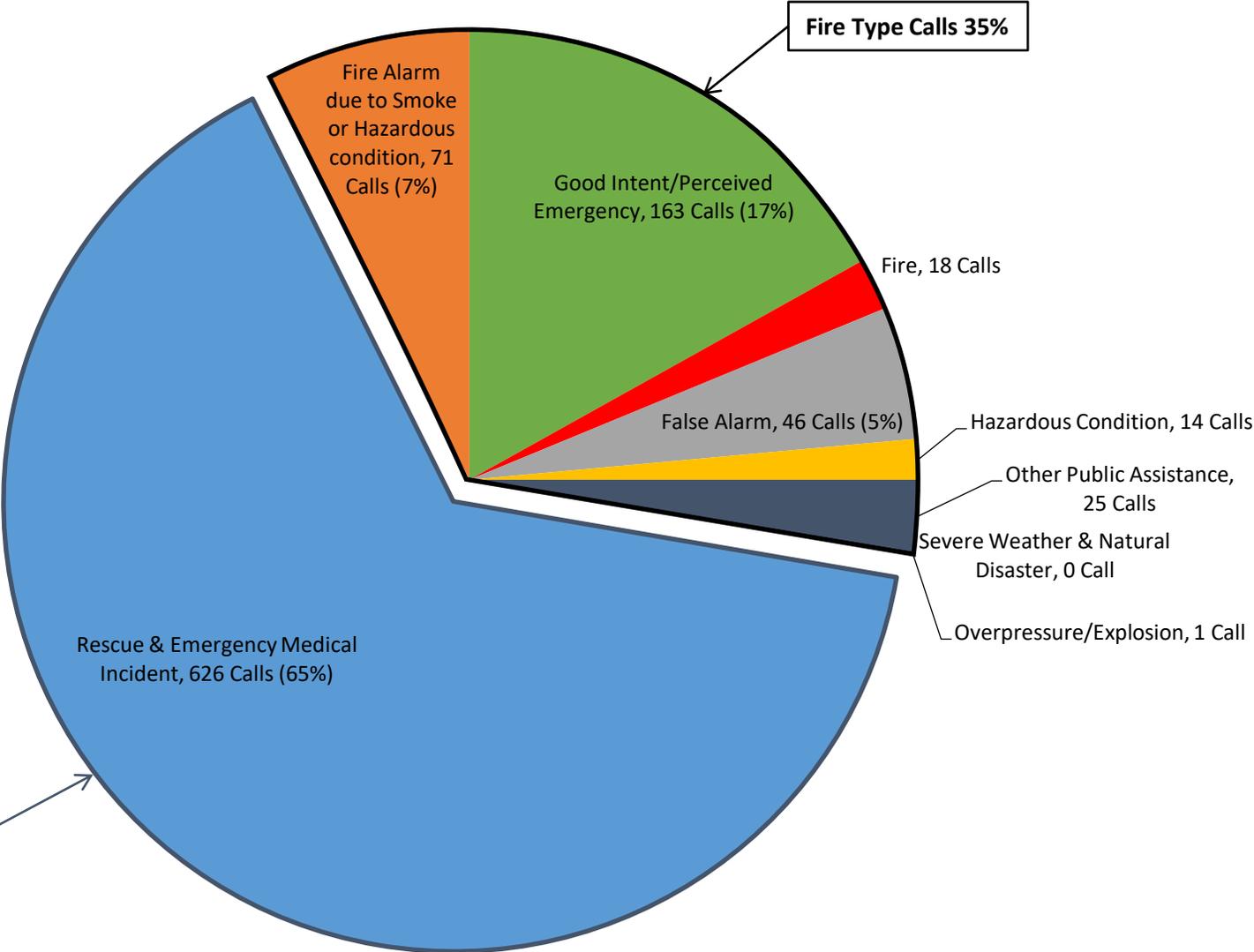
May 2021 Calls for Service by Call Type



May 2020 Calls for Service by Call Type



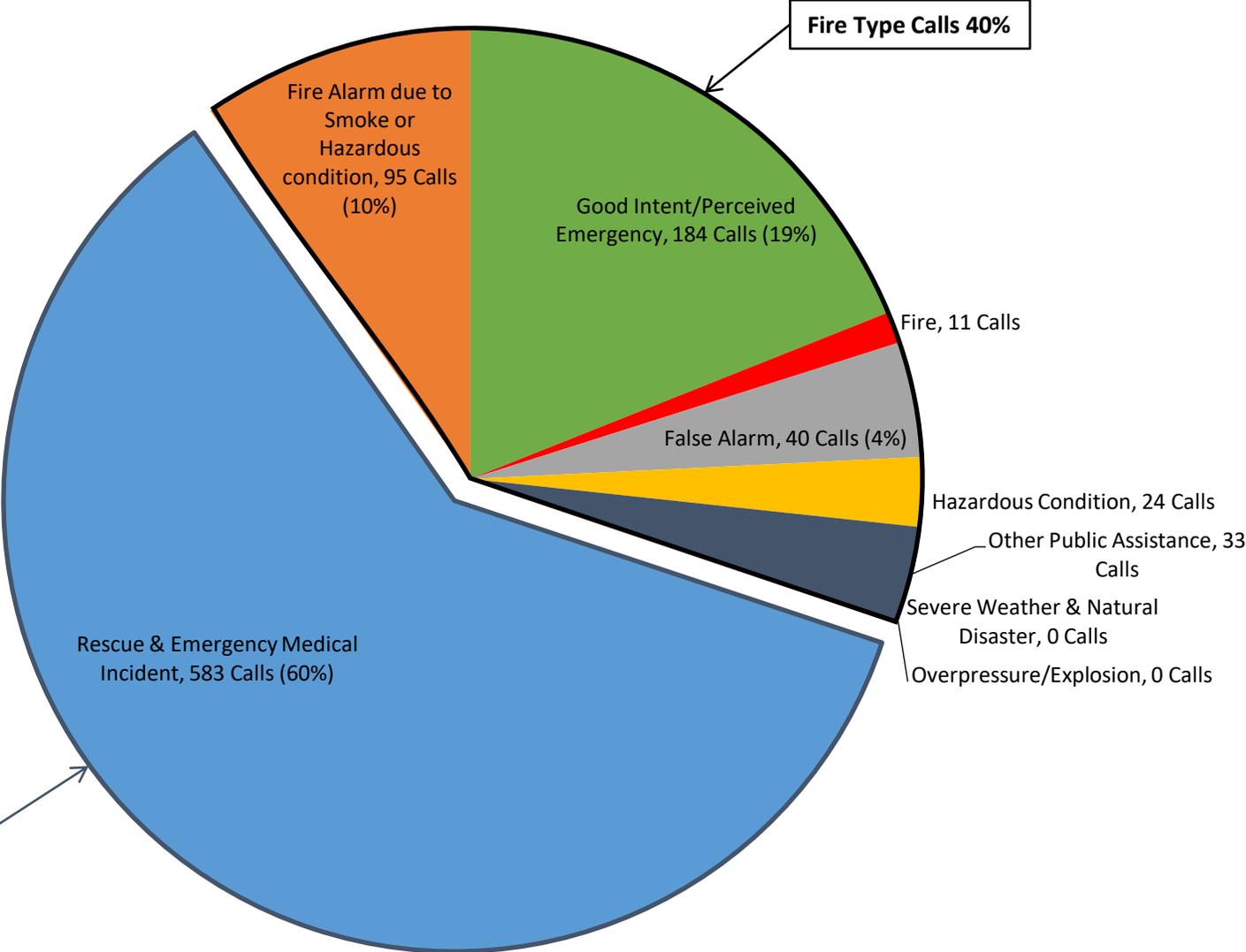
2021 YTD Calls for Service by Call Type



EMS Type Calls 65%

Fire Type Calls 35%

2020 YTD Calls for Service by Call Type



	May-15	May-16	May-17	May-18	May-19	May-20	May-21	2020 vs 2021	2016 vs 2021
Fire Calls									
City	53	39	35	46	43	40	43		
District	18	22	22	16	17	20	30		
Mutual Aid	0	0	0	1	1	1	1		
Total	71	61	57	63	61	61	74	21.3%	21.31%
EMS Calls									
City	48	51	79	69	66	41	60		
District	10	12	13	13	15	11	15		
Ski Area	0	0	0	0	0	1	0		
Special Events	0	0	0	0	0	0	0		
Mutual Aid	0	0	3	6	0	1	1		
Total	58	63	95	88	81	54	76	40.7%	20.63%
Billed	47	51	69	56	63	41	68		
non-Billed	11	12	26	32	18	13	8		
Total Department Calls	129	124	152	151	142	115	150	30.4%	20.97%
2nd call	16	18	20	24	15	11	24	118.2%	33.33%
3rd call	4	3	2	1	0	1	1	0.0%	-66.67%
4th call	0	1	0	0	0	0			
	YTD 2015	YTD 2016	YTD 2017	YTD 2018	YTD 2019	YTD 2020	YTD 2021		
Fire Calls									
City	250	248	234	285	292	287	245		
District	91	84	113	82	79	97	90		
Mutual Aid	3	1	0	3	2	4	4		
Total	344	333	347	370	373	388	339	-12.6%	1.80%
EMS Calls									
City	316	387	412	382	406	398	386		
District	59	73	73	60	68	63	72		
Ski Area	171	190	128	188	182	111	159		
Special Events	9	5	4	6	4	4	3		
Mutual Aid	4	4	5	9	6	6	9		
Total	559	659	622	645	666	582	629	8.1%	-4.55%
Billed	414	497	464	453	468	424	470	10.8%	
non-Billed	145	162	158	192	198	158	159	0.6%	
Total YTD Department Calls	903	992	969	1015	1039	970	968	-0.2%	-2.42%
YTD 2nd call	185	241	192	228	224	187	196	4.8%	-18.67%
YTD 3rd call	43	50	32	34	27	26	25	-3.8%	-50.00%
YTD 4th call	13	12	10	5	2	2	0	-100.0%	-100.00%

12 Month Rolling Total Call Volume

