

City Manager Report

From the City Manager

Coronavirus

The city has had multiple internal meetings regarding the coronavirus outbreak in Colorado. We receive regular updates from the CDC, CDPHE, Routt County Public Health, and other agencies. All operations and services continue as normal and with heightened awareness as to potential infection. Our public safety personnel and first responders all have established protocol and procedures as to infectious diseases. Briefings have been conducted and internal memorandums have been distributed to all employees with instructions to stay calm, wash hands, stay at home if you're sick, and disinfect surfaces. We are communicating with Routt County emergency preparedness personnel in the event quarantines are necessary. Employees have the option to cancel work related trips if they so choose. Although the city does not provide telecommuting options to its employees, we are discussing flexible workplace policies in the event of an outbreak. This involves identifying essential and nonessential personnel in each department. Overall, this has been a beneficial exercise in emergency preparedness for the city and the community.

Glass and Recycling

Attached is a letter from Les Liman (Twin Enviro) requesting the City remove glass from single stream recycling (Attachment 1). Section 19-26 of the Municipal Code provides that the City Manager can waive requirements as to any type of listed recyclable material, which includes glass. Yampa Valley Sustainability Council has provided information on this topic and a broader community discussion is recommended before any decision is made. I suggest we schedule this as a Community Report at a future Council meeting where Twin Enviro, Yampa Valley

Sustainability Council, and the public can weigh in.

Smartwool and Honey Stinger Leases

On March 4th, I signed the Lease Termination Agreement with Smartwool, effective March 31, 2020. Before executing the agreement, the city received a termination payment from Smartwool in the amount of \$241,357 as rent and final payment on the remodel loan. Subsequently, President Lacy executed the new lease with Honey Stinger, effective April 1, 2020. My thanks to Smartwool CEO Jen McLaren, Honey Stinger representative Keith Caldwell, and Alan Lind, retired General Services Director for all of their work to ensure a smooth transition. Thanks to City Council for their work in reviewing and approving the new lease with Honey Stinger. We look forward to working with our new tenants!

Fire Station Site RFP

No proposals were received from private property owners in response to the city's Request For Proposal, seeking offers from downtown property owners or agents. I did receive several calls from interested parties but no firm offers. We plan on proceeding with the committee's work to date.

SolSMART Community Designation

The Yampa Valley Sustainability Council (YVSC) has asked the City to consider becoming a SolSMART designated community in recognition of the City's support of solar projects. Staff reviewed the SolSMART program requirements and determined that the City currently meets the requirements for a bronze level designation. YVSC has offered their time to develop the documentation needed for the application. Staff plans on moving forward with

the application and designation process. Please let me know if you have any questions/concerns.

Kudos

Congratulations to Parks and Recreation employee Mike Farny who was named Alpine Coach of the Year by the Colorado High School Activities Association! Mike helped lead the Steamboat Springs High School team to a record number of athletes attending the State Championships including four who were named to All-State teams.

From the Departments

Fire

January and February 2020 Fire Monthly

Summary

Notable Events:

- Steamboat Springs Fire and Rescue (SSFR) responded to 268 calls for service in January 2020 which is a decrease of 0.7% from January of 2019 and a 14.53% increase from 2015 (See Attachment 2).
- SSFR responded to 241 calls for service in February 2020 which is a slight decrease from February 2019. Total calls year to date are 509 which is also slightly lower than last year.
 - Year to date 2020 compared to 2015 shows a 18.10% increase.
- SSFR remembered the 15th anniversary of the Yampa Valley Air Ambulance crash that killed three co-workers. The remembrance took place at UC Health.
- A major snow event rolled through Winter Carnival weekend, taxing SSFR response capabilities with multiple concurrent calls and significant events.
- Pre-planning efforts for Winter Carnival came with many improvements and lessons learned regarding larger events at Howelsen Hill. An Incident Action Plan was put together with cooperation from many agencies to create a functional plan.
- Crews responded to and delivered a 28-week old baby in the ambulance, performed resuscitation efforts, and transported the baby to hospital (baby survived and is doing well).

- SSFR recognized longtime volunteer Dave Meissner for his 15 years at the department with a retirement gathering at Mountain Tap.

Fire Department Operations and Training:

- EMS Trainings: BLS Renewal, Neonatal Resuscitation.
- Fire Trainings: Communications, PPE Inspections, Fire Scenarios and Size-up.

Public Education Events:

- Two firefighters went to Steamboat Springs High School to teach a certification CPR class to the med prep students and a class on the proper use of fire extinguishers.
- Spanish speaking firefighter Nicholas Fernandez teamed up with the Police Department in cooperation with Integrated Communities to teach a free certification CPR/First Aid class to Spanish speaking members of the community.
- A firefighter went to Steamboat Mountain School to teach CPR/First Aid to the students.
- Two Firefighters became CPR instructors to help teach the community this life saving skill.
- The department needed to repair the Fire Extinguisher trainer. This is a very popular item and SSFR performs 20 trainings each year to different businesses and throughout the community.
- AED training at Mountain Valley Bank.
- Station tours at the Mountain Fire Station.
- Multiple Child safety seat inspections were completed.

Fire Prevention

- Fire Prevention activity for January 2020 was down 19% from January 2019 mostly due to fewer building permits. Revenue for January 2020 was up 137% over January 2019 mostly on the strength of 3 medium-sized projects with alarm and sprinkler permits.
- Fire Prevention activity for February 2020 was down 22% from February 2019 and year to date activity is down 21% compared to 2019.
- The Winter Carnival fireworks show was permitted, inspected, and witnessed and

included the successful launch of the World Record Largest Firework.

- Crew members completed several tent, stage, and food vendor inspections for Winter Wondergrass.

Finance

Accounting

Below is a report on the disposable bag program in 2019.

- From October 1, 2019 through December 31, 2019, or the first three months of collecting a Waste Reduction Fee from the four required entities in Steamboat Springs, the City has recorded \$21,500 in collected revenue. This revenue represents 121,879 disposable bags distributed. While the requirement is for the market to send 15 cents of the 20 cents charged for each disposable bag sold, one of the markets has sent the City the entire 20 cents. Therefore, the average amount collected per bag is greater than 15 cents each.
- The number of bags sold in 2019 represent an 85% reduction of disposable bags that were previously distributed by these four markets. Projecting the average collected revenue during the first three months to an entire calendar year, and accounting for busier and slower months, it is likely that the City will receive close to the \$100k budgeted from this revenue source in 2020.
- The City spent \$51,435 launching the program in 2019. After accounting for \$3,422 of revenue from taxable bag sales in 2019, we need to collect \$29,935 in Waste Reduction Fees in 2020 in order to recoup 2019 expenses. It is anticipated that this amount should be collected by the end of ski season.

Tax Division

- Kristy Sullivan, tax technician, met with the new event coordinator for Art in the Park on March 4th to kick off the tax licensing process for the 2020 event. We have a more streamlined single event tax license that the city and Steamboat Creates collaborated on.

- Amy Camilletti and Sondra Spratta have been working on tax audits and an uptick in use tax reconciliations as construction projects are wrapping up. Both are working with the building department on the new CityView implementation in helping with workflow, setting up fees, and any technical questions that arise.
- Kim Weber, Sue Davies, and Jennifer Bock are tuning in to the Colorado Municipal League (CML) Standard Definitions Subcommittee meetings and staying apprised on the home rule municipalities efforts to maintain the standard definitions and revise as necessary. In particular, CML is working on a draft ordinance for adoption by all home rule municipalities regarding the addition of “marketplace facilitator” and “marketplace seller” to the “retailer” definition.

Budget Division

- 2019 year-end close out and carry forward supplemental has been the primary focus the past couple of months.
- Sue Davies is working with the Golf Management Committee (GMC) to plan out capital expenditures for six years similarly to the process we use for the capital projects fund. The GMC retreat is March 17, 2020 and two hours will be dedicated to the process and discussion projects.

Utility Division

- Shana Burkett and Justin Benson have been working diligently on getting the transmitters that are estimating reads replaced so that our utility customers are getting billed accurately for water usage.
- Staff recently participated in the Colorado Water Loss Initiative Stage III class held in Glenwood Springs. The billing division provides a lot of data to support the voluntary water audit so attending the training and having the operational and technical background of water delivery and distribution was immensely helpful.

Procurement and Contracting Division

Bids and RFPs currently open:

- EMS Billing and Collection Services RFP; due 3/11.
- Historic Survey of Mountain Area RFP; due 3/11.
- Mt. Werner Circle Complete Streets Segment 4b – Phase I Bid; due 3/17.
- Transit Bus Overhaul RFP; due 3/19.
- 2020 Paving Program Bid; due 3/31.
- Electric Vehicle Readiness Plan RFP; due 4/3.

Bids and RFPs closed:

- River Road Interceptor Replacement Phase 2 Bid; received three bids, contract awarded to Duckels Construction, Inc. for \$1,731,127.56.
- On-Call Surveying Services RFP; received four proposals, under review.
- Enterprise Resource Planning (ERP) System and Implementation RFP; received six proposals, will be seeing demos from three of the proposers in April.
- Engineering Services – Downhill Drive and US 40 Intersection Improvements RFQ; received six statements, under review.
- Regional Solar Planning for Peak Power Shaving and Net Metering RFP; contract awarded to McKinstry Essention, LLC for \$267,000.00.
- Steamboat Springs Redevelopment Authority Project Manager RFQ; received six statements, under review.

Bids and RFPs upcoming:

- Solar Powered Bus Shelter Lights and Community House Restoration and Rehabilitation RFP (to be issued mid-summer).

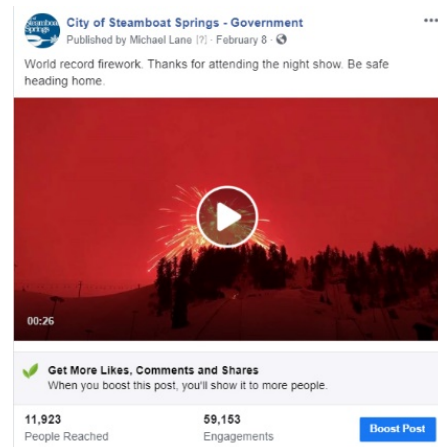
General Services

Communications

- Website visitation for February (2019 vs 2020) saw 51,289 vs 72,773 visits, 72,491 vs 93,457 page views, and 1,490 vs 1,451 searches. Top page visits for the month clicked to the Home Page, Transit, Howelsen Hill, Howelsen Ice, Lift Tickets, and Airport.
- For February, Facebook followers reached: 2,623 (City), 2,020 (Parks & Rec), 3,780 (SSFR), 323 (SST), 1,533 (Howelsen Hill), 694

(Ice Complex) and 1,516 (Haymaker). Posts with the greatest reach/engagement were Record Firework (11.9K), SSFR Promotions (2.7K), Snowstorm (2.6K) and Uniform to Uniform (1.7K)

- The city's Twitter channel saw 25.7K impressions for February with the top posts for Winter Carnival Detours/Closures and Snowstorm. Parks and Recreation enjoyed 5.6K impressions with Emerald Firework Closure and Ski Free Sunday tweets coming in as the top posts. Instagram grew to 1,739 followers with top interaction seen from repost of nc_steamboat winter carnival photo.



IT

- Microsoft- Upgrading workstations at a rapid pace from Windows 7 to Windows 10. Approximately 50% of 250 Windows devices have been upgraded.
- Upgrade to Hyland Onbase- Implementation is re-scheduled to April to acquire latest version of software.
- Relocated all data equipment in the old Police Department building into the Facilities space on the lower level.
- AT&T FirstNet- Deploying 30 city-owned mobile phones to the Police Department personnel using the FirstNet network.
- Working with the Police Department to transfer legacy case files to evidence.com.
- Product research and demonstrations on Special Event software.
- Gearing up for the creation of a city-wide intranet to present company announcements, new, policies, and knowledgebase.

- New Server Installation- Completed the installation of three large server blades to support the implementation of CityView.
- CORE-
 - Narrowed six proposals to a short list of three.
 - Working with various team members and GFOA to finalize demo scripts for potential vendors and finalize scheduling
 - First demo scheduled for week of March 30th.

GIS

- In collaboration with County GIS, we are streamlining our process for managing City and County addresses.
- Completed GIS data updates required for the new address maintenance process.
- Provided a map for all city construction projects for 2020.
- Updated City water and sewer data.
- City GIS is participating in the CityView implementation and providing all GIS layers and property information for CityView.



Twin Landfill Corporation

December 13, 2019

Mr. Gary Suiter
City of Steamboat Springs
via email

Dear Gary,

In accordance with the Steamboat Springs Municipal Code, Article II, Division 1, Section 19-26, Part (a), Twin Enviro Services is requesting that you, as City Manager, immediately authorize Waste Haulers to inform customers that glass will not be accepted for recycling in the City of Steamboat Springs due to:

1. There is no local glass crusher operating in Routt County that will accept glass for recycling from commercial hauling firms.
2. We know of no commercial recycler in Colorado who will accept glass for the cost of collecting, sorting and shipping this material to a facility.
3. Glass collected in single stream breaks and contaminates other recycling material, thereby driving down its already limited value when sold to recycling facilities and end users.

Please inform us as soon as possible of your decision regarding this request.

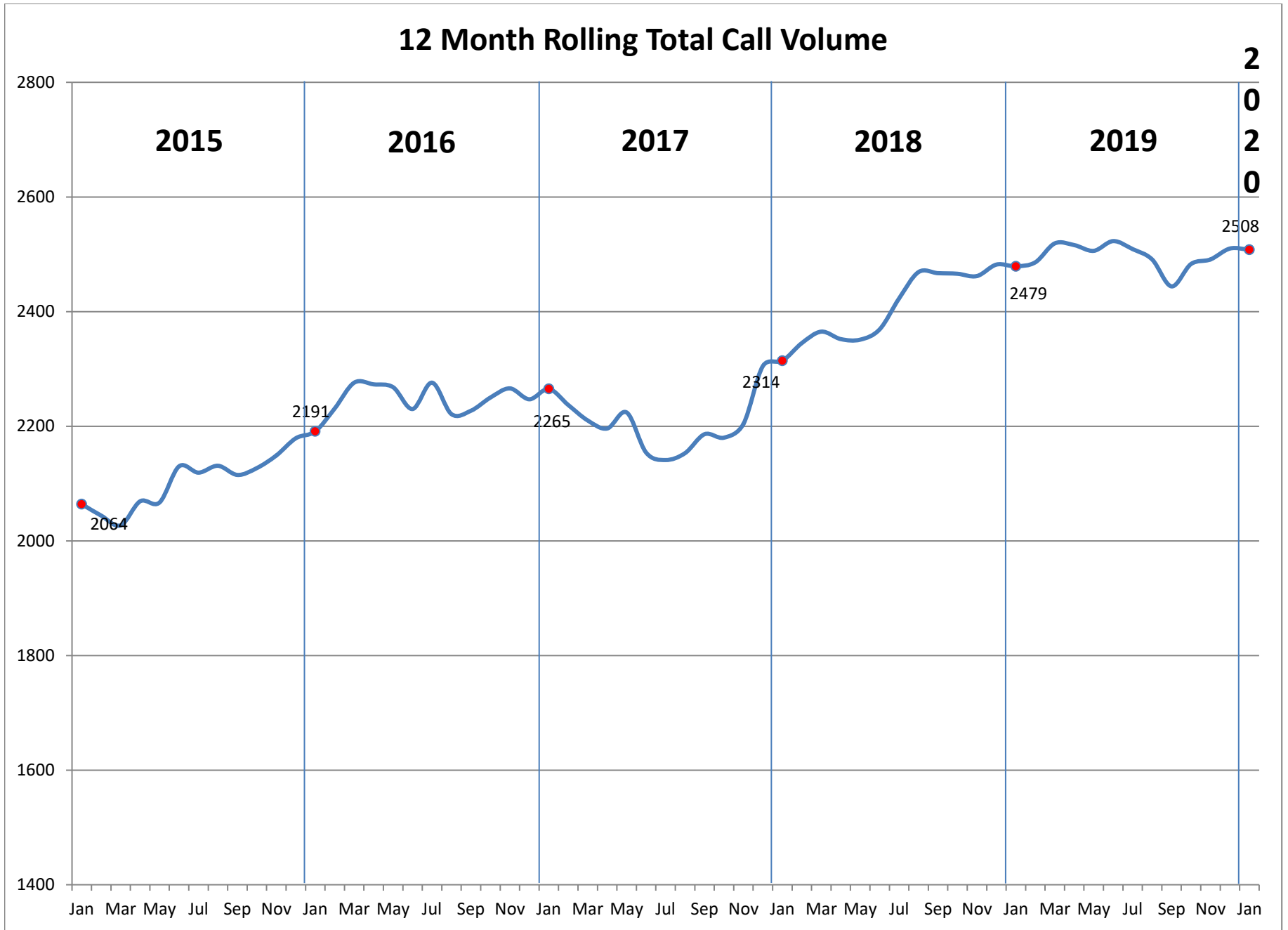
Yours truly,

Les A. Liman
Chairman

Sec. 19-26. - Recycling program; removing materials from recycling containers.

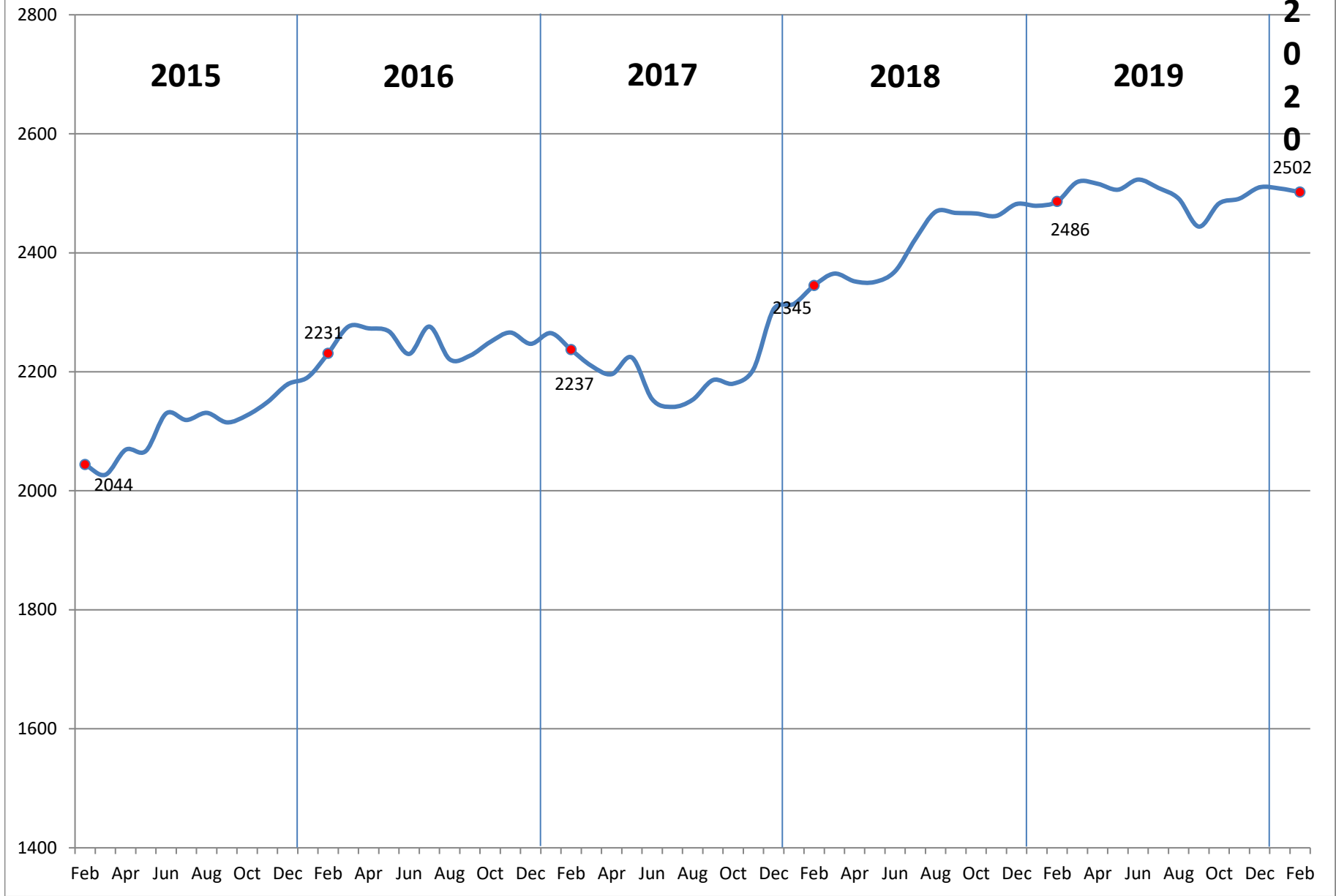
- (a) All commercial waste collection companies operating within the city limits of the City of Steamboat Springs shall offer to their residential customers within the city a voluntary, curbside recycling program for glass, tin, aluminum, numbers 1 and 2 plastics with necks, corrugated cardboard, and newspaper. The city manager may, upon a showing of unreasonable hardship, waive the requirements of this subsection as to any particular type of recyclable material listed in the preceding sentence. Residential customers are those customers residing in single-family homes or duplexes and receiving waste collection services at their place of residence. Commercial waste collection companies offering recycling services pursuant to this section shall not charge any fee for such service other than their fee for general waste collection services.
- (1) Each commercial waste collection company may establish such reasonable and industry-accepted requirements, rules, or regulations for the separation and preparation of materials for recycling as are necessary to provide for the orderly collection of recyclable materials. Requirements, rules, or regulations established under this paragraph shall be provided in written form to the company's customers.
 - (2) Household recycling containers shall be made available by all commercial waste collection companies to their residential customers located within the city limits of the City of Steamboat Springs.
 - (3) Commercial waste collection companies shall notify their customers in writing of the availability of recycling services for no fee other than that charged for general waste collection services. Notice shall be made within ninety (90) days of the effective date of this section to existing customers. Notice to new customers shall be made upon the initial provision of solid waste collection services to new customers.
 - (4) Companies offering recycling services pursuant to this section shall collect recyclable materials from each customer on at least a twice monthly basis and on the same day as the day of collection of general solid waste for each customer.
- (b) From the time that recyclable materials are placed at the curbside for collection or in recycling dropoff containers, the recyclable materials shall be the property of the waste collection company providing the curbside collection or the dropoff container. It shall be unlawful for any person other than the waste collection company which is the owner of the recyclable material to collect, remove, cause to be collected or removed or dispose of such recyclable materials. Each collection in violation of this section from any residence shall constitute a separate and distinct offense punishable as provided in this section.
- (c) Any person convicted of violating subsection (b) of this section shall be punished by a fine of not less than twenty-five dollars (\$25.00) and not more than five hundred dollars (\$500.00).

(Code 1975, § 8.05.077; Ord. No. 1732, § 1, 4-18-00)



February Rolling

12 Month Rolling Total Call Volume



2020 January Numbers

Jan	Jan-07	Jan-08	Jan-09	Jan-10	Jan-11	Jan-12	Jan-13	Jan-14	Jan-15	Jan-16	Jan-17	Jan-18	Jan-19	Jan-20	2019 vs 2020
Fire Calls															
City	55	62	80	60	62	52	65	46	72	65	65	75	65	91	
District	4	11	18	17	13	14	12	15	21	18	41	23	21	16	
Mutual Aid							1	1	2	0	0	0	0	0	
Total	59	73	98	77	75	66	78	62	95	83	106	98	86	107	24.4%
EMS Calls															
City	85	69	77	55	63	80	68	73	74	84	89	94	106	99	
District	13	14	11	12	11	5	26	13	14	14	23	18	15	14	
Ski Area	46	37	36	46	35	48	52	46	46	60	42	57	58	43	
Special Events								4	4	4	4	4	4	4	
Mutual Aid			3	3		2	0	1	1	1	0	2	1	1	
Total	144	120	127	116	109	135	146	137	139	163	158	175	184	161	-12.5%
Billed	112	86	102	98	89	110	100	96	110	114	105	126	124	112	
non-Billed	32	34	25	18	20	25	46	41	29	49	53	49	60	49	
Total Department Calls	203	193	225	193	184	201	224	199	234	246	264	273	270	268	-0.7%
2nd call	22	12	43	31	29	38	39	40	56	68	74	79	72	62	-13.9%
3rd call	2	6	8	6	6	4	12	8	14	15	17	15	9	4	-55.6%
4th call			2	5	1	0	4	1	5	4	8	2	0	0	
	YTD 2007	YTD 2008	YTD 2009	YTD 2010	YTD 2011	YTD 2012	YTD 2013	YTD 2014	YTD 2015	YTD 2016	YTD 2017	YTD 2018	YTD 2019	YTD 2019	
Fire Calls															
City	55	62	80	60	62	52	65	46	72	65	65	75	65	91	
District	4	11	18	17	13	14	12	15	21	18	41	23	21	16	
Mutual Aid	0	0	0	0	0	0	1	1	2	0	0	0	0	0	
Total	59	73	98	77	75	66	78	62	95	83	106	98	86	107	24.4%
EMS Calls															
City	85	69	77	55	63	80	68	73	74	84	89	94	106	99	
District	13	14	11	12	11	5	26	13	14	14	23	18	15	14	
Ski Area	46	37	36	46	35	48	52	46	46	60	42	57	58	43	
Special Events	0	0	0	0	0	0	0	4	4	4	4	4	4	4	
Mutual Aid	0	0	3	3	0	2	0	1	1	1	0	2	1	1	
Total	144	120	127	116	109	135	146	137	139	163	158	175	184	161	-12.5%
Billed	112	86	102	98	89	110	100	96	110	114	105	126	124	112	-9.7%
non-Billed	32	34	25	18	20	25	46	41	29	49	53	49	60	49	-18.3%
Total YTD Department Calls	203	193	225	193	184	201	224	199	234	246	264	273	270	268	-0.7%
YTD 2nd call	22	12	43	31	29	38	39	40	56	68	74	79	72	62	-13.9%
YTD 3rd call	2	6	8	6	6	4	12	8	14	15	17	15	9	4	-55.6%
YTD 4th call			2	5	1	0	4	1	5	4	8	2	0	0	#DIV/0!

	Feb-07	Feb-08	Feb-09	Feb-10	Feb-11	Feb-12	Feb-13	Feb-14
Fire Calls								
City	30	73	50	42	69	46	38	40
District	6	4	15	18	14	15	14	11
Mutual Aid	1	1					0	0
Total	37	78	65	60	83	61	52	51
EMS Calls								
City	81	80	45	61	69	63	50	61
District	17	12	11	29	10	10	8	7
Ski Area	35	36	37	13	38	43	25	56
Special Events							0	0
Mutual Aid	2	1				3	1	0
Total	135	129	93	103	117	119	84	124
Billed	103	112	83	79	96	91	55	81
non-Billed	32	17	10	24	21	28	29	43
Total Department Calls	172	207	158	163	200	180	136	175
2nd call	15	20	22	35	40	35	28	36
3rd call	2	5	2	5	11	7	4	3
4th call			0	1	0	1	2	1
	YTD 2007	YTD 2008	YTD 2009	YTD 2010	YTD 2011	YTD 2012	YTD 2013	YTD 2014
Fire Calls								
City	85	135	130	102	131	98	103	86
District	10	15	33	35	27	29	26	26
Mutual Aid	1	1	0	0	0	0	1	1
Total	95	150	163	137	158	127	130	113
EMS Calls								
City	166	149	122	116	132	143	118	134
District	30	26	22	41	21	15	34	20
Ski Area	81	73	73	59	73	91	77	102
Special Events	0	0	0	0	0	0	0	4
Mutual Aid	2	1	3	3	0	5	1	1
Total	279	249	220	219	226	254	230	261
Billed	215	198	185	177	185	201	155	177
non-Billed	64	51	35	42	41	53	75	84
Total YTD Department Calls	374	399	383	356	384	381	360	374
YTD 2nd call	37	32	65	66	69	73	67	76
YTD 3rd call	4	11	10	11	17	11	16	11
YTD 4th call			2	6	1	1	6	2