

City Manager Report

From the City Manager

Council Directives Update

Per Council request, an update on Council Directives to Staff, as of April 2nd, is provided as Attachment 1.

COVID-19 Update

As of April 2nd, the total number of COVID-19 positive cases in Routt County is 24. 321 tests have been submitted with 274 returned negative and 23 still pending. More information can be found at covid19routtcounty.com.

City Council extended the City Manager's Emergency Declaration to April 15th. The state-issued stay at home order expires on April 11th. Routt County issued two public health orders prohibiting short term lodging and limiting gathering which expires on April 24th. All of these orders listed above could be extended or rescinded based on conditions. City Council may want to consider extending the Emergency Declaration further.

More information about the city's participation with regional efforts, city staff status, and local resources can be found in Attachment 2.

Thank you to all emergency services personnel and city employees for coming to work, sanitizing, maintaining distance, and continuing to prioritize essential services.

SST Update

Public Works Director Jon Snyder and Transit Manager Jonathan Flint have proposed a service reduction to Steamboat Springs Transit (SST) in order to help balance the budget. The proposed service reduction would see SST operate as a day-time service only and eliminate the Night Line.

This schedule would begin April 13th and run through the end of the summer transit season which is around the first of December. This proposed reduction in service is scheduled to be discussed further in the 2020 Budget Update during Community Reports.

Sales Tax

The Finance Department waived all penalties and interest on sales tax returns filed but not paid in April (February's taxes). The Municipal Code gives the Finance Director the authority to waive penalties and interest as long as there is "good cause". Staff believes that a city-issued state of emergency qualifies as "good cause" and would like to continue this through the state of emergency. Due to the timing of the prior month's announcement, the amount of unpaid taxes wasn't significantly larger than normal, however we anticipate it growing. Staff's proposal is to allow a 30-day grace period on payments throughout the state of emergency for sales taxes. Again, we still need businesses to file their returns on-time.

Community Survey

Staff is seeking direction regarding the community survey. The survey committee has finished putting together the community survey, which collects benchmark information on city services and contains questions focused on policy issues including long term planning and the tradeoffs between density, environment, historic preservation, vacation rentals, DEI (diversity, equity and inclusion), and sustainability. We have removed questions related to tourism and taxation/fees. The original plan was to release the survey in April. With COVID-19, the survey committee has recommended that we send out the survey with a cover letter that notes we as a city have hope for the future and so even though

we are in a response mode to COVID-19, we want to get their thoughts on different survey questions. Staff supports moving forward with the survey but felt that it was a sensitive enough issue that the final decision needs to be made by council. Not moving forward with the survey would save the city up to \$30,000.

Kudos

Kudos to Maintenance Worker, Ben Glassmeyer, who has worked continuously to provide Nordic trail grooming at Howelsen Hill. The continuous work has been needed to limit one employee to each groomer and avoid any possible cross contamination in the machines.

From the Departments

Parks and Recreation

Howelsen Ski and Rodeo Complex

- Howelsen Hill ended the operating season early due to COVID-19, ceasing operations at the end of the day on March 13th.
- The U14 championships hosted at Howelsen Hill were abbreviated with Saturday's race cancelled due to the health crisis, but were successful, nonetheless.
- Howelsen staff continues to groom Nordic trails and selected Alpine terrain. Grooming will continue as long as feasible.
- Howelsen staff will begin pushing the snow in the jump complex on April 1st.
- Staff not working in the field at this time are working on end of season close-out duties for seasonal staff, updating work plans, and updating training procedures and emergency plans.
- Howelsen Ski and Rodeo Complex staff have been working on strategic budget reductions, planning for summer operations, and preparing for construction projects in 2020 and 2021.

Parks, Open Space and Trails Division

- Staff has prepared various budget scenarios for reducing expenditures and are adapting to possible budget variations, including planning

and prioritizing projects for the season with limited staff.

- Maintenance staff have been sanitizing playgrounds until the most recent mandate to close playgrounds and picnic areas for public safety. Parks crews are continuing to sanitize and empty trash cans and fill pet waste bag dispensers daily to keep up with current outdoor recreation use.
- Staff has been securing quotes and preparing Request for Proposals for planned work and will be adjusting plans based on various budget reduction scenarios.
- Administration and Field staff have been preparing tasks and protocols for working from home with online training/educational activities, document updates, and summer work plans.
- All staff continue to practice social distancing at work with only one person per vehicle.

Adult Sports and Field Scheduling

- The winter adult rec season saw four sport opportunities for adults to participate in; Pickleball, Ultimate Frisbee, Indoor Soccer, and Ice Hockey.
- All unfinished adult winter rec leagues had to be suspended until further notice. Unfortunately, with the closure of the Howelsen Ice Arena and Mountain Village Montessori School, three winter leagues were unable to finish their season; two winter hockey seasons and one winter indoor soccer season. We are exploring options to make up these championship games.
- Spring adult hockey was set to begin April 5th but this season will not take place due to the current COVID-19 pandemic.
- We are brainstorming and planning for multiple options with summer rec leagues. The anticipated start time for all summer rec leagues is Monday, June 1st. We are planning for alternative options and season schedules for a later start time with these local leagues.
- Summer and fall field requests are due back on April 3rd. A few user groups have already submitted their requests for the 2020 season. Spring field use will depend on snowmelt and

public access with local, state, and federal regulations.

Youth Programs

- Recreation staff have put together activity bags that will go out to children in the community. We are working with local groups to determine a safe and legal means for distribution.
- All Session IV programs have been cancelled and participants refunded. These programs include Afterschool Action, ASSET Clubs, School Days Off, Middle School programs, and Teen Council.
- Summer Registration is on hold indefinitely until a confirmed start date can be determined.
- Recreation staff is working to set up a childcare site for essential city staff at Howelsen Lodge. This site will be used as needed with limited capability.
- Recreation staff will be working with the Parks, Trails, and Open Space crews to help keep facilities maintained until programs restart.

Howelsen Ice Arena

- Ice has been removed and the refrigeration system is shutdown.
- Staff is working on annual rink maintenance projects normally completed during our spring closure that is typically scheduled at the end of May.
- Staff is reviewing, updating, and creating a new, more consolidated and easier accessible platform for all rink systems and procedures.
- Rink staff will be assisting the Parks, Trails, and Open Space division in early April and until the arena re-opens.

Marketing & Events

- Staff hosted the 4th Ski Ascent Series race of the season at Steamboat Resort on March 11th. Participation numbers were once again strong despite cold and wet weather. Due to the COVID-19 outbreak, the final Ski Ascent Series race of the season, originally scheduled for March 26th, was cancelled.

- Due to COVID-19, the final Ski Free Sunday event of the season was cancelled. Plans for the event included live music, beer sales from Mountain Tap benefiting the Howelsen Hill Endowment Fund, specialized Howelsen Hill merchandise from Ohana with partial proceeds benefiting the Howelsen Hill Endowment Fund, trick competition on a custom built 1/4 pipe "wave" feature, free Weston Snowboard demos, sticker giveaway, and much more.
- For the 2019/2020 season, Howelsen Hill distributed a total of 10,027 free tickets across sixteen Ski Free Sunday events (627 people/event average). During the 2018-2019 season, a total of 9,594 free tickets were distributed across fifteen Ski Free Sundays (639 people/event average). The slight decrease in the daily average during the 2019/2020 season is likely the result of an overall decrease in the number of Nordic users on Ski Free Sundays from 634 in 2018/2019 to 465 in 2019/2020. We believe that this decrease is due to poor weather conditions on most Sundays throughout the season.
- As part of the overall Ski Free Sunday sponsorship program, staff worked with Steamboat Snowmobile Tours to secure a donated snowmobile for the Howelsen Hill Ski Area, which was delivered on February 5th.
- The 2019/2020 Nordic Ambassador program completed with 171 total hours worked and 12 Nordic Passes awarded (5 Senior and 7 Adult). The Nordic Ambassador program started on December 1, 2019 and ended on March 16, 2020. In the past, we have kept the program running through April 1 (conditions permitting), however the program ended early due to the COVID-19 crisis.
- To date, staff continues to provide COVID-19 communications support for the department in collaboration with the City's Communications Manager (social media, press releases, etc.).
- All summer advertising materials have been finalized and shipped to the publishers. This includes local publications such as the Trail

Public Works

Streets

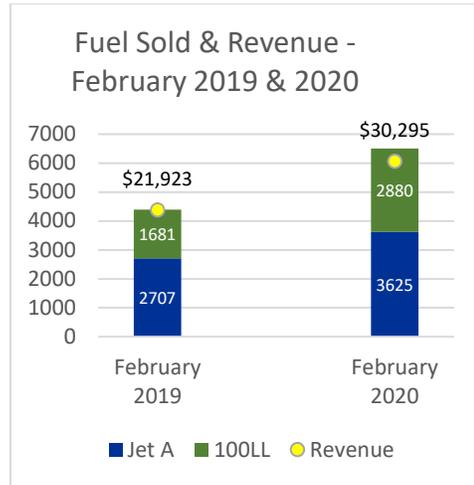
- So far this winter season, 2,200 tons of scoria have been applied to city streets.
- Over 65,000 cubic yards of snow have been removed this winter which is up 5,000 cubic yards from this time last year.
- The warmer March weather and the stay at home order have enabled Streets crews to focus on street sweeping, scoria pickup, and stormwater maintenance ahead of spring runoff. Tasks are being performed in accordance with health department guidelines and new standard operating procedures have been implemented that further promote physical distancing amongst crewmembers.

Wastewater

- The Wastewater Treatment Plant treated 73 million gallons of wastewater in the month of February. This compares to 70 million gallons of wastewater treated in February 2019.

Airport

- The Airport team cleared approximately 38 inches of snow in the month of February.



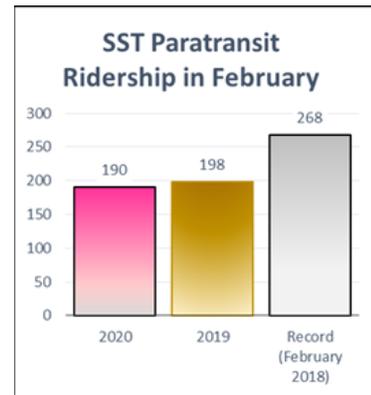
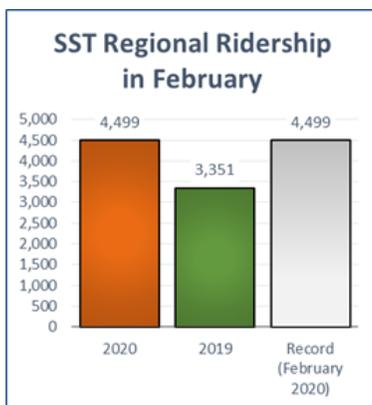
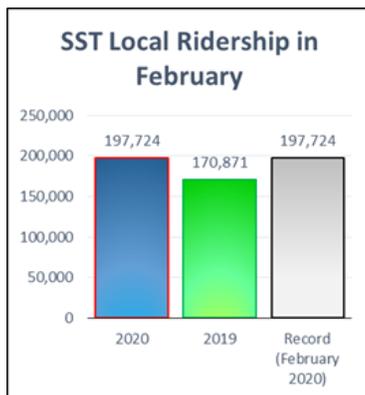
Water and Sewer

- The Water and Sewer Division received results for the first round of 2020 lead and copper sampling. Only 3 out of 40 sample sites exceeded the 15 parts per billion lead action level, so the 90th percentile values for both lead and copper are below the action levels for compliance.
- New standard operating procedures have been implemented to keep crewmembers in compliance with health department guidelines. Crewmembers are working alone whenever possible and are minimizing contact with one another and with the public. One of these new procedures will keep crewmembers from entering homes and businesses to replace water meter transmitters until the health department gives an “all clear”. Typically, 15-20 transmitters are replaced per month. In the meantime, water usage for accounts with malfunctioning transmitters will be estimated using previous years’ data. A reconciliation will then be performed once the malfunctioning transmitters are replaced.
- Two water main breaks were discovered on March 26th. One of these breaks was near the banks of the Yampa River near the Stockbridge Transit Center pedestrian bridge, and the other break was near the former Aces High site. The breaks are very complex in nature and are in the process of being repaired as of March 31st.



Transit

- The transit data in this report is for the month of February. March was an entirely different story and this data will be provided at a future date.
- Both the Regional and Local systems experienced the busiest Februarys in SST history. February also saw the two busiest single days in SST history (Saturday of Winter Carnival and Saturday of WinterWondergrass). A big thank you to all the drivers and support staff as well as the people that are utilizing the transit service.
- Through February, cost per passenger was at \$2.34 per passenger, which was 1% less than the cost per passenger last winter.
- Through February, Steamboat Springs Transit buses trended at 89% on time and 11% late. This is down from last winter when we were at 92% on time and 8% late.



Engineering

- The Engineering Division staff is working remotely using cloud computing and video conferencing capabilities. Building permit and development reviews are being performed along with site inspections albeit with no contact with contractor personnel. All inspection communication and project meetings are being conducted remotely via phone, email, or video conferencing. Capital project execution continues to be facilitated by project managers mindful of restricted contact orders issued by state and local authorities. Engineering, along with Planning Department staff, are attempting to facilitate a work-as-usual approach to the extent possible.
- As of March 30th, a total of 110 development applications have been submitted with a review due date in the calendar year. 19 reviews are in queue. Of the completed reviews, 91% met the internal review deadline and 96% met the external review deadline.
- Four proposals were received for the advertisement of the city's On Call Survey contract. Whelan Land Surveying and Landmark Consultants have been selected for the two-year term beginning in 2020.
- For the Steamboat Springs Redevelopment Authority (SSRA) Project Manager contract, six proposals were received. A committee comprised of city staff and URAAC representatives decided to delay award of a contract at this

time. For the time being, Danny Paul will serve as the primary SSRA liaison.

- The April URAAC meeting has been delayed one week until April 9th. The meeting will be held via video conferencing format with a link to the meeting provided to the public.
- Staff continue to work with Toole Design on the Transportation Master Plan development. The first Transportation Working Group committee meeting was held remotely on March 17th. However, the Ski Free Sunday pop up event and the Integrated Community focus group meeting were canceled. Given the current situation, the project team has decided to put the public outreach efforts on pause until the middle of April. The team is putting together virtual and online-based outreach material to keep the effort moving forward as much as possible.
- Butcherknife Floodplain project – Duckels construction anticipates beginning utility potholing investigation work to begin the week of March 30th. The second phase of this essential infrastructure project is planned to begin as soon as weather conditions allow for work progress to move forward. City contractors are to meet social distancing requirements while on the job site and city project managers will be monitoring compliance with the state and local orders.
- City staff are monitoring the recurrence of hillside movement occurring above the roadway leading to Sunlight Subdivision. The sloughing is minor in nature and is does not constitute a threat to buildings or infrastructure at this time. Per code, the subdivision developer will be responsible for identification of solutions to prevent future land movement. The warranty for roadway acceptance will be extended two years from the date of execution of

implementation of whatever solution is performed.

- Staff have been coordinating with design professionals working for the School District in anticipation of building permit submittals at each of their campus improvement projects. It is staff's understanding that the work is planned to begin on district projects in May of this year.

Attachment #1

City Council Directives to staff via the City Manager

Department	Task	Date Assigned	Status (% complete; Gathered info, working on report; Placed call, awaiting response; Delayed due to...)	Updated since last report
City Manager	Draft letter to FCC regarding catastrophic phone failure.	7/16/2019	Received history of outages from Routt County Communications. Will draft letter to FCC.	
	Report on bear education campaign before any money is spent.	3/3/2020		
Legal	Allocate \$10,000 for TABOR legal opinion funding. Legal department to interview and select attorney. Use City Manager Contingency. Compare and analyze TID ordinance with TABOR	11/19/2019	Postponed indefinitely.	X
	Alpine Slide- letter of intent, target of \$1.5 million fundraising, term October 2021. Meet with Robin and Heather to strategize	12/10/2019	Agreement executed.	X
Finance	Bring back refunding options for SSRA, focusing on Options A and B. Notify URACC of meeting and schedule for January.	12/3/2019	Presented on January 14th. Additional information requested and will be presented in May.	X

City Council Directives to staff via the City Manager

Department	Task	Date Assigned	Status (% complete; Gathered info, working on report; Placed call, awaiting response; Delayed due to...)	Updated since last report
Parks and Recreation	Research possible tax on river tube sales	3/5/2019	Staff have researched how other river communities are managing river recreation and sought public comment on EngageSteamboat.net. Updates were provided and the Parks and Recreation Commission discussed the challenges and opportunities during the September 25, 2019, November 13, 2019 and January 8, 2020 meetings. Due to the complexity of the topic the Commission formed a subcommittee that investigated and made recommendations to the Parks and Recreation Commission on next steps. The Parks and Recreation Commission met on March 11, 2020 and finalized recommendations to City Council. Due to the COVID-19 pandemic, this project has been put on hold until Fall 2020.	X

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Department	Task	Date Assigned	Status (% complete; Gathered info, working on report; Placed call, awaiting response; Delayed due to...)	Updated since last report
	Parks and Recreation Commission to provide assessment of how current e-bike regulations are working. Consider other scooters and e-vehicles as well	9/3/2019	City Staff and the Parks and Recreation Commission are continuing the discussion on e-bike usage on City owned trails. While Class 1 e-bikes are currently allowed only on the Core Trail and Walton Creek Trail, Class 1 and 2 e-bikes are being used on hard and soft surface trails throughout the City including neighborhood trails and Emerald Mountain trails. At the February 12, 2020 meeting, the Commission recommended allowing class 2 e-bikes on the Core Trail and Walton Creek Trail, class 1 e-bikes on neighborhood trails and a 15 mph speed limit on these trails (not single-track/backcountry). Staff is researching use of possible impacts to use of Trail Maintenance Endowment Funds if E-bikes are allowed on Emerald. Additionally, an update was provided on e-scooters and other electric devices. Due to the COVID-19 pandemic this project has been put on hold until Fall 2020.	X
	Proceed with Option 1 for Pickleball negotiations. Get breakdown of construction costs. Report on cost of land lease. Address concern with soft numbers	1/7/2020	Following the February 11, 2020 executive session, staff provided the City Attorney with draft agreement terms to develop a land lease.	

City Council Directives to staff via the City Manager

Department	Task	Date Assigned	Status (% complete; Gathered info, working on report; Placed call, awaiting response; Delayed due to...)	Updated since last report
	Develop RFP for river use educational campaign for summer 2020. Return to Council with cost and budget direction	1/21/2020	In lieu of developing and soliciting an RFP, staff is assessing opportunities to implement portions of an educational campaign in 2020 in collaboration with the Water Resource Manager.	
Planning	Research code changes to accommodate tiny homes, both on wheels and foundations. Follow up on staff recommendations and impact fees. Schedule for	6/5/2018	Tiny home and impact fee topics are on the unscheduled work session list.	
	Deed requests- Council will not consider requests at this time	1/7/2020		
	Sign Code: Proceed with Phase-Out approach and include Rebecca's modification. Enforcement priority is low.	1/14/2020	Moving forward with Council direction on final draft.	X
Public Works	Provide offer to owner of Old Steamboat Pilot Building for 8 hour parking in front of building until property is redeveloped. In return, owner must agree to temporary construction easement. Dan will provide definition of redevelopment. If owner does not agree, then proceed with alternative design.		The City has made numerous concessions in an effort to reach agreement with the property owner. Unfortunately, after many months of negotiation, we have been unable to reach resolution. A formal letter is being sent stating that the City's best and final offer has been made, and if that offer is still unacceptable to the property owner, then the City will proceed with the alternative design for construction this summer and a parking agreement will not be included, which will mean that parking time limits will default to City discretion	

City Council Directives to staff via the City Manager

Department	Task	Date Assigned	Status (% complete; Gathered info, working on report; Placed call, awaiting response; Delayed due to...)	Updated since last report
LONGER TERM PROJECTS				
Fire District Oversight Committee	Review Intergovernmental Agreement with Fire District	11/19/2019	Red-lined copy of IGA received from the Fire District.	X
	Central Fire Station site feasibility study and Mountain Fire Station remodel/rebuild	2/11/2020	Council directed staff to move forward with conceptual drawings of two downtown locations. Council determined rebuild was best option for Mt. Fire Station but focus on Central Fire Station first.	
	Develop a long-term capital and maintenance plan for HH. Break out into four areas: Nordic; Alpine; Training Jumps; and Summer Season. Develop fallback plan.	11/3/2017	Colorado Design Consultants have been contracted to expand the asset management plan created for the jumps to the rest of the infrastructure at Howelsen and update GIS mapping at the Hill to provide accurate maps of existing infrastructure. This effort is expected to be complete by May 31, 2020. Council has directed staff to engage the structural engineer for the new lift, determine sequencing, and keep the project moving forward. There is \$650K to help fund Howelsen Hill Stabilization and \$550K towards a new chair lift proposed in the 2020 approved budget.	

City Council Directives to staff via the City Manager

Department	Task	Date Assigned	Status (% complete; Gathered info, working on report; Placed call, awaiting response; Delayed due to...)	Updated since last report
	Continue to explore innovative idea of camping at Rodeo Grounds – get more info on cost to upgrade facilities, scheduling, cost recovery, etc.	12/11/2018	Staff requests that this innovative idea no longer be purposed and requests direction from City Council. The Pro Rodeo Board and staff have concerns about the design, cost, loss of contestant parking, facility utilization, and management of the proposed campground. In addition, as Howelsen Hill amenities continue to gain popularity, the rodeo grounds is being considered in several 'overflow' parking opportunities. Lastly, camping at Howelsen Park parking lots has increased dramatically in recent years. Without addressing this use it may not be feasible to have a paid camping concession.	

Attachment #2

COVID-19 Update

Testing

As of April 2, 2020, the total number of COVID-19 positive cases in Routt County is 24. 321 tests have been submitted with 274 being returned negative and 23 tests pending.

Routt County also has an Impact Tracker online that updates numbers daily around 5:30PM. The website is: covid19routtcounty.com

Orders

Governor Polis issued a Stay at Home order that expires on April 11th.

City Council extended the City Manager's Emergency Declaration to April 15th.

Routt County issued two public health orders prohibiting short term lodging and limiting gathering that expire on April 24th.

All orders could be extended or rescinded based on conditions.

City's Participation with Regional Efforts

City staff, management team, and council are participating as part of the Routt County Emergency Response through daily calls and other means including:

- Emergency Operations Center (EOC)
- EOC Policy Group
- Task Forces- various task forces assigned to issues/scenarios
- Food Accessibility and Sustainability
- Hospital Surge
- Vulnerable Population
- Reimbursement
- Joint Information Center
- Resource Availability
- Daily Video Updates
- Virtual Town Halls

City Staff Status

With early calculations showing the city's general fund operating budget being impacted between \$3.5 to \$4.5 million because of the coronavirus, city staff and services will see changes to accommodate the projected shortfall.

Goals:

- Keep as many employees gainfully employed and as productive as possible
- Maintain city services at the highest possible levels
- Avoid further reductions in service and layoffs

City management has identified about **\$1.5 million** in operating and service cuts and another **\$900,000** in payroll reductions. In addition, city staff will be recommending to City Council that unappropriated reserve funds be used to cover the balance in the amount of approximately **\$1.6 million** (out of \$5 million available). City offices will be closing on Fridays.

These three areas- **operating cuts, salary reductions, and use of reserves**- will get the city to the projected \$4 million target. The city will also consider cuts on this year's capital projects if necessary. These measures go into effect on April 12, 2020.

City Services

We are working to ensure business continues in the safest manner possible even while city facilities are closed to public access. Departments that can work remotely are currently doing and are available through email and phone. Some city services have been mollified: Steamboat Springs Transit is running on the summer schedule and the filing of February sales tax has been extended to April 20th.

Local Resources

Routt County: [covid19routtcounty.com](https://www.covid19routtcounty.com)

Routt County Help Line: 970-871-8444

City Page: steamboatsprings.net/covid