

City Manager Report

From the City Manager

COVID-19 Update

Governor Polis issued Safer at Home and in the Vast, Great Outdoors on June 1st and the state public health department issued the accompanying Public Health Order 20-28 on June 6th. The orders prohibit public gatherings of groups of more than 10 persons unless authorized in the public health order, allows organized youth and adult sports leagues in groups up to 25, allows playgrounds and swimming pools to reopen in limited capacity, allows outdoor sports facilities (non-league) to open up to 25 people per court/field, allows short term rentals to resume, allows churches and places of worship to reopen with restrictions, strongly encourages businesses and government entities to continue allowing employees to telecommute, and continues the recommendation of wearing a mask along with social distancing.

Routt County Public Health Order #3 (business mitigation plan) is set to expire on June 22nd. The Routt County Board of Health is considering a variance request to submit to the state to increase the gathering size as well as a variance request from Triple Crown to allow sports tournaments.

Sales Tax Deferment Update

Based on the city's accounts receivable for sales tax, it is evident that businesses are utilizing the sales tax payment deferral option. For April's sales taxes that are typically due May 20th, the accounts receivable more than doubled from 2019. There is \$98K in reported, but unpaid sales tax for April 2020 and only \$47K for April 2019. The total sales tax accounts receivable balance is currently \$298K. This is sales tax that

has been reported and not paid as of June 1st. At this time last year, the balance was only \$154K. Since we know that \$98K of the \$298K is due to the April deferment program we also know that \$200K is truly delinquent at this time. We have also seen a significant increase in non-filers in the last few months with 234 businesses not filing sales tax returns from February – April. We anticipate this represents \$150,000-\$200,000 in sales taxes. We continue to follow-up with our city sales tax licensees and will keep you updated on a monthly basis.

Disposable Bag Fee

The emergency ordinance temporarily suspending Ordinance 2699 pertaining to disposable bag fee expires on June 29, 2020. Implementation of the fee waiver has been inconsistent. It's staff's recommendation that we allow this ordinance to expire. Please let staff know if you have any issues or concerns.

From the Departments

Deputy City Manager

Facilities

- Researched, purchased and currently in the process of installing touchless faucets, touchless lights, foot door openers, and wall and hand sanitizers for all public and employee-occupied facilities.
- Continue to research and purchase the appropriate protective supplies to ensure employee and public safety for all city facilities to include masks, hand sanitizing methods, and sneeze guards.
- Working to secure various maintenance contracts at the CLEF facility, i.e. generator, elevator, sprinkler, smoke, and fire alarm systems.

- Managing the disposal of the Legacy Ranch machine shed which caught fire in early May; the building is a total loss.
- Modified all meeting room seating options to comply with COVID-19 social distancing requirements.
- Completed the exterior painting of the Yampa Land Trust Building, the Depot, a Whistler Park restroom, and the pump house and poma shack at Howelsen Hill Ski area.
- Completed the turnover of city-leased properties to Honey Stinger at the Airport Terminal building and to Big Agnes in the old Police Department building at 840 Yampa.
- Increasing downtown trash pickup from monthly to weekly due to increased visitors to Steamboat.

GIS

- Created a webmap of restaurants for the City Clerk's office. This webmap will assist in determining whether additional outside seating is available to specific restaurants.
- Created a webmap to delineate sign code areas for the Planning Department.
- Provided official building corner coordinates for the Legacy Ranch Barn which burned down recently. This was needed due to its historic status.
- Updated data supporting our mapping services for city trails and fire hydrants and created additional map services for requested webmaps.
- Created a Transportation Master Plan comment webmap. This allows the public to post comments regarding issues with various forms of transportation (pedestrian, bike, transit, streets, etc.). The community has utilized this map to express complaints and questions which will provide input for our Transportation Master Plan.
- Land records data management which includes updating automation scripts, verifying data, and updating features.

Public Works

Engineering

- As of June 1st, a total of 167 development applications have been submitted with a review due date in the calendar year. 16 reviews are currently in queue. Of the completed reviews, 71% met the internal review deadline and 94% met the external review deadline. 53% of the total late reviews have come since reduced work hours were put in place and contract support for building permit review was canceled. April and May are traditionally a very busy time for development review. The additional week of time for review deadlines has been helpful to buffer workloads and staff believes that the backlog is starting to clear.
- Butcherknife Floodplain project – utility relocation work is complete in all areas except the alley near the former Ghost Ranch. A significant length of culvert has been placed north of Lincoln Avenue and restroom foundation construction has begun. Crews are currently working to open the 7th Street access to allow Space Station pull through access. Crews expect 7th Street on the north side of Lincoln will be paved and reopened to traffic in mid-July with shoulder and alley work remaining. 7th Street south of Lincoln is currently open to traffic and parking but will close for approximately one month in July/August. Staff is hosting a biweekly virtual public meeting to keep businesses, residents, and property owners updated on construction progress and traffic control changes. The next meeting is June 11th at 4PM.
- Pine Grove Road Pedestrian Crossing and Median – Native Excavating won the bid for this project and also serves as the dirt contractor for the Marriott project. This will allow for coordinated traffic control of improvements associated with both projects. Work in the roadway associated with the city portion of work will begin in early June and completion is expected to coincide with the opening of the Marriott in early August.

- Following the execution of the Franchise Agreement, staff is working with Yampa Valley Electric Association to identify and select two additional decorative lighting options for use on city projects that will be incorporated into the tariff inventory. The intent is for one light to be specific to the base area and another will be for general usage throughout town for pedestrian lighting purposes.
- US40 West Sidewalk (CDOT TAP Phase II) – easement acquisition appraisals have been completed and the city’s certified contract negotiator, Universal Field Services, is drafting fair market value offer letters to adjacent property owners that will be delivered within the next month. Based on current appraisals, it appears that easement valuations are within current project budget estimates. Final costs are subject to negotiation with property owners and will not be known until purchase agreements are executed.
- Per notification from CDOT, Lincoln Avenue to the west of town will be under construction for chip and seal and restriping from mid-July through August. United Companies is the contractor for the work.

Streets

Throughout the month of May, Streets crews:

- Swept and collected 87 cubic yards of debris off city streets.
- Responded to 519 requests for locates.
- Used 188 gallons of paint to complete the striping of crosswalks, curbs, and public parking spaces throughout town.
- Used 170 tons of asphalt to perform patching operations in preparation for June’s paving program.
- Issued 11 right-of-way permits.
- Continued signage repair throughout town.
- Continued flood watch procedures.
- Installed a new catch basin inlet at the intersection of Pine Grove Road and Central Park Drive to correct an ongoing drainage problem.

- At the request of the County Clerk’s office, crews converted the Oak-Lincoln alleyway between 6th and 5th streets to one-way for voter accessibility at the courthouse. The one-direction traffic now syncs up with the drop-off ballot box.
- Contracted with Crossroads Concrete Resurfacing to repair damages to curbs along Lincoln Avenue due to winter maintenance.

Wastewater

- The Wastewater Treatment Plant treated 115 million gallons of wastewater in the month of May, compared to 140 million gallons treated in May 2019. The difference is mostly attributed to inflow and infiltration.

Airport

- The FBO continues to operate with contactless limited services. Services include reduced access to the FBO by pilots, passengers, and the general public. Pilots and aircraft are still provided parking, fuel, and other aircraft services by placing orders over the radio or phone.
- The Civil Air Patrol from the Rocky Mountain Metro Squadron in the Denver metro area delivered personal protection equipment for Casey’s Pond. See picture below.



- The Airport runway and ramp were striped on May 18th with a grant from CDOT; this has been well received by tenants and users.



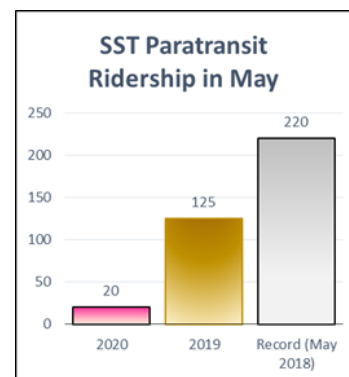
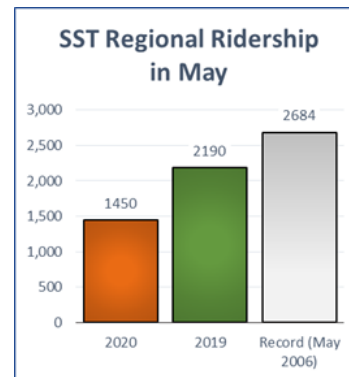
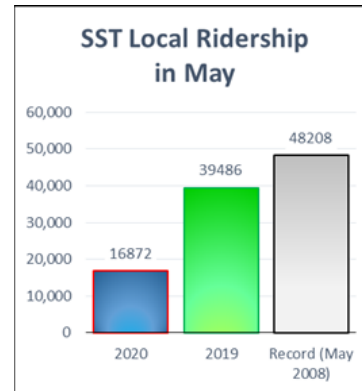
- On Sunday, May 31st, SST implemented the new Yellow Line service. The service area remains the same, but all service on the Yellow Line is now "on-call". Passengers who would like to request this service can call 970-879-3717 and can call up to one day in advance to request service.

Water and Sewer

- The River Road Interceptor Replacement Project began in late-May. An extensive community outreach program was executed, which included delivering notices to all 73 residences in the Brooklyn neighborhood. Accommodations to the construction schedule were made to facilitate high school graduation ceremonies. The project should be substantially completed by the third week of August, ahead of the first day of school for the fall semester.
- Construction bids for the West Area Water Tank will be opened on June 9th. The project will be a two-year construction effort with completion slated for fall 2021.

Transit

- Throughout the month of May, Steamboat Springs Transit (SST) carried 16,872 passengers compared to 39,486 Passengers in May 2019. Summer ridership is down 59% compared to last summer. Calendar year to date ridership is down 17%.
- Steamboat Springs Transit passed the 1/2 million passenger mark and has carried 102,307 fewer passengers to-date so far this year.
- Cost per local passenger is at \$12.50 per passenger, 146% more than the cost per passenger last summer.
- SST buses are currently trending at 99% on time and 1% late. This is up from last summer when SST was at 97% on time and 3% late.



Parks and Recreation

Howelsen Ski and Rodeo Complex

- Staff met with City Councilors Sloop and Buccino, City Manager Gary Suiter, Public Works Director Jon Snyder, and Parks and Recreation Director, Angela Cosby for a tour

of the soil movement occurring on Howelsen Hill. Remediation strategies to protect critical infrastructure based upon soil engineering reports were discussed.

- The unstable areas of soil on Howelsen have largely dried throughout May and early June and movement has slowed.
- Staff has refocused to complete maintenance projects at Howelsen Hill including repairing turf damage due to a late fall electrical repair in the jump flats.
- Final maintenance items including annual line maintenance on the chairlift are nearing completion in anticipation of the Alpine Slide opening.
- Staff is working with the Pro Rodeo Board for final construction items and placement of the newly constructed announcer's booth.
- The warm-up arena at the Rodeo Grounds has been groomed on a regular basis as it is receiving regular public use.
- Staff have been working to complete the Stables remodel capital improvement project and are actively engaged in chairlift planning.
- Staff met with Steamboat Springs Winter Sports Club (SSWSC) representatives to discuss how potential budget reductions and COVID-19 could affect winter operations.
- There is currently a Request for Proposal (RFP) out for operation of the Howelsen Hill concessions stand. The deadline for submittal is June 25th.

Parks, Open Space and Trails Division

- Staff have continued to complete routine trail and park maintenance projects with help from the Recreation and Ice Arena staff.
- With funding from the Trail Maintenance Endowment Fund, staff prepped a section of soft surface trail along the Core Trail near Dr. Rich Weiss Park to be widened and improved. Rocky Mountain Youth Corps will continue the project by spreading and compacting crusher fines for the trail tread.
- Staff has met with a contractor to begin work on the Steamboat Gardens Ditch along Spring Creek which will allow for completion of the final section of the Spring Roll downhill

directional bike trail. Work will also be completed along the hiking only Ditch Trail to help reduce trespassing on private property.

- Three flumes were installed for water measurement on irrigation ditches at the Legacy Ranch following requirements from the Colorado Division of Water Resources.
- Six public restrooms have been opened in city parks and are being cleaned and disinfected on a regular basis.
- Based on recent updates from the Governor's Office, playgrounds have reopened in city parks.
- Staff continues to adapt to budget and seasonal staff reductions, with full time staff focusing efforts on maintaining sports fields, city parks, facilities and streetscapes turf, irrigation, flower gardens, and trash/recycle cans at reduced levels.
- Special projects are being reviewed on a case-by-case basis depending on level of service capacity.
- Steamboat Digs Dogs recently donated, planted, and irrigated 25 aspen trees at Rita Valentine Park.
- Staff is working with the Tread of Pioneers Museum on completing the Springs Walking Tour signs that were cut from the 2020 budget. The Museum has generously offered to purchase these signs and staff will work to install them as available this summer.

Adult Sports and Field Scheduling

- All adult recreation programs are currently on hold until further notice. We are awaiting updates from the State of Colorado on new guidelines.
- Fields are available for rentals starting June 8th. Several user groups have already reserved fields for sports camps using current COVID-19 mitigation protocols.

Youth Programs

- Youth and Teen Program Supervisor, Megan Troiani, is working with a group of school age providers to create consistent and cohesive mitigation plans for the entire community regarding school age childcare.

- The Steamboat Springs Teen Council had their final meeting for the 2019-2020 school year on May 20th. While they were unable to host their final planned event, the group is enthusiastic about getting together again in the fall and starting the next school year fresh.
- Staff is preparing to offer Summer Camps beginning early July if City Council chooses to move forward. The Youth and Teen Program Supervisor is providing updates to seasonal staff regularly.

Howelsen Ice Arena

- The Ice Arena is closed until further notice and is currently under the control of the Routt County Office of Emergency Management as the Emergency Operations Center (EOC). The rink remains available for use as an overflow medical facility in case of resurgence or spike in the number of COVID-19 cases in Routt County.
- Staff is working with user groups to schedule activities, practices, and games beginning in the fall of 2020.

Marketing & Events

- Staff continues to assist with department communication efforts, including a steady stream of spring press releases, social media posts, etc.
- Staff has been helping develop, print, and post ongoing COVID-19 related signage for park facilities including closed/open signage, social distancing reminders, etc.
- Staff continues to monitor state and local public health orders and participate in a number of weekly team huddle calls with the Colorado Parks and Recreation Association, reporting key information to department heads, and helping draft reopening protocols.
- Staff is currently developing concepts for a virtual Town Challenge mountain bike race for late June or early July.
- During the month of May, the Parks and Recreation Facebook page saw a 2% increase in page views, a 5% increase in page likes and a 34% increase in post engagements over the

previous month. The most popular posts (most reach) during the month of May included the following topics: Park Facilities Reopen, Youth Activity Challenge – Kindness Rocks, Tennis Center Reopens, Park Bathrooms Reopen, West Lincoln Park Bathroom Vandalism, and Fish Creek Underpass High Water Video.

Yampa River Botanic Park

- The Botanic Park continues to see an increase in daily visitors and has not experienced any issues with people not complying with the site mitigation plan.
- Guided tours continue under site mitigation plans limiting the group size and maintaining social distance.
- Fundraising efforts are going well for the year and plans for individual major donor cultivation are underway.
- Current facility improvements include: fence repair, step repair, replacing the gate from the Core Trail to include a wider pedestrian gate with an automatic closer, and trail work. Art maintenance plans are underway.
- The Penstemon Garden renovation was completed with the addition of cap rock. The Annuals Garden is planted.

Parks Projects

- Howelsen Ice Arena Expansion Project: staff is currently working with SEAD Engineering on the design portion of the facility expansion. The design phase is scheduled to be completed by September 30th.
- Howelsen Hill Chair Lift Installation Project: staff has secured updated quotes from lift vendors and continues to review funding sources from the city and the SSWSC. Budget for the lift installation has been finalized and staff is working on the information gathering for infrastructure required to support the lift replacement in 2021.
- Howelsen Hill Stables Improvements: the stables project is nearing completion with all three contractors (civil, electrical, and structural) finishing the last of their

scopes. Staff anticipates the stables to be fully ready for use by late June.

- US40 Median Landscaping Improvements Project: staff has selected Baseline Engineering for the design phase of the US40 Median Improvement Project between Old Fish Creek Falls Road and Anglers Drive. This would be a second phase of the project that initiated in 2013 from Pine Grove Road to JD Hays Way along US40.
- Howelsen Hill Stabilization: staff continues to seek viable options for the slope stabilization on Howelsen Hill. Staff has engaged a specialty contractor that uses mechanical means for slope stabilization. This firm has worked on Howelsen Hill previously to stabilize the jump slope and tower 6 of the Barrows lift.
- Yampa River Channel Restoration and Access: staff has received seven responses to the Yampa River Restoration and Access RFP. Staff will be meeting this week to rate the RFPs and select a design firm. The design phase is scheduled to be completed by November 2020.
- Soda Creek Bridge Refurbishment: staff has issued a RFP for the removal and replacement of the bridges wood decking and the blasting / re-coating of the steel bridge support. Proposals are expected by mid-June.
- NPR Extension Trail Project: staff has issued a RFP for the extension of NPR (No Pedaling Required) mountain biking trail on Emerald Mountain. A pre-proposal meeting and site visit was held to give contractors the best information possible prior to the proposal due date of June 9th.
- Upper Spring Creek Dam Modifications: the contractor returned as soon as site conditions would allow to complete the remaining punch list items and take advantage of the wetter spring weather for revegetation of the site. Water access has been restored for dogs to use the creek again but the dog park and upper dam area remain closed for revegetation. The ADA parking, porta-let, and

picnic shelter have also been restored for park users. Staff anticipates substantial completion to be met in mid to late July, which will start the warranty period with the contractor.

Haymaker Golf Course

- Haymaker is open and has been extremely busy! Rounds for the month of May were up 73% compared to May of 2019 and up 40% compared to the 5-year average. As a national average, golf rounds in the U.S. are up 6% over last year. Total revenue is up 50% in May compared to May of 2019.
- All junior and most adult instruction programs have been filled for the summer. We are looking at options and leaning on staff members to create more programs to accommodate the huge demand for instruction.
- We continue to work with the county to adjust our practices based on health guidelines that are currently in place.
- In March, Haymaker staff won the Colorado West Chapter Merchandiser of the Year award for the 2019 season. Haymaker is 1 of 3 finalists for the Colorado Section Merchandiser of the Year award for 2019 and staff is working to complete the finalist packet for this award. Results are announced in August.
- A flow measuring device has been installed on Intersection ditch to monitor water usage.

Planning

- There are currently 59 projects at some stage of the development review process; none are late in receiving DRT review comments. DRT members are continuing application review through staggered office hours and working remotely. Video conferencing is being used to conduct DRT meetings with applicants.
- Remote Board and Commission meetings are going smoothly. Planning Commission has held two meetings, Board of Adjustment has held one meeting, and Historic Preservation Commission has held two meetings.

- Mountain Area Master Plan – The project website is live at:
<https://www.engagesteamboat.net/mamp>.
- Outdoor Seating Permits – Planning, Public Works, Fire, Police, and the City Clerk’s office have coordinated to develop a streamlined and efficient review of temporary outdoor seating permits and modifications to liquor licenses to assist restaurants in obtaining additional seating capacity. As of June 8th, a total of 11 applications have been received; 5 have been approved so far with a 1-2 day turnaround. We anticipate consistent review and approval turnaround times for all applications. All forms and information are available on the City’s webpage:
<https://www.steamboatsprings.net/1048/Temporary-Mitigation>.
- Planning participated in a Virtual Town Hall on June 3rd and a Question and Answer session for local restaurants on June 8th. In addition, staff participates in weekly Restaurant Industry Group meetings to answer questions and obtain feedback on our requirements and process, as well as to proactively identify potential issues and needs going into fall and winter months.
- Code enforcement will conduct periodic inspections throughout the summer to ensure compliance with permit approvals. Our goal will be to work with individual restaurants to maintain minimum required sidewalk clearance, ensure a safe environment for guests and pedestrians, and to provide as much flexibility as possible for restaurants.
- Sign Code Update – The project website is live at:
<https://www.engagesteamboat.net/signcode>.
The site provides the complete draft code, outlines various aspects of the proposed regulations and seeks input on what is proposed through digital Q&A Sessions and public hearings including Planning Commission and City Council later this summer and into early fall.
