

# City Manager Report

## Lease for Fireworks Storage

You may be aware that Tim Borden is getting out of the fireworks business. Mr. Borden deserves a hearty thank you from this community for all he has done with his amazing fireworks shows, including the world record! As such, Mr. Borden is allowing his fireworks storage license to expire, which is issued by the Bureau of Alcohol, Tobacco, and Firearms (ATF). Mr. Borden is graciously allowing the city to lease his private storage facilities for \$1 for the next five years. This will allow the city to store the fireworks that we have purchased in previous years, until we can properly donate, sell, or use them for winter fireworks shows. The ATF will not require a license from the city for continued storage. This lease will be coming before City Council next month for consideration. We appreciate Mr. Borden's generosity.

## Diversity, Equity and Inclusion (DEI)

The subcommittee (Lisel, Sonja, Wendy, and me) have met twice in recent weeks to discuss the employee climate survey, developing a city DEI statement, a city webpage for DEI, the Police Department inquiry, and Council training. The committee has been most helpful in providing feedback and generating new ideas. We expect a proposal from our DEI consultant for Council training that is expected to be scheduled in August. We had well over 100 responses to our organizational climate survey and look forward to hearing the results.

## Special Events

To date, we have received over 50 applications for summer special events. Most of the major events are expected to be a go. There is no update to the status of the Free Summer Concert Series. Providing Community Service Officers for some of these events will be a challenge. At the

time of this report, staff has approved 25 special event permits and 30 are at some stage in the review process or are incomplete. Overall, we expect this to be a busy summer.

## Golf Management Committee

Now that the Haymaker golf course is being fully managed in-house, the municipal code provision establishing the Golf Management Committee (GMC) is overdue for an update. The GMC has been working diligently with the legal team and the Parks and Recreation Department to reflect the current management structure more accurately. The code revisions will clarify the role of the GMC and propose other necessary clarifying changes. This ordinance should be coming before City Council for consideration in the near future.

## Development Review

Due to the time of year (construction season), major ongoing planning projects, and rollout of new software, the development review process has been extended by one week. There continues to be growing activity in development review and construction projects and, as a result, increasing pressure on the planning and engineering staff. Subsequently, we are seeing an increasing number of complaints and concerns. City staff is working hard to maintain communication with all applicants and approving projects that are consistent with the CDC and city engineering standards, in order to ensure high-quality projects. Staff will continue to work diligently with all applicants and ask for their patience as we head into summer.

## Regional Economic Development\*

The City is partnering with the counties and municipalities in Northwest Colorado (Routt, Moffat, and Rio Blanco counties) on regional

economic development efforts, including “Just Transition”, as well as proposed projects including the DOLA Recovery and Resiliency Planning Project, and a REDI grant for capacity building. At the last meeting, partners agreed to revive the Yampa Valley Economic Development Council (YVEDC), and expand it to include the Towns of Yampa, Oak Creek, Rangely and Meeker. The group is also looking at broadening the name. As we revive the YVEDC to move forward with these regional efforts, each of the current partners (Routt County, Moffat County, City of Craig, Town of Hayden, City of Steamboat Springs) will need to appoint one elected official as their YVEDC representative. Once we have the representatives, we can hold a formal YVEDC meeting and vote to modify the intergovernmental agreement (IGA) to include Yampa, Oak Creek, Meeker, and Rangely, as well as to update the name. At this point, City Council needs to nominate one elected official as the City’s YVEDC representative. We anticipate that the YVEDC will be meeting monthly.

#### Innovation Committee Update

The 2021 Innovation cycle was open from March 15<sup>th</sup> through April 2<sup>nd</sup>. The committee received six proposals and three were chosen for implementation. The funded ideas were:

- \$5,500 to be used toward the purchase of the City fleet’s first electric vehicle. This vehicle will be a replacement vehicle for the Planning Department. This idea was submitted by Winnie DelliQuadri and Jason Weber.
- \$5,625 to be used to start the City’s first public pet first aid and CPR classes. These funds will be used to purchase dog mannequins to be used for training purposes. This idea was submitted by Alexis Wolf.
- \$5,000 to purchase curling equipment for the Howelsen Ice Arena. The staff at the Arena will partner with a local curling enthusiast to start a pilot curling program. This idea was submitted by Nick Carelli.

The submissions were down this year compared to the last two years, however, there were very

good submissions. The committee is excited to see these projects implemented and to continue to encourage innovation throughout the City!

## **From the Departments**

### **Police Department**

#### Staffing

- We are fully staffed in records. Laura Graham resigned this summer, and we were finally able to fill her position. The hiring process was excellent and filled with highly qualified candidates. It was good to have a deep pool to choose from for this important position.
- Animal Control continues to be a strong team and fully staffed.
- We are fully staffed in our full time CSO positions following the Council approval of Mikey Buccino. This also was a robust hiring process with several qualified and desirable candidates. On May 3<sup>rd</sup>, Gene Lee, a retired firefighter from Hawaii, began as a full time CSO and he is an excellent addition to our team. He has already relocated to Steamboat Springs with his family. He did comment that he will appreciate the lower cost of living Steamboat Springs offers over Hawaii.
- Police Officers are a completely different issue. We are struggling to find qualified candidates, and this is extremely concerning. We promoted Dunte Valrey from CSO to police officer and sent him to the police academy. Dunte graduated on May 7<sup>th</sup> and will begin the field training program. He is expected to be a solo officer by September. He fills the vacancy created by the passing of Sergeant Jeff Wilson. This leaves us with 3 active vacancies. We expect two more officers will be departing this summer in July and August. Both officers are leaving the profession of law enforcement. Of our vacancies, only one officer left to take employment in law enforcement in another jurisdiction. Those leaving law enforcement have indicated that it is the current attitude of our state legislature and anti-law enforcement bills that have driven them from this profession.

- We have been running a certified officer hiring process with only one qualified candidate. If we end up with any hires out of these processes it will be September before a certified officer is solo and helping with staffing, and April/May 2022 before a non-certified officer can go through the police academy and then be trained for solo patrol. We have reserved 2 seats in the upcoming fall police academy.
- We are keeping the current vacancies in the following places: Detective Sergeant, Special Operations Sergeant, and Drug Task Force Detective. We need the patrol backfill before we can make these promotions and assignments. We also have a police officer out on maternity leave until August. These vacancies have been causing considerable strain on our staffing levels and strain on the officers. It will be important that we promote a couple of sergeants and a detective to fill vacancies but cannot deplete our basic function of patrol to fill those positions.
- The seasonal CSO hiring process is following the same trend we are seeing across our community with hiring. We have had only one application to date, and we will not be able to fill necessary seasonal CSO needs. This will limit our ability to staff special events this summer. This shortage could lead to a recommendation of denying an event because we cannot staff it. One strategy we will use is on-duty full time CSOs for events, but this does mean they are not doing other duties. We will also charge the event producer for a CSO but use off-duty police officers to fill positions that are necessary for the event to take place. We will be working diligently to make sure that our special events can take place in a safe manner.

### Training

- In 2020 we did not participate in any outside training due to funding constraints and many trainings were canceled due to the pandemic. We have placed an emphasis on resuming training in 2021; this also causes a strain on staffing, but lifts morale as officers look for

training opportunities. This does task our overtime budget to cover the shifts while officers attend training; however, the employees are very appreciative of the opportunities to train. This is extremely important for our continued efforts to be a professional and responsive police department.

### Other Projects

- With the commander vacancy, Commander Stabile and Chief Christensen have divided the operations tasks of staffing, hiring, special events, case review, body cam review, training, and budget review.
- We have been working on the SRO IGA with the school district. A draft has been submitted to the school district for review. The IGA covers the cost of 50% of an officer during the times that school is in session. The IGA is written in a way that addresses per officer cost and is flexible. The contribution from the school district will be about \$40,000 per officer in funding coming from the school district. The conversations around this effort have been very positive.
- We continue to work with emergency management and anticipate a busy wildland fire season.
- We are working closely with Advocates on implementing a child advocacy center here in Steamboat Springs. The new organization is called Brighter World and will serve children who have been abused. This is a long-needed project and uses a multi-disciplinary team to meet all the needs of at-risk children. This is a very exciting project.
- Chief Christensen continues to be involved in Rotary and sits on several committees including the grant committee that grants about \$25,000 to local nonprofits. He also sits on the Community Health Benefit Fund grant committee as a public member. This is a granting entity run by the hospital and hospital foundation granting about \$275,000 annually to local nonprofits dedicated to meeting the health needs of those in the Yampa Valley.

- Chief Christensen is wrapping up his term as the president of the Colorado Association of Chiefs of Police on July 1<sup>st</sup>. This has been a challenging year in this capacity and the legislative work has been extraordinary.
- Chief Christensen will finish his second term on the POST Board on July 1<sup>st</sup>. He has spent four years on this important state board and is term limited.
- Calls for service continue to be up and the officers, ACOs, and CSOs are very busy. We anticipate that this summer will be extremely busy and are preparing for the demands that will be placed on our organization.

## **Parks and Recreation**

### Howelsen Ski and Rodeo

- Staff have been monitoring runoff from Howelsen. Two shallow slides have occurred in areas that have had movement previously. The 3<sup>rd</sup> exit repair is holding together well.
- Staff have re-assembled the rodeo practice arena for public use. This arena can be accessed via the Stables parking lot while construction occurs in the Rodeo Grounds for the parking lot project.
- Interviews are taking place to fill the vacant Lift Mechanic position.
- The new Tubing Crew Leader position is now open with a goal of staffing that position by the end of May or early June.
- Staff have been meeting with Steamboat Springs Winter Sports Club leadership to complete a comprehensive use agreement for summer 2021 and the winter of 2021/2022.
- Howelsen Hill concessionaire request for proposal for services for the 2021-2022 season closes July 9<sup>th</sup>.

### Parks, Open Space, and Trails Division

- Parks staff is cleaning up scoria and getting parks and facilities ready for summer.
- Parks restrooms are opening as temperatures allow and portable toilets are being placed for the summer. The city's website is updated daily on what facilities are available.
- Howelsen Park tennis courts and volleyball courts are open for play. Reservations for the

Howelsen Beach Shelter have been in high demand.

- Athletic fields are open for play with youth lacrosse, youth soccer, youth baseball, and the high school baseball team playing at Ski Town, Whistler, Memorial, Howelsen, and Emerald fields.
- The Tennis and Pickleball center has all the outdoor hard courts open for play and the clay courts will be ready by Memorial Day weekend.
- Funds for the maintenance and upkeep of the City's streetscapes, including the US40 medians were cut in the 2021 budget. While these medians and their vegetation are scheduled to be reconstructed and replaced in 2022, our southern entrance will not have the same appeal this summer.
- The hiring of personnel for the park's division has proven to be extremely difficult this year. The division currently has 6 out of historically 22 seasonal positions filled and 5 out of 7 fulltime positions filled. Staff's top priority is to maintain our assets; however, significant level of service reductions are expected. For example: lawns will be green, but the grass will be cut less frequently.
- Steamboat Creates has approached staff expressing interest in partnering with the city to build an outdoor amphitheater on city land. A presentation is planned for the May 18<sup>th</sup> meeting.
- The Open Space and Trails crew started work about a week earlier than normal on April 19<sup>th</sup> and were able to get started on early season cleanup, including additional tree removal from last fall's windstorm and scoria cleanup.
- Staff worked with Evolution Sports (Trevyn Newpher) to lead a rebuild of Bear River Bike Park with staff and volunteers. The project was a huge success, and the dirt jumps will open once final touch ups are completed in the next week.
- Staff continues to inspect and work on Emerald trails to get them open for public use. Staff will be updating the City Trails map as new trails are ready for use.

- The Spring Creek off leash area is still closed to allow for revegetation of the park and closing out permits after the Spring Creek dam restoration project. The access to the water is still open providing water recreation for dogs.
- After 27 years with the City of Steamboat Springs, Parks and Recreation Department, Ernie Jenkins has announced plans for retirement with his last day on June 4<sup>th</sup>. Staff has advertised for the position and plans to hire a new Parks Supervisor as soon as possible.

#### Adult Sports

- Spring adult hockey leagues are wrapping up with playoffs taking place next week. The spring hockey season proved to be a success and a much-needed program for our community. Over 200 adults registered for this 10-game season totaling 15 teams across three different divisions.
- Registration for summer adult recreation programs is open and programs are beginning to fill up. The final day to register for summer adult recreation programming was May 13<sup>th</sup>.

#### Youth Programs

- Senior programs are back! We will be offering five trips this summer that include: a Lake Dillon tour, Rockies game, Denver Zoo, Georgetown train, and Blackhawk.
- 2021 summer camp enrollment filled up in under one minute this year. Additional staffing is needed to remove participants from the waitlist.

#### Marketing and Events

- Planning is underway for the Town Challenge MTB Race Series. The series will look a little different this season with fewer races than normal, but the first race is planned for June 2<sup>nd</sup> at Marabou Ranch.
- Staff is working on updating a number of summer marketing/communication items and assisting on several larger scale communication efforts including a trail etiquette campaign, river education, dog park

signage, Little Toots playground survey, and Botanic Park collateral.

- Staff has reviewed a total of 55 Special Event Permit applications to date in 2021.
- Over the past month, the Parks and Recreation Facebook page saw a 301% increase in post reach, a 443% increase in post engagements, a 189% increase in page followers, and a 200% increase in page likes over the previous month. The posts with the most reach included: Trail Closure for Moose Activity, Gil Nets in Casey/Fetcher Pond, and Bear River Bike Park Upgrades.

#### Howelsen Ice Arena

- Howelsen Ice Arena is scheduled to be closed May 29<sup>th</sup> through June 9<sup>th</sup> for annual maintenance. Bumper car operations will start again after the closure.

#### Parks Projects

- Howelsen Ice Arena Expansion Project: staff is working through the proposal selection process as some clarifications needed to be addressed with the proposal that was received. Construction is still anticipated to begin summer 2021.
- Howelsen Hill Chair Lift Installation Project: staff has selected a geo-stabilization contractor that will work with the project team to install deep anchors that will integrate with the tower foundations to secure them to the slope. The lift manufacturer/installer SkyTrac is currently onsite working on the demolition of the existing Barrows Lift. The chair lift installation is anticipated to begin June 1<sup>st</sup> with completion for the 2021-22 ski season.
- US40 Median Landscaping Improvements Project: staff is signing a construction contract with Duckels Construction but will push all the construction work to the 2022 construction season. Duckels has agreed to hold the bid pricing and perform all the work in the second year per the city's request to reduce 2021 traffic impacts on US40.

- Howelsen Hill Tubing Project: the city has signed a contract with Team Services for a surface lift for the tubing operation. Staff is currently working on a topographical survey for fitment into the existing terrain. An electrical engineer has been hired to design the electrical infrastructure required to support the new lift. Parks anticipates receiving the lift equipment in early September to begin the installation process.
- Yampa River Channel Restoration and Access: staff is currently advertising the river project. Proposals are due June 3<sup>rd</sup> and construction is anticipated to start September 2021.
- Parks Shop Storage Building: a contractor has been selected for the construction of the Parks Shop Storage Building. Construction is scheduled to begin on June 28<sup>th</sup> and anticipated to take about 3 weeks to finish the building. Concrete work is scheduled to follow the building install and that is anticipated to take place in late July.
- Core Trail Pedestrian Lighting Project: staff is working on the 80% plan set that will include the tunnel and bridge portion that Steamboat Creates is offering as an art installation. This project is currently being looked at as a part of a larger CDOT revitalize main street grant. This current direction would include this Parks project and several from Public Works. More information to come on this grant opportunity in the future. Construction for this project will be delayed to the 2022 construction season.
- The irrigation system has been charged and all necessary repairs have been completed.
- The full course fertilizer application was made on May 8<sup>th</sup>.
- The chemical storage unit capital purchase has been put on hold while the Building Department considers the design of the structure and snow load capacity.
- Haymaker opening day is May 13<sup>th</sup>. This season we were able to open the range one week early on May 7<sup>th</sup>.
- The golf course has come out of winter exceptionally well and we are looking forward to great course conditions this year.
- The golf shop is fully stocked. We are excited to offer more variety in nearly every category this year including women's, men's, custom golf clubs, and new lifestyle accessories.
- We are proud to be showcasing new environmentally conscious brands such as Bermuda Sands and Adidas Prime Blue, both of whose men's and ladies' shirts are made of 100% recycled ocean plastic.
- Season pass sales are up 20% so far with many new guests choosing to call Haymaker home. Group bookings for 2021 are up nearly 100% over this time 2 years ago (2019). We believe these are clear indicators that 2021 will be a very busy season with rounds played similar to 2020.
- The golf course is fully staffed in both the golf and maintenance departments. Because we believe 2021 will be another exceptionally busy season, both departments have hired enough staff to allow us the opportunity to increase staffing levels if needed throughout the season.
- The new eco-friendly lithium-ion golf cart fleet has arrived.

#### Botanic Park

- The Botanic Park is now open for the season.
- Landscape design plans are in review for the renovation of the Hummingbird and Butterfly Gardens.
- Analysis is underway to replace the gates at both the Main Entrance and the Core Trail.

#### Haymaker Golf Course

- Staff completed greens aerification on April 29<sup>th</sup>.

#### Administration

- The Parks and Recreation Department is experiencing a surge in special project requests from community members and user groups. From disc golf courses to new mountain biking trails, to an indoor winter sports training facility, the department currently has 17 special projects in the works.

Historically, the Parks and Recreation Department normally receives 1-2 of these requests per year. Department staff is working hard to keep up, however providing the needed review and support to each of these projects require additional resources. In the meantime, staff are referencing the Parks, Recreation, Open Space, Trails, and River Master Plan for guidance in determining the priority of each special project request.

### Planning

- Development Review: there are currently 74 projects in the development review process; 27 under review, and 47 waiting for applicant response. One project is currently late in receiving DRT review comments, and DRT deadlines remain extended by one week.
- Code Amendments: staff are drafting two code amendments; one to revise the definition of the term Family and the second to permit outdoor seating for restaurants as a Conditional Use in the CK-1 zone district.
- Mountain Area Master Plan: the project team continues to meet with stakeholders to refine design concepts and map out how the proposed ideas and actions for the plan could be implemented. Recent and upcoming stakeholder meetings include the following: City Public Works and City Management staff on Ski Time Square concepts; Steamboat Ski and Resort Corporation (SSRC)/Alterra on Gondola Transit Center concepts; SSRC and Yampa Valley Sustainability Council on sustainability and resiliency recommendations; the City's historic preservation consultant on historic preservation recommendations; and Main Street Steamboat, Steamboat Chamber, and Steamboat Mountain Village on economic development and identity recommendations. A draft implementation strategy for the Mountain Area Master Plan will be presented to the plan's Advisory Committee at their next meeting on May 26<sup>th</sup> and to City Council during the work session scheduled for June 8<sup>th</sup>.
- CityView: staff are committed to completing validation by mid-June. Intensive End User Training is scheduled for July 22-August 6, and a Go Live date is set for August 9<sup>th</sup>.
- Short-Term Rental Program:
  - Licensing: demos of three vendors are scheduled for May 20<sup>th</sup>.
  - Policy Review: A draft community engagement strategy will be presented to Council at the June work session. The intent of this effort will be to solicit broad community feedback to inform Council's review and discussions regarding zoning and land use policies related to Vacation Home Rentals and other short-term rentals.
  - Project schedule is provided as Attachment 1.
- Floodplain Management: staff has recently submitted the necessary compliance documentation for annual recertification as a participant in the National Flood Insurance Program's Community Rating System (CRS). Participation in the CRS enables city property owners to receive reduced flood insurance rates which are based upon our rating, Class 7, within the program.
- Mountain Area Historic Survey: the consultant team has tentatively identified 11 properties for intensive level surveys and 78 properties for windshield survey. This list has been shared with the Historic Preservation Commission and other preservation stakeholders in the community for background information. The team is working with GIS to establish a base map with the potential to become an interactive public outreach map. Now that the museum, library, and Assessor's office are open to the public or by appointment, the consultant will be in town at end of the month to start the research for the context and individual properties.

## **Public Works**

### Wastewater

- In a sign of how dry it is, the Wastewater Treatment Plant treated 85 million gallons of wastewater in the month of April. This is down 31% from April 2020 when 124 million gallons of wastewater were treated. The difference is attributable to less precipitation, which results in less infiltration of groundwater and snowmelt into the sanitary sewer system.
- Construction on the Ammonia Improvements project continues. The project is on schedule and on budget and should be completed by late November 2021.

### Streets

- April sees our Streets crew transition from winter operations to summer operations. Crews focused a lot of their efforts on stormwater maintenance, which include cleaning ditches, cleaning culverts, and cleaning catch basins. Several culverts were replaced in advance of this year's Paving Program.
- 183 cubic yards of material were swept up in the month of April as part of the scoria pickup program. This program allows residents to rake scoria out of their lawns and onto the shoulder of the roads and the street sweeper will come pick it up. This program is an important component of our stormwater efforts because it helps keep pollutants out of our waterways.
- Crosswalk painting has begun. This year's painting efforts are going a little slower than normal because of a nationwide road-grade paint shortage due to supply chain issues related to the February deep freeze in Texas.
- Construction throughout town is in high gear. In April, Streets crews performed 311 locates and issued 18 right-of-way permits.

### Engineering

- As of May 6<sup>th</sup>, 188 development applications have been submitted with a review due date in the calendar year. 23 reviews are currently in queue. Of the completed reviews, 85%

met the internal review deadline and 100% met the external review deadline.

- Duckels Construction has begun construction on the Steamboat Boulevard/Mount Werner Road roundabout project. City staff are continuing to monitor the function of Walton Creek Road as the primary detour during the closure of Mount Werner Road.
- RCD Construction has begun construction on the Rodeo Grounds parking lot project. A major culvert crossing of Howelsen Parkway is complete and repaving of Howelsen Parkway is scheduled for early June.
- Duckels Construction was the low bidder for the US40 West Sidewalk project. This project includes installation of a sidewalk on the "river" side of US40 between the Community Center and Loggers Lane, and installation of a sidewalk on the "hill" side of US40 between Indian Trails and Conestoga Circle. Work is anticipated to begin on June 1<sup>st</sup>. Traffic impacts will be limited to shoulder closures. Access to adjacent businesses will remain open throughout the duration of the project.
- Engineering is actively working on design of the Downhill Drive/US40 intersection, Indian Trails/US40 intersection, Mount Werner/US40 intersection, culvert replacement of Walton Creek Road over Burgess Creek, and scour critical mitigation and bridge rehabilitation of the bridges that carry Soda Creek at the 11<sup>th</sup> and Oak Street intersection.
- Testing and validation of the Cityview Permitting software is being led by Engineering for the Public Works Department. This software implementation will improve permitting, review, and inspection processes in Engineering, Streets, and Utilities division.

### Airport

- The Airport recorded 827 operations during the month of April (an operation is defined as either a takeoff or a landing), compared to 806 operations during April 2020. 145 aircraft were fueled in April, compared to 118 in April 2020. 7,410 gallons of fuel were

sold in April, compared to 5,945 in April 2020.

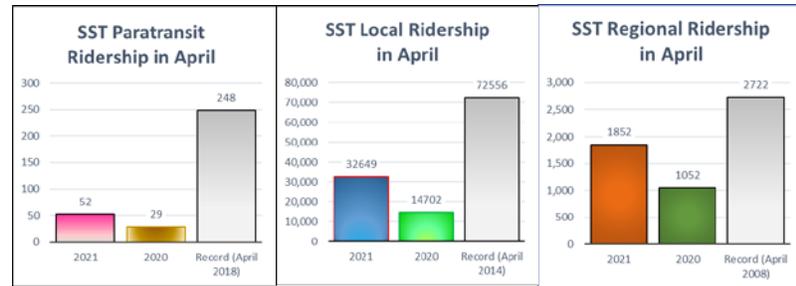
### Water and Sewer

- Carollo Engineers has been awarded the Water and Wastewater Utility Rate Study Update. Work on the rate study will begin the week of May 24<sup>th</sup>. The study will result in a revised rate schedule for 2022 through 2024 with City Council hearings scheduled for October/November 2021.
- Construction of the West Area Water Tank is resuming after a winter shutdown. A preconstruction meeting was held on May 4<sup>th</sup> with Duckels Construction and Drexel Barrel to coordinate the schedule and plans for start of construction. The start of construction is anticipated for some time in May with the exact date currently unknown due to long lead times on equipment and materials that are needed to start construction. Contracting is currently underway with Brown's Hill for the electrical and controls engineering work related to the tank.
- Engineering design is underway for the Yampa Well Fields Capacity Expansion. Additional survey work was scheduled for the week of May 10<sup>th</sup>. Construction is anticipated for summer/fall of 2022.
- The bid for this year's sewer interceptor project was pulled due to a shortage of contractors. Staff is currently planning to re-bid the project late this year for construction in 2022. This project includes replacement of the existing interceptor under the railroad and under the Yampa River.

### Transit

- Steamboat Springs Transit (SST) transitioned from the winter schedule to the summer schedule on April 12<sup>th</sup>. 2020/2021 winter season ridership was down 49% compared to the 2019/2020 winter season.
- Capacity restrictions had a profound effect on service. Local buses were limited to 15 passengers or less at any given time. As a result, a total of 27,947 passengers were left behind during the winter season.

- SST anticipates returning to full capacity on the buses for the Memorial Day weekend and beyond. SST will continue to have a modified "white line" providing 6-foot distance between the passengers and the driver. SST will also continue the increased cleaning protocols and air movement practices. The TSA's directive also mandates the continued use of CDC approved masks through September 13<sup>th</sup>.



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