

City Manager Report

Leadership Development

For your information, I plan on contracting with the Trebuchet Group <https://www.trebuchetgroup.com> for a Leadership Team Strengthening program to begin this October. The objective is to bring the team to a new level of cohesiveness and effectiveness. Expected outcomes will be improved trust, commitment, and accountability among team members. We will identify each other's strengths and use them in a synergistic and complimentary style. We also expect to see improved communication, retention, and satisfaction among all staff members. The program should take about 4 months, and will complement the Rocky Mountain Performance Excellence program currently underway.

From the Departments

Deputy City Manager

IGS

- Grantseeking: in June, the grants division submitted grant requests for the following:
 - Police Bulletproof Vests: Department of Justice
 - Electric Vehicle (EV) Chargers at the Rodeo Grounds: Colorado Energy Office
 - Howelsen Hill Concession and Event Venue: ODEIT Colorado Outdoor Recreation Grant
 - Letter of Intent for Community House Restoration: State Historical Fund
- The city received funding for the following:
 - Airport Terminal Area Improvements; BIL funding- \$200,000
 - West Steamboat Trail Connection; Colorado Department of Transportation Multi-Modal Options Fund- \$588,679
- Regional Solar Garden: the final contracts for the regional solar garden project in Craig have been executed. The project will now start construction with a completion date in 2023. Once constructed, the solar garden will provide the city with \$22,650 worth of solar credits annually for 20 years with the credit split evenly between the Street Shop, Parks and Recreation administrative building, and Centennial Hall.
- Climate Action Collaborative: staff have fully transitioned the staffing of the Collaborative Board to the Yampa Valley Sustainability Council (YVSC). City staff involvement in the Collaborative will now focus on participation on the sector teams. Further updates on the Collaborative will come from the City Council member on the Collaborative Board.
- Organics Recycling Study: the consultant team is working on their analysis and recommendations and anticipates having a first draft of their report in late August or early September.
- EV Implementation: the city received its first EV (a Chevy Bolt) and have plans to promote use of the vehicle. Staff are serving on the Colorado EV Awareness campaign committee and anticipate having state-developed marketing materials to utilize locally in the fall and winter. The next EV Ride and Drive is scheduled for September 18th.
- Recycling: staff met with haulers and have revised the draft Hauler Reporting ordinance which is on the July 19th Council agenda. Staff have completed the Community Recycling Coordinator's job description and will bring that to Council in August with a request to

fund this position with Waste Reduction and Recycling funds for a 2-year contract position.

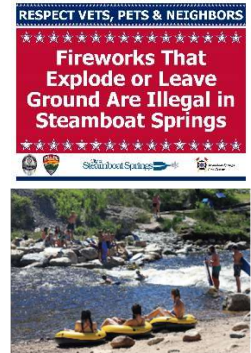
- Northwest Solar Coop: the Solar Coop has over 50 members and has released a Request for Proposal (RFP). The selection committee, made up of coop members, will meet in the next two weeks to review and select a final vendor. Once that happens, the vendor will begin working with coop members on scope and cost for each member. Members are not obligated at this point and can decide if they want to move forward or not. The Coop is accepting new members through September.
- Fireworks: the city donated fireworks to the Town of Yampa's 4th of July show and the City of Craig's 4th of July show. We attempted to donate fireworks to the Steamboat Lake 4th of July show but were unable to make that happen with their contracted fireworks provider. Staff are meeting with that provider as well as the Steamboat Springs Winter Sports Club, Yampa, and Craig to work out a plan to donate the remaining fireworks over the next 3-5 years. All entities that received fireworks agreed to list the City of Steamboat Springs as an event sponsor.
- Department of Local Affairs (DOLA) Roadmap: the consultants on the DOLA roadmap plan are working on analysis and strategies and have scheduled their next meeting with the full group for August 25th. In the interim, task force groups are reviewing and contributing to strategy development for the plan.

IT

- Assisted Architects in planning for network infrastructure in new City Hall and Fire Station.
- Troy Lawrence attended a statewide conference for government IT professionals.
- Continued work on Intranet.
- Preparing for upgrade of the primary GIS server.
- Kudos to the Water Department who assisted IT with location and repair of underground fiber construction.

Communications

- [Combined website visitation](#) for past four weeks saw 32K users and 82K pageviews. Top-10 pages: Home Page, Transit, Howelsen Ice Complex, Calendar, Fireworks, Parks and Recreation, Howelsen Hill, Steamboat Springs Airport, Bumper Cars on Ice, and Short-Term Rentals.
- The city's [Facebook](#) saw nearly 21.7K in reach for the past four weeks and other municipal channels enjoyed the following reach for the same time period: Howelsen Hill (17.9K), Steamboat Springs Police Department (SSPD) (7.5K), Parks and Recreation (5.6K), Steamboat Springs Fire Rescue (SSFR) (5.2K), Howelsen Ice (3.9K), and Steamboat Springs Transit (nearly 1K). The top city posts over that time included:



June 13-July 11
• Illegal Fireworks (12.6K)
• Tubing (6.7K)
• SSPD Fireworks (5.7K)
• KSBS Simulator Grant (3.7K)
• Rita Valentine Upgrades (3.7K)

- Top [Instagram Posts](#) during period showcased Steamboat Sunset, Wildflowers, Paddle Boarding, Downtown, and Balloons resulting in just over 4K reach. The Steamboat Springs Police department (SSPD) Instagram channel has grown to nearly 500 followers with top posts focused on Father's Day, Fireworks, Chief at the Academy (2x), and Speed Limit.



- So far this July, the city's [twitter channel](#) racked up 11.2K impressions with the top tweets focusing on July 4th Parade and Short-

Term Rental Tax. [YouTube](#) continues to host videos from City Council, Planning Commission, Parks and Recreation Commission meetings and the video production specialist is covering Historic Preservation Committee and Board of Adjustment meetings.

- [Twelve media releases](#) were issued focusing on a variety of topics across numerous city departments between June 13th and July 11th. Steamboat Radio's Harvey's Huddle shared information on key programs and services. The Valley Voice July column focused on [Wildland Fire Preparation Starts With You](#).
- Marketing and promotion efforts continue to assist with several initiatives such as Town Challenge, River and Trail Education, Mountain Area Master Plan, SST Recruitment, Short-Term Rentals, and other areas.

Facilities

- With summer kicking in, Facilities has been busy organizing trash service and port-o-lets for special events such as the Steamboat Marathon and the 4th of July Parade as well as monitoring and adjusting services for bus shelters and all city facilities.
- Adjusted and repaired HVAC equipment for changing of the seasons.
- Scheduled and escorted contractors completing fire and security alarm inspections at all facilities.
- Completed the Recreation department move in at the new Ice Arena expansion.
- Replaced the flagpole at Mesa Schoolhouse after a spring windstorm.
- Scheduled and oversaw painting projects at Mesa Schoolhouse, Parks and Recreation offices, Howelsen Hill Ski Jumps, Mountain Fire Station, Stockbridge Transit Center, Ski Time Square light poles, Bear River Restroom, and the Community Center.
- We are seeking bids or proposals for asbestos mitigation at the Airport House and for HVAC control upgrades city-wide.
- Assisted with security upgrades to the Blue Sage water tank complex.

- The transition between the ActiveNet and the CivicRec facility reservation systems is complete. All 2022 and 2023 reservations made for the Community Center or the Mesa Schoolhouse have been moved to the new CivicRec system as of June 1st.
- There were 77 new work orders in June.

Finance

Accounting

- The State requires granting agencies to provide early reporting due to their fiscal year end of June 30th. Below is a summary:
 - Transit COVID-related funds:
 - Received final draw down on the CRRSAA Transit funds for Local operating totaled \$2,449,191
 - Continue to draw down on CRRSAA Regional operating
 - We can begin drawing down on the ARP funds-\$678,662. (CARES and CRRSAA grants had to be utilized before ARP funds)
 - Submitted final reimbursement for the following non-COVID related grants:
 - Northwest Region Solar grant-\$2,102,000 (fiscal agent for this multi-jurisdiction complex grant)
 - Mental Health Program for the police department-\$5,000
 - High Visibility Enforcement grant for the police department-\$6,900 (most of this grant could not be utilized due to officer shortages throughout the year)
 - Bulletproof Vest grant funds have been fully utilized from prior year-\$2,498
 - Rural Planning Northwest TPR-\$10,050

Admin

- Kim Weber, Finance Director is working with Hilltop Securities (Municipal Advisor) and Butler Snow LLP (Bond Counsel) on financing options for the new City Hall. Options will be presented to City Council in the next two months.

Budget

- Staff is actively working in OpenGov capital project fund and operating proposals for 2023 budget leading up to the internal budget review meetings scheduled in August.

Utilities Division

- Shana Burkett, Utility Billing Technician, will be supporting the Keystone Utility Systems water meter transmitter replacements project. The project was kicked off on June 28th.

Tax Division

- Deni Yaneva, Tax Technician, ensured the licensing of 110 vendors for Art in the Park. There are 16 local vendors and 94 with single event licenses.
- Sondra Spratta, Sales and Use Tax auditor attended the Colorado Tax Audit Coalition (CTAC) meeting May 6th in Aurora. CTAC is part of Colorado Government Finance Officers Association (CGFOA) and is an excellent resource for networking and collaboration on tax topics pertinent to home rule municipalities. These professional development opportunities are typically budgeted for each year and have been paused in recent years. We are happy to see the reboot of these meetings by CGFOA.
- Amy Camilletti, Sales and Use Tax auditor, worked diligently with the building department staff to issue the Court Sports 4 Life Pickleball Facility building permit in mid-June. There are some tax-exempt documents that CS4L are still working on for use tax exemption and there will eventually be a supplemental budget appropriation needed for the building permit fees and excise tax that were not originally budgeted. Based on

our contract with CS4L, the city is responsible for paying all the fees and taxes that go to the city.

- Colorado Municipal League (CML) sales tax simplification committee met on June 16th. There had been a pause on these meetings as well with the departure of CML counsel, Laurel Witt. Rachel Bender will be managing these meetings going forward.

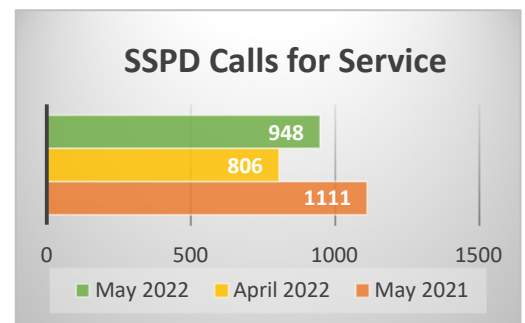
Procurement and Contracting

- Janey Been, Procurement and Contracting Coordinator is a recent graduate from the 2022 Leadership Steamboat program. Congratulation Janey!
- The Centennial Hall HVAC Controls RFP and the More Ranch General Contractor RFP will be going out soon.

Police

Calls for Service:

- There were 948 calls for service in May 2022 compared to 1,111 in May 2021.
- Additional information on call volume history, accidents, bear calls, and domestic violence calls can be found in Attachment 1.



Staffing:

- Our 4 police recruits completed 9 weeks of the academy and have 4 more weeks to go. They are doing great!
- One sworn officer is out on FMLA and another is on modified duty, making Patrol staffing extremely challenging now.
- We have several good candidates going through our hiring process.

Community Engagement:

- We have attended the Marathon, Farmers

Market, Rodeo, 4th of July events, and hosted a police department tour for youth.

Training:

- One Sergeant and two officers are attending Public Safety Leadership Development Training.
- The Chief completed the Refresher Academy to meet state peace officer certification requirements.

Rainbow Family of Living Light

- We increased staffing with four mutual aid officers from Grand County Sheriff's department. They were essential in assisting with calls for service and conducting proactive patrol. Officers responded to 18 calls involving people associated with the Rainbow Gathering.

Fire

June 2022 Monthly Summary

Call Numbers

- SSFR calls for service (Attachment X): call numbers in June fell compared to June 2021 but are still increasing year to year. We saw overall calls for service decrease by 15% compared to 2021. Year to date we are still showing a 16.5% increase compared to this time last year.
- When looking at our 5-year comparison, June 2022 was just slightly higher than June 2017 with an increase of 4%. Year to date comparison of 2022 to 2017 shows a much higher increase at 20%.

Fire Prevention:

- Fire Prevention activity for June 2022 was up 4% over June 2021 and revenue for the same time was down 10%. Year to date activity is up 10% compared to the same time period in 2021 and revenue year to date is down 27% compared to the same period in 2021.
- Hosted a regional information collection meeting with State of Colorado Department of Fire Prevention and Control toward a statewide risk assessment.

- Deputy Fire Marshal Middleton attended Ski Time Square turnaround open house.
- Firefighter/EMT Brookshire passed the Fire Inspector II test.

Notable Events:

- The new firefighters were pinned and given their department badges- welcome aboard!
- The fire department continues to work diligently with city staff on special event permitting and has been loaning out city AEDs regularly.
- The department had a third-party contractor perform the annual inspection and test on the two aerial apparatus.
- The department continues to have the solar trailer in our possession and hope to find uses for the trailer this summer.
- Wildland Mitigation Crew:
 - Finished training and check-off on both brush trucks and skid unit. Completed federal training S-212 on chainsaws.
 - Majority of the month was spent working on Emerald Mountain/Howelsen Ski Area mitigating dead pine and fir trees.
 - Responded to two wildland fire calls for service along with on duty crew.
 - Performed seven Home Ignition Zone assessments.
 - Performed mitigation work on the Morning Gloria trail.
 - Attended two Homeowners Association meetings.
 - Attended demonstration on Biochar at Elkstone Farm.
 - Assisted North Routt Fire with fireworks over Steamboat Lake.

Fire Department Operations and Training:

- Fire Training: Aerial Apparatus drills, Water Supply/Tender Operations, Auto Extrication, Ground Ladders, Hose Deployment.
- EMS Training: Obstetrics, Pediatric Medication Administration, Airway Drills, Mega Code Drills, Rapid Sequence Intubation.

Public Education Events:

- Hosted Mountain Station tours.