

# City Manager Report

## Fire Station / City Hall Update

The design, construction, and engineering teams have been diligently working on preliminary construction estimates. Not surprisingly, the early estimates are coming in higher than expected, particularly in some areas like HVAC. Council President Robin Crossan and city staff have been reviewing the estimates and reducing costs in areas that do not significantly impact the functionality of the design. A more detailed update will be provided at the September 20<sup>th</sup> Council meeting.

## Council Directives

Provided as Attachment 1 are the staff updates on City Council Directives. Please let me know if you have any questions.

## From the Departments

### Deputy City Manager

#### Facilities

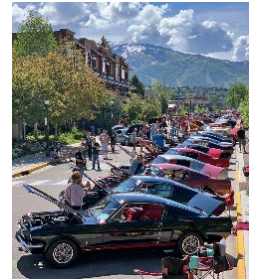
Following are updates from the Facilities Division:

- Constructed a new dumpster enclosure at Rita Valentine Park.
- Installed the “River Run” art bench in West Lincoln Park.
- Decommissioned and removed boilers from Centennial Hall and Transit Operations Center.
- Improved drainage in electrical box at Howelsen Hill to reduce electric shock hazard.
- Performed annual inspection and service for fire extinguishers in all city facilities.
- Created City Hall furniture inventory in preparation for the upcoming move.
- Assisted the IT department with electrical upgrades at the Race Shack communications tower.

- Awarded contracts for city-wide HVAC controls upgrades and maintenance and for asbestos mitigation at the Airport House.
- Managed 57 reservations at the Community Center and Mesa School House.
- Completed 58 work orders.

## Communications

- [Website visitation](#) for August saw 30K users and 77K pageviews. Top-10 pages include: Home Page, Transit, Howelsen Ice Complex, Calendar, Parks and Recreation, Steamboat Springs Airport, Howelsen Hill Ski Area, Lift Tickets, Adult Hockey, and Maps.
- The city’s [Facebook](#) saw nearly 22K in reach for the month and other municipal channels enjoyed the following reach for the same time period: Howelsen Hill (14.8K), Steamboat Springs Police Department (SSPD) (7.6K), Parks and Recreation (6.3K), Steamboat Springs Fire Rescue (SSFR) (6.2K), Howelsen Ice (4.7K), and Steamboat Springs Transit (nearly 4.1K). The top city posts over that time included:



August 1-29, 2022
• Mustang Car Show (12.8K)
• Sue White Celebration (6.8K)
• SBT GRVL (2.9K)
• River Closure Lifted (2.7K)
• Tree Mitigation (2.7K)

- Top [Instagram Posts](#) during the period showcased Lightning Storm (2.7K), Sulphur Cave (2.5K), Hahn’s Peak (1.8K), newly paved

airport runway (1.5K), and ProRodeo (1.4K). The SSPD Instagram channel has grown with top posts focused on Officer Miller’s Last Day, VIPs program, New Police Officers, Sergeant Brown at Rodeo, and Gun Range Training. The city’s [twitter channel](#) saw 6.6K impressions with the top tweets focusing on the Sulphur Cave and Mustang event.

- [YouTube](#) continues to host videos from City Council, Planning Commission, Parks and Recreation Commission meetings and the video production specialist is covering Historic Preservation Commission and Board of Adjustment meetings. In addition to visual coverage of meetings, the video specialist has produced or is working on segments including the Transportation and Mobility Plan for an upcoming conference, Ride and Drive event, SSPD Pinning, SSPD Officer Spotlight, Sulphur Cave, and the final Town Challenge Community Event.
- New Fire Station/City Hall Open Houses: the city hosted two open houses with one dedicated to adjacent neighbors and the other the public. Door hangers and posters on the open houses were distributed and current information on the project can be found on EngageSteamboat.net. In addition, poster boards were produced on the new designs as well as the current facilities which have been a staple at the weekly Farmers Market.
- [Eighteen media releases](#) were issued focusing on a variety of topics (sales tax, river closures/openings, Little Toots playground, Planning Commission openings, SSPD pinning, Airport fly-in, Yampa River Botanic Park new entrances, Mountain Area Master Plan final draft, SST \$3M grant, Mustang event, Yampa Street tree mitigation, and more) across numerous city departments.
- Steamboat Radio’s Harvey’s Huddle shared



information on key programs and services. President Crossan penned an editorial in the Steamboat Today & Pilot that focused on [The Yampa Valley – Take It Slow & Embrace the Place.](#)

- Marketing and promotion efforts continue to assist with several initiatives such as Town Challenge, River and Trail Education, Bear Aware, Mountain Area Master Plan, Safety, Steamboat Springs Transit and SSPD Recruitment, Short-Term Rentals, and other areas.

### IT

- Created a mobile application for Animal Control Officers to track incidents that stores data in SharePoint.
- Working with Human Resources (HR) on a Proof of Concept for storing HR documents in SharePoint.
- Working with Clerks office on finding 3<sup>rd</sup> party support for document digitization.
- Large mobile phone refresh for the Police Department.
- Continued work on Intranet.
- Preparing for upgrade of the primary GIS server.
- Repair of networking system at Haymaker maintenance after lightning strike.
- Developed a prototype remote Caselle client for Finance to eliminate lag during work from home sessions.
- Finished a major upgrade of Cisco telephone software.
- Initiated a cybersecurity training program for all employees that includes simulated email phishing tests.

### Intergovernmental Services (IGS)

- In July and August, the Grants division submitted requests for the following:
  - City Parks and Facilities Smart Irrigation System; WaterSMART: Water and Energy Efficiency Grant
  - Emerald Mountain Wildfire Mitigation; Great Outdoors

Colorado/Colorado Youth Corp  
Association

- The city received grant awards for the following:
  - Bus Replacement and Overhaul; FTA 5339 Low or No Emission Grant (\$2,353,400)
  - Electric Vehicle Chargers at Rodeo Grounds; Colorado Energy Office: Charge Ahead Colorado (\$27,000)
- Community Survey: the 2022 Community Survey has been developed and finalized by a committee consisting of Robin Crossan and Gail Garey from City Council, Michelle Geib (Parks and Recreation Commission), Lou Tortora (Planning Commission), Sarah Leonard (Steamboat Springs Chamber), and Winnie DelliQuadri and Brad Calvert (staff). The 2,000 households have been randomly selected and postcards notifying selected participants were mailed August 31<sup>st</sup> with surveys to be mailed on September 7<sup>th</sup>. All surveys are due back by October 19<sup>th</sup>.
- Climate Action Collaborative: IGS staff are serving on the Transportation Sector working group, which will have its first meeting in September. It is anticipated that the new Community Recycling Coordinator will serve on the Waste Sector working group once that person is hired.
- Organics Recovery Study: the study is complete and is posted on the city website: <https://www.steamboatsprings.net/1330/Organics-Composting>. The consultants will present the study and its recommendations to Council on September 20<sup>th</sup>.
- Recycling: staff attended the Recycle Colorado conference in Denver and learned much about statewide efforts regarding recycling. The state legislature passed an extended producer responsibility bill which means that by 2026, local governments will be required to ensure that there is a Single Family/Multi-Family residential program to recycle all product packaging, all printed paper, and some food service packaging materials in their community, with funding provided by producers. Details on the program requirements and funding are still being developed, however it is anticipated that local governments will have flexibility in what programs look like and can choose municipal or open market systems, so long as the services are available.
- Electric Vehicle (EV) Implementation: the next Ride and Drive event is September 18<sup>th</sup> from 10AM-2PM at Howelsen Hill Rodeo Parking Lot. There will be EV owner ambassadors, cars to test drive, information on charging, and e-bikes to test drive. Signups for the test drives can be found at: <https://www.signupgenius.com/go/30E0844A4A823A0FF2-evride>. Finally, IGS staff coordinated an internal ride and drive event for city staff, which allowed staff the opportunity to test drive the city's first EV – a Chevy Bolt – which is now being used by Planning.
- NW Solar Coop: the Solar Coop closed on September 2<sup>nd</sup> with 117 members as of August 25<sup>th</sup>. Members are in the process of receiving proposals from the selected vendor. Members are not obligated at this point and can decide whether or not they want to move forward.
- Department of Local Affairs (DOLA) Roadmap: the Northwest Colorado Development Council (NWCDC) met with consultants on the DOLA roadmap plan on August 25<sup>th</sup> where they reviewed and prioritized strategies that were developed by each task force. Next steps are for the consultants to write the final plan, and then DOLA and partners will approve the plan and begin working on implementation, with support from DOLA and other state agencies.
- 2A Trails: the 2A Trails Committee will meet August 31<sup>st</sup> to review the one trail funding request it has received (from city staff for a directional downhill trail on Emerald Mountain). The committee recommendation

will come to Council as part of the 2023 budget. The committee will not be reviewing any funding requests for the Mad Rabbit trails until after the Mad Rabbit NEPA process is complete. The United States Forest Service has noted that they continue to wait on final state review of the Mad Rabbit NEPA before they release the document for the public comment period.

## **Finance**

### Administration and Budget

- The Finance Director is working on the 2023 budget including the 6-year capital improvement plan (CIP) that will be presented to City Council at the next work session. Along with the city's budget, Kim is working with boards and committee's budgets (Local Marketing District and the Steamboat Springs Redevelopment Authority).
- In anticipation of financing the new city hall, the Finance Director has been working with bond counsel, the city's municipal advisor, as well as gathering information from municipal bankers.
- The Budget Division is busy with 2022 budget projections and 2023 budget requests in preparation for the October 4<sup>th</sup> budget presentation to Council. The plan is to utilize the OpenGov platform for the presentation similar to what was presented last year.

### Sales and Use Tax

- The sales and use tax division has been actively reaching out to online businesses to gain tax compliance. There have been voluntary disclosure agreements this year totaling \$142,970 and new licenses that will total at least \$188,000 in tax this year. Many of these efforts are tips from local shoppers, including our own staff and their awareness from their online ordering and visits to local establishments. The online and marketplace facilitator tax collections are reflected in the

"out of town" area on our monthly tax reporting. Audit assessments year to date total \$56,829 and net construction use tax reconciliation collections year to date total \$371,503.

### Utilities

- Utilities has been supporting the meter transmitter replacement efforts by our contractor Keystone Utility Systems. There will be some adjustments to August billing on a case-by-case basis to correct any billing issues due to previous estimated reads.
- Utilities division provided administrative support to Michelle Carr, Distribution and Collection Manager to send out the shutdown notification letter of the Fish Creek Water Treatment Plant. On August 10<sup>th</sup>, a letter was emailed to 2,900 city utility customers with email addresses on file. Absent an email address, 745 paper letters were mailed.

### Accounting

- On July 29<sup>th</sup>, the Controller attended a Colorado Government Finance Officers Association meeting in Glenwood Springs on managing public funds in Colorado, in view of rising interest rates, to ensure that the city is earning reasonable yields on its cash balances and investments, subject to safety and liquidity objectives as required by Colorado law.
- We are adding additional fraud protections to the city's Wells Fargo bank accounts as recommended in our annual relationship meeting with Wells Fargo representatives.
- We have opened a government money market fund account at Wells Fargo with funds sweeping nightly from the city operating account to gain a higher yield on our operations funds.
- We have opened a ColoTrust EDGE account to gain a higher yield on medium term surplus funds.

## Procurement

- Bids and Requests for Proposals (RFP) currently open:
  - Request for Qualifications Strategy, Policy, and Code Revisions to Advance Community Priorities
  - Transit Services- Development of Rural Transportation
- Bids and RFPs recently closed:
  - Centennial Hall HVAC Controls
  - Haymaker Clubhouse Golf Simulator Hardware
  - Community House- Restoration and Rehabilitation

## **Police**

### Calls for Service

- Calls for service and data regarding accidents, domestic violence calls, and bear calls can be found in Attachment 2.

### Staffing

- SSPD has four new officers who graduated the police academy and have entered the Field Training program which lasts four months.
- Three police officer recruits entered the police academy on August 22<sup>nd</sup> and are expected to graduate in 14 weeks.
- We are currently hiring to fill an academy in 2023. We were able to effectively process candidates and fill our academy positions as a direct result of our full-time hiring officer which was approved by City Council earlier this year.
- Commander Mark Beckett joined the department last month and is overseeing the patrol division.
- Christina Stewart was hired as the Civilian Bureau Manager which is a commander equivalent. She will oversee the Support Services division (CSOs, ACOs, Records, Evidence, Admin).
- The School Resource Officer position is currently vacant. We met with the Steamboat Springs School District

Superintendent and the Steamboat Springs High School Principal to coordinate police support for the high school. Officer Sadowski has liaised with the school and dayshift officers and supervisors will be conducting routine patrols in the school.

- SSPD currently has two interns in the department working in Evidence and Investigations.

### Volunteer Program

- SSPD developed and implemented a volunteer program and is seeking qualified candidates to volunteer 8-16 hours per month to the Police department in the areas of Patrol, Records, and Evidence. More information can be found at <https://www.steamboatsprings.net/1327/Volunteers-in-Police-Services>.

## **Fire**

### July Call Numbers

- Call volume dropped slightly in July 2022 compared to July 2021 with a decrease of 2.7% or 7 calls (250 versus 257). When we look at call volume compared to five years ago, we are still up almost 18%.
- Call volume year-to-date is up 13% compared to this time last year and almost 20% compared to 2017 (see Attachment 3).

### Fire Prevention

- Fire prevention activity was up 29% in July 2022 compared to July 2021 and revenue for the same period was up 174% due to several large fire alarm permits submitted. Year to date, fire prevention activity is up 11% compared to the same period in 2021. Year to date revenue is down 7% compared to the same period in 2021.
- Final fire alarm and fire sprinkler inspections were completed at the Steamboat Springs High School addition and remodel project.

### Training

- Fire Training: Rope Drills, Hose Deployment

Drills, Scene Size-up Drills, Low Angle Rope Evolutions, Aerial Apparatus Drills

- EMS Training: Crush Injuries, Advanced Airway Drills, Mega Code Drills

#### Public Education Events

- July was a slow month for public education events with only one station tour for Casey's Pond residents.



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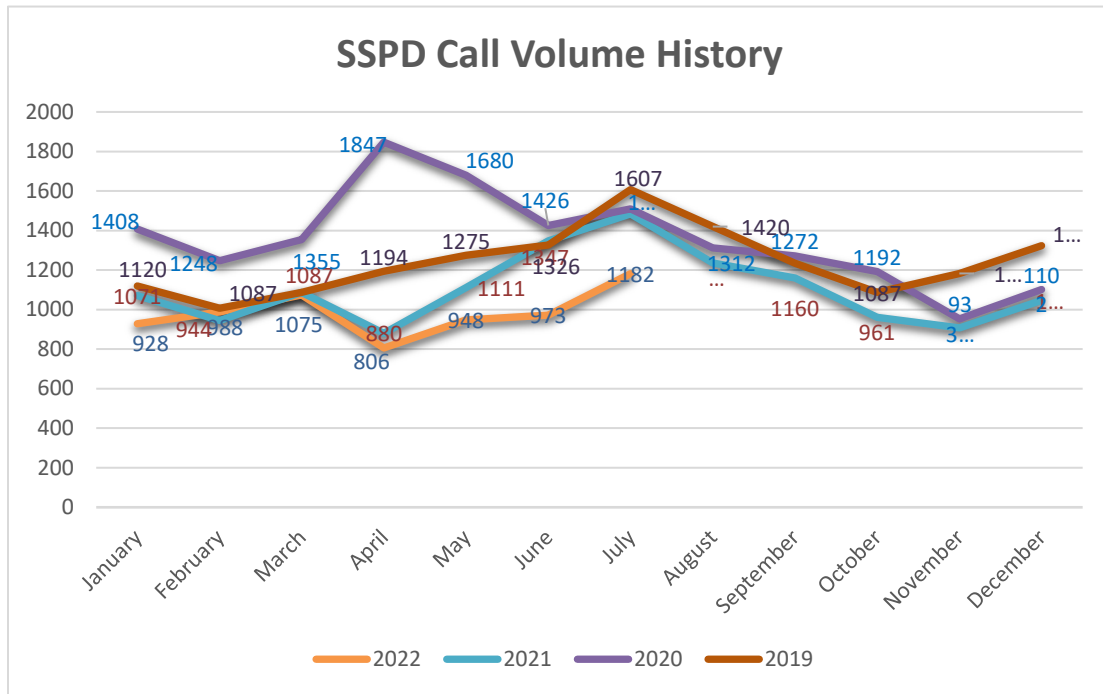
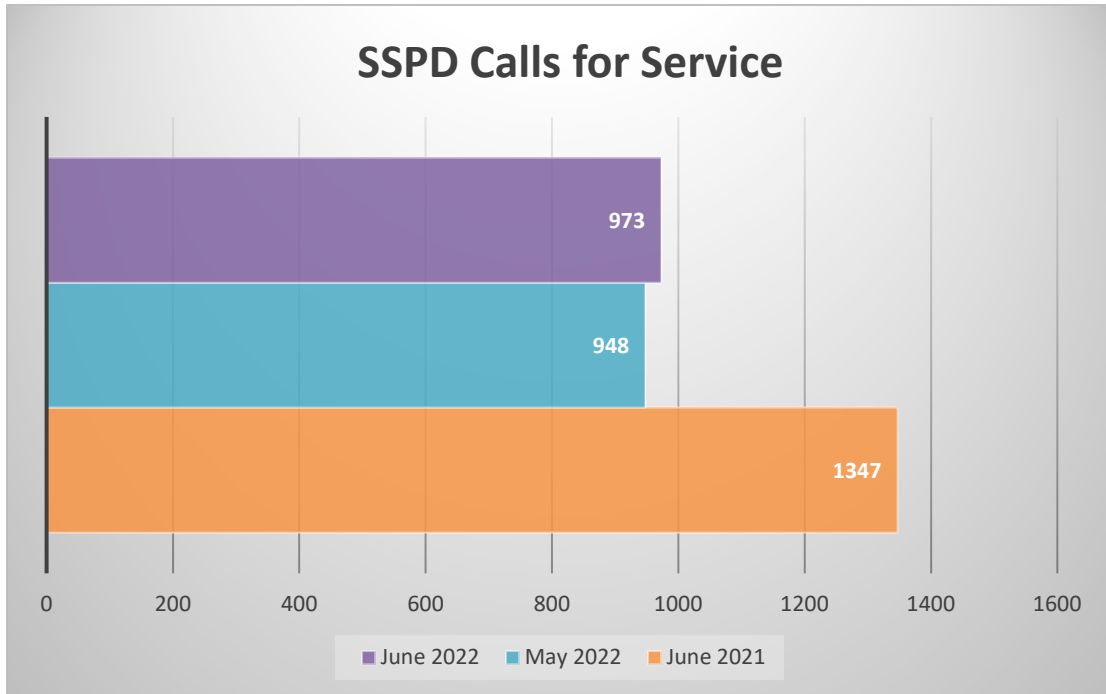
# Attachment #1

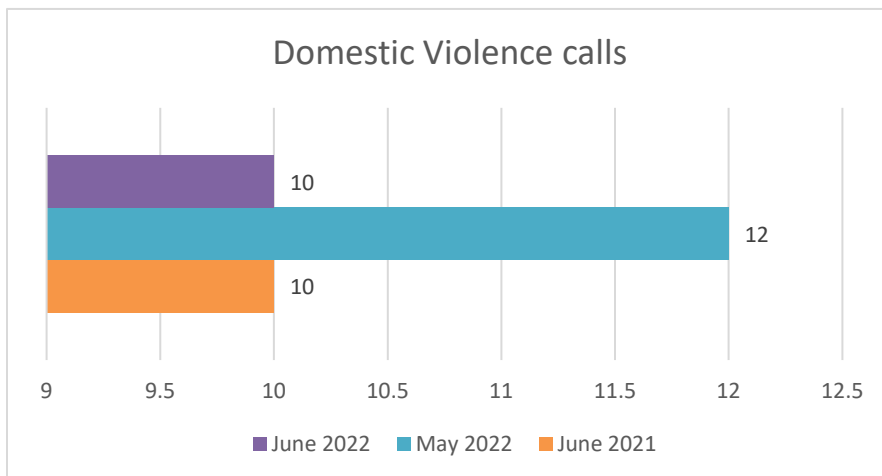
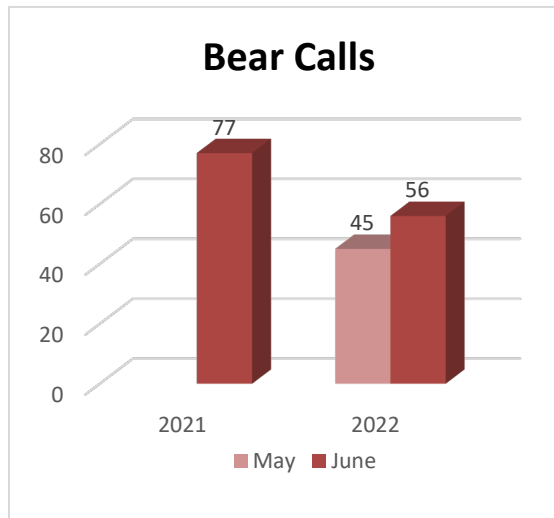
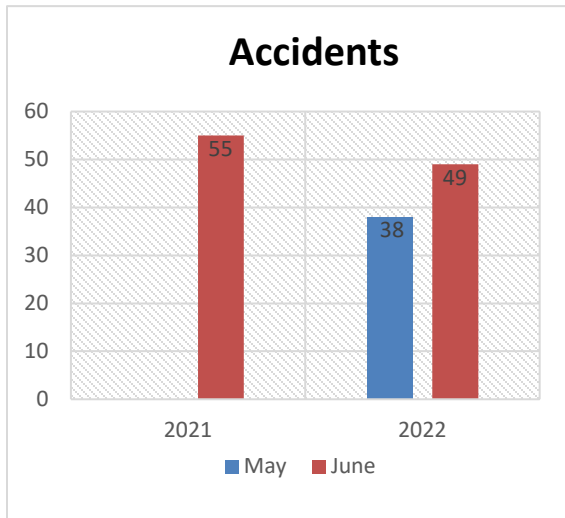
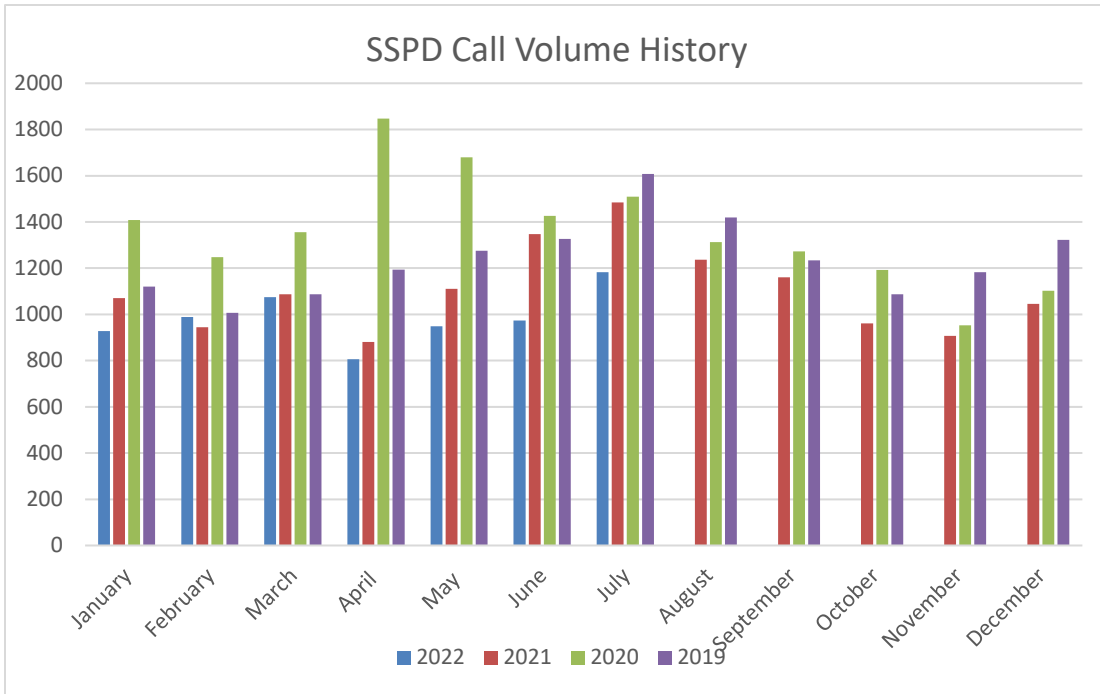
Department	Task	Date Assigned	Status	Updated	Last Report Date
City Manager	Update solid waste ordinance this spring.	6/9/2020	Council adopted the proposed hauler reporting ordinance on second reading on August 23rd. Staff are working on the mandatory commercial (business and multifamily) ordinance and will bring this to Council.	X	6/7/2022
	Provide periodic updates on housing goal.	5/11/2021	City Council has given staff the green light for both city housing projects. Design continues on the Barn Village housing project and the seasonal housing project at Steamboat Springs Transit. A development application has been submitted to the Planning Department on behalf of the city. Staff continues to work with Yampa Valley Housing Authority Steering Committee and Focus Groups on the Brown Ranch project.		6/7/2022
	Research and develop a process for council redistricting	9/7/2021	This is currently scheduled for the September 20, 2022 meeting.	X	6/7/2022
	Look into sale of White Have Mobile Home Park. Have the notification requirements been met? What are the possible remedies? Compliance with CDC? Funding available? City's role?	8/23/2022	The City Attorney's office has meet with the Planning department to review zoning, as well as state and community development code procedures which may be triggered in the event of a sale or a change of use. Staff is also communicating with the Department of Local Affairs and the Yampa Valley Housing Authority to understand the process for a sale and any alternatives that may be available to Park residents.	X	
Deputy City Manager	Proceed with Fire Station/City Hall project.	5/11/2021	Design for both the fire station and city hall continues on schedule. Davis Partnership Architects and Anderson Hallas architects have completed Schematic Design drawings and submitted to FCI (General Contractor) who will be providing initial cost estimate. This will be provided to City Council on September 20th.	X	6/7/2022
	Discuss how to allocate stimulus monies on April 13, 2021 agenda as part of the Financial Update.	3/16/2021	Council determined how to spend the ARPA stimulus funds during their August 23rd meeting.	X	6/7/2022
	Routt County's Child Care Center project.	5/18/2021	Council reviewed the final child care feasibility study on July 19. The City Manager continues to meet with county representatives about this issue.	X	6/7/2022
	Proceed with hiring of Recycling Coordinator.	8/23/2022	Job description is finalized and the Personel Justification Form has been submitted to Human Resources.	X	
Finance	Provide additional information on top two tax strategies: repurposing accommodations tax and short term rental tax/fee.	2/8/2022	City Council approved ballot language for a STR tax that will be on November's ballot. Discussions regarding the repurposing of the existing Accommodations Tax are still pending and have not yet been scheduled.	X	6/7/2022

<b>Legal</b>	Proceed with Short Term Rental Tax.	3/8/2022	A draft ordinance is being prepared for a future Council meeting. A community report on the short term rental tax draft ordinance is scheduled for the September 6th Council meeting.	X	6/7/2022
	Look into possible variance of Liquor Code to allow sidewalk seating and serving of liquor without adjacency (request from Carl's Tavern).	6/20/2022	The variance was denied.	X	
<b>Parks and Recreation</b>	Proceed with Sports Barn negotiations while addressing Council concerns (public versus private, site constraints, funding, etc.)	7/6/2021	The Steamboat Sports Barn group approached the city to revisit the Ski Town Field site as a location for the facility knowing that the Brown Ranch development will take 5-7 years before building. The city has completed the space needs analysis on the proposed facility, and Steamboat Sports Barn has completed a parking and traffic study to help determine the appropriate number of parking spaces required. Staff members from the Parks and Recreation department, Public Works, Planning, and Deputy City Manager's office are reviewing proposed updated site designs for feedback and next steps.	X	6/7/2022
	Staff to work with Steamboat Springs Winter Sports Club on identified issues with Air Awareness proposal (public vs private, traffic and parking, boneyard relocation, etc.) and run through Parks and Rec Commission	7/20/2021	The Steamboat Springs Winter Sports Club has prepared an updated facility proposal and is working through the Partnership Process for Facilities on City Land. Staff members from Parks and Recreation, Public Works, Planning, Fire, Police, and Deputy City Manager's office are meeting to review the proposal in September.	X	6/7/2022
	Convene a task force with Heather Sloop, Tom Leeson, Angela Cosby, and Alexis Wolf to discuss lease with Steamboat Springs School District for after school programs.	1/4/2022	Councilor Sloop has met with individual school board members, and Parks and Recreation Commission has appointed Commissioner Bastone as their school district liaison. After several resignations, the School District has now hired a new superintendent and several other leadership positions over the summer. Staff and representatives will be meeting in early September, with follow up with the school district in late September or early October.	X	6/7/2022
<b>Planning</b>	Proceed with licensing fees for Short Term Rentals.	3/8/2022	Staff is in the process of calculating the fee schedule.		6/7/2022
	Schedule Annexation 101 Presentation for City Council.	5/17/2022	Annexation 101 is currently scheduled for the September 13th work session.	X	

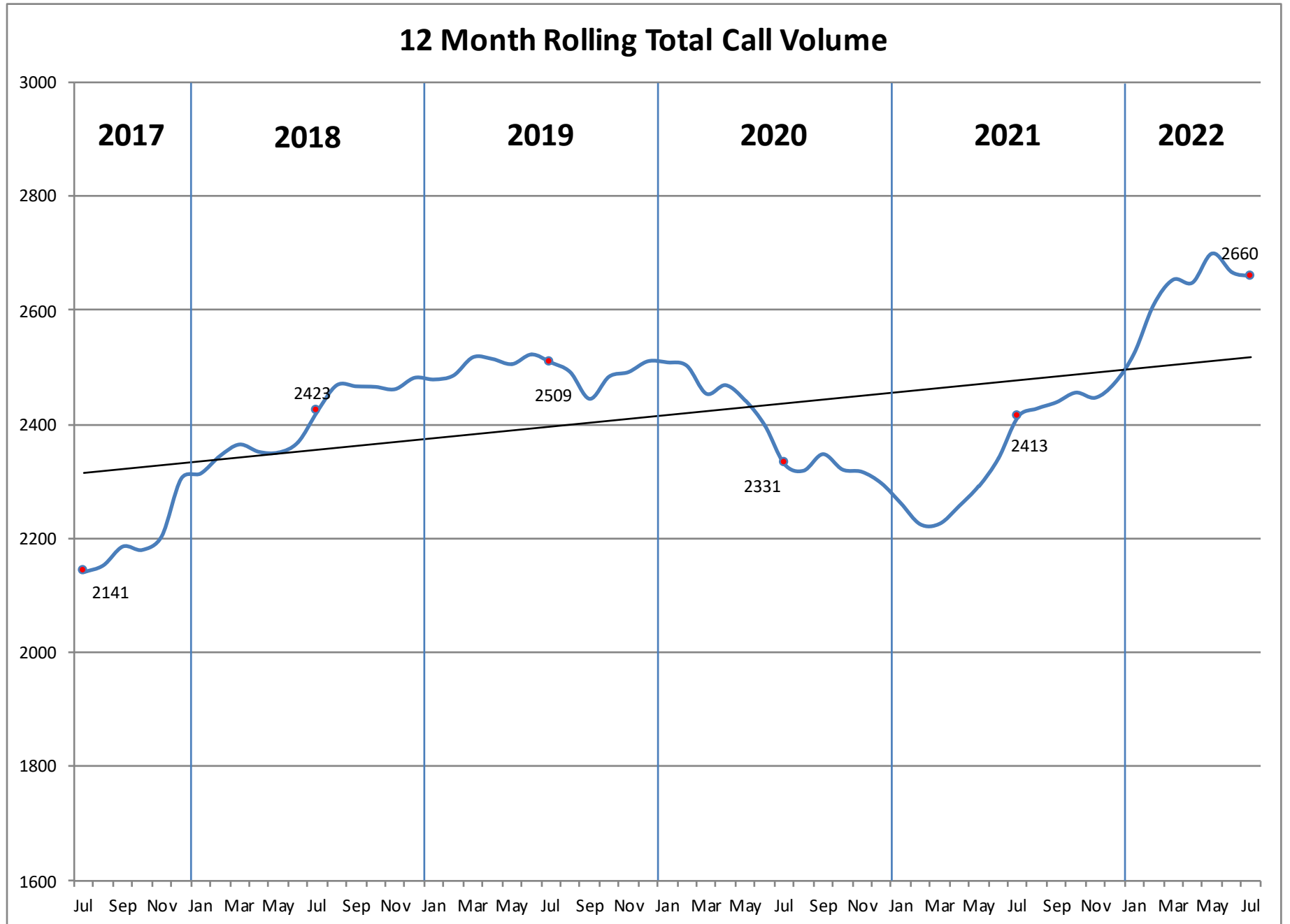


# Attachment #2





# Attachment #3



## Call type

### Rescue & Emergency Medical Service

EMS call

Heart Attack, Stroke, CPR, Seizure, Trauma

Motor vehicle accident

Motor vehicle vs pedestrian

Confined Space Rescue

High-angle Rescue

Removal from elevator

Trench rescue

Extrication from machinery

Water or Ice Rescue

## **e in each category**

### **Fire**

Structure Fire  
Vehicle Fire  
Wildland Fire  
Trash Fire

### **Fire Alarm due to Smoke or Hazardous condition**

Unintentional system/detector operation due to smoke  
Carbon Monoxide detector, no CO upon arrival  
Sprinkler activation, no fire - unintentional  
Alarm due to Cooking Smoke

### **Good Intent/Perceived Emergency**

Controlled burning  
Vicinity alarm  
Steam, other gas mistaken for smoke  
Dispatched and cancelled en route  
EMS call where party has been transported  
HazMat release investigation w/no hazmat

### **False Alarm**

Malicious, mischievous false alarm  
System or detector malfunction

### **Hazardous Condition**

Flammable gas or liquid spill  
Chemical release  
Electrical wiring problem  
Biological hazard

### **Other Public Assistance**

Person in distress  
Water problem  
Smoke, odor problem  
Animal rescue  
Search for person on land, water or underground  
Public service assistance

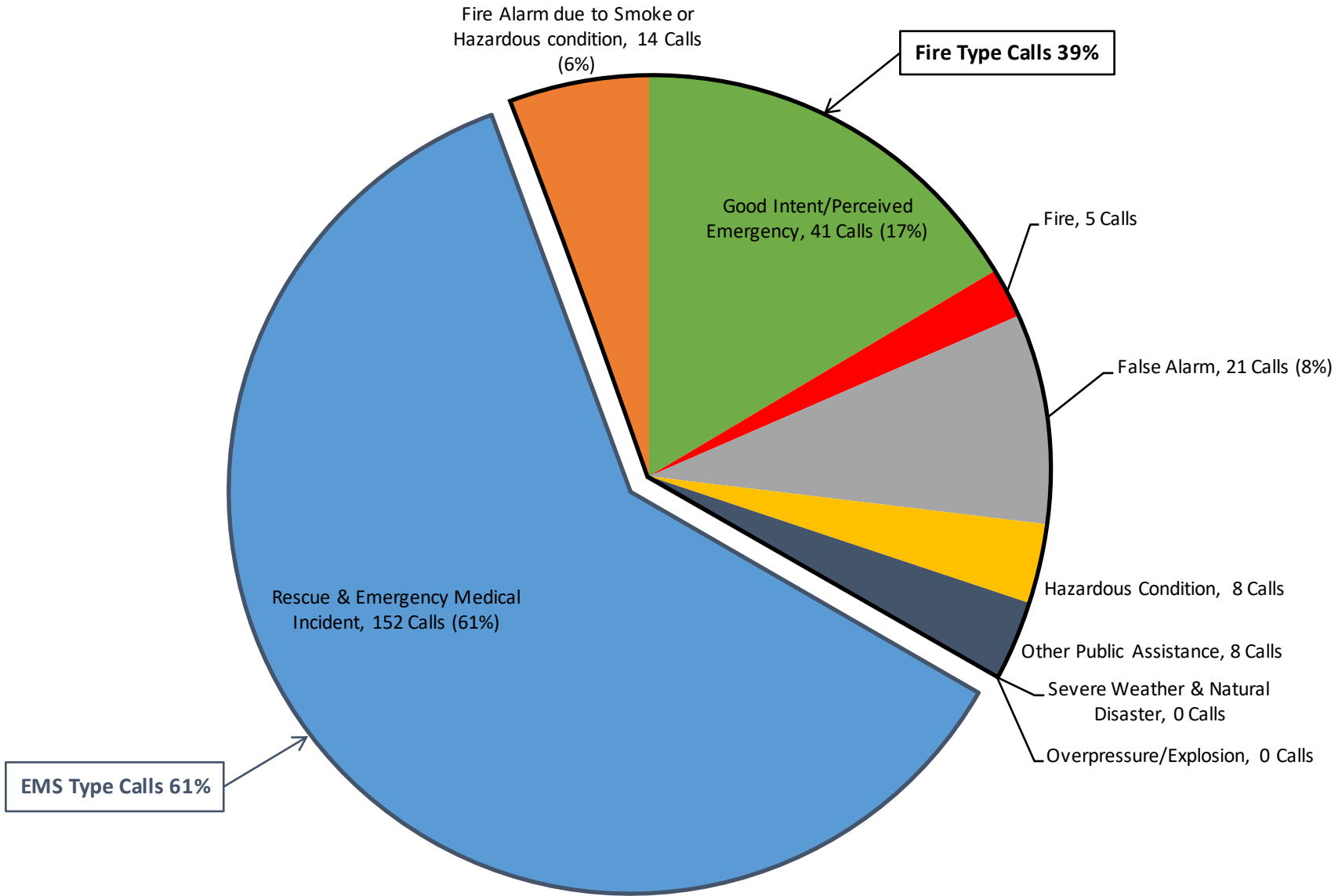
### **Severe Weather & Natural Disaster**

Flood  
Wind storm  
Lightning strike (no fire)

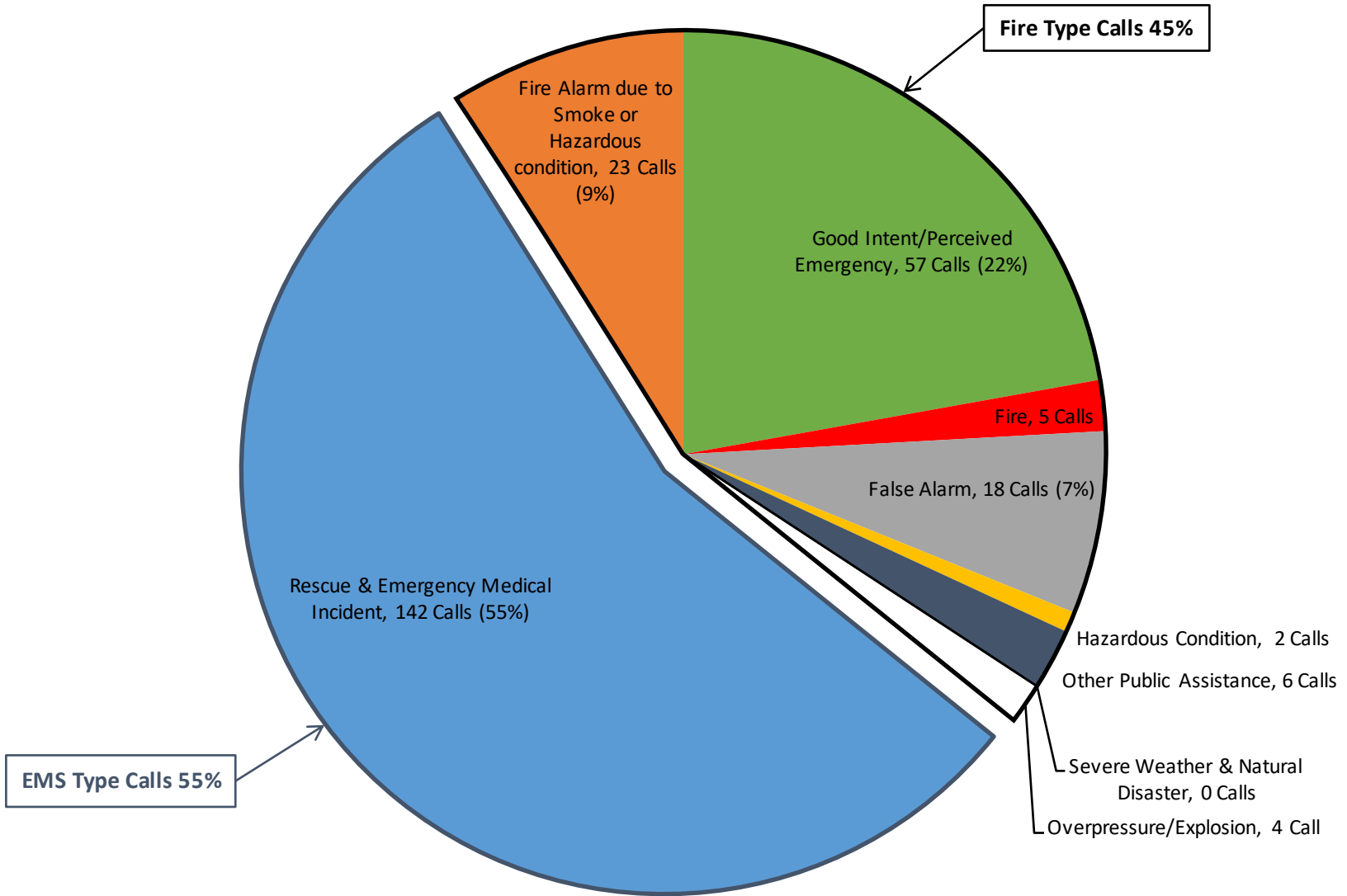
### **Overpressure/Explosion**

Overpressure Rupture  
Explosion  
Excessive heat, scorch burns with no ignition

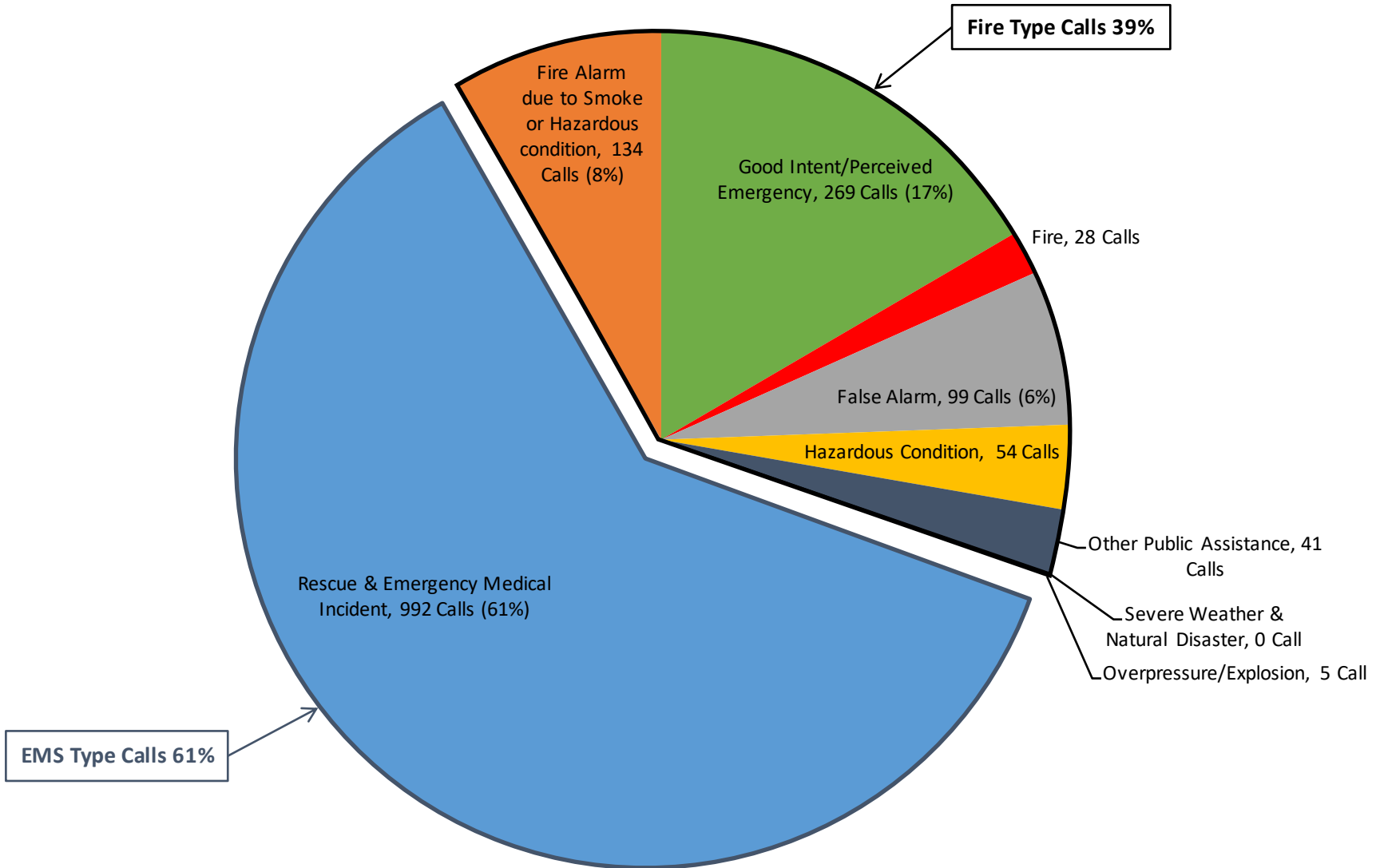
# July 2022 Calls for Service by Call Type



# July 2021 Calls for Service by Call Type

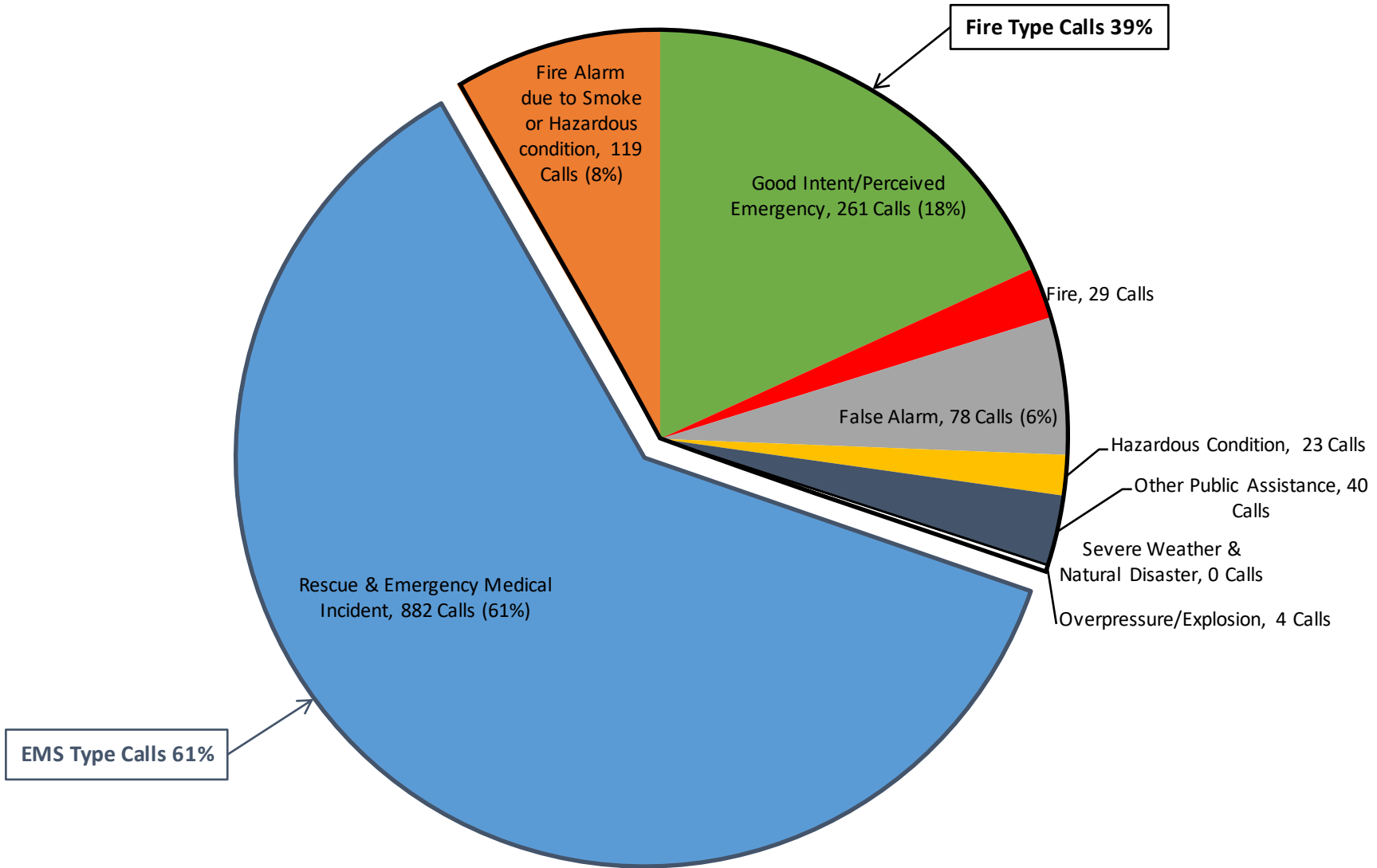


# 2022 YTD Calls for Service by Call Type





# 2021 YTD Calls for Service by Call Type



	Jul-15	Jul-16	Jul-17	Jul-18	Jul-19	Jul-20	Jul-21	Jul-22	2021 vs 2022	2017 vs 2022
<b>Fire Calls</b>										
City	45	63	53	77	84	61	73	67		
District	23	25	22	47	26	23	41	27		
Mutual Aid	0	0	3	0	2	1	0	2		
<b>Total</b>	<b>68</b>	<b>88</b>	<b>78</b>	<b>124</b>	<b>112</b>	<b>85</b>	<b>114</b>	<b>96</b>	-15.8%	23.08%
<b>EMS Calls</b>										
City	76	85	95	97	108	79	119	119		
District	17	22	15	19	14	18	14	31		
Ski Area	4	9	4	8	5	0	5	1		
Special Events	13	19	17	13	10	0	1	0		
Mutual Aid	1	2	3	5	3	3	4	3		
<b>Total</b>	<b>111</b>	<b>137</b>	<b>134</b>	<b>142</b>	<b>140</b>	<b>100</b>	<b>143</b>	<b>154</b>	7.7%	14.93%
Billed	76	85	88	88	100	68	108	113		
non-Billed	35	52	46	54	40	32	35	41		
<b>Total Department Calls</b>	<b>179</b>	<b>225</b>	<b>212</b>	<b>266</b>	<b>252</b>	<b>185</b>	<b>257</b>	<b>250</b>	-2.7%	17.92%
<b>2nd call</b>	<b>39</b>	<b>54</b>	<b>49</b>	<b>77</b>	<b>58</b>	<b>30</b>	<b>60</b>	<b>58</b>	-3.3%	18.37%
<b>3rd call</b>	<b>8</b>	<b>11</b>	<b>18</b>	<b>11</b>	<b>12</b>	<b>2</b>	<b>8</b>	<b>4</b>	-50.0%	-77.78%
<b>4th call</b>	<b>3</b>	<b>5</b>	<b>7</b>	<b>1</b>	<b>0</b>					
	<b>YTD 2015</b>	<b>YTD 2016</b>	<b>YTD 2017</b>	<b>YTD 2018</b>	<b>YTD 2019</b>	<b>YTD 2019</b>	<b>YTD 2021</b>	<b>YTD 2022</b>		
<b>Fire Calls</b>										
City	354	351	356	416	442	415	384	466		
District	138	135	155	151	131	133	157	154		
Mutual Aid	3	1	4	7	5	5	6	8		
<b>Total</b>	<b>495</b>	<b>487</b>	<b>515</b>	<b>574</b>	<b>578</b>	<b>553</b>	<b>547</b>	<b>628</b>	14.8%	21.94%
<b>EMS Calls</b>										
City	466	531	562	563	598	547	585	662		
District	94	109	107	93	104	93	106	134		
Ski Area	180	202	133	201	190	111	168	184		
Special Events	28	29	28	27	18	4	14	0		
Mutual Aid	6	8	10	15	12	12	16	15		
<b>Total</b>	<b>774</b>	<b>879</b>	<b>840</b>	<b>899</b>	<b>922</b>	<b>767</b>	<b>889</b>	<b>995</b>	11.9%	18.45%
Billed	566	638	622	617	647	551	662	752	13.6%	
non-Billed	208	241	218	282	275	216	227	243	7.0%	
<b>Total YTD Department Calls</b>	<b>1269</b>	<b>1366</b>	<b>1355</b>	<b>1473</b>	<b>1500</b>	<b>1320</b>	<b>1436</b>	<b>1623</b>	13.0%	19.78%
<b>YTD 2nd call</b>	<b>261</b>	<b>323</b>	<b>266</b>	<b>349</b>	<b>319</b>	<b>246</b>	<b>293</b>	<b>355</b>	21.2%	33.46%
<b>YTD 3rd call</b>	<b>59</b>	<b>66</b>	<b>56</b>	<b>47</b>	<b>48</b>	<b>30</b>	<b>34</b>	<b>51</b>	50.0%	-8.93%
<b>YTD 4th call</b>	<b>19</b>	<b>18</b>	<b>17</b>	<b>6</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>4</b>	#DIV/0!	-76.47%