

City Manager Report

From the Departments

Finance

Administration

- Several Finance team members will be attending the annual Colorado Government Finance Officers Association conference in Grand Junction on November 15-18. These conferences are a great opportunity for employee development, education, networking, and exploring the vendor exhibit hall.

Budget and Tax

- Budget and tax staff will be joining the Routt County Building department in attending the CityView Customer Conference on October 26-28. This conference allows the opportunity to network with peers and fellow CityView users, learn and exchange ideas, and discover tips and tricks for using the software.

Accounting

- The Controller has been meeting with all city departments over the past several months to review and update cash, check, and credit card handling procedures to ensure the procedures are being followed as written and that they conform to citywide standards that are an important part of our internal control framework. It is anticipated that this review will be completed by the end of the year.
- The Accounting Specialist, Controller, and Finance Director have participated in demos for a new purchasing card system with a view to improving efficiency in the gathering of purchasing card receipts and recording transactions.
- The Accountant has been working with the Fleet Division to select a Fleet Management software and is assisting with data collection and verification.

Procurement and Contracting

- There are currently two requests for proposals (RFP) open: one for a Corporate/Private Hanger Development at the Airport and one for a Heavy-Duty Rescue Pumper for the Fire department. The RFP for on-call construction management recently closed.
- The Procurement Coordinator position is vacant, and we are conducting interviews this week. The busiest time for this division is approaching quickly, so we are hoping to find a qualified candidate to fill the role.

Deputy City Manager

IT/GIS

- Completed a fiber uplink to our secondary radio network on top of Howelsen Hill. This improves reliability to isolated locations like Haymaker, the Airport, and the Botanic Park. This radio network also serves as secondary access to all our facilities in the event of a fiber cut.
- Assisted Haymaker by providing remote access to the security system to review video surveillance.
- Implemented additional feedback loop to employees when they submit suspicious email to SpamCheck.
- Reconfigured networks at 840 Yampa building to support relocated employees from Facilities.
- Improved our system monitoring at our Data Centers to alert on thresholds for temperature, access, and moisture.
- Investigated outsourced support of document management systems and mass scanning needs.
- Continued work on CityHub intranet and starting to train departments on input of content.
- Began work on intensive email discovery project due to CORA request on short term rental communication.

IGS

- Grants: in October, the Grants division submitted requests for the following:
 - West Steamboat Trail Construction, Phase 1 2022; Colorado Parks and Wildlife: Non-Motorized Trails
 - Emerald Mountain Wildfire Mitigation and Capacity; Colorado State Forest Service: Forest Restoration and Wildfire Mitigation Grant Program
 - Soda Creek Brides (additional funding); Colorado Municipal League/Colorado Department of Transportation (CDOT) Off-System Bridge Grant
- The city received grants for:
 - Steamboat Springs Transit-CDOT: 5311 \$461,397
- Community Survey: the 2022 Community Survey closed on October 19th. The final report will be available the week of Thanksgiving.
- 2A Trails: The 2A Trails Committee met to consider a Parks and Recreation department request for 2022 funding for expenses related to the acquisition of a trail easement over the Snow Country Nursery property for the Core Trail South. The Committee voted to recommend funding at \$35,000. This recommendation will come to Council as a community report for Council action.
- City 101: The call for applications for the 2023 class of City 101 has gone out to both city employees and community members with applications due November 1st. We are still looking for community member participants and will accept late applications.
- Commercial Recycling: Staff have held one meeting about the Commercial Recycling ordinance with waste haulers and other stakeholders and have a second meeting scheduled for November 10th. Staff will use that meeting to provide information about the Pay As You Throw work session topic and to gather feedback on this item. Staff is also scheduling an open house on November 10th to discuss the commercial recycling ordinance with businesses and property managers.
- Drop Off Recycling Center Feasibility Study: We are under contract with Laurie Batchelder Adams to complete a feasibility study for a drop off recycling center. This will be an extension of her initial work done through the Recycling Study. Routt County is a partner on the study, and the project management team consists of Winnie DelliQuadri, Winn Cowman, and Scott Cowman.
- Bag Fees: The Colorado Municipal League is holding a workshop on the state bag fee law on November 2nd which staff will attend. The second reading of the bag fee ordinance will be on November 15th. Staff are working on an outreach campaign to local businesses and the community that will launch after the ordinance has passed.
- Electric Vehicles (EV): Staff have executed a fee for services contract with the Yampa Valley Sustainability Council for electric vehicle readiness support. The scope of work includes substantial technical assistance for business and property managers interested in installing EV chargers, as well as technical assistance to fleet managers interested in moving toward including EVs in their fleets.
- Organics Recovery: Staff continue to meet with the Community Agriculture Alliance on the scope of work for the Food Recovery Program feasibility study. The Ag Alliance is eager to begin this work which will launch in January. Staff are also working to develop education and outreach around composting options locally.
- City Hall/Fire Station Civic Plaza: Staff brought together multiple stakeholders to discuss a planning and visioning process for the civic plaza, and all stakeholders were interested in moving forward with the project. Main Street Steamboat Springs is facilitating a planning grant for the project, and Main Street, the city, and the Department of Local Affairs (DOLA) Main Street staff are meeting November 1st to finalize a consulting scope of work for the process.
- DOLA Roadmap: The DOLA Roadmap strategy is in final review by DOLA. Once it is approved, it will be sent to all stakeholders, including City Council.

Communications

- [Website visitation](#) for October saw 21.7K users and 54K pageviews. Top-10 pages: Home Page, Transit, Howelsen Ice Complex, Howelsen Hill Ski Area, Lift Tickets, Calendar, Adult Hockey, Airport, Parks and Rec, and Season Passes.
- The city's [Facebook](#) saw more than 14K in reach for the month and other municipal channels enjoyed the following reach for the same time period: Howelsen Hill (8.3K), Steamboat Springs Police Department (SSPD) (9.9K), Parks and Recreation (5.4K), Steamboat Springs Fire Rescue (2.5K), Howelsen Ice (4.2K), and Steamboat Springs Transit (0.5K). The top city posts over that time included: Community Survey (5.6K), Free Skiing-Commission/Boards (3.9K), Snowmaking (3.9K), Sales Tax (3.1K), and Restaurant Week (3.1K).
- Top [Instagram Posts](#) showcased Fall Foliage (4.1K), Snowmaking (4K), and Little Toots Playground (3.1K). The SSPD Instagram channel continues to grow with top posts focused on the missing person, Fentanyl, and a beautiful day on patrol. The city's [twitter channel](#) saw 7.7K impressions with the top tweets focusing on the Little Toots Park/Playground and Jeff Nelson's Retirement.
- [Fourteen media releases](#) were issued focusing on a variety of topics (sales tax, SSPD outreach, Yampa River Botanic Park Gate Detour, Fall Inspections, Lions Club Playground, City 101, Community Survey, VIN Checks, City Engineer, and Stewart SSPD and more) across numerous city departments.
- Steamboat Radio's Harvey's Huddle shared information on key programs and services. The Valley Voice October column highlighted Every Water Drop Counts!
- [YouTube](#) continues to host videos from City Council, Planning Commission, and Parks and Recreation Commission meetings and the video production specialist is covering Historic Preservation Commission and Board of Adjustment meetings.

Police

Calls for Service

- Calls for service and data regarding accidents, domestic violence calls, and bear calls can be found in Attachment 1.

Training

- Commander Beckett attended the Colorado Peace Officer Standards and Training Refresher Academy and earned his peace officer certification in the state.
- Chief Burlingame and Support Services Manager Christina Stewart attended the International Association of Chiefs of Police conference. This was a great opportunity to learn more about policing across the country and to discuss the future of policing.
- We participated in the regional Stagecoach Dam Break exercise. This was a multiagency exercise involving the activation of the Emergency Operations Center and the Incident Management Team.

Community Engagement

- The Police Department participated in a presentation on fentanyl to the United Way Women and Winter Sports Club. We partnered with the Colorado Consortium for Prescription Drug Abuse Prevention and The Health Partnership to advance education and awareness of fentanyl.
- Chief Burlingame met with Dana Duran at the Boys and Girls Club to talk about youth engagement.

Miscellaneous

- We are streamlining our VIN inspection process due to staffing issues. This is a courtesy service we offer to our community. The service will be offered once a week on Thursdays from 10AM-2PM.

Fire

Call Numbers

- Calls for service increased by 18.7% in September 2022 with 235 calls versus 198 calls for service in September 2021 (Attachment 2).

- EMS calls in September 2022 accounted for most of the increase with a 36% increase over EMS calls in September 2021.
- Concurrent calls for service in September also increased compared to last year.
- There is a 13.5% increase in calls for service compared to September 2017.
- Year to date calls for service is continuing to trend higher than this time last year. We have seen a total of 2,049 calls in 2022 compared to 1,847 calls this time last year (11% increase).
 - Year to date calls for service are 17% higher than this time in 2017.
 - Concurrent calls for service are at 504 for the year, a 25.7% increase from this time last year.

Fire Prevention

- Fire prevention activity for September 2022 was up 4% compared to September 2021 and revenue for the same period was down by 29%.
- Year to date activity is up 13% from the same time last year and revenue is down 6%.
- Rough fire alarm and fire sprinkler inspections were completed on the new Routt County Health and Human Services Building.

Fire Department Training

- Fire Training: aerial apparatus drills, extrication drills, FF accountability system, firefighter survivability.
- EMS Training: spinal cord injuries, cardiology

Notable Events

- The Routt County EMS Council met in September for its quarterly meeting. The Council is funded by the State of Colorado and works to improve pre-hospital services in the state and Routt County. The Council supports the Routt County Crisis Support Team as well as continuing education for its membership. This year, the EMS Council purchased airway manikin for use by all agencies. A purchase for software that will help analyze and improve CPR outcomes in the county is underway.

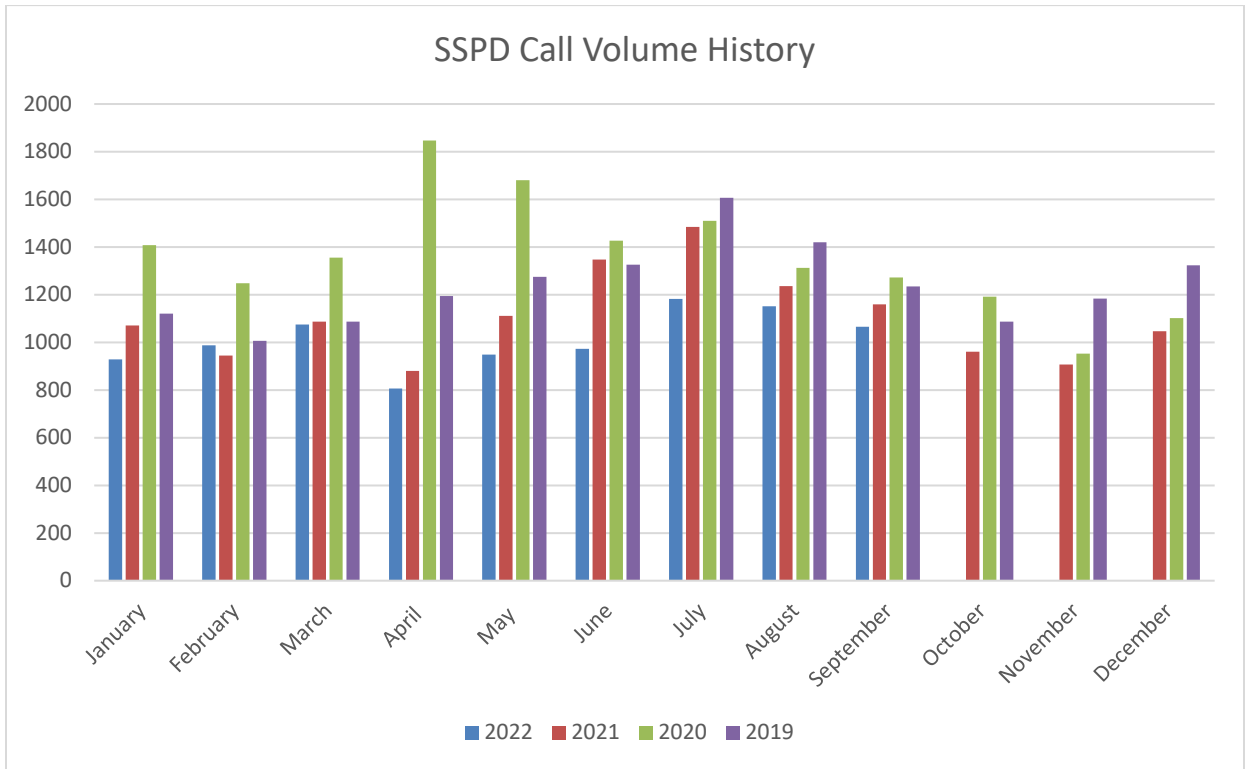
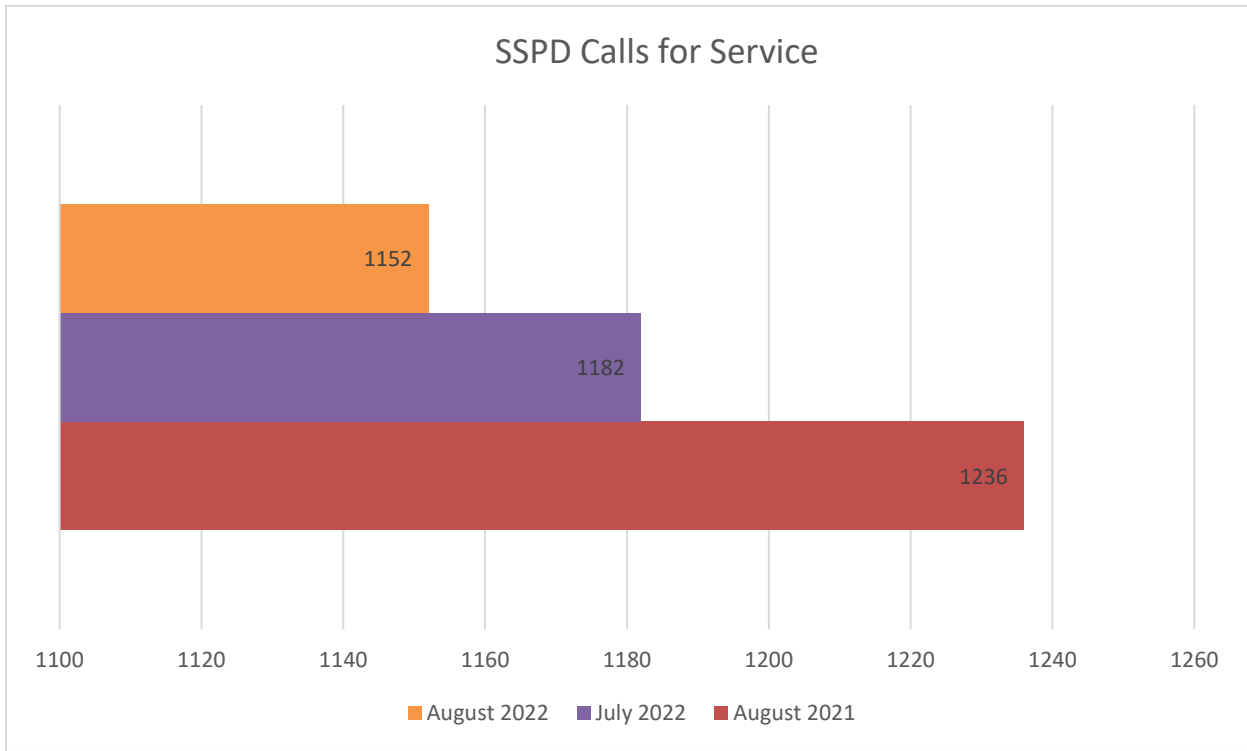
- The department continues to support local events with the AED program. In September, AEDs were provided to the following events: Run Rabbit Run, Electric Vehicle Ride and Drive Event, and the Emerald Mountain Trail Run.
- The department recently took delivery of the new Type III Wildland Urban Interface engine. This vehicle holds 500 gallons of water and will primarily be used for wildland mitigation, response, and deployment.



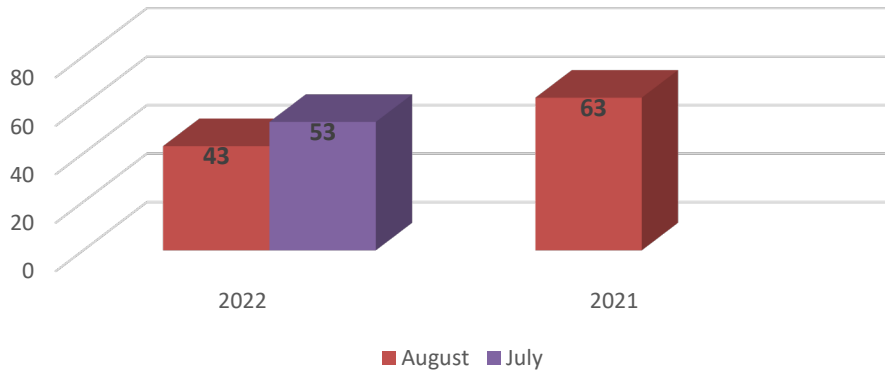
Public Education Events

- Steamboat Springs Fire Rescue (SSFR) hosted the Colorado Mountain College EMT students at the Mountain Fire Station. The tour and discussion were an introduction to EMT students to the fire service and ambulance response.
- SSFR supported the High School Homecoming weekend by having an engine in the parade and an ambulance at the football game.
- Firefighters supported the Rubber Ducky Race at Old Town Hot Springs.

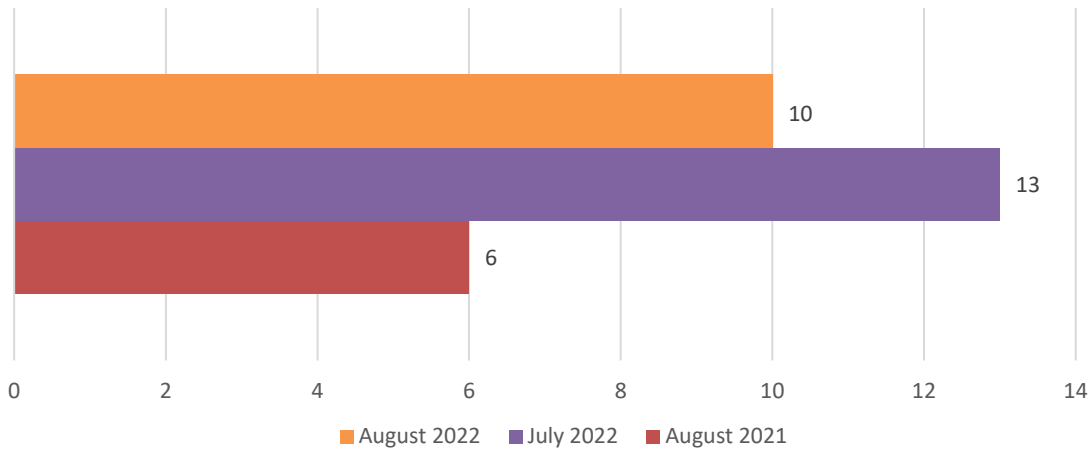
Attachment #1



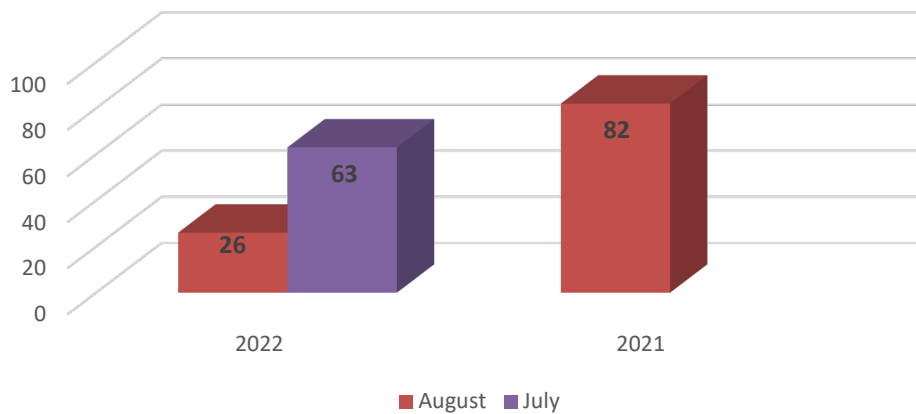
Accidents



Domestic Violence Calls



Bear Calls



Attachment #2

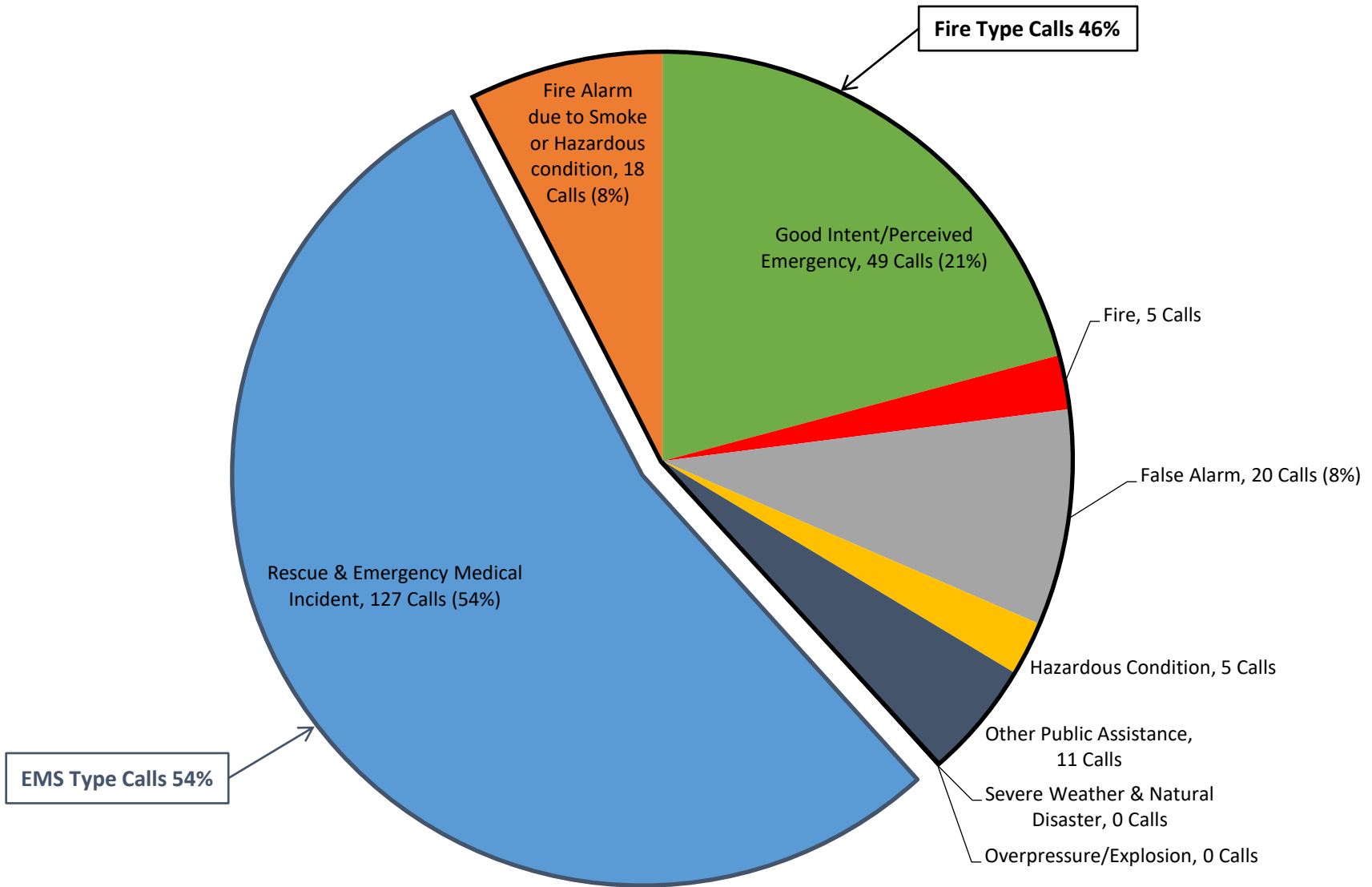
September Report

	Sep-15	Sep-16	Sep-17	Sep-18	Sep-19	Sep-20	Sep-21	Sep-22	2022	2022
Fire Calls										
City	41	48	60	55	49	66	75	68		
District	31	30	29	29	29	28	30	39		
Mutual Aid	0	1	1	2	0	1	0	1		
Total	72	79	90	86	78	95	105	108	2.9%	20.00%
EMS Calls										
City	69	64	88	90	59	62	61	98		
District	13	16	19	13	14	25	25	21		
Ski Area	4	4	2	8	3	1	2	2		
Special Events	5	7	7	6	4	1	3	1		
Mutual Aid	5	4	1	2	0	3	2	5		
Total	96	95	117	119	80	92	93	127	36.6%	8.55%
Billed	77	80	85	89	60	58	58	89		
non-Billed	19	15	32	30	20	34	35	38		
Total Department Calls	168	174	207	205	158	187	198	235	18.7%	13.53%
2nd call	26	34	44	40	32	35	33	48	45.5%	9.09%
3rd call	3	8	13	5	3	6	7	2	-71.4%	-84.62%
4th call	2	4	8	0	0	1	1	0		
	YTD 2015	YTD 2016	YTD 2017	YTD 2018	YTD 2019	YTD 2020	YTD 2021	YTD 2022		
Fire Calls										
City	451	454	478	556	559	559	518	587		
District	201	193	211	206	184	182	212	221		
Mutual Aid	3	4	7	11	6	9	8	11		
Total	655	651	696	773	749	750	738	819	11.0%	17.67%
EMS Calls	Sep-15	Sep-16	Sep-17	Sep-18	Sep-19	Sep-20	Sep-21	Sep-21		
City	623	660	722	742	748	687	737	848		
District	136	136	140	124	136	137	161	171		
Ski Area	196	210	137	215	198	112	175	188		
Special Events	42	43	40	38	29	5	18	2		
Mutual Aid	14	14	13	18	13	19	18	21		
Total	1011	1063	1052	1137	1124	960	1109	1230	10.9%	16.92%
Billed	742	781	777	788	798	689	802	887	10.6%	
non-Billed	269	282	275	349	326	271	307	343	11.7%	
Total YTD Department Calls	1666	1714	1748	1910	1873	1710	1847	2049	10.9%	17.22%
YTD 2nd call	355	387	350	440	405	316	353	443	25.5%	26.57%
YTD 3rd call	80	81	79	62	62	41	46	57	23.9%	-27.85%
YTD 4th call	23	23	30	7	3	3	2	4	100.0%	-86.67%
Concurrent Calls		491	459	509	470	360	401	504	25.7%	9.80%

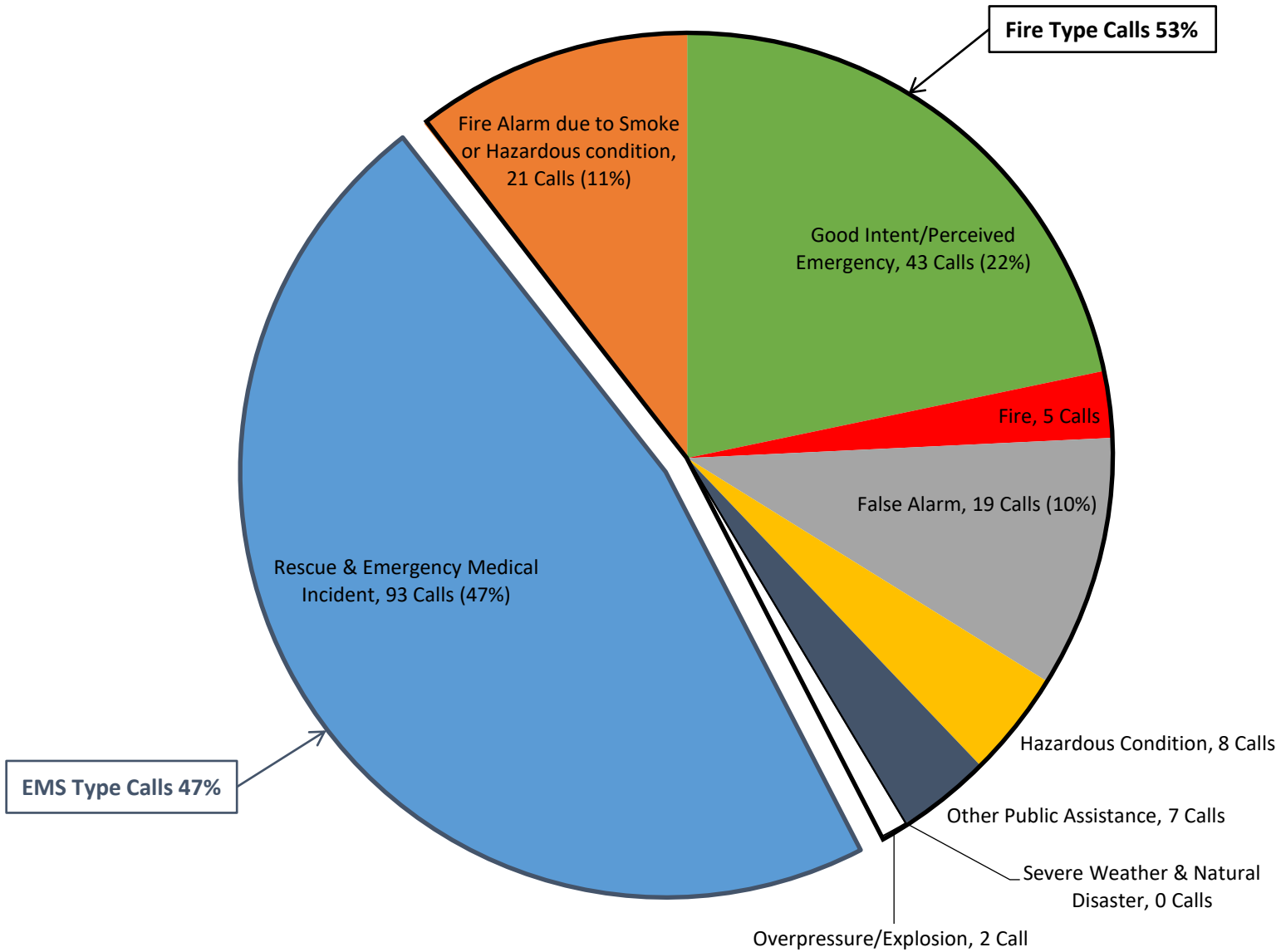
Call type in each category

Rescue & Emergency Medical Service	Fire
EMS call Heart Attack, Stroke, CPR, Seizure, Trauma	Structure Fire
Motor vehicle accident	Vehicle Fire
Motor vehicle vs pedestrian	Wildland Fire
Confined Space Rescue	Trash Fire
High-angle Rescue	Fire Alarm due to Smoke or Hazardous condition
Removal from elevator	Unintentional system/detector operation due to smoke
Trench rescue	Carbon Monoxide detector, no CO upon arrival
Extrication from machinery	Sprinkler activation, no fire - unintentional
Water or Ice Rescue	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

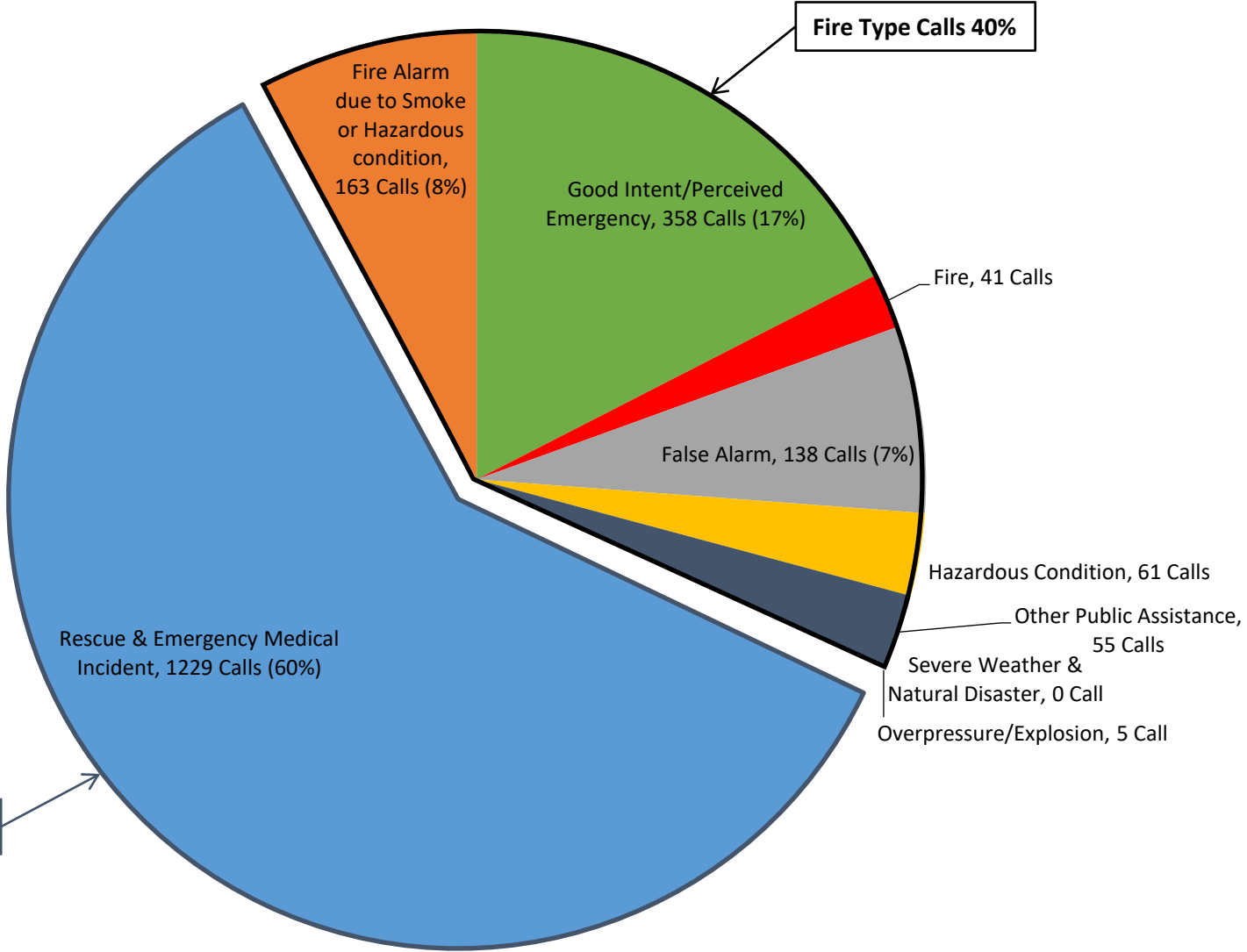
September 2022 Calls for Service by Call Type



September 2021 Calls for Service by Call Type



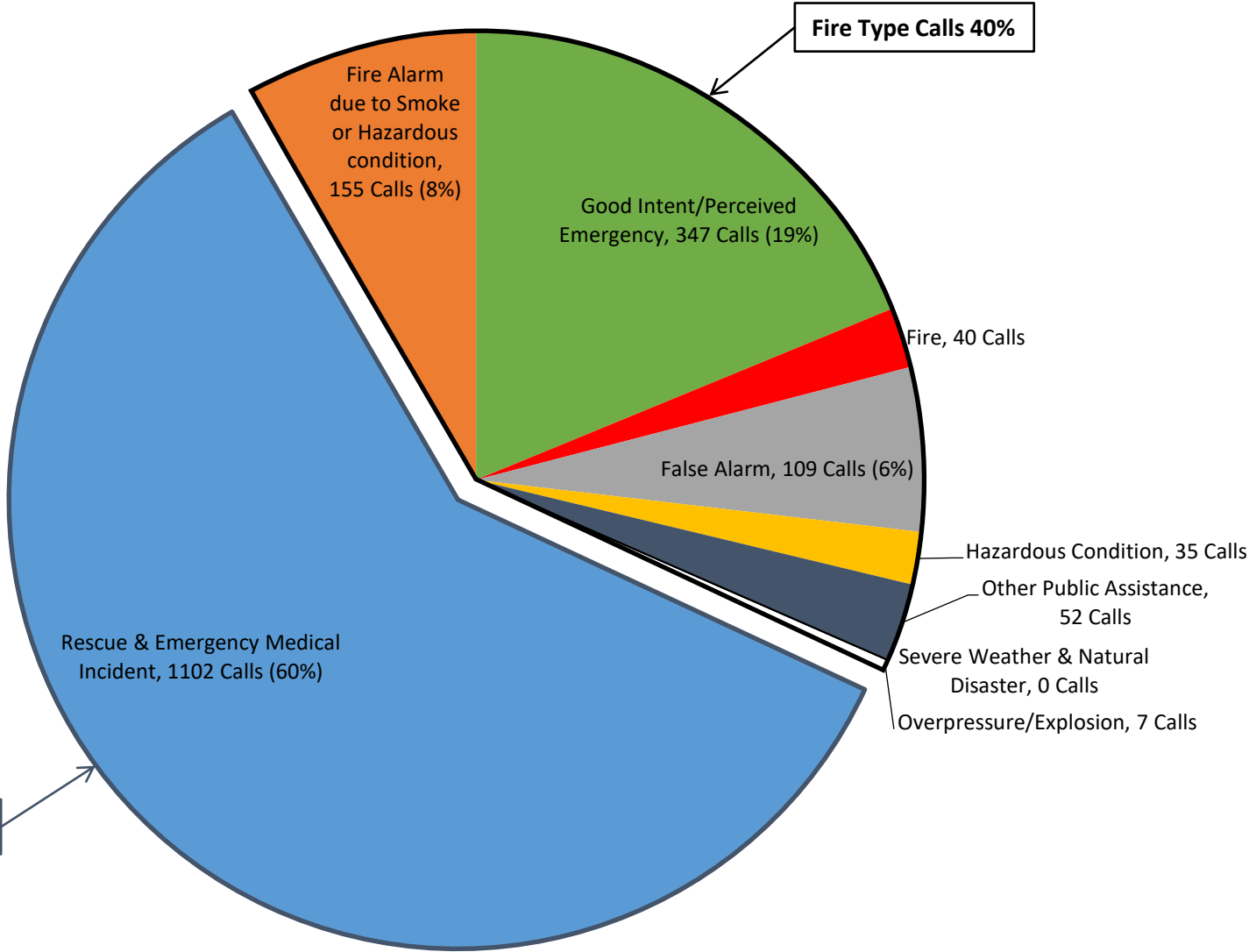
2022 YTD Calls for Service by Call Type



EMS Type Calls 60%

Fire Type Calls 40%

2021 YTD Calls for Service by Call Type



EMS Type Calls 60%

Fire Type Calls 40%

12 Month Rolling Total Call Volume

