

City Manager Report

From the Departments

Municipal Court

- Municipal Court Administrator Erin Biggs recently attended the Colorado Association of Municipal Court Administration Conference in Denver which was a great learning and networking experience.
- Congratulations to Judge Paul Sachs for 30 years on the bench!

Finance

Accounting

- Dina Stremel has been promoted to Accountant and the Finance department is advertising for the Accounting Specialist position that she will be vacating.
- The annual audit has been scheduled with planning and field work scheduled in January and February and year-end testing taking place in early April. The entire audit will be conducted remotely in view of the upcoming demolition of City Hall.

Budget and Tax

- The tax division has been proactively communicating the short-term rental tax. Outreach activities include a press release sent on December 13th, email to lodging sales tax license holders on December 14th, information published in the Steamboat Chamber's Monday Minute "Community News" section on December 19th, targeted emails, and information on the municipal tax page.
- The online budget book is posted on the Finance page of the city's website.
- The utility technician will be reporting to Michelle Carr, Collection and Distribution Manager, with continued support from finance. This position works closely with the field technicians on customer inquiries related to

locates, meters, irrigation accounts, and a slew of other field issues.

Procurement and Contracting

- Bids and Requests for Proposals (RFP) open include:
 - Corporate/Private Hangar Development
 - More Ranch Community Housing General Contractor
- Bids and RFPs closed include:
 - Heavy Duty Rescue Pumper
 - Walton Creek Bridges Refurbishment

Deputy City Manager

IT/GIS

- Completed a new electrical circuit to IT radio tower at the top of Howelsen Hill. Thanks to Parks and Recreation staff for their assistance.
- Started implementation of an Onboarding Hub function in the CityHub Intranet; it will be available when the Intranet launches.
- Researching and testing next-generation laptops.
- Comprehensive review and upgrades of the Uninterruptible Power Supplies at all city network closets.
- Prep work for 2023 infrastructure projects.

IGS

- Grants: in December, the Grants division submitted grant requests for the following:
 - Tree Planting Project; Colorado Tree Coalition
- The city received grant awards for the following:
 - Soda Creek Bridge Project - \$400K additional funding; CML/Colorado Department of Transportation (CDOT) Off System Bridge Grant
 - City Hall Construction - \$750K; Department

of Local Affairs (DOLA) Energy Impact Fund

- Waste Diversion/Recycling:
 - Community Recycling Coordinator: Alicia Archibald started as the city's Community Recycling Coordinator on December 19th. Her first few days of work have been getting up to speed on projects, getting integrated into the Special Events process for Sustainability Incentives, meeting with city staff and touring city facilities to identify strategies to standardize recycling signage and indoor public facing trash and recycling bins, and working to implement the hauler reporting ordinance.
 - Commercial Recycling: staff has set dates for three open-houses in January to gain stakeholder input regarding the commercial and multifamily recycling ordinance. Information on the open house meetings has been advertised through an article in the Steamboat Pilot, posted on the city website, to Chamber members through the chamber emails, through direct emails to property manager and homeowners association contacts, to Mainstreet members through the Mainstreet director, and through an email to the restaurant association. Dates include:
 - Thursday, January 5 at 12:00PM in Centennial Hall
 - Tuesday, January 24 at 6:00PM in Centennial Hall
 - Thursday, January 26 at 12:00PM in Centennial Hall
 - Education and Outreach:
 - Recycling Signage: the city's first low hanging fruit effort on recycling education and outreach will be to standardize recycling receptacles and signage on public facing facilities beginning with four buildings – Centennial Hall, Community Center, Howelsen Ice Arena, Howelsen Hill Lodge. Receptacles and signage have been ordered and will be installed in the next two to three weeks. Signage on public facing trash cans at transit

stops and on city sidewalks will follow shortly after the four major facilities.

- Staff participated in a city radio show that focused on the new bag fee, as well as the current waste diversion efforts on which the city is focusing, including hauler reporting, commercial recycling open houses, the recycling drop site feasibility study, and the food recovery feasibility study.
- Staff have set up a virtual Zero Waste workshop for event producers on February 1st at 12PM. It will include an overview of the city's Special Event Sustainability Initiatives, information on how events can include zero waste, encouragement to participate in zero waste activities, and dialogue with event producers on ways to increase recycling and other zero waste strategies at local events.
- Staff has purchased countertop compost bins which will be given away as an incentive to encourage residential compost collection. This is part of a larger compost outreach and education campaign targeting the 30% of the waste stream which is composed of organics.
- Organics Recovery: the Community Agriculture Alliance will launch the feasibility study for food recovery for animal feed in January.
- Pay As You Throw: the Pay As You Throw work session has been rescheduled to January 10th.

Projects:

- 2A Trails: the United States Forest Service (USFS) 30-day comment period on the Mad Rabbit Draft NEPA closed on November 24th. USFS staff are reviewing, considering, and will respond to all comments before publishing a final decision.
- City 101: City 101 held its first class in December with a focus on the Home Rule Charter, City Council, City Attorney, City Manager, and Municipal Judge. There will be two sessions in January, featuring Planning and

Parks and Recreation in one and Finance and Police in the second.

- Bag Fees: the city's website provides significant information on the new bag fee, including a Merchant Toolkit that has been used as a model for other municipalities across the state. Staff have fielded many questions from businesses, clarified that the state law does not apply to restaurants with this information sent to restaurants based on sales tax license information. Staff are in the process of carrying out a social media campaign and have an information packet that will be distributed in January. Window clings and cash register signage are available for free at the Front Desk for businesses who would like to use them.
- Childcare Center: staff have worked with state partners on the next steps of the project. The steering committee will meet to review progress and approve next steps at a meeting on January 5th.
- Civic Plaza: an RFP for consultant services for the civic plaza design process was released by the state with proposals due in mid-January. The steering committee will meet to select a consultant, and then will convene the full group to start the planning and design process.
- DOLA Roadmap: the DOLA Roadmap strategy was recently revised to include some additional Equity, Diversity, and Inclusion strategies in order to meet DOLA's requirements. The revised plan is in final review by DOLA. Once it is approved, it will be sent to all stakeholders, including City Council.

Facilities

- Planning and coordination continues for staff relocation from City Hall as construction is scheduled to start in late spring.
- Snow removal season is in full force as our team prioritizes community and staff safety.
- There was a total of 36 reservations at the Community Center in the last 4 weeks: 5 private events, 5 community partners and 26 Routt County Council on Aging reservations.
- Annual contribution of the Community Center rental space to the Routt County United Way for their annual Community Thanksgiving dinner

and to the Steamboat Springs Board of Realtors for their annual Community Christmas dinner.

- Processed 81 work orders; facilities staff has resolved over 22 heating calls.
- Completed year-end, life/safety system inspections.
- Implemented trial phase of upgraded LED can lights at the Haymaker Clubhouse.
- Preparations are underway for a full 2023 schedule of facilities projects.

Police

Calls for Service

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

Training

- Four officers completed field training and are now solo officers working Patrol. They are a welcome addition to our staff!
- We have three new officers who graduated from the police academy in mid-December. They will spend the next four months in Field Training. We revamped our Field Training program to provide more policy and practical training prior their first phase of on-the-job training.

Personnel

- We converted one Community Service Officer position to two part-time positions to offer more flexibility to potential candidates.
- We extended the Memorandum of Understanding allowing Routt County Sheriff's office deputies to work Steamboat Springs Police department shifts until staffing improves.

Fire

Call Numbers

- Calls for service increased by 24% in November 2022 versus calls for service in November 2021 (Attachment 2).
 - The increase was evenly split between Fire and EMS related calls.
 - Overall calls in November totaled 198 compared to 160 in November 2021.

- Year to date calls for service continue to increase with a 11.3% increase over year to date in 2021:
 - Year to date, Steamboat Springs Fire Rescue (SSFR) has responded to 2,446 calls for service compared to 2,198 at this time last year.
 - Concurrent calls for service continue to increase as well. Year to date, concurrent calls have increased 26.7% compared to last year. SSFR has responded to 584 concurrent calls compared to 461 at this time last year.

Fire Prevention

- Fire Prevention activity includes permits for fire sprinklers, fire alarms, tents, and plan reviews. Inspections are up 3.8% in November 2022 compared to November 2021. Year to date, Fire Prevention activity is up 7.9% compared to 2021 and year to date revenue is up 2.32% compared to 2021.
- Fire Prevention staff completed final fire alarm and fire sprinkler inspections on the Sprung Tent at its new location at the mid-station of the new Wild Blue Gondola.

Notable Events

- The department completed applications for 2023 ambulance licensing and permitting. This process includes resubmitting general information about the City of Steamboat Springs Ambulance Service, specific data on each ambulance applying for a permit including mechanical inspections and equipment inspections. Currently the process is managed through the Routt County EMS Council and submitted to the Board of County Commissioners as the county is responsible for ambulance service licenses and permitting.
 - Senate Bill 22-225 was passed this year and will transfer ambulance licensing responsibility from the county to the state in July 2024.
- The steering committee and consultants for the Community Wildfire Protection Plan (CWPP) put on four community outreach sessions throughout the county. The meeting

for Steamboat Springs was at the county courthouse and was well attended. Participants were able to relay their concerns and areas that they would like to see focused on with the completion of the CWPP.

- Routt County Office of Emergency Management has started re-writing the county's Mass Casualty Plan and SSFR Paramedic Louis Gutschenritter has joined the steering committee. The target is to have the plan completed by mid-2023.
- Four members of the SSFR attended the Pre-Hospital Care Medical conference sponsored by the Emergency Medical Service Association of Colorado. This is the largest conference in the region for pre-hospital care and the conference provides attendees with information on current trends in EMS. It also provides a great opportunity to refresh continuing education hours.
- Members of SSFR participated in conducting training during the Ski Patrol orientation weekend. This is a great opportunity for the interagency interface with one of our primary partners as well as an opportunity to review protocols and procedures utilized when patients from the ski area require an advanced level of EMS care and ambulance transport.

Fire Department Training

- Drills: Lukas automated CPR device (ski area ownership), Structure Fire Aerial Operations, CPR Mega Code Response
- Fire Training: Hazardous Materials Response refresher
- EMS Training: Emergency Care for Burn Patients

Public Education Events

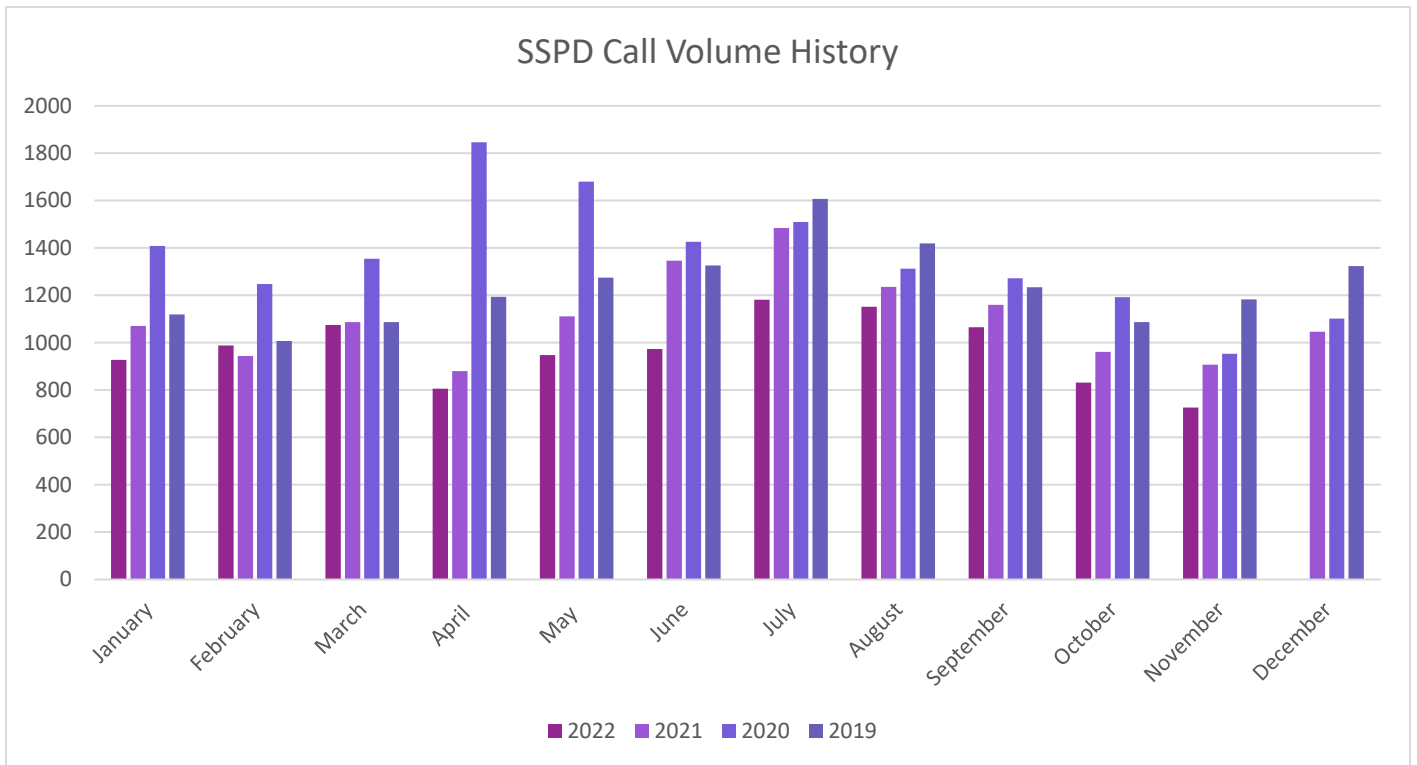
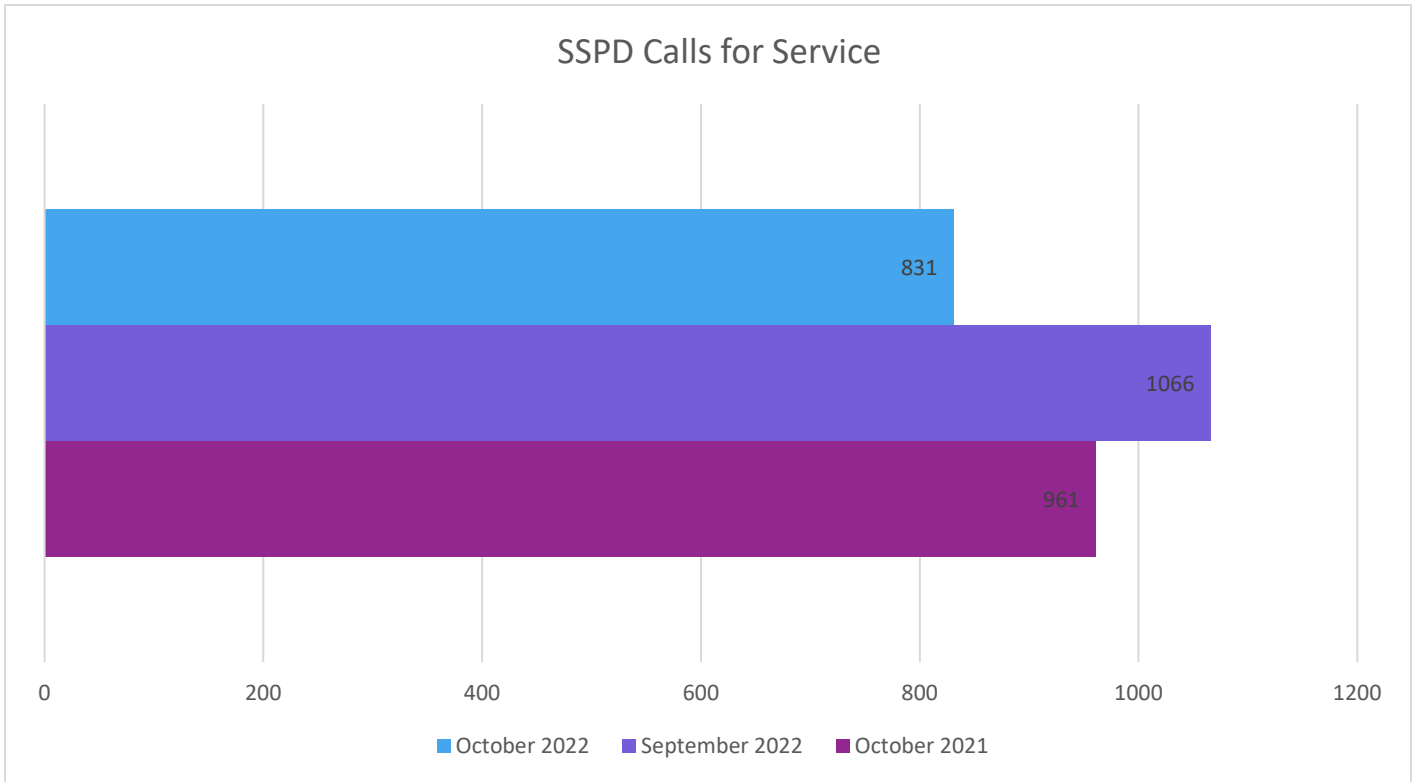
- Firefighter/Paramedic Julie Wernig has taken over as the department's Public Education Coordinator. This position is filled by line personnel to assist in the coordination and deployment of a department public education campaign. As noted in the 2021 Fire Department Strategic Plan, the department makes every effort to meet the basic Public Education needs of the community but is

looking to the future to implement a more robust and comprehensive program.

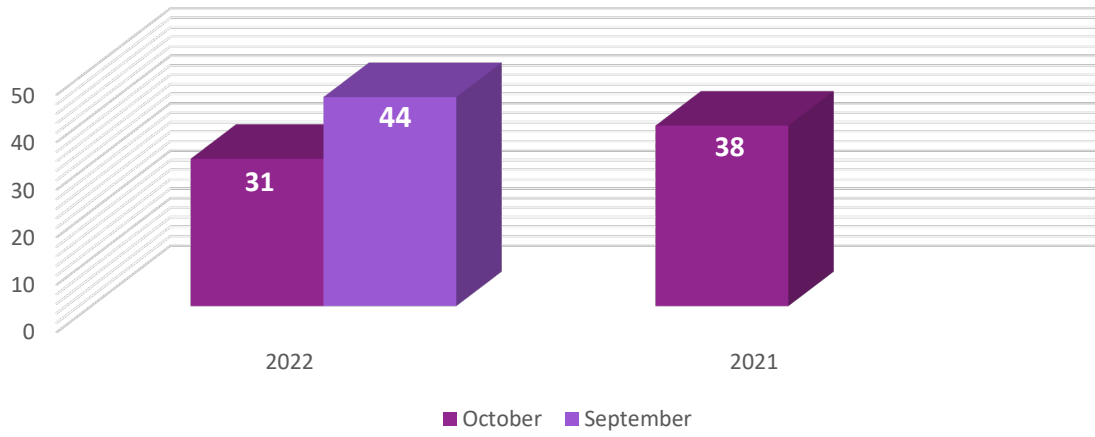
- A CPR Instructor Training course was conducted for fire department personnel to train additional staff to provide non-profits, government agencies, and community groups with CPR training.
- SSFR provided Tower Truck 6-1 to assist Santa in the lighting of the courthouse holiday tree and conducting the ping-pong ball drop. Firefighters Troy Kuhl and Quint Friesell helped Santa usher in the holiday season!
- SSFR provided Routt County Public Health with a CPR training course.



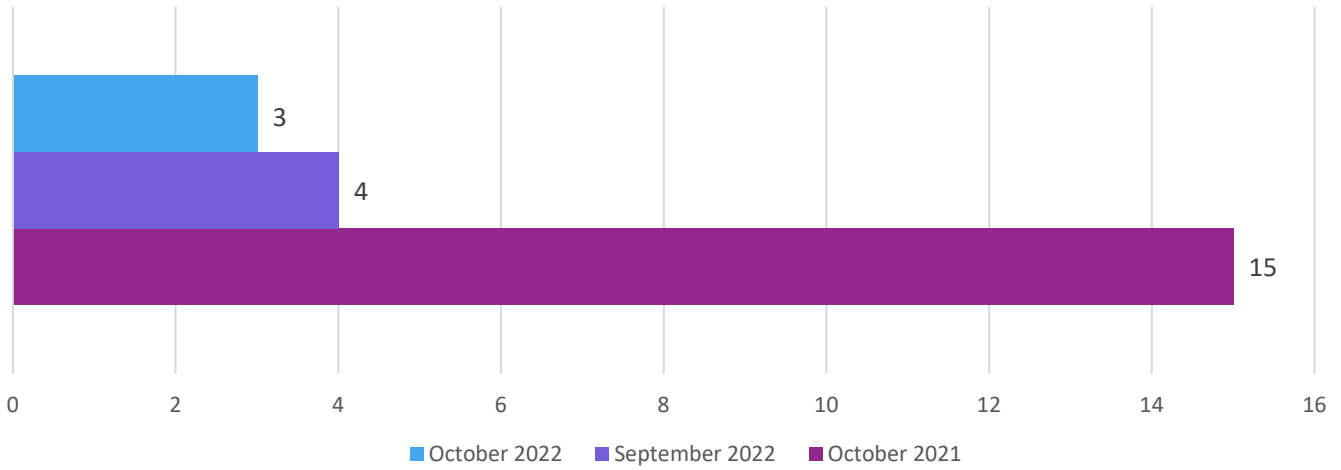
Attachment #1



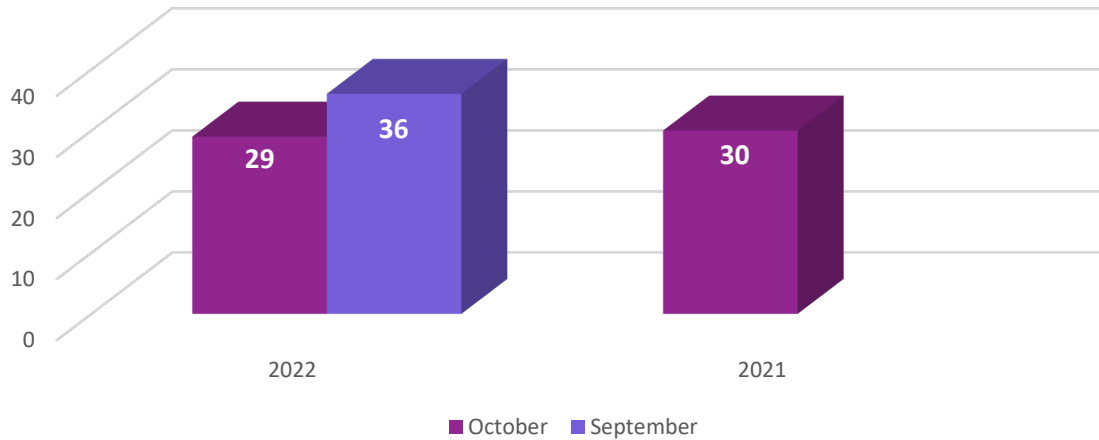
Accidents



Domestic Violence Calls

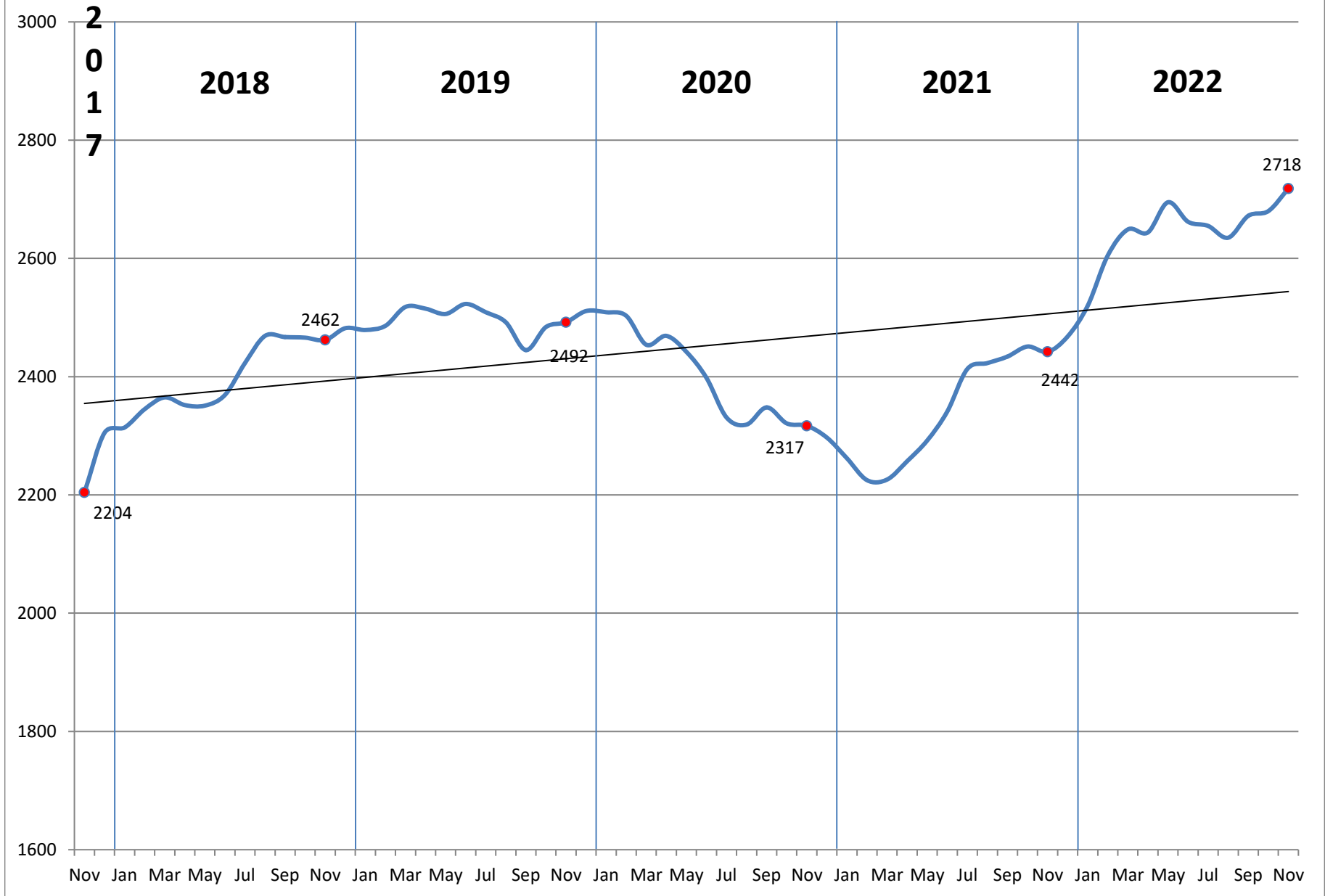


Bear Calls



Attachment #2

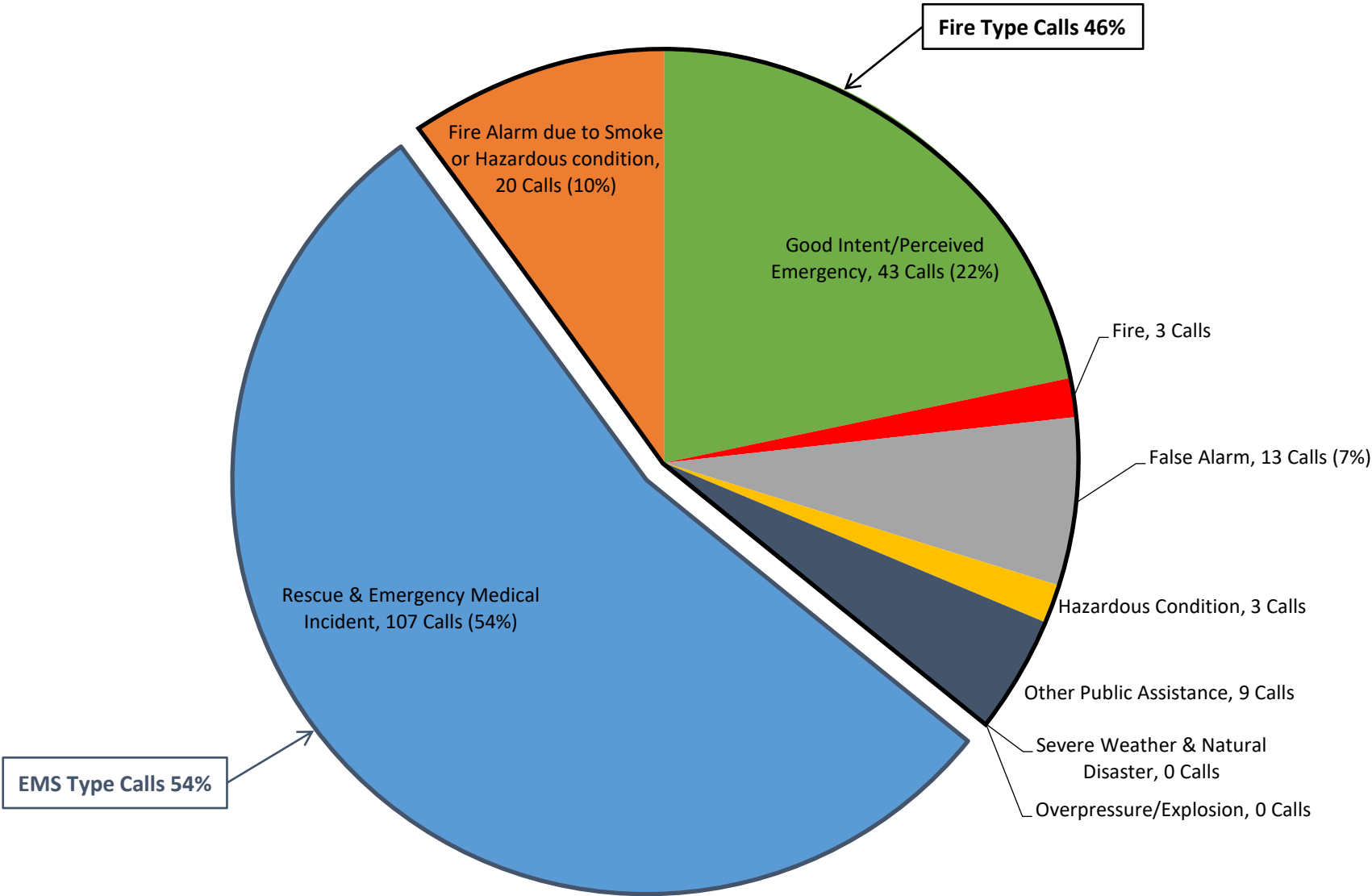
12 Month Rolling Total Call Volume



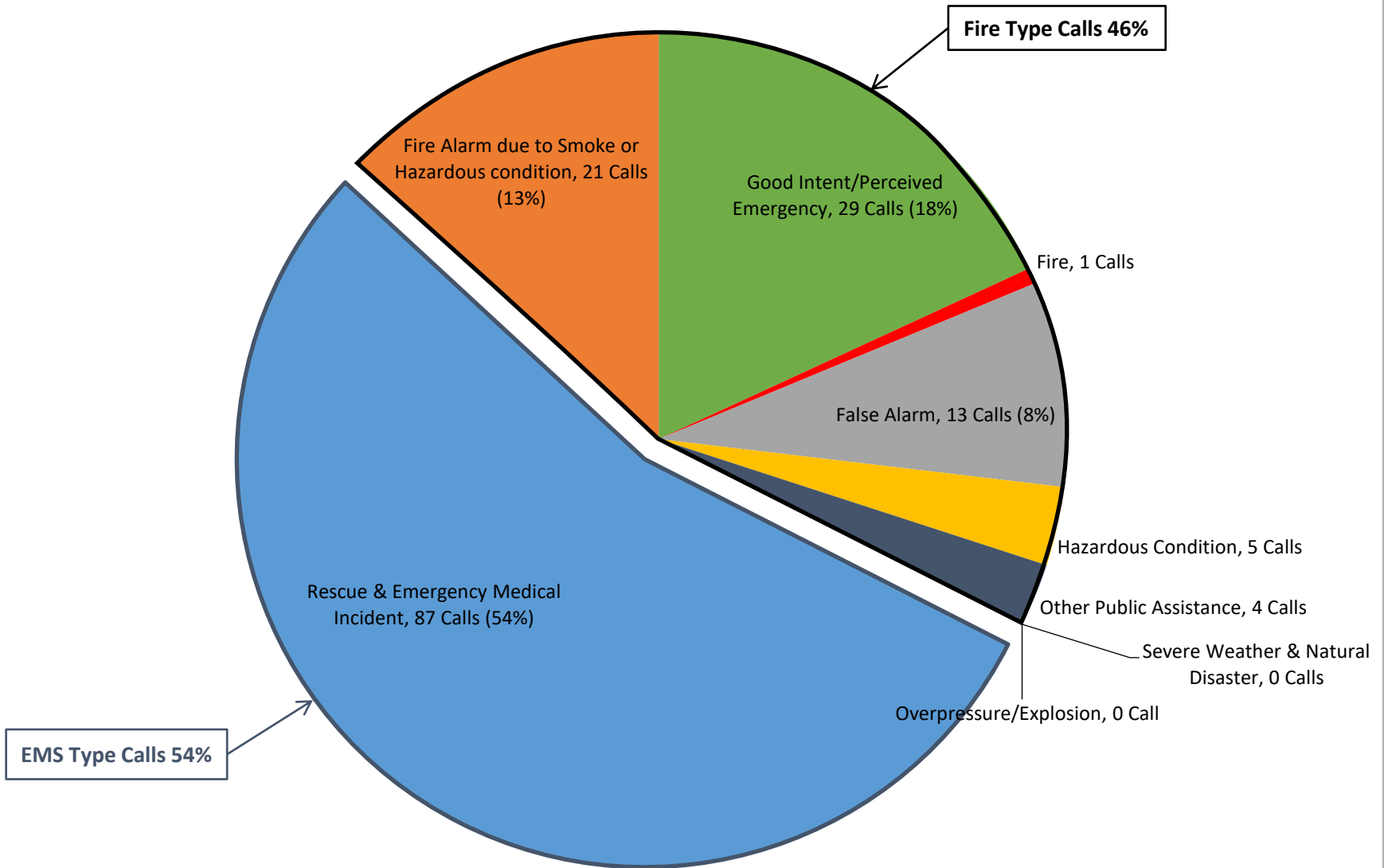
Call type in each category

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

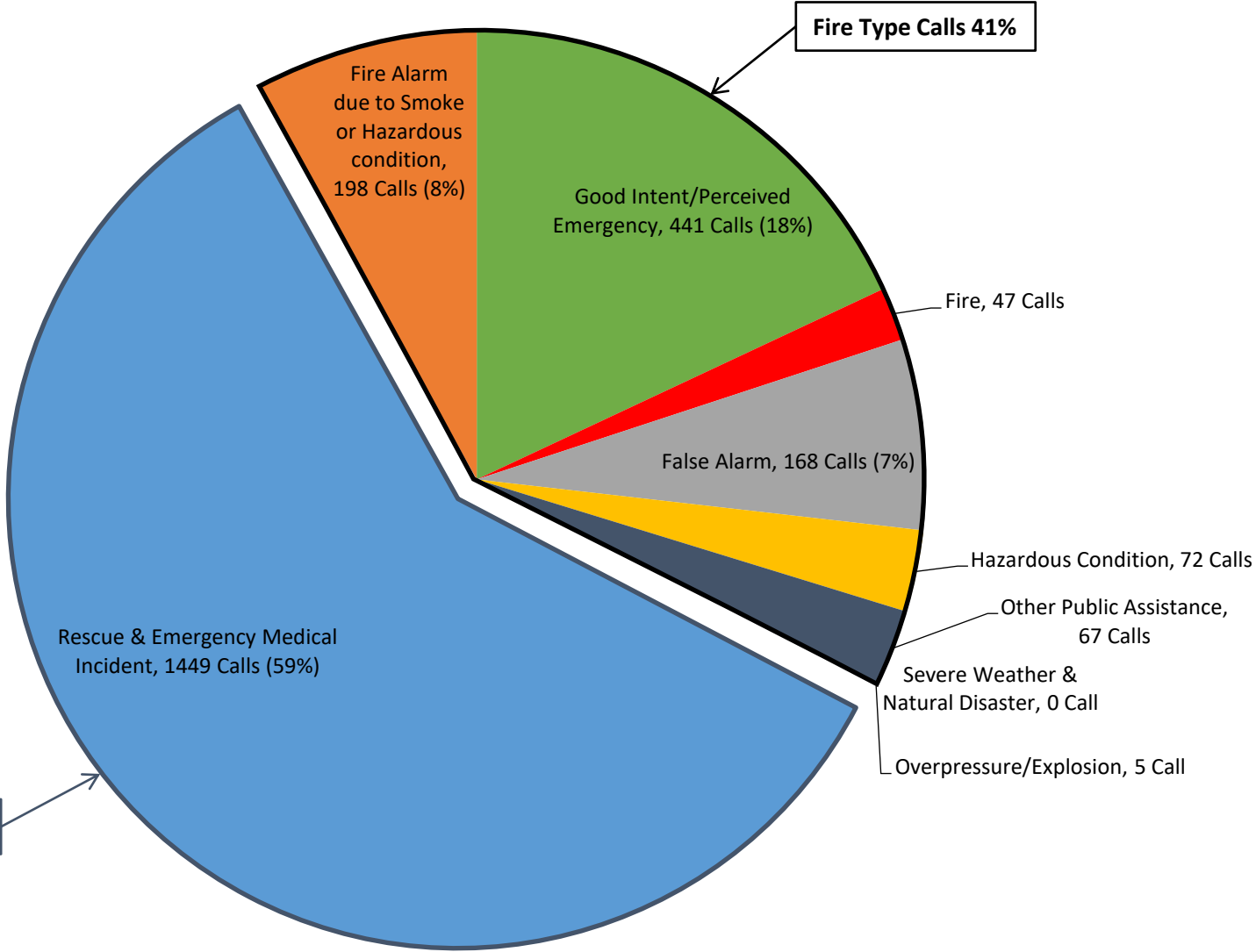
November 2022 Calls for Service by Call Type



November 2021 Calls for Service by Call Type



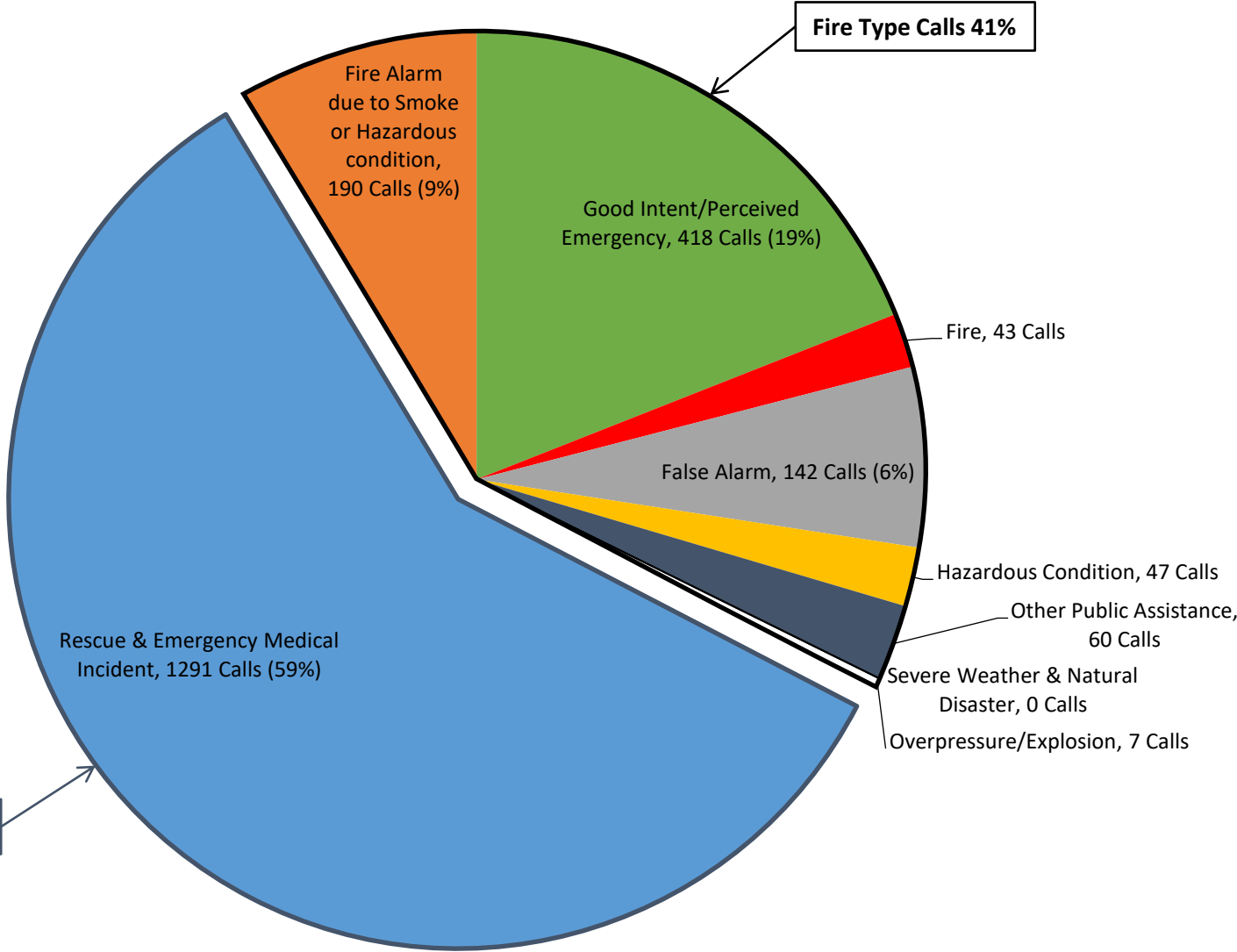
2022 YTD Calls for Service by Call Type



EMS Type Calls 59%

Fire Type Calls 41%

2021 YTD Calls for Service by Call Type



EMS Type Calls 59%

Fire Type Calls 41%

	Nov-15	Nov-16	Nov-17	Nov-18	Nov-19	Nov-20	Nov-21	Nov-22	2021 vs 2022	2017 vs 2022
Fire Calls										
City	48	44	68	69	73	59	52	71		
District	6	14	24	11	17	19	20	21		
Mutual Aid	0	1	1	0	1	0	1	0		
Total	54	59	93	80	91	78	73	92	26.0%	-1.08%
EMS Calls										
City	53	62	57	66	58	70	63	75		
District	18	19	15	11	13	20	20	23		
Ski Area	3	4	3	6	9	0	0	7		
Special Events	0	0	0	0	1	0	1	0		
Mutual Aid	1	1	1	2	1	1	3	1		
Total	75	86	76	85	82	91	87	106	21.8%	39.47%
Billed	52	67	53	58	59	70	69	76		
non-Billed	23	19	23	27	23	21	18	30		
Total Department Calls	129	145	169	165	173	169	160	198	23.8%	17.16%
2nd call	18	22	20	30	29	23	25	38	52.0%	90.00%
3rd call	2	1	2	1	3	4	3	3	0.0%	50.00%
4th call	0	0	1	0						
	YTD 2015	YTD 2016	YTD 2017	YTD 2018	YTD 2019	YTD 2020	YTD 2021	YTD 2022		
Fire Calls										
City	538	549	608	670	697	676	633	721		
District	228	226	256	246	225	224	258	265		
Mutual Aid	3	5	8	12	8	12	9	11		
Total	769	780	872	928	930	912	900	997	10.8%	14.33%
EMS Calls										
City	745	801	846	879	893	826	877	1007		
District	166	171	164	147	169	176	201	217		
Ski Area	199	215	140	221	209	112	175	195		
Special Events	45	45	42	40	32	5	21	5		
Mutual Aid	17	16	16	22	14	22	24	25		
Total	1172	1248	1208	1309	1317	1141	1298	1449	11.6%	19.95%
Billed	859	920	889	903	928	827	944	1052	11.4%	
non-Billed	313	328	319	406	389	314	354	397	12.1%	
Total YTD Department Calls	1941	2028	2080	2237	2247	2053	2198	2446	11.3%	17.60%
YTD 2nd call	397	448	391	497	459	365	407	516	26.8%	31.97%
YTD 3rd call	87	87	83	67	67	50	52	64	23.1%	-22.89%
YTD 4th call	24	24	32	7	3	3	2	4	100.0%	-87.50%
Total Concurrent Calls:		559	506	571	529	418	461	584	26.7%	15.42%