

City Manager Report

More Ranch Employee Housing Update

This project went out to bid and one proposal was submitted to Yampa Valley Medical Center from a Denver company. The company had no multi-family construction experience, and the proposal was high. The architect recommended we reissue the Request for Proposals to local companies to generate interest in the project. The Transit/Parks Seasonal Housing project is currently under review in the Planning department.

Brown Ranch Annexation Committee Update

Staff sent out a Request for Qualifications to economics firms for a peer review of the fiscal impact analysis being developed by RCLCO, the Yampa Valley Housing Authority's consultant. We received three proposals which were reviewed by the negotiating committee and we are in the contract process with Economic and Planning Systems.

From the Departments

Finance

Administration

- The city has secured bond counsel for the Certificates of Participation (COP) transaction and begun the competitive selection process for a bond underwriter.
- An ordinance for City Council's consideration for the issuance of COPs is scheduled in May with a closing date in June.

Procurement and Contracting

- Bids and Requests for Proposals (RFP) open include:
 - Paving Project Citywide
 - Bear River Park Improvements Project-Design
 - Yampa River Ambassador Program
 - Wash Out Facility Grit Dump
- Bids and RFPs closed include:

- Engineering Services for Pine Grove Road
- More Ranch Community Housing General Contractor
- Steamboat Springs Childcare Worker Housing Project

Accounting

- The Accountant, Dina Stremel, has trained the new Accounting Specialist, Wendy Howard, on processing weekly Accounts Payable and continues to be a resource.
- The Accountant is also beginning work on the Wells Fargo purchasing card implementation after a kick off call with the Wells Fargo implementation team.
- The new Wells Fargo sweep money market fund generated total earnings of \$141,879 for 2022. This account was opened in August 2022 for the purpose of earning short-term investment income on excess operating funds. All the other city bank accounts at Wells Fargo are now zero balance accounts, with automatic daily transfers into the sweep money market fund to maximize earnings.
- The Payroll Administrator is reaching out to contacts within and outside the city to gather information to compile the statistical section of the Annual Consolidated Financial Report.
- The Senior Accountant is working through all Capital Asset changes during 2022 to compile year-end adjustments and information needed for the Annual Consolidated Financial Report.
- The Grant Accountant is working through all grant activity during 2022 to compile year-end adjustments and information needed for the Annual Consolidated Financial Report.
- The Controller is beginning work on the Annual Consolidated Financial Report (ACFR) and overseeing the "audit and ACFR timeline", which ensures that year-end work carried out

by all members of the Finance department is properly coordinated.

Deputy City Manager

IT/GIS

- Continued effort on new GIS infrastructure.
- IT has provided a lot of assistance with the employee relocations from City Hall and Centennial Hall to alternative offices. Kudos to Facilities and IT personnel for remaining flexible to needs.
- Completed the migration of phone services to cloud-based telephony. This change will reduce costs while providing enhanced functionality. It allows our remote employee to use the city phone system while working from home. Latest work project was dismantling of IT infrastructure in City Hall.
- Provisioning a significant upgrade of Internet bandwidth to support the growth of remote access employees and to improve connectivity to cloud-based services.
- Completed the upgrade of network systems at the Mountain Fire Station to improve Wi-Fi connectivity.

IGS-Grants

- Since the last report, the Grants division submitted grant requests for the following:
 - Workforce Housing Pedestrian and Bicycle Connection (West Steamboat Trail) – Congressionally Directed Spending grants through Senator Bennet and Hickenlooper’s offices.
 - Terminal Area Improvements Construction (Match to Federal Aviation Administration Grant) – Colorado Department of Transportation Division of Aeronautics
- The city received grant awards for the following:
 - Tree Planting Project for Parks and Recreation; Colorado Tree Coalition-\$4,000.

IGS-Special Projects

- Electric Vehicle (EV) Readiness: an EV Shuttle Ride and Drive event has been scheduled for April 25th at the Howelsen Rodeo EV chargers.

- Childcare Center/Housing Project: the steering committee has selected Vega Architecture for the Conceptual Design of the childcare center/housing project. The project will kick off in the next few weeks and is anticipated to take 3 months to complete.
- Civic Plaza: contracting with Ayres has been completed and a kickoff call for the project has occurred. A site visit is planned for March 31st.
- City 101: City 101 will focus on the Deputy City Manager department, Human Resources, and the Airport in March.

IGS-Waste Diversion/Recycling

- Waste Hauler Reporting:
 - Initiated and monitored enforcement process of hauler noncompliance.
- Mandatory Commercial Recycling:
 - Communications with commercial haulers regarding new ordinance to establish a way ahead for implementation process.
 - Began coordination of information from multifamily property owners/managers regarding space constraints and contamination concerns with haulers.
- Coordinate Recycling City Facilities:
 - Researched diversion opportunities for hard to recycle materials for the city, such as batteries from bumper cars, and found a no-cost option for these batteries.
- Education and Outreach:
 - Technical assistance to businesses regarding the bag ordinance and new mandatory recycling ordinance.
 - Continued support of Community Agriculture Alliance feasibility study for food recovery for agricultural uses.
 - Developing educational videos about recycling, composting, and zero waste events as a part of the education campaign.
- Special Events:
 - Provided zero waste technical assistance to event producers – Farmers Market.
 - Continued one-on-ones with zero waste event vendors.

Facilities

- Completed staff relocation of Centennial Hall, Elkins House, and City Hall staff.
- Installed 16 drop-in workstations for use by remote-working city staff.
- Coordinated community giveaway as part of demolition waste diversion.
- Planning and scheduling for asbestos abatement and demolition of the current City Hall.
- Completed the first of 11 planned painting projects.
- Contracting and scheduling for Ice Area condenser replacement capital improvement project.
- Work has started on the 39 planned maintenance projects for 2023.
- There was a total of 49 reservations at the Community Center in the last 4 weeks: 2 private events, 12 community partners, and 35 Routt County Council on Aging reservations.
- Processed 36 work orders.

Police

Calls for Service

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

Operations

- Steamboat Springs Police Department (SSPD) has developed a new staffing matrix for large special events. The new matrix was used for WinterWondergrass in early March. The collaborative plan with Event Security, Steamboat Springs Fire and Routt County Sheriff's Office (RCSO)/Communications allowed for a successful event.
- SSPD has been taking steps to enhance security at large events by supplementing officers with a tactical response. We again deployed the Combined Emergency Response Team (partnership between SSPD and RCSO) during WinterWonderGrass. This is keeping with national law enforcement best practices for large events and helps ensure our community remains safe.

- SSPD and Hayden Police department are investigating a local sports coach who is alleged to have provided Kratom to student athletes. We encourage parents and students to notify us with any concerns.
- In early March, Vista Verde Ranch hosted a team-building day for our department. Many employees were able to attend and build connections outside of work.
- Internally, we are working on personnel and capital expenditure planning for the Brown Ranch Annexation discussions.

Personnel

- We are interviewing candidates for a Records Technician position.
- We continue to recruit for Community Service Officers and Police Officers and have several candidates in the pipeline.

Training

- Officer Lidia Frescas recently attended Street Cop Training in Colorado Springs.

Fire

Call Numbers

- Calls for service decreased by 7.6% in February compared to the same time last year. Fire calls remained steady while EMS calls for service were reduced (Attachment 2).
 - Concurrent calls for service also saw a decrease in February 2023 compared to 2022.
- Year to date calls for service remain similar to the same time last year with an increase of only 1.2%.
- We still see a significant increase compared to calls for service 5 years in 2018 with an increase of 13.26%.

Fire Prevention

- Fire Prevention activity numbers for February 2023 were up 18.4% as compared to the same period in 2022. Revenue for the same period was down 22.5%. Year to date activity is up 6% and revenue is down 28%.

Notable Events

- After a very thorough process, including written testing, in-basket exercises, fire scenarios, and interviews, the department promoted Firefighters Tony DeRisio, Dave Hesselton, and Devin Brovansky to the position of Lieutenant. The Lieutenants will be supervising crews at one of the two stations as the department moves towards its transition of having two staffed fire engines. The department had nine well-qualified candidates for the positions and we are extremely grateful for the talent, enthusiasm, and depth of experience within our department. Congratulations Lieutenants!
- Steamboat Springs Fire Rescue (SSFR) once again hosted the International Association of Firefighters Children's Burn Camp in Steamboat with a spaghetti dinner at the Mountain Fire Station. SSFR has been hosting this event for many years and it typically has 25-30 people in attendance. After the dinner, the group spends time with the fire crew playing games and having a great time.
- SSFR staffed an additional Type 1 engine in the downtown area during the Winter Carnival Street Events and a standby ambulance during the Night Show.
- Department members continue to meet and work on the new Central Fire Station project.
- The Fire department participated in discussions with UC Health, Steamboat Ski and Resort Corporation, Streets department, and the Police department in reviewing the events of January 28th that resulted in traffic gridlock in the mountain area. The group will work on developing a plan that could be implemented if a similar event occurs.
- The Fire department worked with other departments, Routt County Emergency Management, and the organizers of



WinterWonderGrass on an emergency response plan.

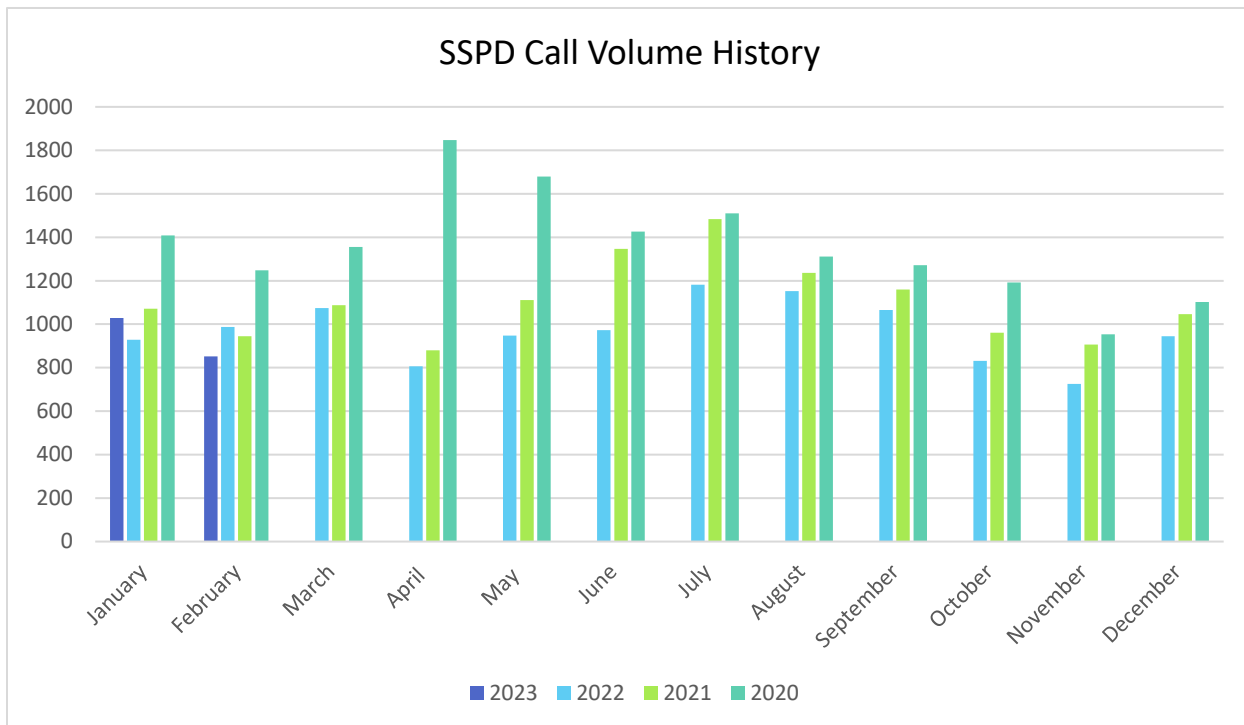
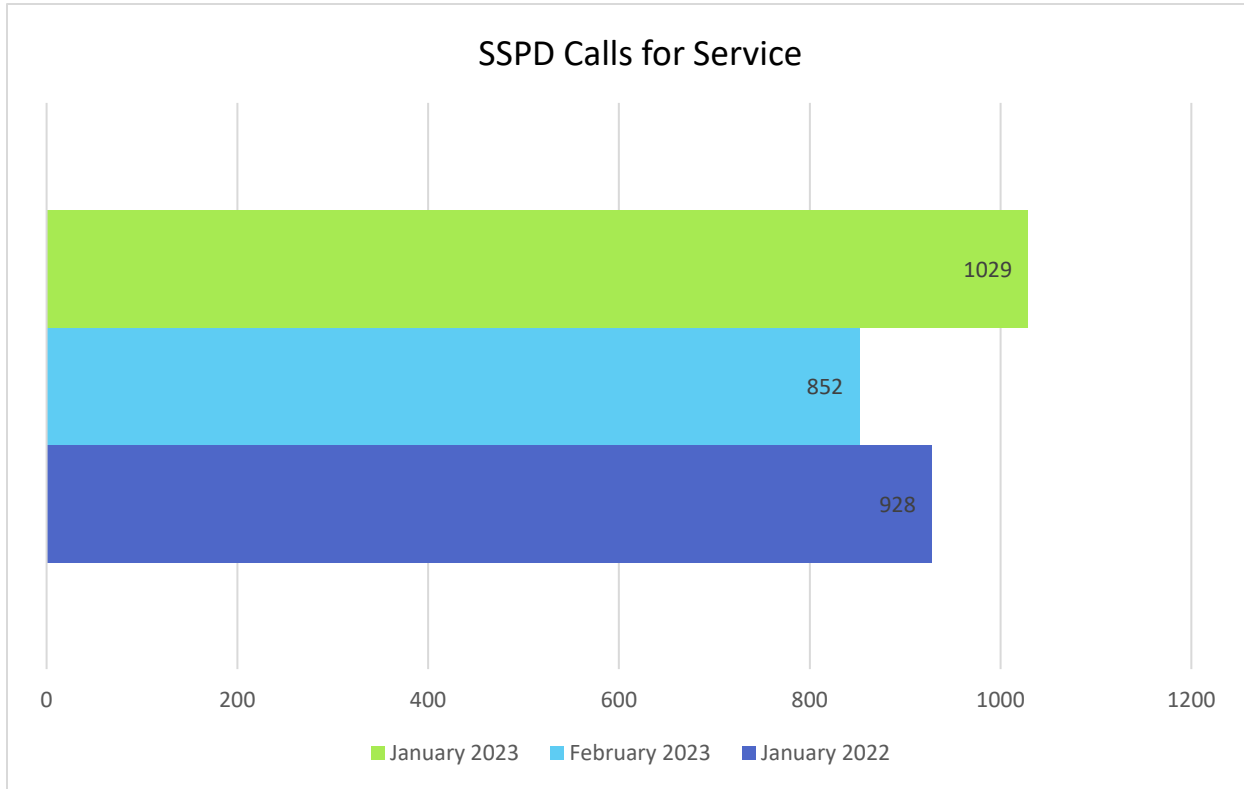
Fire Department Training

- Drills: SCBA, Aerial set up, Denver drill (removing a victim through a window), difficult airways
- Fire Training: Motor vehicle accident debrief, Search and Rescue techniques
- EMS Training: ACLS refreshers for all paramedics

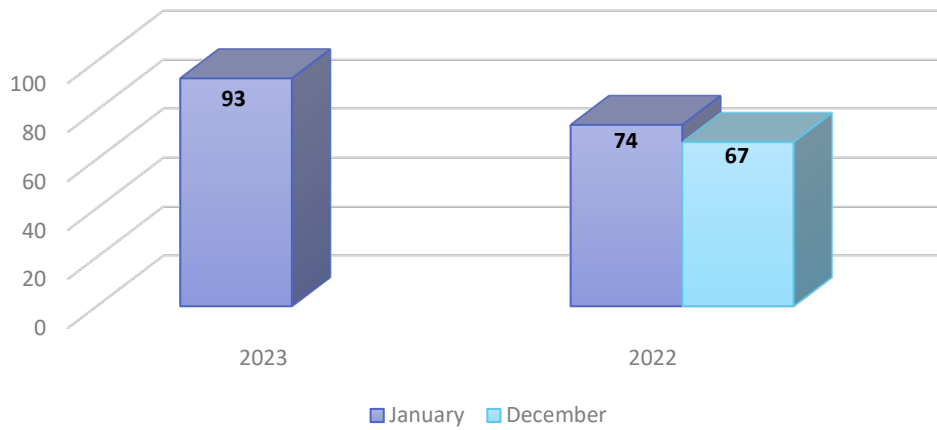
Public Education Events

- No significant public education events occurred in February.

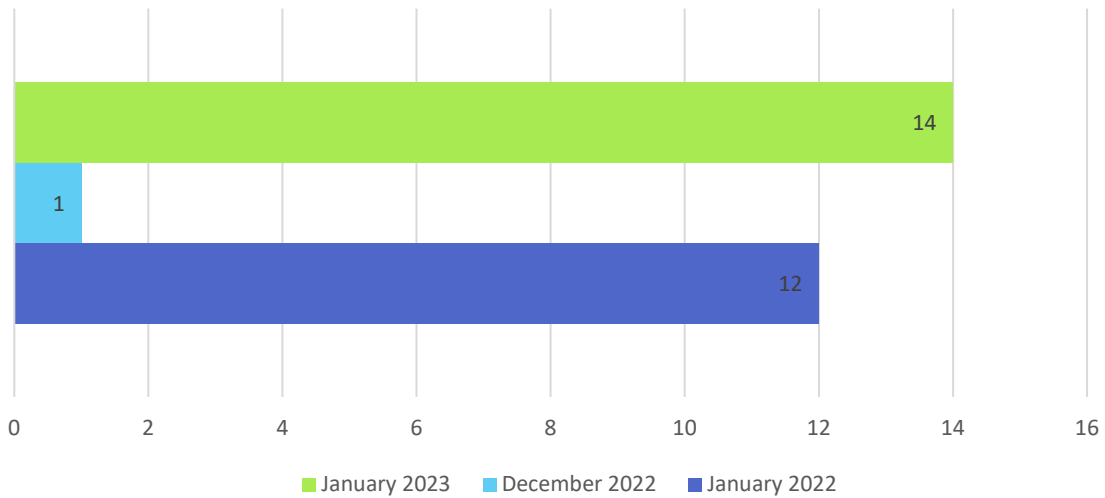
Attachment #1



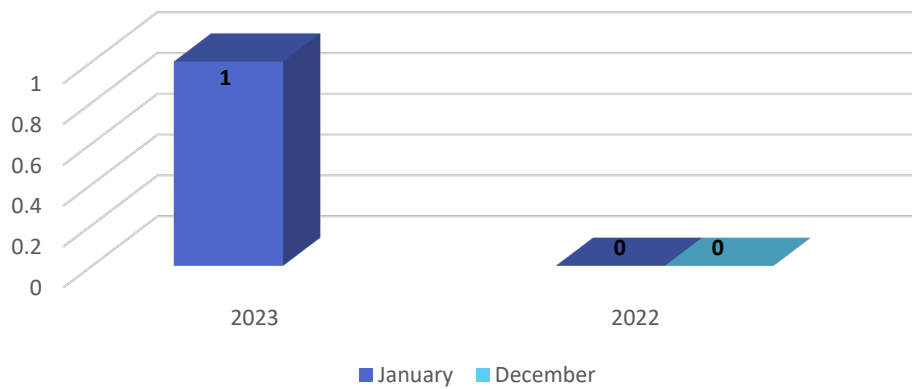
Accidents



Domestic Violence Calls



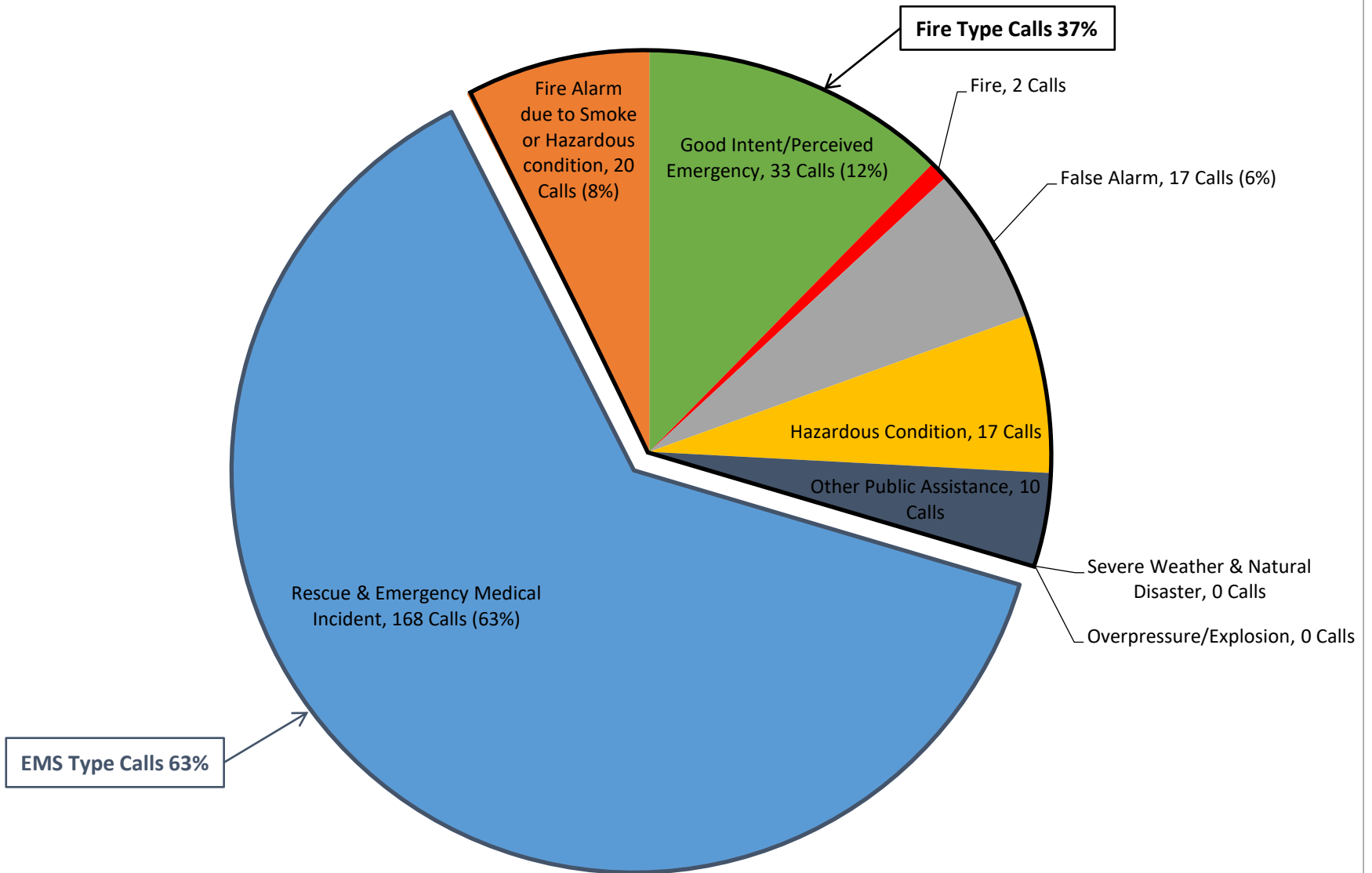
Bear Calls



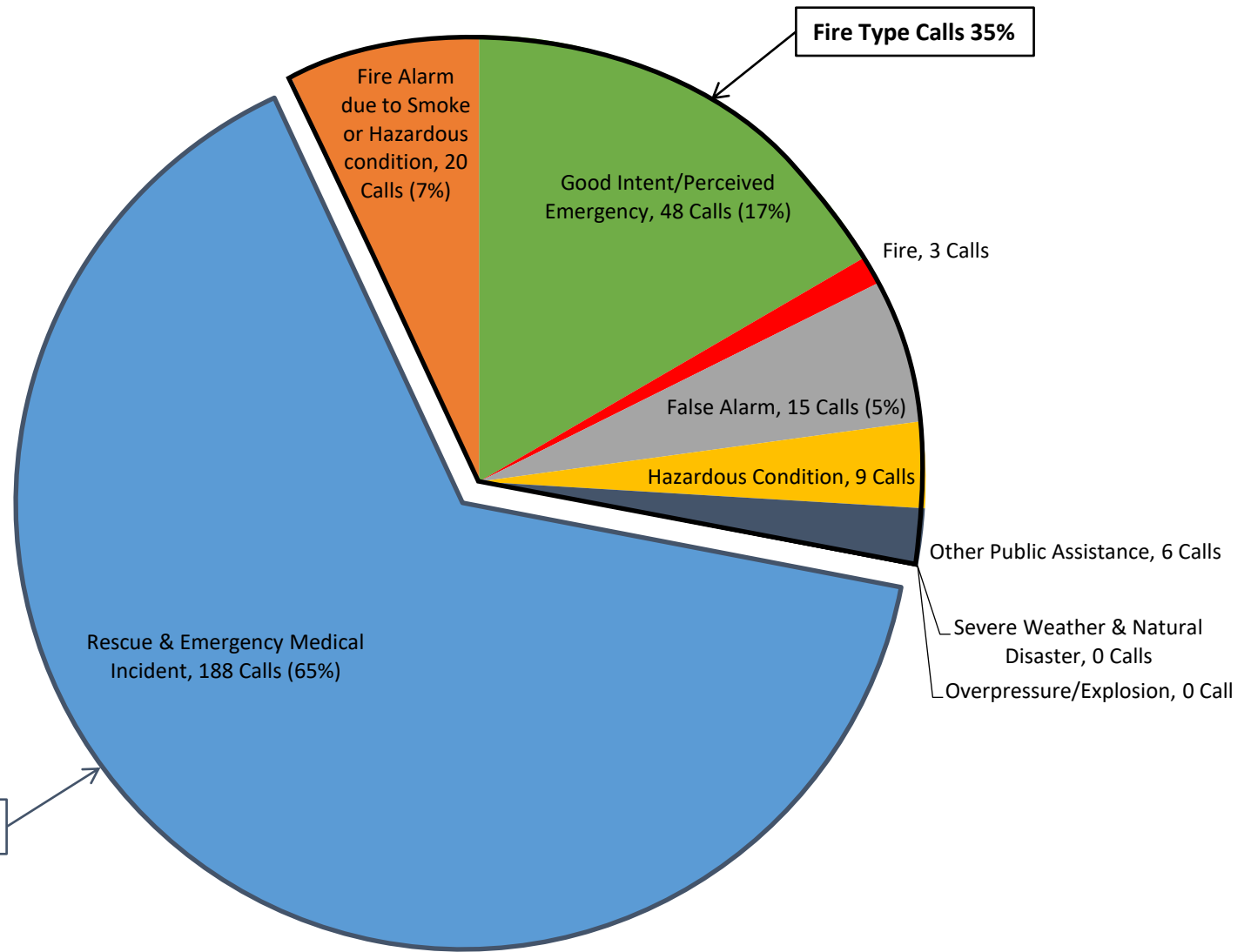
Attachment #2

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

January 2023 Calls for Service by Call Type



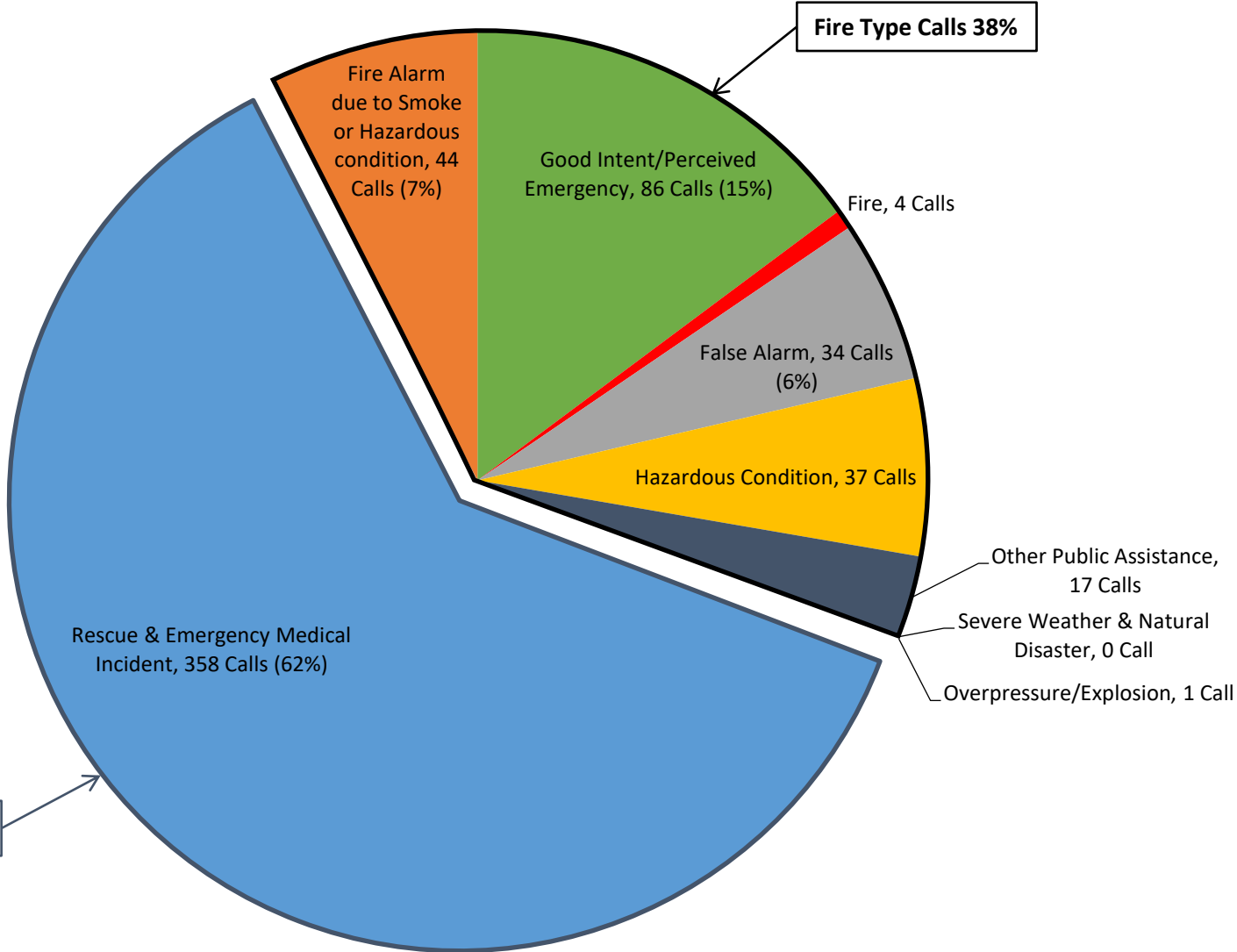
January 2022 Calls for Service by Call Type



EMS Type Calls 65%

Fire Type Calls 35%

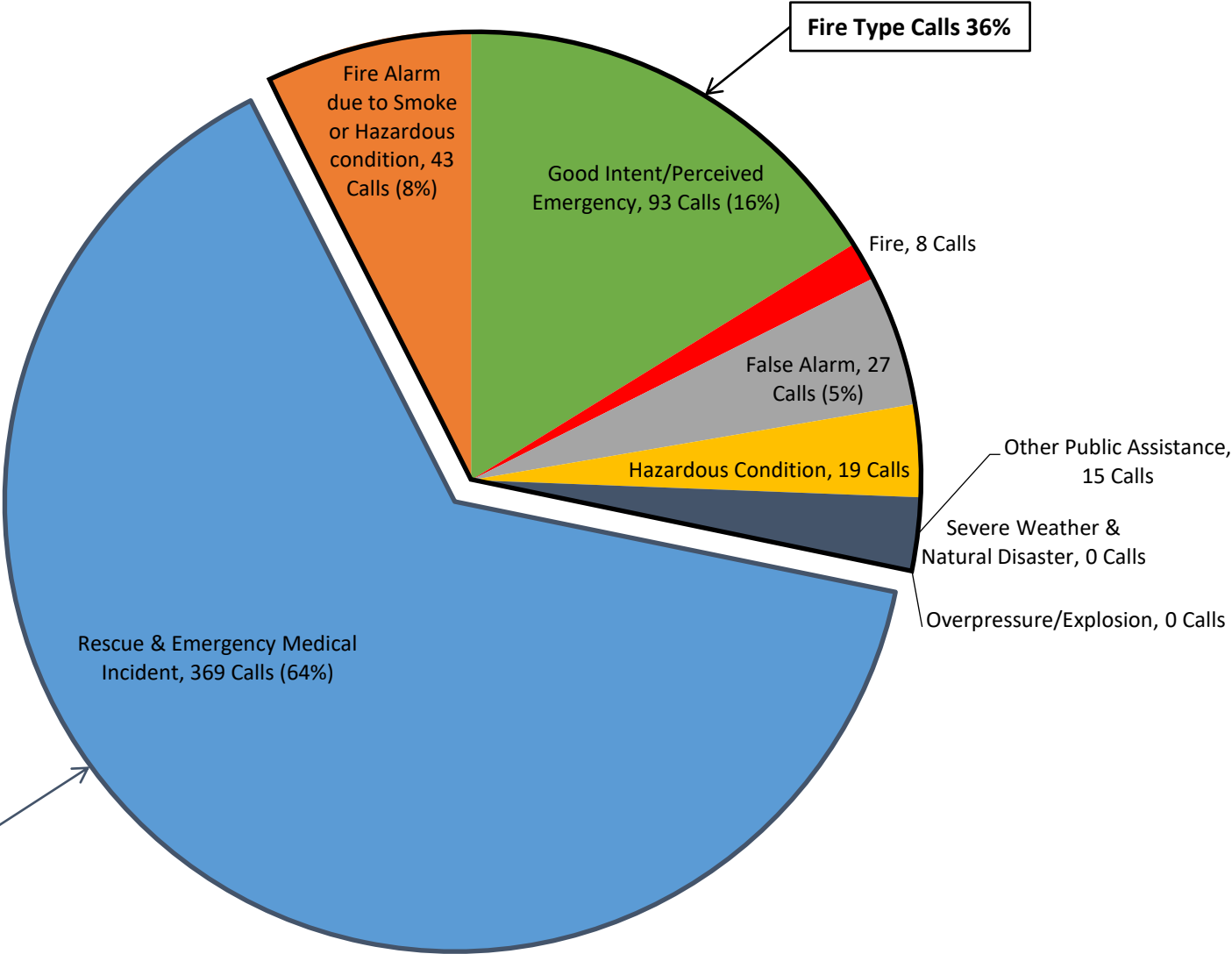
2023 YTD Calls for Service by Call Type



EMS Type Calls 62%

Fire Type Calls 38%

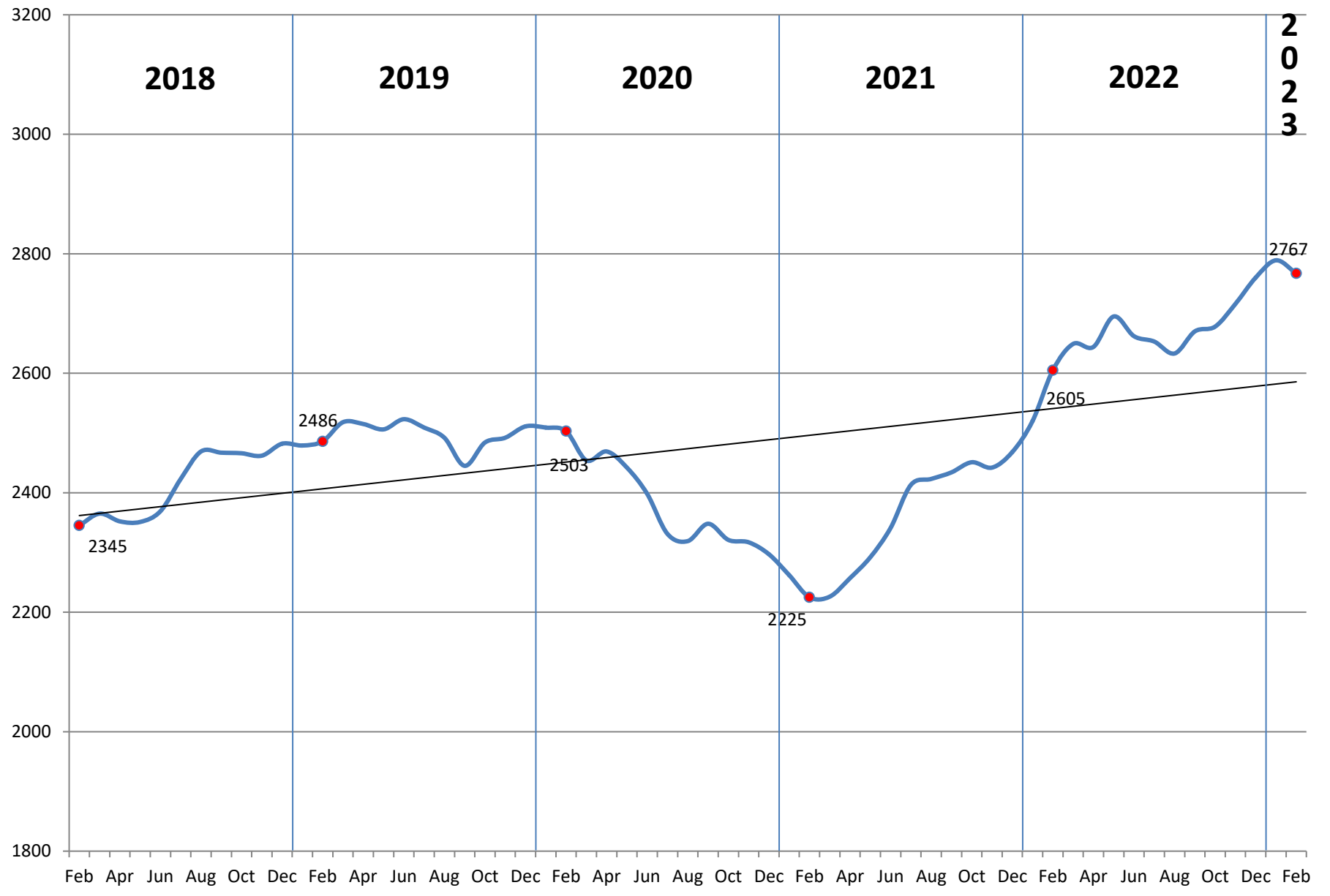
2022 YTD Calls for Service by Call Type



EMS Type Calls 64%

Fire Type Calls 36%

12 Month Rolling Total Call Volume



	Feb-17	Feb-18	Feb-19	Feb-20	Feb-21	Feb-22	Feb-23	2022 vs 2023	2018 vs 2023
Fire Calls									
City	49	54	69	62	48	80	82		
District	11	17	16	16	17	19	18		
Mutual Aid	0	0	0	0	0	2	1		
Total	60	71	85	78	65	101	101	0.0%	42.25%
EMS Calls									
City	97	89	83	110	82	99	97		
District	11	13	15	12	11	14	14		
Ski Area	40	66	60	38	45	72	54		
Special Events	0	1	0	0	0	0	1		
Mutual Aid	1	0	4	3	1	3	0		
Total	149	169	162	163	139	188	166	-11.7%	-1.78%
Billed	117	116	114	126	105	128	126		
non-Billed	32	53	48	37	34	60	40		
Total Department Calls	209	240	247	241	204	289	267	-7.6%	11.25%
2nd call	46	65	61	52	45	79	62	-21.5%	-4.62%
3rd call	9	8	7	14	10	15	10	-33.3%	25.00%
4th call	2	2	2	1		1	1		
	YTD 2017	YTD 2018	YTD 2019	YTD 2020	YTD 2021	YTD 2022	YTD 2023		
Fire Calls									
City	114	129	134	147	110	165	178		
District	52	40	37	38	35	38	42		
Mutual Aid	0	0	0	0	1	2	5		
Total	166	169	171	185	146	205	225	9.8%	33.14%
EMS Calls									
City	186	183	189	209	164	203	212		
District	34	31	30	26	31	31	31		
Ski Area	82	123	118	81	94	132	105		
Special Events	4	5	4	4	0	0	5		
Mutual Aid	1	2	5	4	2	3	3		
Total	307	344	346	324	291	369	356	-3.5%	3.49%
Billed	222	242	238	238	208	272	254	-6.6%	
non-Billed	85	102	108	86	83	97	102	5.2%	
Total YTD Department Calls	473	513	517	509	437	574	581	1.2%	13.26%
YTD 2nd call	120	144	133	114	96	154	137	-11.0%	-4.86%
YTD 3rd call	26	23	16	18	20	28	28	0.0%	21.74%
YTD 4th call	10	4	2	1	0	3	2	-33.3%	-50.00%