

City Manager Report

From the City Manager

Comcast Channel Line Up Change

As of July 17, 2019, customers who subscribe to the Digital Premier Package will receive Hitz, a new service that will include more than 200 movie titles selected from a variety of top studios. As of that date, Cinemax will no longer be available with the Digital Premier Package. For more information about this change, please visit <http://xfinity.com/hitz>. We are notifying customers who subscribe to the Digital Premier Package of these changes. Cinemax will still be available to purchase separately.

Kudos

Thanks to Angela McCarty who has been working very closely with the county IT personnel and Spillman technical support to remediate issues from the major patch that was applied in May. Kent Immenschuh has received multiple compliments from PD staff regarding her diligence and effectiveness.

Thanks to Shelly St. Pierre for providing valuable input in support of ADA compliance at the CLEF, related to accessibility in the Fitness Room shower area.

From the Departments

Finance

Accounting:

- Staff members have been working collaboratively with Haymaker and the Airport to support the successful integration of each department's new Point of Sale with the existing accounting software. Haymaker is live with their software and we have been working through some challenges, but in the end it will be a much better system.

- Staff is proactively preparing to manage the accounting for the Peace Officer Standards and Training Grant for the Northwest Region, which has been awarded effective July 1, 2019.
- Payroll has been busy processing new seasonal employees into the payroll and accounting software.

Utility Billing:

- The 811 locate emails are picking up now that construction season is really kicking in. The emails first started coming to the city in early February as part of the city's move from a Tier 2 classification to Tier 1 starting in 2021. We are still in the beta phase; however, the utility billing clerk is scheduling all locates off of these emails for our field technicians. In the first 15 business days of May, there were 242 locates requested. Additionally, the real estate and rental market is active. As a result, the utility clerk has a lot of communication with the title companies providing estoppels and changing and/or setting up new accounts.

Sales Tax:

- As previously reported, new sales tax license applications are increasing. Year to date through April, tax licensing fees are at \$10,450 or 284% higher through the same period last year. The city charges a one-time fee of \$50 to obtain a sales tax license and there is no annual renewal fee as the license is valid until the customer closes the account.

Budget:

- The first iteration of the budget calendar for the preparation of the 2020 budget was sent out to city employees on 5/6/19. The first item staff will be working on is the review of current Capital Projects, evaluate prior years' unfunded capital projects, and rank the

projects based on the score card approved by council.

CORE – ERP Project update:

- The project is now fully underway with a city-wide kickoff meeting that was hosted by the GFOA on May 30th to set expectations, timelines, and goals. The Steering Committee will establish project goals and a specific timeline based on feedback from the kickoff meeting. The Project team has also begun hosting process investigation and transition meetings to focus on current process review and documentation throughout the organization, and prepare for GFOA on-site meetings in June and July. Overall these meetings will result in organizational readiness for a system change and a RFP for new software based on actual City processes with added recommendations and best-practices.

General Services:

Communications

- Website visitation through May 28 (2018 vs 2019) was down slightly, moving from 30,789 to 30,327 visits; 51,751 to 41,536 page views; and 1,129 to 1,023 searches. The redesigned site launched last May. Top May page visits were the Home Page, Transit, Adult Hockey, Howelsen Ice Complex, Parks & Recreation, Maps and Bids.
- Social Media followers reached 2,197 (City), 1,816 (Parks & Rec), 3,582 (SSFR), 262 (SST), 1,295 (Howelsen Hill), 593 (Ice Complex) and 1,480 (Haymaker). Top posts included Emerald Trails (8.1K), Spring Snow (5.4K) and Catamount Barn Fire (2.1K). The city's twitter channel saw 16.9K impressions with the top post focusing on USS Colorado visit and new SSPD Officers; while Parks & Rec enjoyed 3.5K impressions with Haymaker Opening and Emerald Trails coming in as the top posts. Instagram reached 1,240 followers with Cinco de Mayo Safety message and the Airport's Air Force Fini Flight seeing the highest interaction.
- Monthly columns focused on "Won't You Be My Neighbor" by Councilor Sloop in the

Steamboat Pilot & Today, and "Spring Break in the Valley" by Councilor Crossan in the Valley Voice. May Coffee with Council was a town hall format and the City Limits Radio Show taped a segment with Steamboat Springs Fire Rescue for June on safety, outreach/education and general information.

- Sixteen media releases were issued during the month that spanned preliminary and final sales tax reports, Haymaker instructional programs, Marathon closures, Haymaker golf superintendent, SST Memorial Day Service, Routt Roundtable, SSPD Unwanted Touching, Trail Use & Economic Impact, Structure Fire, Arnold Barn Phase II, Haymaker Opening, Muddy Trails, Coffee with Council, 11th Street project and Stage 2 Water Restrictions.

Facilities

- CRW Roofing Company has been hired to do an evaluation on the following roofs. A report will be written to the city outlining the remaining life and repair estimates for each roof.
 - Ambulance Barn-Leaking inside of building.
 - Rehder- Parapet mortar cap crumbling.
 - Public Works – 30 feet of brick parapet is loose and needs rebuilt.
 - Yock Cabin –Needs metal roof installed because rolled roofing has been damaged. Historic Routt County is in agreement with the changed in roofing.
 - Animal Shelter- Leaking inside.
 - Airport Canopy- Leaking on sidewalk.
 - Parks and Recreation - Leaking inside due to ice dams.
 - A purchase order has been issued to replace the flat roof on the Ice Arena.
- The Tennis Center fabric has been damaged over the years due to snow removal. The damage is approaching the point of being unrepairable. Our contractor who has repaired the fabric in the past has suggested installing a metal guard rail along the sides of the building to prevent snow removal equipment from hitting the building. It has also been suggested to use a snow blower instead of a backhoe to remove the snow that has slid off the roof. We currently do not own a snow blower that can handle the heavy

snow loads. More research is being done and cost estimates are being obtained to determine a course of actions.

- The Community House in Little Toots Park is in need of structural stabilization. We are working with Historic Routt County to find a solution to replace or repair the deficiencies and will be submitting a capital project to fund the project. There is concern that the building could become a liability if not repaired soon.
- The Bear River Skate Park has been repaired and looks great. It is impressive how many community members use this facility.
- The Sombrero Stables Improvement Project is out to bid. Design drawings are available upon request.
- A new drinking fountain/bottle filler will be installed at Emerald Park restroom.
- Olympian Hall Carpet is scheduled for replacement 6/7/19-6/14/19.
- The janitorial contract for the Ice Arena and Howelsen Lodge is out for bid.
- Summer exterior painting is in full swing.

GIS

- We recently released an enhanced Current Projects Online map for the Planning Department. This map is widely used by City Departments and the community.
- We are continuing to assist and support Public Works and Streets with the field data collection project. Various mobile applications are available to streamline data collection and inspection tasks.
- We have created interactive maps to display proposed locations for marijuana retail shops in reference to the new marijuana retail policies proposed to City Council.

IT

- CLEF – Telephone system programming to allow inter-agency conferencing is complete. Internet connectivity through NCB has been established. Installation of network switches and wireless access points begins on 5/28 with an anticipated completion date of 6/3. Cloud9 is proceeding with audio/video installations. Awaiting contract agreement with Comcast to provide cable TV and

internet access for remote connections to AV equipment.

- CityView: Negotiating with CityView on final terms of contract including user counts and scope of services. Held a meeting on 5/23 to determine infrastructure requirements to support the on premise hosting of CityView systems. IS is preparing a detailed scope of work and cost estimate.
- Microsoft Upgrades – Received pricing for 3 different options for upgrade. 2 options involve different models of subscription services and the 3rd option is for perpetual licensing with continuous upgrade rights. IS will be recommending one of the subscription models as the best solution. Working with CDW and Microsoft to determine scope of implementation services necessary to migrate existing systems into new subscription model. A Master Service Agreement and initial Scope of Work for a comprehensive system audit has been submitted to procurement for review.
- Open Position – The Support Specialist A/V position remains open after a second round of interviews and an offer that was turned down by the candidate. A third round of advertising is underway.
- PD Microfiche – Worked with Hiland on testing of OnBase upgrade to determine whether upgraded platform would yield better results for search accuracy of digitized microfiche files. Testing proved negative. Explained status to PD personnel and agreed on procedures to function within current limitations. Achieved primary goal to not move microfiche files to new facility.

Procurement and Contracts

Bids & RFPs currently open

- On-Call Fire Protection Engineer Services Fire Sprinkler & Alarm Review/Inspection RFP; due 5/29
- Klumker Softball Field Renovation RFQ; due 5/30
- Janitorial Services – Howelsen Ice Arena & Howelsen Lodge RFP; due 6/4
- Industrial Vacuum and Hydro Excavator Trailer RFP; due 6/6

- Ice Bumper Car replacement parts RFP; due 6/10

Bids & RFPs closed

- West Lincoln Park Playground Equipment, RFP; received six proposals, in review.
- Copper Mountain Estates Water Main Replacement, Bid; received three bids. Duckels Construction was awarded the contract - \$688,865.00
- Spruce Street Water Main & Butcherknife Culvert Replacement Bid; received three Bids, Duckels Construction will be awarded the pending contract.
- Greenhouse Gas Emission Inventory RFP; received four proposals. Lotus Engineering & Sustainability was awarded the contract \$21,311.00.
- Self-Propelled Snow Blower RFP; received proposals from five vendors, for seven different machines, Hardline Equipment was chosen, purchase order pending.
- Fish Creek US 40 Underpass Trail Bid; received three Bids. Native Excavating is the apparent low, contract pending due to grants involved.
- Water & Wastewater Distribution & Collection Infrastructure Master Plan Update RFP; received three proposals, Baseline Engineering Corp. was awarded the contract - \$120,370.00

Fire:

Notable Events:

- Total Call volume for April 2019 (120 calls) was 2.4% below April 2018 (123 calls). 2019 YTD calls are tracking 3.8% above to 2018 YTD calls (897 calls to 864 calls)
- The Fire Station Site Selection Committee continues to work on gathering more information on sites; after the April 9th City Council work session, the committee is focusing on obtaining some specific information on the 10th Street potential location.
- The department interviewed and tested candidates for three (3) positions; two part-

time and one (1) full-time. Positions were offered to three applicants.

- On Friday, April 26th, SSFR responded to several calls between 8:38pm and 9:49pm that included a Fire Alarm, a trauma call (pedestrian verses car) and a structure fire. Due to multiple calls at the same time, Oak Creek Fire and West Routt Fire were requested and provided mutual aid as SSFR resources were stretched thin.

Fire Prevention:

- Fire Prevention activity for April 2019 was down 4.35% from April of 2018. Revenue for the same period was down 51%. Year to date activity is down 6% and revenue is up 25%.

Fire Department Operations and Training:

General:

- SSFR proctors assisted other agencies with testing for Firefighter I and HazMat Ops.

Fire Trainings for the Month:

- Downtown area preplanning and building familiarization
- Fire Extinguisher and systems review
- Pipeline Emergency training by ATMOS

EMS Training:

- Zoll Auto pulse (CPR devise) demo
- “Stop the Bleed” Public Education train the trainer class
- Sepsis diagnosis and care

Public Education Events:

- A local Girl Scouts troop visited the Mountain Station for a station tour and lessons on fire safety.
- Horizons clients, who live independently, were taught how and when to use fire extinguishers.
- The 1st grade class from Strawberry Park Elementary visited the Central Station for a station tour and lessons on fire safety.
- SSFR provide CPR and 1st Aid training to 20 members of the Sheriff's office.
- Discovery Learning visited the Mountain station with 14 Preschoolers for a tour and fire safety talks.
- SSFR provided fire extinguisher training to City employees
