

City Manager Report

Council Directives to Staff

Provided as Attachment 1 are the staff updates on City Council Directives.

Joint City/County Meeting Schedule

A proposed schedule for the 2022 joint city/county meetings has been provided as Attachment 2. Please let me know if you have any suggested changes to the schedule.

New Police Chief

Sherry Burlingame starts work on January 18th and we welcome her to the city organization and to the community!

Kudos

Many kudos and thanks to the Water Department for their assistance with flooding the outdoor ice rinks. Brian, Bill, and Martin were very accommodating with providing access to the hydrant to build the outdoor ice sheets.

Kudos and congratulations to Andrew Donner who has been with Haymaker for 13 seasons as an Assistant Golf Professional and then as Director of Instruction. Andrew has recently accepted a new position as Head Golf Professional/Director of Golf at Rollingstone Ranch. This is a great opportunity for his career, and we couldn't be prouder! Andrew will leave some big shoes to fill here at Haymaker, but we know Rollingstone will be in good hands with him running the show.

From the Departments

Parks and Recreation

Howelsen Ski and Rodeo

- The new chairlift at Howelsen Hill began operating for Ski Free Sundays on December 26th.

- The new chairlift has experienced some hydraulic pump operating problems, leading to intermittent closing of the new lift. Skytrac sent out an engineer on January 6th, who diagnosed and resolved the issue. The chair has run well since that time.
- Work on the ticket booth is nearly complete with occupancy expected within the next week.
- Covid-19 spread has affected every operational group at Howelsen Hill which has led to reductions in lift hours and grooming. Staff have worked as a team to continue to operate and provide a quality service to the public and our partners.
- Staff continue to work with the Steamboat Springs Pro Rodeo Series Board and facility improvements for 2022 and beyond.

Parks, Open Space, and Trails Division

- Staff will be reviewing a proposal from the United States Geological Survey (USGS) to study local mineral springs in Steamboat that could help guide future policies and protections to ensure the longevity and vitality of the springs. The proposal is being developed with a collaborative group including the Tread of Pioneers Museum, USGS, and the Colorado Water Science Center. The city and Tread of Pioneers have each budgeted \$12,500 for 2022 work and will be matched by USGS funds for the initial phase of study once the proposal is accepted and agreements are signed. The proposed 3-year study is designed to collect continual data and periodic water quality samples and to create models that will help better understand the water discharging at the mineral springs and guide future policies and protections.

- Staff recently met with residents committed to the preservation of our mineral springs to discuss opportunities for creating protections for our community assets. They were scheduled to attend the January 12th Parks and Recreation Commission meeting to request creation of a formal Mineral Springs Committee. Their vision is to create a Memorandum of Understanding with the City outlining issues of fragile spring networks, potential processes to ensure protection, and seeking local Historic Landmark designations. Staff is seeking direction from the Commission to see if they support a recommendation to City Council for the creation of this new committee moving forward. This committee would report to and work with the Parks and Recreation Commission to define the committee’s purpose, funding needs, and follow standard rules of governance with recommendations moving through the Commission.
- Staff has been working with various agencies to assist with needs related to the plane crash on city-conserved open space on Emerald Mountain. Staff continue to work with Routt County Environmental Health on the approximately 120-gallon fuel spill which was reported to the State of Colorado and assisted a salvage operation company with trail closures and staging area for the wreckage removal. The salvage company will return in the late spring/early summer to remove smaller pieces of debris from the site. Recreational access in the area recently reopened based on a site assessment by staff and Routt County Environmental Health. Site remediation opportunities related to the fuel spill are still being investigated. Trail closures may be required in the late spring/early summer to address any future concerns.
- Staff continues to meet with Parks and Recreation Commission to discuss commercial recreation on Emerald Mountain. Based on input from the public and Commissioners, staff will be presenting policy options at the January 12th meeting. Discussion has focused on classifications of use, events, programs, and lessons/clinics/tours. Any policy approved should not negatively affect the conservation values on conserved lands, which include ecological values (native plants and wildlife habitat), scenic values, and recreation values (public open space, public access, and passive recreational uses).
- Routt County Riders began their winter volunteer grooming of Emerald Mountain singletrack trails in late December, improving winter access for all trail users.
- Nordic Ambassadors have volunteered almost 60 hours to date for the 2021-2022 Howelsen Hill ski season. Ambassadors help educate winter trail users about rules and etiquette on the Nordic trails.
- The community holiday tree recycling program has been moved to Emerald Park with the completion of the new rodeo grounds public parking lot. The site began taking trees the week of Christmas and will continue to accept trees until the last week of February. Parks, Open Space, and Trails staff will chip all holiday trees to provide free mulching material for our community.
- Snow finally arrived in December! Parks, Open Space, and Trails staff have been busy with snow removal on our city-owned sidewalks, trails, pedestrian bridges, and facilities.
- Parks and Recreation department operations continue to be impacted by equipment and part sourcing as a result of increased lead-times and supply chain issues.
- Parks division staff met with irrigation pump contractor Aquatec System to begin the process of repairing the raw water irrigation systems at Emerald Park and West Lincoln Park.

Adult Sports

- Curling continues to grow interest within the community. Along with our weekly league play, we are offering “Curling Drop-In” sessions for players interested in becoming more familiar with the game of curling. Our drop-in session during the holidays saw over 30 participants. More drop-in curling

opportunities will be offered in January and February.

- The Ski Ascent Series hosted a successful kickoff party with 46 season passes purchased to start the season. The first race on December 16th was questionable at Howelsen Hill due to the lack of snow, but thanks to the amazing grooming by the Howelsen Hill crew and a bit of help from mother nature, the race was completed with over 70 racers competing. The next race dubbed the “Vertical Craze” will be held on January 13th at Steamboat Resort.
- It has been a struggle getting the outdoor ice sheets up and running for the winter season. Early season mild temperatures followed immediately by large accumulation of snow over the break has hindered the freezing process and delayed the opening of the sheets. Recent wet snow has added another obstacle of maintaining the ice sheets. Staff continue to work on getting them ready for the public, who are being asked to remain off the ice until they are officially opened.



Youth Programs

- The School Days Off programs were cancelled from December 27th through January 3rd due to Covid-19 concerns. Programs resumed on January 4th with Afterschool Action.
- The Steamboat Springs Teen Council hosted an event at Snow Bowl with over 130 high school students attending. The event included bowling, snacks, and prizes for participants.
- Programs remain short staffed, leading to limited capacity. The programs typically have

8-10 seasonal staff working to accommodate both Afterschool Action and ASSET Clubs, but we have struggled with only 1 or 2 throughout the school year. Learn to Skate is currently the only ASSET Club being offered.

- Youth Program staff have begun the process of licensing the upstairs program space for school-aged programs. The space is expected to be open for camps for the summer 2022.

Parks Projects

- Howelsen Ice Arena Expansion Project: the project continues toward a March 2022 completion. Crews continue to complete the last of the mechanical and electrical installations. Drywall crews have started their work on the first floor of the expansion.
- Howelsen Hill Chair Lift Installation Project: SkyTrac is working to complete the punch list for the chair lift. Howelsen Hill has been operating with the new lift in service. Project completion activities will resume in spring 2022.
- Yampa River Channel Restoration and Access: Diggin It Riverworks Inc. is currently working in the Yampa River on the restoration project. The contractor has completed the in-river work and has started on the pocket park features. The project will be substantially completed in early summer 2022.

Botanic Park

- The Yampa River Botanic Park (YRBP) Association’s Board of Directors approved a motion to move forward with the submission of the 501(c)(3) application for the “Yampa River Botanic Park Society” to the IRS. There is no proposed change to the current structure/relationship with the city and YRBP as the only function of “the Society” will be to fundraise on behalf of the Botanic Park.
- The Gates project is in the final design phase.
- A capital fundraising campaign is being structured to raise \$575,000 for the Gates Project.

Howelsen Ice Arena

- The Howelsen Ice Arena is projected to finish the 2021 fiscal year at 80-85% cost recovery despite functioning with limited capacity, limited merchandise, and concession sales due to construction, and without bumper cars offered through the first half of the year. The approved target cost recovery is 50-80%.
- Front desk operations have moved back into the lobby after a long hiatus working out of “The Hut” inside the rink. Normal routing through the building has been resumed using the front door and lobby entrances. Retail and concession operations, which have been severely scaled down in scope for the past few months, will ramp up with the move.
- A new Zamboni wrap was recently completed. Please swing by to check out the flashy new Pink Whitney advertising.



- The new online reservation system for Bumper Car reservations has been implemented and is working well. Bumper Cars ran at over 90% full over the holiday break.

Haymaker Golf Course

- The Audubon International Signature Sanctuary annual report has been submitted for approval. A site visit will take place in 2022 for recertification purposes.
- A driving range tee expansion project has been approved for 2022. This project will increase the size of the existing driving range tee box from 10,500 square feet, to nearly 20,000 square feet.
- The Haymaker Nordic Center opened January 4th. Activities include Nordic skiing, snowshoeing, fat tire bike rentals, and sleigh

ride dinners provided by Steamboat Ski Resort.

- Haymaker is finalizing tournament schedules for the 2022 season.
- Haymaker is completing installation and setup of a new and improved online reservations system. This system will allow for a faster and more streamline tee time booking process for our guests.

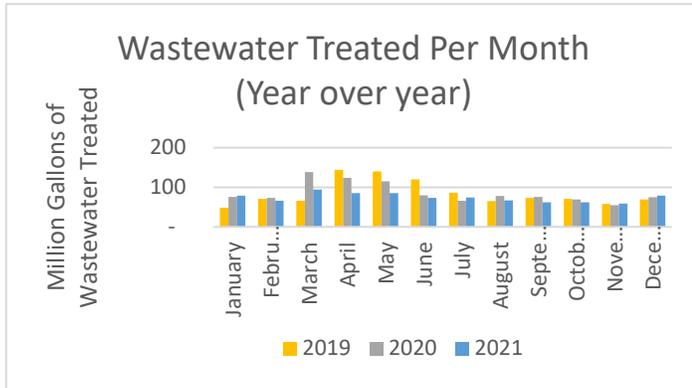
Planning

- Development Review: There are approximately 115 projects in the development review process.
- Code Compliance: a total of 209 code enforcement cases and 92 noxious weed enforcement cases were opened 2021. So far in 2022, 9 code enforcement cases have been opened. There are 75 open cases pending resolution.
- Staffing:
 - Brad Calvert has been hired as Principal Planner and starts on February 10th.
 - Karen Bryant has been hired as Planner and starts on February 14th.
 - We will begin recruiting for an additional Planner and a Short-Term Rental Code Compliance Officer in February.
- Granicus has identified 3,011 short-term rental units in city limits. Physical addresses have been located for 78.8% of the units.
- Planning staff are working on short-term rental policy and licensing, sign code amendments, expedited housing review process, historic building relocation process, and other various code corrections.
- Edits and rewrites to the Mountain Area Master Plan draft are anticipated to be complete and a final draft for public review available by end of February.
- The Mountain Area Historic Survey project has been extended to accommodate research delays related to covid-19. We anticipate a final draft of the historic context report, windshield surveys, and detailed historic surveys by the end of July 2022.

Public Works

Wastewater

- The Wastewater Treatment Plant treated 79 million gallons of wastewater in the month of December. This is up 5% from December 2020 when 75 million gallons of wastewater were treated.



Water and Sewer

- On December 30th, the city was alerted to a sanitary sewer backup at a professional building on Anglers Drive. Mt. Werner Water and Sanitation District staff received the original report but contacted city staff once they determined the issue to be with the city's line. Mt. Werner Water staff offered to assist city staff in addressing the situation and together were able to locate and clear the source of the backup which was found to be tree roots intruding into the pipeline. The blockage was cleared that afternoon stopping the backup into the building. Once city staff determined that the blockage was completely clear and no further backups would occur, staff returned after the weekend to remove the roots from the line and assess the line to ensure that no other issues were present in the line.
- The majority of the water and sewer crew's time has been spent on snow removal around fire hydrants. With the heavy snowfalls that we have seen, the city's fire hydrants can quickly become buried in the snow and difficult to access. Our water and sewer crew staff spend much of the winter digging out fire hydrants across the city to provide quick and easy access to the Fire department in emergency situations.

- Lot 63 Barn Village, Employee Housing Project: the Utility Engineer has been providing engineering design assistance to the project consultant team on the development of conceptual civil site design drawings to be used for the project's submittal to the City's Design Team Review process.
- 2022 Utility Rate Study: the 2022 Water and Wastewater Utility Rates and Fees were adopted by City Council in December and went into effect on January 1, 2022. The adopted rate schedule includes annual rates for 2022 through 2024. The city will undertake another Utility Rate Study in 2024 to determine rates for 2025 through 2027. The adopted 2022-2024 rate schedule is available on the City's Utilities web page via the following link: <https://www.steamboatsprings.net/169/Water-Rates>.
- Dream Island Water Main Replacement CDBG Grant Application: the city water and grants departments are currently working together to prepare a Community Development Block Grant (CDBG) application in pursuit of grant funding for the Dream Island Water Main Replacement Project. The application process requires the city conduct an income survey of the Dream Island residents to determine grant eligibility. The city will be delivering income surveys to Dream Island residents in January; a minimum response of 50% to the income survey is required to move forward with the grant application process. The current estimated construction cost for the water main replacement project is just over \$2 million and any grant funding received through CDBG would cover a portion of the project costs.
- 2022 Water & Wastewater Standard Specifications Update: a Request for Proposal for professional services to update the city's Water and Wastewater Standard Specifications was published on December 27th with a closing date of February 8th. The last update to the Water and Wastewater Standard Specifications was completed in

2010. The scope of work for the 2022 update is a complete overhaul of the entire document format, layout, and content to result in a document that is consistent and user friendly for the engineering, development, and contracting community. The process of updating the document will include a public meeting where engineers, developers, contractors, and the general community can provide feedback on the proposed document prior to its adoption.

- 2022 planned capital projects:
 - Dream Island Water Main Replacement: this project involves the replacement of 1,911 linear feet of 8" DIP with 12" C-900 and 689 linear feet of 8" DIP with C-900 PVC within a mobile home park. The anticipated bid date for the project will be February 2022.
 - River Road Sanitary Sewer Interceptor Replacement Phase 3: this project consists of removing and replacing approximately 150 feet of 21-inch diameter Flextran sanitary sewer interceptor beneath the railroad near the Howelsen Hill pump track with 24-inch PVC and 242 feet of the existing 21-inch DIP interceptor across the Yampa River at the south end of the Brooklyn Subdivision with dual PVC pipes. The anticipated bid date for the project will be February 2022.
 - Stehley Park Sanitary Sewer Replacement: this project consists of removing the connection of approximately 7 existing sanitary sewer services from an existing 6-inch clay mainline over to a newer and larger PVC sanitary sewer line, abandoning the existing clay mainline and potentially adding a manhole to meet city standards. The anticipated bid date for the project will be February 2022.
 - West Area Water Tank (WAWT): construction on the WAWT stopped for the winter on November 30th and will start up again in the spring of

2022. Construction of the tank is anticipated to be complete in the summer of 2022.

- Infiltration Gallery Expansion: engineering design continues on the expansion of the city's infiltration gallery after city review and approval of 60% design plans. Construction is anticipated to begin in late summer to early fall of 2022.
- Willett Heights Pump Station Improvements: this project consists of improvements to the Willett Heights Pump station including pump replacement, process piping modifications, upgrades to electrical/controls, and SCADA. Construction on the improvements is anticipated to begin summer 2022.

Engineering

- At year end, 524 development applications were submitted with a review due date in the calendar year (compared to 357 applications in 2020). This represents a 47% increase in the number of reviews performed. Of the completed reviews, 75% met the internal review deadline and 98% met the external review deadline.
- Several Request for Proposals are currently advertised or will be released in the coming month for contract support services and professional design services to support Engineering work functions. These include URA Project Manager, On-call Construction Project Management Services, Inspection and Permit Review Services, Permanent Stormwater Quality Treatment Device Inspection Services, Ski Time Square Turnaround and Streetscape Design, and Stone Lane Bridge and Complete Streets Design.
- The Core Trail West trail and underpass design is nearing completion of the preliminary design phase. This will allow for submittal of plans to Colorado Department of Transportation (CDOT) for their initial review of the project details. The project team has met with all property owners, including

Brown Ranch, to coordinate design adjacent to private property and where easement acquisition is needed. A meeting is scheduled with CDOT for the end of February.

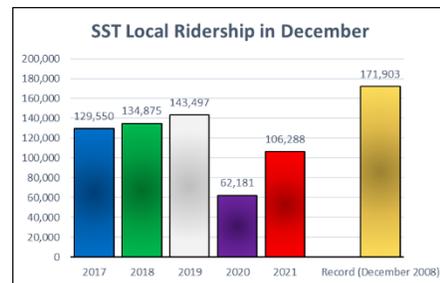
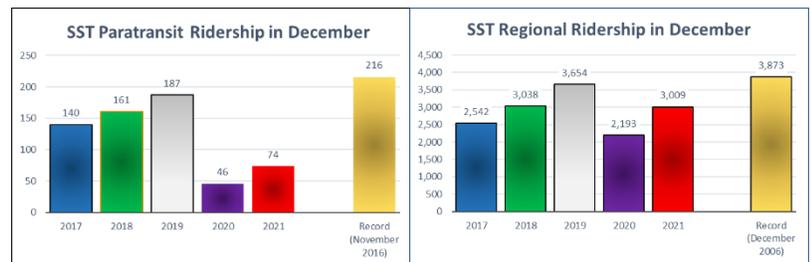
- A Revitalizing Main Street Grant will be submitted to CDOT by February 4th requesting grant funds to construct core trail lighting at the 9th Street bridge and underpass, for bike lanes along 5th Street from Howelsen Parkway to Oak Street, and sidewalks on 11th Street between Lincoln Avenue and Yampa Street and on 6th Street between Lincoln Avenue and Oak Street. This is a slightly scaled back version of the grant request that was submitted in 2021.

Transit

- Steamboat Springs Transit (SST) is experiencing a driver shortage as several drivers are either quarantining due to covid infections or awaiting test results, as well as injuries and resignations. This impacted the ExpreSST, Night Line, and extra service for New Year’s Eve.
- SST is issuing 3,000 to 4,000 masks per week. This is a fairly substantial expense at \$.25 per mask. Transit staff is working with passengers to make sure they keep their masks for future rides.
- The winter season started on December 5th. SST has seen positive results with the two new services we are offering this winter. The Yellow Zone has carried 1,250 passengers so far this winter and the ExpreSST has transported 6,535 passengers. The graph below helps show the increasing popularity of the now Yellow Zone service:



- Winter season ridership is up 69% (44,090) over the same period last winter. Year to date for 2022, SST ridership is up 47% (2,624).
- SST is operating at 77% on time basis with 23% of the buses arriving late. The best on time percentage for the week was 84% on time and the poorest on time percentage was 54%. Last winter, SST operated at 92% on time and 8% of the buses arriving late. Eliminated service due to illness, traffic, full buses, and icy roads seem to be the largest issues.
- Cost per passenger this winter is down 53%. This year’s average cost per passenger is \$2.31 compared to \$4.91 last winter. The current cost per passenger is below pre-pandemic levels, indicating just how busy the system is. See Attachment 3 for cost per passenger for the last six years along the year end reporting for local ridership, regional ridership, and paratransit ridership.

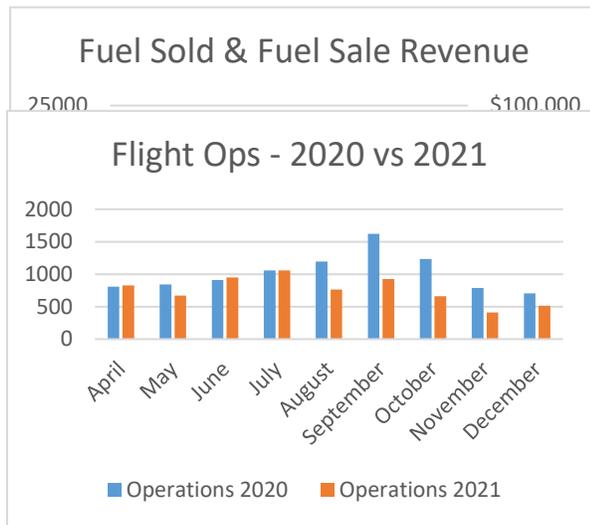


Airport

- As of the end of 2021, there are 73 aircraft based on the field full-time, and another 8 aircraft based on the field part-time. There are also 48 pilots/aircraft on a wait list for hangars who would also like to be based at KSBS.
- 2021 fuel sales were down by about 10% from 2020 levels. The Airport sold a total of 108,597 gallons of fuel in 2021 compared to

121,670 gallons of fuel sold in 2020 which was a record year. 2021 fuel sales yielded \$531,883 in revenue as compared to \$526,709 for 2020.

- Blackhawk helicopters from Fort Carson continue to visit KSBS while conducting mountain training flights.
- The Airport staff has been very busy with snow removal after the recent storms. Mechanical issues with some of our older equipment slowed us down, but we were able to make it through. We will continue to



keep our eyes open for any used runway snowblowers that Denver International Airport may put up for auction this summer.

Streets

- Completed sidewalk maintenance assessment throughout downtown.
- Graded and graveled turnaround at top of Laurel Lane.
- Built a snow measurement station.
- Removed and hauled 8,946 yards of snow.
- Completed 29 locates.