

# City Manager Report

## City Council Directives

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

## Financial Reporting Award

The Government Finance Officer's Association notified the city that we qualify for the Certificate of Achievement for Excellent in Financial Reporting (Attachment 2). The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting. Congratulations to the Finance team!

## Yampa Valley Entrepreneurship Center Update

The 2022 January/February update from Randy Rudasics regarding the Yampa Valley Entrepreneurship Center is provided as Attachment 3.

## **Kudos**

A big shout out to Bob Printy, who just retired from being a driver for Steamboat Springs Transit (SST) with over 15,000 hours worked. Bob originally started with SST in 1994 and drove several winter seasons as a local driver. After a few stints with other places, Bob returned to SST as a full-time driver and most recently was one of our Regional drivers. He was absolutely loved by his passengers, a wonderful part of our staff, and a well-respected member of our community. We will really miss Bob and wish he and his wife Bonnie all the best.

## **From the Departments**

### **Parks and Recreation**

#### Parks, Open Space, and Trails Division

- Staff is working with Steamboat Digs Dogs (SDD) to install a new shelter, agility course, soft surface trail, and benches in Rita Valentine Park. The city has received a check

for \$56,250 from the Yampa Valley Community Foundation SDD Endowment Fund for the shelter and agility course with the trail and benches funded by private donations and grant funding. Resolution 2019-34 approved the conceptual plan for the park and established a maintenance and improvement agreement to be funded through an endowment fund.

- Staff is working with United States Geological Survey (USGS) and Tread of Pioneers Museum on a joint funding agreement to study mineral springs in 2022. The Tread of Pioneers Museum and the City are each contributing \$12,500 with \$34,000 allocated from USGS for the project. Data collected through sampling and continuous measurement will provide a framework for an assessment of groundwater flow to predict flow paths in the aquifer and evaluate potential recharge areas contributing water to the springs. Funding for two more years of continued study will be requested through the annual budget process.
- Staff is requesting quotes for contracted work in medians, parks, and trails for budgeted summer work.
- During the March 9<sup>th</sup> Parks and Recreation Commission meeting, the Commission reviewed 2021 commercial river operations and new river outfitter permitting requests for commercial use on the Yampa River within Steamboat Springs for 2022.
- Applications are being accepted for our Parks and Open Space and Trails seasonal positions.
- Staff took down three holiday skylight displays over Lincoln Avenue the week of February 14<sup>th</sup>. The skylights are old and in extremely poor condition resulting in power outages when on display. We are reviewing

the lighting displays which will likely need to be replaced in 2023.

- Survey work was done at Little Toots Park on February 17<sup>th</sup> to locate all utilities under the new playground footprint. A HydroVac truck was onsite potholing utilities to provide the depth of lines for the engineering and constructions drawings. Staff identified several underground utilities that were not known that bisect the middle of the park and impact the layout of the playground.
- The Parks division hired Stosh Kopczynski as our newest Crew Leader. Stosh started his municipal career at the City of Lakewood and moved to the City of Boulder, where he obtained a Certified Operator Pesticide License and a Certified Playground Safety Inspector certification. He first joined the City of Steamboat Springs Parks Department in 2017 as an Equipment Operator and now is back as our newest FTE.
- Parks and Howelsen Hill are currently advertising for a vacant Crew Leader position with the job posting scheduled to close March 28<sup>th</sup>.

#### Howelsen Ski and Rodeo

- Howelsen hosted a successful week of Winter Carnival activities and a well-attended Night Show. It was a pleasure to have the event return after a year absence due to covid-19 to showcase what we do at Howelsen Hill.
- Howelsen hosted the World Pro Ski Tour for the third consecutive year. This year saw the addition of a women's race for the first time and two nights of racing under the lights at Howelsen Hill.
- Staff began hosting Howelsen Park user group meetings to identify opportunities for the three main user groups to work together on programming and park improvements for their operations and the general public.
- Staff have assisted Steamboat Springs Pro Rodeo Series in their Request for Proposal (RFP) process to contract for concessionaire services beginning with the 2022 Rodeo season.

#### Botanic Park

- The Botanic Park is currently hiring for seasonal positions.
- The Serenity Walk, a self-guided walk through the gardens for mindfulness, is being developed.
- Annual plugs were donated again by Tagawa Greenhouses to grow with the SOROCO FFA students and plant in the Annuals Garden.

#### Youth Programs

- Summer Registration will open on March 28<sup>th</sup> for Asset Clubs and April 4<sup>th</sup> for daily session camp. We will be offering several different skills building ASSET Clubs along with overnight campouts for the community.
- Summer Camp registration will open with two camps being offered this year: K-1<sup>st</sup> grade and 2<sup>nd</sup>-5<sup>th</sup> grade with 24 spots in each. We will expand maximum numbers in each camp as additional staff are hired.
- We will launch our new registration software system, CivicRec for summer in March. This software will be used for recreation program registration along with field and facility rentals.

#### Haymaker Golf Course

- Jimmy Rockelman has accepted the Director of Instruction position and started the onboarding process. Jimmy is a 25-year member of the Professional Golf Association (PGA) and brings a wealth of experience working with all types of golfers. Jimmy has also been a member of the PGA Faculty training PGA Apprentices in the art of golf instruction. We are excited to bring Jimmy onboard in April.
- Haymaker is looking forward to breaking ground on its range expansion on May 1<sup>st</sup>.
- Haymaker is finalizing design plans for the golf simulator installation in the fall and will put out an RFP when designs are finalized.
- Haymaker has filled many of its open seasonal positions but is still actively searching for applicants for the open Assistant Golf Professional position. Given the opportunity for Haymakers year-round

operation starting next winter with the golf simulator, the Golf Management Committee is exploring the possibility of converting the seasonal Assistant Professional position to a full-time position.

- The 2022 Tournament schedule has been finalized and is currently posted on Haymakergolf.com.

### Howelsen Ice Arena

- The annual rink maintenance closure is scheduled May 16<sup>th</sup> through June 5<sup>th</sup> with a reopening date of June 6<sup>th</sup>. Staff will complete much needed maintenance, cleaning, and reorganizing after construction is finished.
- Programming, rental, and concession operations are being evaluated for the expanded space to ensure maximizing opportunities.

### Parks Projects

- Howelsen Ice Arena Expansion Project: the project continues towards an April completion. March will bring several final inspections for the mechanical and electrical installations. Drywall, paint, flooring, and miscellaneous hardware crews will use March to complete their respective scopes.
- 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. Remaining site restoration activities will happen in summer 2022.
- US40 Median Improvement Project: this project is kicking off with a preconstruction meeting at the end of March. Work is anticipated to begin in late April. Duckels project schedule has portions of US40 medians under construction into October 2022.
- Howelsen Tubing Installation: staff is working to get final contracts set for the proposed installation in late May or early June.
- 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 available work until spring thaw. The project will be substantially completed in early summer 2022.

### Adult Sports

- The outdoor ice sheets are still being used and maintained periodically during these warmer days. End of the season closure will depend on temperatures and snowfall.
- Winter adult hockey is in the final stretch of the season with all leagues currently participating in playoffs and championships occurring the third week in March. The program had over 150 participants in A, B, and C leagues.
- Spring adult hockey leagues begin April 3<sup>rd</sup> with A, B, and C league options for participants. Registration opened on March 7<sup>th</sup>.
- Beginning March 11<sup>th</sup>, the Howelsen Ice Arena will be offering a Spring Curling league on Friday nights. Registration is currently open.



### Planning

- Development Review: there are approximately 158 projects in the development review process.

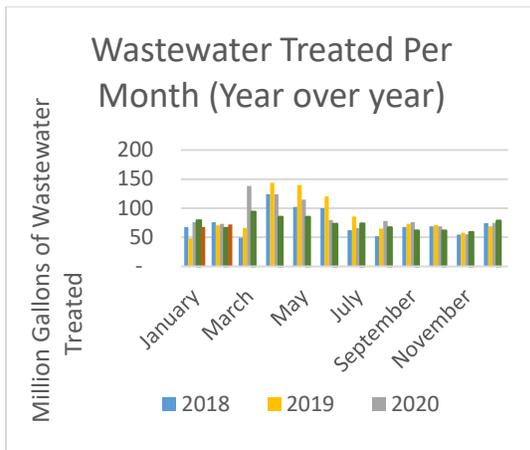


- Code Compliance: so far in 2022, 27 code enforcement cases have been opened. There are 85 open cases pending resolution.
- Granicus has identified 2,977 short-term rental units in city limits. Physical addresses have been located for 80.6% of the units.
- Planning staff continues to focus their work on short-term rental policy and licensing, historic building relocation process, and other various code corrections.

## Public Works

### Wastewater

- The Wastewater Treatment Plant treated 72 million gallons of wastewater in the month of February. This is up 10% from February 2022 when 66 million gallons of wastewater were treated.



- At the beginning of the month, an additional aeration tank was placed online to accommodate the increased loading.
- The Colorado Department of Public Health and Environment (CDPHE) is partnering with Colorado Wastewater Utilities to monitor SARS-CoV-2 concentration from wastewater influent at Wastewater Utilities across the state, including the Steamboat Springs Wastewater Treatment Plant. The goal is to provide actionable data that can be used by local public health agencies to provide messaging about the importance of social distancing, mask-wearing, testing, and encouragement to receive the covid-19 vaccine to decrease the impact of covid-19 in Colorado. The plant submits approximately two samples per week for SARS-CoV-2 testing to CDPHE, at no cost to the city.

## Water and Sewer

- 2022 Planned Capital Projects:
  - Dream Island Water Main Replacement: this project will be released for bid by mid-March.
  - River Road Sanitary Sewer Interceptor Replacement (Phase 3): this project was released for bids on February 28<sup>th</sup> with a closing date of March 17<sup>th</sup>.
  - Stehley Park Sanitary Sewer Replacement: this project will be released for bid in March.
  - Infiltration Gallery Expansion: this project is anticipated to be released for bids in mid-summer and construction to begin in late summer or early fall.
  - Rollingsstone Sewer Improvements: this project is anticipated to be released for bids during the summer with construction anticipated for late summer or early fall.
- Cross-Connection and Backflow Prevention Program Management: city and Mt. Werner Water staff continue to coordinate with CityView representatives to evaluate moving the administration of the city and Mt. Werner Water's Backflow Prevention and Cross-connection Control programs into the CityView permitting software.
- Upcoming Process Change for the Assessment and Collection of City Water and Wastewater Plant Investment Fees (PIFs): the Water and Sewer Division has been working with the Routt County Building Department and city Finance to change the city's process for the assessment and collection of city water and wastewater PIFs. The goal is to provide better customer service by creating a cleaner and more streamlined process for the applicant. Testing of the proposed process is currently underway with implementation anticipated sometime in March 2022. Look for additional information about the implementation of this process change in the Routt County Building Department newsletter.
- 2022 Water and Wastewater Standard

Specifications Update: the city received one proposal in response to the RFP for the water and wastewater standard specifications update. Staff interviewed the firm during the week of February 28<sup>th</sup>.

- Lead and Copper Sampling: the first round of lead and copper sampling for 2022 is currently underway. The city is required by the State and Environmental Protection Agency to sample 40 homes for lead and copper within its drinking water system twice a year to maintain compliance with permit requirements.
- Utility Crew Activities: the utility crew has been catching up on some general preventative maintenance, as well as some training necessary to maintain their State issued operator certifications.

Engineering

- As of March 4<sup>th</sup>, 85 development applications have been submitted with a review due date in 2022 and 12 are currently in queue (compared to 93 applications in 2021 over the same period). Of the completed reviews, 99% met the internal review deadline and 99% met the external review deadline.
- The process for final selection of the Urban Renewal Authority Project Manager is nearing completion. An announcement and contract execution are expected within the month of March.
- Duckels is expecting to start construction as soon as weather allows at locations along Mount Werner Road/Circle. The work will include sidewalk and other streetscape improvements at the intersection of Eagle Ridge Drive and Mount Werner Circle as well as final landscaping and remaining sidewalk completion in and around the new roundabout at Steamboat Boulevard.
- Baseline Engineering is currently in the process of designing four missing sidewalk segments in the Whistler Road/Walton Creek Area. Final plans are expected to be completed by fall. These segments are eligible for funding by the 2A Trails program. The 2A committee recommended performing

design to have shovel ready projects for potential future construction.

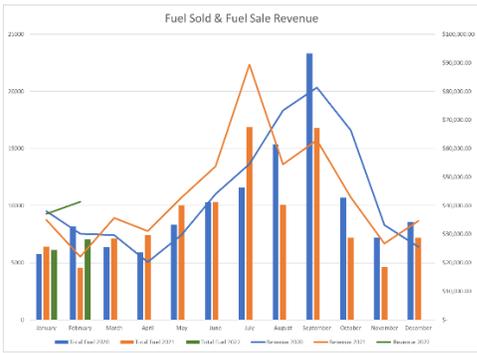
- Staff, Colorado Department of Transportation (CODT) and the city’s consultant held a 30% design review meeting for the Core Trail West project. Trail alignment and structural design of the underpass has taken shape. The city’s consultant is coordinating directly with the Brown Ranch design team to refine the soft surface trail location as it passes through the future development area. It is likely that the location of the soft surface trail will be impacted by future construction of Brown Ranch. As such, design of the trail connection with the Core Trail West project is being done to minimize grading extent and overall cost while meeting the primary objective of creating an effective commuter connection from the Silver Spur/Steamboat II area to the US40 underpass location.

Streets

- Statistics regarding snowfall, snow removals, sweeping, asphalt, equipment hours, scoria, locates, ticketing, right of way permits, and employee hours can be found in Attachment 4.
- Crews hauled 131 loads of snow from the rodeo grounds to Lincoln Avenue and loaded sculpture boxes for Winter Carnival.
- Crews removed 109 loads of snow from Lincoln Avenue following Winter Carnival events.
- The 2022 Paving Program is out for bid and quotes have been requested for the 2022 Striping Program.

Airport



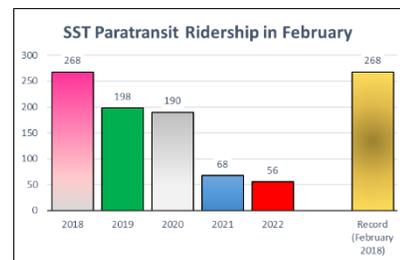
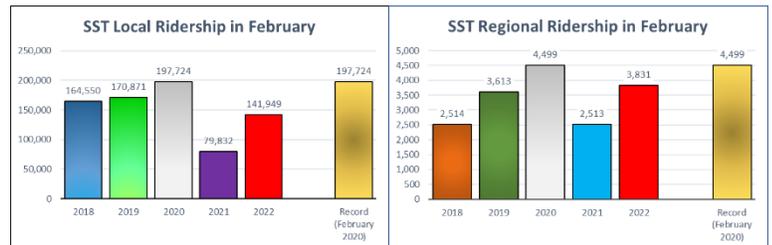


- The Airport Manager attended the Colorado Airport Operators Association Winter Conference and Legislative Reception in Denver. During the conference, the Colorado Airport Board approved the KSBS CDOT grant application for the runway rehabilitation project in summer 2022.
- The city will move forward with awarding as much of the runway rehabilitation project as possible while remaining within budget with grants from the Federal Aviation Administration and CDOT.
- A small group met to discuss the development of the haul road and staging area for the runway rehabilitation project this summer. This area will eventually become the helicopter parking area for fire-fighting and EMS operations per the Airport Master Plan.
- The Airport was visited by one of the largest airplanes that can operate at KSBS.



cost per passenger in the preceding 5 years. For comparison purposes, the national average of cost per passenger of systems serving a population of less than 1 million is \$8.63 per passenger. For transit systems serving a population of over 1 million passengers, the average is \$6.49 per passenger.

- The two new services offered this year (the Yellow Zone and ExpreSST) continue to gain in popularity. The Yellow Zone has carried 6,115 passengers so far this winter and the ExpreSST has transported 25,600 passengers.



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### Transit

- SST stayed at a 78% on time basis with 22% of the buses arriving late or not at all. The best on time percentage for the month was 90% on time and the poorest on time percentage was 61%. As expected, Winter Carnival detours, traffic, and full buses were the largest issues. Last winter, SST operated at 93% on time and 7% of the buses arriving late.
- Cost per passenger this winter is down 53%. This year's average cost per passenger is \$1.97 compared to \$4.23 last winter. The current cost per passenger is \$0.13 below any

# Attachment #1

Department	Task	Date Assigned	Status	Updated	Last Report Date
City Manager	Update solid waste ordinance this spring.	6/9/2020	The Assistant City Attorney will draft the code language for hauler reporting and will bring this to City Council sometime this spring. Staff is looking at when and how to implement mandatory commercial (business and multi-family) recycling and will begin work on this ordinance after the hauler ordinance is implemented.	X	1/18/2022
	Provide periodic updates on housing goal.	5/11/2021	Design continues on the Barn Village housing project. Staff is meeting with the Barn Village HOA on February 16th regarding traffic concerns. A development application has been submitted to the Planning Department on behalf of the city. Design continues on the seasonal housing project at Steamboat Springs Transit. Staff continues to work with Yampa Valley Housing Authority Steering Committee and Focus Groups on the Brown Ranch project.	X	1/18/2022
	Research and develop a process for council redistricting	9/7/2021	Collaborating with Tom Leeson to develop strategy and public engagement plan. The target date is December 31, 2022.	X	1/18/2022
Deputy City Manager	Proceed with Fire Station/City Hall project.	5/11/2021	Staff has selected Davis Partnership and Anderson Hall as the design team and selected Wember as the Owner's Representatives. Contracts are being executed and the scheduled is being refined. A kick-off meeting with the team is scheduled for March 17.	X	1/18/2022
	Discuss how to allocate stimulus monies on April 13, 2021 agenda as part of the Financial Update.	3/16/2021	Staff has received final guidance from the Treasury and continues to monitor grant opportunities. All of the city's ARPA funds can count as lost revenues. Staff have developed a recommendation to present to City Council.	X	1/18/2022
	Provide Council with an update on Barn Village Housing	9/7/2021	The Barn Village project has been renamed to More Ranch Community Housing. The project is currently in the planning process. Staff continues to meet with residents of the Steamboat Barn Village subdivision to discuss access and other issues.	X	1/18/2022
	Rank Routt County's Child Care Center concept in CIP process-use \$2M for cost	5/18/2021	The joint childcare center feasibility study is complete and was presented to City Council during the March 1st meeting. The center was not a fit for the CIP rankings and was not funded out of the CIP fund. Should Council want to proceed with the project, the current proposed \$450,000 contribution by the city for the project could be paid for out of stimulus funds. Routt County would match the city contribution, and grant funding would be sought for the remaining project funding.	X	11/9/2021
City Clerk	Add Community Report from Advocates (Better Tomorrow-contact Mark Fitzgerald) to an upcoming meeting (~20 minutes)	1/4/2022			
Finance	Provide additional information on top two tax strategies: repurposing accommodations tax and short term rental tax/fee.	2/8/2022	A work session was held on March 8th.	X	
Legal	Propose amendment to code relative to special event enforcement (addition of special event fines).	2/1/2022	A first reading of an ordinance is on the agenda for the March 15th meeting.	X	
	Proceed with Short Term Rental tax.	3/8/2022			

<b>Parks and Recreation</b>	Proceed with Sports Barn negotiations while addressing Council concerns (public versus private, site constraints, funding, etc.)	7/6/2021	City Council met on September 14, 2021 and provided direction to work with the Steamboat Sports Barn and the Housing Authority to plan for and develop a regional park, which would include the Sports Barn, within the Brown Ranch.	X	11/9/2021
	Staff to work with Steamboat Springs Winter Sports Club on identified issues with Air Awareness proposal (public vs private, traffic and parking, boneyard relocation, etc.) and run through Parks and Rec Commission	7/20/2021	The Steamboat Springs Winter Sports Club (SSWSC) presented to the Parks and Recreation Commission on November 10, 2021 with a proposed new building known as the Strength and Condition, Air Awareness Facility. The proposed site location is at the 9th Inning/Howelsen Hill Gazebo at the base of Howelsen Hill. The club's representatives mentioned that the facility would offer community-wide use to Steamboat youth and that the proposed business model would include consistent availability for community youth programs. The Commission then discussed the reality of SSWSC's fundraising efforts for the project and asked to see potential costs of the facility. SSWSC will present a proposed budget, operational costs, and further plans to the Commission at an unspecified date.		1/18/2022
	Convene a task force with Heather Sloop, Tom Leeson, Angela Cosby, and Alexis Wolf to discuss lease with Steamboat Springs School District for after school programs.	1/4/2022	The task force held their first meeting on February 15th. Direction was given for Councilor Sloop to contact the Steamboat Springs School Board to begin discussions for an extension to the current Memorandum of Understanding and additional access to the schools.	X	1/18/2022
<b>Planning</b>	Draft ordinance to modify CDC for expedited review process for affordable housing	9/14/2021	An ordinance is scheduled for Planning Commission and City Council public hearings in March, April, and May.	X	1/18/2022
	Add STR Enforcement to future agenda. Prepare report on how enforcement will work and the resources needed.	2/15/2022	A work session was held on March 8th.	X	
	Proceed with licensing fees for Short Term Rentals.	3/8/2022			

# Attachment #2



**Government Finance Officers Association**  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

2/22/2022

Gary Suiter  
Manager  
City of Steamboat Springs, Colorado

Dear Mr. Suiter:

We are pleased to notify you that your annual comprehensive financial report for the fiscal year ended December 31, 2020 qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and give appropriate publicity to this notable achievement. A sample news release is included to assist with this effort.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine  
Director, Technical Services

# Attachment #3

## Yampa Valley Entrepreneurship Center/Colorado Mountain College

### Public Funding Update

#### January and February 2022

This two month summary update has been prepared for the community funding partners of the Yampa Valley Entrepreneurship Center. The key activities below represent my time spent and priorities since the beginning of the year. Please reach out with any questions or comments you have.

#### Business Counseling

During the first two months, I met with 10 people to discuss new business planning or a challenge to an existing business. Below is a list of the types of issues folks reached out over:

- New magazine in Routt County with focus on the Arts
- Career change discussion with long term local
- Kids play equipment including bouncy houses for rent and set up
- Consulting within the ag community
- Not for profit executive director seeking input on new project
- Local food producer CEO seeking advice on finding employees. (tough call)
- Two parties contacted me seeking advice on running a shuttle service to YVRA.
- Existing business owner on Lincoln starting early planning to sell in 2023.
- New resident, semi-retired executive seeking to understand business climate and find a way to get engaged.
- Special needs instructor who wants to help her clients find employment and consult with employers on workplace culture to help clients work effectively.

#### Seminars and Workshops

The month of January was a break from seminar activities but we have returned to programming in February with a busy schedule for spring. You will find a flyer with key spring seminars as an additional attachment to the distribution memo for this update.

February 10	How to Write a Business Plan	CMC/Steamboat	9
February 23	Pivot Your Business Online	CMC/Steamboat	10
February 24	Tax Planning for Small Business	Zoom, cancelled for low registration	

I have contracted with the City of Craig to offer a program called Managers and Supervisors Skills Workshop. This program offers 4 programs of 3 hours each in February and March to all managers and key employees of the city (20 people). I have contracted with outside speakers, Ellen Kendall, Robin Schepper and Diane Muntean to offer a wide ranging professional development series. The income from this series will help CMC offset some of the deficit of the YVEC. The last program of this series in on March 17<sup>th</sup>. I also visited Craig to lead a fee based Customer Service program for their Road and Bridge employees on February 25<sup>th</sup>.

## **Yampa Valley Entrepreneurship Center update**

On January 21<sup>st</sup>, I moved out of the Honey Stinger offices at Bob Adams Field to accommodate growth plans occurring at Honey Stinger. After 5 weeks working from home, on March 3<sup>rd</sup>, I moved into an office at the Chamber offices on Anglers Drive. This space will allow me to meet with clients conveniently and interact with our Chamber and Economic Development team constructively. I had been driving to campus for individual meetings during my office time at home. We will no longer offer an incubator option for new and relocating businesses. This is a setback for the community and I am hoping that future leadership identifies suitable space and partnerships that can allow for a nurturing option for higher risk startups and individuals relocating from all over the country who do not or cannot work from home.

## **Community Engagement**

A couple of interesting opportunities have come up since the New Year started. I was invited to participate in the Office of Economic Development and International Trade to serve on a community panel to review proposals from not for profit and community lenders to distribute and administer the State of Colorado's new Colorado Startup Loan Fund. This \$40 million dollar program will contract with 8 character (versus credit) based lenders to ensure disadvantaged groups (including rural Colorado) have access to startup loans and small grants to increase entrepreneurial diversity across the state. Since this committee met in late January, lenders have been offered their portion of these funds. A group called Region 9 includes a coalition of rural lenders that includes the Northwest Loan Fund. NW Loan Fund actively support Routt County. At least two other of these N4P lenders also offer support state wide.

As a follow up to this committee work, I was invited to present to the OEDIT and Colorado Department of Labor Just Transition team on tools and resources to improve outcomes for the mining communities across Western Colorado. This meeting on February 18<sup>th</sup> was a chance to share my suggestions on tactics to reach and support prospective entrepreneurs that may come out of the mining and energy industries.

Other community activities include:

Airline Summit	January 25 <sup>th</sup>
Economic Development Committee	January 26 <sup>th</sup> and February 23 <sup>rd</sup>
Yampa Valley Sustainability Council	program/path to reduced/eliminate carbon for small biz, 2/14
CMC Workforce Resiliency discussion	January 25 <sup>th</sup>
Rotary Club of Steamboat Springs	regular Tuesday meetings (via Zoom due to Covid)

Thanks for your continued support of the YVEC. Pending changes will occur in 2022 that I will strive to keep you informed of on a timely basis.

# Attachment #4

