

# Attachment 2

**City of Steamboat Springs  
2021 Proposed Mid-Year Budget Adjustments  
6/15/2021**

<u>Department</u>	<u>Division</u>	<u>Account Description</u>	<u>Amount</u>	<u>Priority Level</u>	<u>Description</u>	<u>Priority 1</u>	<u>Priority 2</u>
City Manager	Admin	Contingency	\$ 20,000	1	Add to support miscellaneous requests from City Council and city staff	\$ 20,000	\$ -
City Manager	HR/Risk	Recruitment	25,000	1	Additional recruiting costs	25,000	-
City Manager	Admin	Meals Expenses	1,200	2	Add meeting snacks for an All-hands meeting with employees	-	1,200
City Manager	Admin	Economic Dev Incentives	2,000	2	Add to support Yampa Valley Entrepreneurship Center Business Plan contest	-	2,000
City Manager	HR/Risk	Outside Consultant	5,500	2	Add employee survey back	-	5,500
		<b>Total City Manager's Office</b>	<b>\$ 53,700</b>			<b>\$ 45,000</b>	<b>\$ 8,700</b>
Deputy City Manager	IGS	Outside Consultant	\$ 22,000	1	Sustainability Goal (now CAP) projects - Collaborative/Ed/Outreach	\$ 22,000	\$ -
Deputy City Manager	City Clerk	Advertising/Notifications	1,000	1	Extra advertising for front desk position	1,000	-
Deputy City Manager	City Clerk	Meeting Expenses	5,000	1	Council meals and snacks	5,000	-
Deputy City Manager	Information Technology	Computer Hardware	13,400	1	Fiber construction at Howelsen Top and Bottom	13,400	-
Deputy City Manager	Information Technology	Computer Hardware	4,000	1	Ambulance Barn Fiber Connection	4,000	-
Deputy City Manager	Information Technology	Computer Hardware	14,000	1	Race Shack Tower network switch replacement	14,000	-
Deputy City Manager	Information Technology	Software Purchase	35,000	1	Special Events Software	35,000	-
Deputy City Manager	Information Technology	Network Consulting	50,000	1	Cybersecurity Audit/Roadmap	50,000	-
Deputy City Manager	Information Technology	Network Consulting	7,300	1	Always-on VPN	7,300	-
Deputy City Manager	Information Technology	On-Line Computer Services	13,500	1	Implementation of E911 hardware/Software	13,500	-
Deputy City Manager	Information Technology	On-Line Computer Services	7,000	1	Telephone recording software for PD	7,000	-
Deputy City Manager	Facilities Maintenance	Cleaning Services	10,000	1	Public art maintenance fund	10,000	-
Deputy City Manager	Facilities Maintenance	R&M Buildings & Grounds - Unplanned	15,000	1	Unplanned Maintenance	15,000	-
Deputy City Manager	Facilities Maintenance	R&M Buildings & Grounds - Unplanned	5,000	1	Design/Engineering: dumpster enclosure at 8th and Oak	5,000	-
Deputy City Manager	Facilities Maintenance	R&M Buildings & Grounds - Unplanned	16,000	1	Establish a new power source and fiber connection to the Race Shack communication tower at Howelsen Hill	16,000	-
Deputy City Manager	Facilities Maintenance	R&M Buildings & Grounds - Planned	18,500	1	(Parks/Rodeo) Phase II concrete bleacher repair	18,500	-
Deputy City Manager	City Clerk	Training, Registration, Conference	1,000	2	for 2 to attend Annual Conference	-	1,000
Deputy City Manager	City Clerk	Operating Supplies	1,000	2	binders for the safe, liquor notice boards	-	1,000
Deputy City Manager	City Clerk	Travel Expenses	800	2	lodging for Annual Conference	-	800
Deputy City Manager	Information Technology	Computer Hardware	18,000	2	Remediation from network review/audit	-	18,000
Deputy City Manager	Information Technology	Computer Hardware	35,000	2	Improve WiFi Connectivity at Offices	-	35,000
Deputy City Manager	Facilities Maintenance	Waste Services	7,000	2	Waste Services	-	7,000
Deputy City Manager	Facilities Maintenance	Pest Control	2,000	2	Pest Control	-	2,000
Deputy City Manager	Facilities Maintenance	R&M Buildings & Grounds - Planned	3,500	2	Repaint Lagoon storage building	-	3,500
		<b>Total Deputy City Manager</b>	<b>\$ 305,000</b>			<b>\$ 236,700</b>	<b>\$ 68,300</b>
Finance	Accounting	Bank Fees	\$ 25,000	1	Accruing additional bank fees due to more electronic/credit card payments	\$ 25,000	\$ -
		<b>Total Finance Department</b>	<b>\$ 25,000</b>			<b>\$ 25,000</b>	<b>\$ -</b>

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Fire Department	Administration	Training, Registration, Conference	\$ 1,250	1	Registration for CO State Fire Chiefs Leadership Conference - Chuck and Travis and attendance for misc. day conferences	\$ 1,250	\$ -
Fire Department	Administration	Travel Expenses	1,200	1	Hotels and fuel	1,200	-
Fire Department	Administration	Meals Expenses	650	1	Per Diem	650	-
Fire Department	Prevention	Training, Registration, Conference	1,500	1	Registration, hotels, Per Diem for Fire Prevention personnel to attend training specific to Inspections, Plan Review, Sprinklers, etc.	1,500	-
Fire Department	Prevention	Travel Expenses	1,200	1		1,200	-
Fire Department	Prevention	Meals Expenses	750	1		750	-
Fire Department	Suppression/EMS	Overtime	59,000	1	Overtime budget to replace absence of Floater and PT personnel. Additional OT will be utilized to send personnel to trainings, cover backfill for trainings. OT will also cover backfill from increased PTO use due to looser travel restrictions and higher PTO banks.	59,000	-
Fire Department	Prevention	Insurance	2,000	1	NFPA 1582 testing missed in 2020 - CSU Firefighter testing Program	2,000	-
Fire Department	Suppression/EMS	Training, Registration, Conference	6,310	1	Training registration, hotel and fuel costs, Per Diem for trainings for department line personnel	6,310	-
Fire Department	Suppression/EMS	Uniforms	7,500	1	Purchase uniforms, boots, coats, etc. for line personnel	7,500	-
Fire Department	Suppression/EMS	Protective Clothing	36,301	1	Repair/Replace out of compliance Bunker Gear and PPE	36,301	-
Fire Department	Suppression/EMS	Travel Expenses	4,350	1		4,350	-
Fire Department	Suppression/EMS	Meals Expenses	1,643	1		1,643	-
Fire Department	Suppression/EMS	Non-Capital Equip	10,000	1	Purchase equipment identified in 2020 and 2021 budgets that were removed	10,000	-
Fire Department	Suppression/EMS	Public Education	1,500	2	Purchase Public Education supplies for CPR classes, and accident prevention	-	1,500
Fire Department	Suppression/EMS	Non-Capital Equip	7,000	2	Continued purchase of equipment identified in 2021 budgets that were removed	-	7,000
		<b>Total Fire Department</b>	<b>\$ 142,154</b>			<b>\$ 133,654</b>	<b>\$ 8,500</b>
Parks & Recreation	Marketing/Events	Emergency Medical Services	\$ 400	1	Prices went up for contracted services	\$ 400	\$ -
Parks & Recreation	Parks	Waste Services	4,000	1	Portolets and trash	4,000	-
Parks & Recreation	Parks	Training, registration, conference	3,000	1		3,000	-
Parks & Recreation	Parks	Field Supplies	3,500	1	paint, turf, clay, etc.	3,500	-
Parks & Recreation	Parks	Travel Expenses	300	1	travel for training	300	-
Parks & Recreation	Parks	Meals Expense	800	1	meals for travel/training/staff meetings	800	-
Parks & Recreation	Trails	Contract Services	5,000	1	NPR Work	5,000	-
Parks & Recreation	Trails	Trail Striping	700	1	Trail Striping	700	-
Parks & Recreation	Trails	Weed Spraying	500	1	Additional Weed Spraying	500	-
Parks & Recreation	Trails	Engineer/Architect	250	1	Sailors Way bridge engineering fees	250	-
Parks & Recreation	Trails	Training, registration, conference	450	1	COSA trails symposium	450	-
Parks & Recreation	Trails	Travel expenses	200	1	Additional meals, bike park volunteers, etc.	200	-
Parks & Recreation	Trails	R&M Bike Park	1,000	1	Additional bike park work	1,000	-
Parks & Recreation	Youth	DOT Physicals	285	1	Additional DOT physicals needed	285	-
Parks & Recreation	Youth	Operating Supplies	4,300	1	New Copier - not a cut, but copier died and needs replacement	4,300	-
Parks & Recreation	Youth	Rec Program Supplies	3,600	1	Snacks and campout meals	3,600	-
Parks & Recreation	Howelsen Hill	Waste Services	1,500	1	Dump fees	1,500	-
Parks & Recreation	Howelsen Hill	Outside Consultant	2,500	1	Tubing	2,500	-

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Parks & Recreation	Howelsen Hill	Training, Registration, Conference	500	1	Tubing crew leader to conference	500	-
Parks & Recreation	Howelsen Hill	Memberships, Subscriptions	400	1	SAM, Ski Museum	400	-
Parks & Recreation	Howelsen Hill	Operating Supplies	5,500	1	Lift tickets, 3rd POS, Alluvii software for 2021, headlamps, towhouse supplies, ice melt	5,500	-
Parks & Recreation	Howelsen Hill	Medical Supplies	500	1	Patrol supplies	500	-
Parks & Recreation	Howelsen Hill	Uniforms	1,000	1	Ski Patrol Uniforms	1,000	-
Parks & Recreation	Howelsen Hill	Concessions Supplies for Resale	3,000	1	Merchandise	3,000	-
Parks & Recreation	Howelsen Hill	Travel Expenses	1,300	1	Conferences, site visits	1,300	-
Parks & Recreation	Howelsen Hill	Meals Expenses	500	1		500	-
Parks & Recreation	Howelsen Hill	R&M Buildings & Grounds	6,500	1	Ticket booth costs \$4,000, Towhouse maint. \$1,000, Adirondak chairs \$500, picnic tables \$1000	6,500	-
Parks & Recreation	Howelsen Hill	Ski Hill Repair	15,000	1	Grass Seed \$750, Douglas Fir trees \$1000, Equipment rental \$5,000, Hauling \$5,000	15,000	-
Parks & Recreation	Howelsen Hill	R&M Machinery & Equipment	42,000	1	Lift maintenance \$2,000, Snowmaking service kits snow gun parts \$5,000, Snowmaking pump service \$5,000, Belt for Boardwalk \$30,000	42,000	-
Parks & Recreation	Howelsen Hill	Communications	1,000	1	Patrol and lift digital radios \$1,000	1,000	-
Parks & Recreation	Rodeo	Premium Time	100	1		100	-
Parks & Recreation	Rodeo	Waste Services	5,500	1	Restroom cleaning contractor \$3000, Manure and trash \$2500	5,500	-
Parks & Recreation	Rodeo	Operating Supplies	1,000	1	Paper products and cleaning supplies Stables restroom very busy	1,000	-
Parks & Recreation	Rodeo	Travel Expenses	300	1	site visits for other operations	300	-
Parks & Recreation	Rodeo	Meals Expenses	250	1	end of season meal	250	-
Parks & Recreation	Rodeo	R&M Buildings & Grounds	5,000	1	Plaza picnic tables, materials	5,000	-
Parks & Recreation	Rodeo	R&M Machinery & Equipment	350	1	SxS maint. \$200, pumps/hoses/fittings \$150	350	-
Parks & Recreation	Ice Rink	Contract Services	8,000	1	4 Leagues in 2021 (more than anticipated) - results in increased officiating fees	8,000	-
Parks & Recreation	Marketing/Events	Marketing	5,000	2	General Department Advertising	-	5,000
Parks & Recreation	Marketing/Events	Advertising/Notifications	700	2	Specific division advertising	-	700
Parks & Recreation	Marketing/Events	Operating Supplies	2,500	2	Supplies for Town Challenge Series & Timing system	-	2,500
Parks & Recreation	Marketing/Events	Program Supplies	500	2	Supplies for Town Challenge Bike and Ski	-	500
Parks & Recreation	Marketing/Events	Advertising/Notifications	500	2	River Clean-ups, random outside events and department projects	-	500
Parks & Recreation	Parks	Contract Services	5,810	2	Library Fence, Mag Chloride Fetcher Park Road	-	5,810
Parks & Recreation	Parks	Landscape Maintenance	6,000	2	Irrigation, sod, mulch, etc.	-	6,000
Parks & Recreation	Parks	Operating Supplies	3,000	2	trash bags, cleaning supplier, etc.	-	3,000
Parks & Recreation	Parks	Materials	6,000	2	lumber, hardware, etc.	-	6,000
Parks & Recreation	Parks	Small Tools	2,000	2	purchase tools for maintenance needs	-	2,000
Parks & Recreation	Parks	R&M Machinery & Equip	2,500	2	repair equipment	-	2,500
Parks & Recreation	Parks	Capital Equipment	6,500	2	Snow blower	-	6,500
Parks & Recreation	Youth	Uniforms	400	2	Summer staff uniforms	-	400
Parks & Recreation	Youth	Prizes & Awards	250	2	Staff Incentives	-	250
Parks & Recreation	Youth	Meals Expense	100	2	Staff Meetings	-	100
Parks & Recreation	Youth	Uniforms	420	2	Staff Uniforms	-	420
Parks & Recreation	Youth	Prizes & Awards	250	2	Staff Incentives	-	250
Parks & Recreation	Youth	Meals Expense	500	2	Staff Meetings	-	500

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Parks & Recreation	Sports	Operating Supplies	250	2	General supplies for leagues	-	250
Parks & Recreation	Sports	Rec Program Supplies	350	2	General supplies for leagues	-	350
Parks & Recreation	Sports	Prizes & Awards	1,600	2	League Prizes	-	1,600
Parks & Recreation	Teen	Operating Supplies	200	2	Supplies for events	-	200
Parks & Recreation	Teen	Uniforms	300	2	Uniforms for Teen event staff	-	300
Parks & Recreation	Teen	Rec Program Supplies	2,000	2	Supplies for events	-	2,000
Parks & Recreation	Teen	Program Fees	3,000	2	Vender Fees for events	-	3,000
Parks & Recreation	Howelsen Hill	Jump/Tower/Judges Maint	500	2	Jump maint funds	-	500
Parks & Recreation	Howelsen Hill	Landscape Materials	200	2	Jump Flats and Olympian Hall lawn care	-	200
Parks & Recreation	Howelsen Hill	Tree Removal	1,000	2	Additional trees processed by Gonzales when they came for the lift line clearing	-	1,000
Parks & Recreation	Howelsen Hill	Small Tools	350	2	Drill and snow bit	-	350
Parks & Recreation	Howelsen Hill	Fuel and Oil	100	2		-	100
Parks & Recreation	Rodeo	Landscape Maintenance	500	2	Repairing damage to plaza costs more than anticipated	-	500
Parks & Recreation	Rodeo	Rodeo Board Sponsorship	5,000	2	Fully sponsoring our partners	-	5,000
Parks & Recreation	Rodeo	Uniforms	225	2	Boot/ pant allowances for staff	-	225
Parks & Recreation	Rodeo	Small Tools	400	2	Shovels, rakes, pumps, ext. cords	-	400
Parks & Recreation	Rodeo	Fuel and Oil	50	2		-	50
Parks & Recreation	Ice Rink Facilities	R&M Buildings & Grounds Unplanned	20,000	2	Dumpster Enclosure = \$20000	-	20,000
Parks & Recreation	Ice Rink	Operating Supplies	10,000	2	Skate fleet replacement continued from 2019-20	-	10,000
Parks & Recreation	Ice Rink	Uniforms	1,000	2	Uniforms for Rink staff	-	1,000
Parks & Recreation	Ice Rink	League Prizes & Awards	1,300	2	Prizes for rink leagues	-	1,300
Parks & Recreation	Ice Rink	R&M Buildings & Grounds	7,000	2	Banner conversion (\$4000)Replacement tool bench and peg board (\$3000)	-	7,000
Parks & Recreation	Ice Rink	R&M Bumper Cars	800	2	Bumper Car Maintenance/ replacement parts	-	800
		<b>Total P&amp;R Department</b>	<b>\$ 229,040</b>			<b>\$ 129,985</b>	<b>\$ 99,055</b>
Planning	Administration	Personnel	\$ 22,500	1	0.5 FTE for Historic Preservation; 0.5 FTE for Long Range Planning and Development Review (Prorated 1/2 year)	\$ 22,500	\$ -
Planning	Historic Preservation	Personnel	22,500	1	0.5 FTE for Historic Preservation; 0.5 FTE for Long Range Planning and Development Review (Prorated 1/2 year)	22,500	-
		<b>Total Planning Department</b>	<b>\$ 45,000</b>			<b>\$ 45,000</b>	<b>\$ -</b>
Public Works	Engineering	Contract Services	\$ 25,000	1	Restore contract support for construction permitting, development review, and associated inspection services in order to deliver timely service for private development.	\$ 25,000	\$ -
Public Works	Streets	R&M Signals & Signage	5,000	1	Sign maintenance	5,000	-
Public Works	Streets	R&M Traffic Signals	32,000	1	Replace traffic signal control box for Mt. Werner Rd. & Pine Grove Rd. intersection. Tier 1 Locates: UNCC is allowing "Multi Day Tickets" which has doubled our costs. We are likely going to have to pay this additional cost whether we budget for it or not because we are billed directly by UNCC.	32,000	-
Public Works	Streets	Tier One Locates	4,000	1		4,000	-
Public Works	Engineering	Contract Services	100,000	2	Stormwater Utility User Fee Analysis; \$25k would come from a DOLA Technical Assistance Grant, and \$75k would come from the General Fund.	-	100,000

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Public Works	Engineering	Training, registration, conferences	1,500	2	Training, travel and meals	-	1,500
Public Works	Engineering	Travel Expenses	1,250	2	Training, travel and meals	-	1,250
Public Works	Engineering	Meals Expenses	500	2	Training, travel and meals	-	500
Public Works	Streets	Leases & Rentals	10,000	2	Rent a mini excavator and other miscellaneous equipment to perform deferred stormwater maintenance.	-	10,000
<b>Total Public Works Department</b>			<u>\$ 179,250</u>			<u>\$ 66,000</u>	<u>\$ 113,250</u>
<b>Grand Total</b>			<u>\$ 979,144</u>			<u>\$ 681,339</u>	<u>\$ 297,805</u>

City of Steamboat Springs  
 2021 Proposed Budget Adjustments  
 6/15/2021

	<u>Department Specific 2021 Budget Cuts Identified</u>	<u>Priority 1</u>	<u>Priority 2</u>	<u>Total Prioritized 2021 Mid-Year Budget Requests</u>	<u>Difference Between Original Budget Cuts and Mid- Year Requests</u>
City Council	\$ (16,994)	\$ -	\$ -	\$ -	\$ (16,994)
City Manager's Office	(213,024)	45,000	8,700	53,700	(159,324)
Deputy City Manager's Office	(321,787)	236,700	68,300	305,000	(16,787)
Finance Department	-	25,000	-	25,000	25,000
Police Department	(31,696)	-	-	-	(31,696)
Fire Department	(338,107)	133,654	8,500	142,154	(195,953)
Parks & Recreation Department	(501,505)	129,985	99,055	229,040	(272,465)
Planning Department	(165,370)	45,000	-	45,000	(120,370)
Public Works Department	(655,387)	66,000	113,250	179,250	(476,137)
	<b>\$ (2,243,870) A</b>	<b>\$ 681,339</b>	<b>\$ 297,805</b>	<b>\$ 979,144</b>	<b>\$ (1,247,732)</b>

A - Does not include training, operating supplies, and other general operations that were reduced from budget prior to submittal to the City Manager