

ROUTT COUNTY BOARD OF COUNTY COMMISSIONERS

Timothy V. Corrigan
District I

Douglas B. Monger
District II

M. Elizabeth Melton
District III

Work Session

August 12, 2019

1. **10:30 A.M. COUNTY MANAGER UPDATE**
Tom Sullivan, County Manager
2. **11:15 A.M. LEGAL UPDATE**
Erick Knaus, County Attorney
3. **12:00 P.M. LUNCH BREAK**
4. **1:00 P.M. COMMISSIONER WORK SESSION**
Commissioners Melton, Corrigan and Monger
5. **1:30 P.M. DEPUTY COUNTY MANAGER UPDATE**
Dan Weinheimer, Deputy County Manager
6. **2:30 P.M. INFORMATION TECHNOLOGY UPDATE**
Robert Felinczak, Director
7. **3:00 P.M. BUILDING DEPARTMENT UPDATE**
Todd Carr, Building Official

Documents:

[ROUTT COUNTY PROJECT TEAM 1.PDF](#)
[PERMIT REPORTS JULY 2019 MONTH END.PDF](#)
[AUGUST 2019 BLD DEPT WORK SESSION AGENDA.PDF](#)

8. **3:30 P.M. PLANNING DEPARTMENT UPDATE**
Chad Phillips, Planning Director
9. **4:00 P.M. ENVIRONMENTAL HEALTH UPDATE**
Scott Cowman, Director
10. **4:30 P.M. DEPUTY COUNTY MANAGER**
GFOA Report
11. **5:00 P.M. MEETING ADJOURNED**

All meetings will be held in the Routt County Historic Courthouse
522 Lincoln Avenue, Hearing Room, Steamboat Springs - or otherwise noted.

All programs, services and activities of Routt County are operated in compliance with the Americans with Disabilities Act. If you need a special accommodation as a result of a disability, please call the Commissioners Office at (970) 879-0108 to assure that we can meet your needs. Please notify us of your request as soon as possible prior to the scheduled event. Routt County uses the Relay Colorado service. Dial 711 or TDD (970) 870-5444.



Proudly Serving Rural Routt County * City of Steamboat Springs * Town of Hayden * Town of Oak Creek * Town of Yampa * Routt County School Districts

Date: 07/31/2019

To: Tom Sullivan, Dan Weinheimer, and BCC

From: Todd Carr, Building Official

Subject Property: City View Project Team Selection

- **Executive Sponsor:** Tom Sullivan
- **Steering Committee:** BCC / Dan Weinheimer / Julie Kennedy / Accounting Department
- **Project Manager:** Todd Carr
- **Subject Matter Experts (SMEs):** All Staff within each Department that utilizes the software to perform work related services and daily responsibilities. Also Staff within our IT/GIS Departments, and all County Staff that may utilize the data within the software for regular reporting purposes or special projects. Our External Users “Public” that interface with the software on a daily basis.
- **Data Conversion Expert:**
Jim Payne
Mary Schutte from City of Steamboat Springs
- **Technical Analysts/Experts:**
Building Department: Malea Michael-Ferrier and Todd Carr
IT Department: Jim Payne and Robert Felinczak
GIS Department: Emy Keeling
Planning Department: Alan Goldich and Chad Phillips
Environmental Health Department: Scott Cowman and Gina Cadrecha
Public Works Department: Geovanny Romero
- **Database Administrator:** Jim Payne and Emy Keeling for Addressing
- **Systems and Network Administrators:** County IT in combination with City View who provides the Cloud Based Environment
- **Testers (often the same people as the SMEs):** All Staff within each Department that utilizes the software to perform work related services and daily responsibilities. Also Staff within our IT/GIS Departments, and all County Staff that may utilize the data within the software for regular reporting purposes or special projects. Our External Users “Public” that interface with the software on a daily basis.

Routt County Regional Building Department

136 Sixth Street, PO Box 773840 Steamboat Springs, CO 80477 PH: 970-870-5566 Fax 970-870-5489 Email: Building@co.routt.co.us

- **Application Administrators**

Building Department: Malea Michael-Ferrier and Todd Carr

IT Department: Jim Payne and Robert Felinczak

GIS Department: Emy Keeling

Planning Department: Alan Goldich and Chad Phillips

Environmental Health Department: Scott Cowman and Gina Cadrecha

Public Works Department: Geovanny Romero

- **Trainers:** City View will provide initial training to all staff who have purchased a User License. All Department Managers are then responsible from that point forward to train their own staff internally if they add User Licenses, Promote new responsibilities to existing staff, or hire new staff. City View will offer annual conferences and training sessions, however each Department Manager would be responsible to plan in advance through Budgeting to provide or attend such training, which could occur for several different reasons with the most likely reason being a newer version or new module being purchased or upgrades.
- **End Users:** All Staff within each Department that utilizes the software to perform work related services and daily responsibilities. Also Staff within our IT/GIS Departments, and all County Staff that may utilize the data within the software for regular reporting purposes or special projects. Our External Users “Public” that interface with the software on a daily basis.

Change Order Requests: All Department Managers or Staff on the Core Team for this project will be responsible to complete their own Change Order Request Forms throughout this project if necessary due to complications throughout the implementation process, or items are found to be missed compared to the Functional Requirements you listed in your Departments RFP Appendixes.

Proper Procedures for Change Order Requests

- 1. Department Manager must fill out the Change Order Request Form.**
- 2. Then provide a copy of the Change Order Request Form to the County Project Manager.**
- 3. Project Manager will provide a copy of the Change Order Request Form to City View in order for City View to provide back an Estimated Cost for the Change Order Request Form. Project Manager will then provide the Department Manager with the completed Change Order Request Form to review.**
- 4. Department Manager must include a separate letter explaining how costs will be covered within their Departments Budget, or explain if necessary if a Supplemental Budget Request will be needed.**
- 5. County Project Manager will then provide the County Executive Sponsor and County Steering Committee with the Completed Change Order Request Form to review and approve prior to this Change Order being implemented.**
- 6. County Project Manager will then update the Cost Sharing Excel Sheet to include the Change Order Cost and associate the cost to the proper Department, and if needed due to the type of Change Order being requested change other Line Items accordingly.**
- 7. County Project Manager and Department Manager will be responsible to then provide our Accounting Department the updated Total Project Cost, a copy of the Change Order, and an updated Cost Sharing Excel Sheet for the project.**

Reporting to the CityView Project Manager, the Developers will be responsible for the development of any assigned custom reports or customization requirements. Below is a list of responsibilities to be performed by the Developers:

1. Create in-scope custom reports and unit test them
2. Create in-scope customizations and unit test them
3. Create in-scope interfaces and unit test them
4. Provide customizations and interfaces to the QA Team for unit testing
5. Periodically review the ISs configuration for adherence to best practices and efficiencies and provide guidance and oversight where necessary

Quality Assurance Team

Responsible for testing the quality of your CityView solution and any customizations and interfaces. They use a combination of automated and manual testing on your environment. Bug Tracker Tools, Unit Testing, and Manual Test Cases are used in a strategic test plan that results in a stable, error free application for delivery. Responsibilities include:

- Maintain QA environments on the same version as the County's Development Environment for parallel testing and troubleshooting
- Log test results, log issues in detail and provide issues logs to Application Development team
- Provide unit testing as detailed within roles above
- Provide advice on timing and readiness of version releases.

We envisage the **County's project team** is comprised of:

- **Executive Sponsor**
- **Steering Committee**
- **Project Manager,**
- **Subject Matter Experts (SMEs),**
- **Data Conversion Expert,**
- **Technical Analysts/Experts,**
- **Database Administrator,**
- **Systems and Network Administrators,**
- **Testers (often the same people as the SMEs),**
- **Application Administrators**
- **Trainers**
- **End Users**

County Executive Sponsor

The Executive Sponsor provides the vision of the project in alignment with the County's corporate short term and long term goals and objectives. The Executive Sponsor's responsibilities include:

- Participate on the project Steering Committee
- Promote the project throughout the County
- Monitor the progress of the project
- Monitor the overall County impact
- Empower the County Project Manager and the core project team to make decisions
- Make timely decisions
- Maintain the authority to set priorities, approve overall scope and settle issues / priorities that significantly affect the project and the County
- Support the Project Managers in accomplishing the project goals
- Provide a vision of the County's goals
- Maintain an active relationship with CityView Management

County Steering Committee

Should the County wish to form a Steering Committee for the project (internal to the County), the Steering committee typically develops the vision for the project in alignment with the County's short term and long term goals and objectives. The Steering committee is suggested to be composed of the County Project Sponsor(s), the County's Executive Sponsor and the County's Business Leads. The Steering committee has the following responsibilities:

- Attend Steering Committee meetings
- Set priorities
- Approve scope and scope changes
- Resolve escalated issues
- Provide strategic guidance to achieve the define project goals
- Promote the project throughout the County
- Commit the required resources to the project and approve new ones when required
- Monitor the project progress
- Monitor the overall County impact
- Approve extensions to project timeline or addition of new County resources to resolve County -side delays
- Empower the County Project Manager and the core project team to make decisions
- Generate timely decisions
- Conduct periodic review of project progress
- Make strategic decisions to manage business and project risks
- Support both Project Managers to accomplish project goals
- Have an active relationship with CityView management

County Project Manager

The County Project Manager is responsible for the overall County deliverables and the day-to-day management of the project. This resource is the primary liaison between the CityView Team, the County's project team and the Steering Committee. Both Project Managers will work together to meet the objectives, address issues, facilitate resolution and participate in active management of the teams. Below is a list of responsibilities to be performed by the County's Project Manager:

- Manage all County resources for project related activities
- Manage the project (budget, timeline, quality, risks, scope, issues, deliverables, etc.) in cooperation with CityView's Project Manager
- Communicate project status to the Steering Committee, the Executive Sponsor and the project team leveraging updates from CityView's status updates
- Participate in the Steering Committee meetings
- Create, maintain, manage and refine the project schedule with all its elements in cooperation with the CityView Project Manager
- Maintain project standards especially Scope & Status reporting
- Prepare, organize and co-conduct with the project kick-off meetings
- Manage the delivery and coordination of County project tasks
- Manage all project deliverables in coordination with CityView's Project Manager
- Manage and streamline the issue management process in conjunction with CityView Project Manager
- Manage project deviations and take necessary corrective actions
- Participate in gathering of the County's business process requirements when required
- Plan, manage and execute the Acceptance Test efforts
- Plan, manage and execute the end user training efforts
- Provide timely reviews and potential sign-offs on all project deliverables approval documents as presented by the CityView Project Manager
- Review and accept project milestones
- Manage the logistical activities of the end user training
 - Training facilities
 - Students booking
 - Scheduling of sessions
 - Monitoring and logging the end user attendance
- Capture the end user feedback
- Responsible for internal & project communication
- Provide guidance to project team members
- Lead the Go-Live preparation planning
- Participate heavily in the Go-Live preparation tests
- Must provide Go / No Go Decision throughout the project phases
- Must be present for Go-Live

County Subject Matter Experts

The Business Experts own the business process within their functional areas since they perform these day-to-day business processes. These people collectively form the knowledge base of the County's business process requirements. Such resources will be involved in the Data Collection, as well as approval of the Scope Documentation and testing and acceptance of the configured system. They will further verify that the new configured system meets the County's business requirements as outlined in the Scope Documentation. They

will participate in making decisions regarding the business processes and they will help both Project Managers manage the project scope and all the associated deliverables. Below is a list of responsibilities to be performed by the SMEs

- Attend data collection & validation training sessions
- Participate in appropriate project team meetings
- Work with the CityView IS to provide input into the analysis of the business requirements and review the Scope Documentation
- Work with the CityView IS to validate the configuration through validation testing
- Develop appropriate validation test cases based on business scenarios
- Assist the County's Data Conversion Expert in data conversion validation & acceptance
- Assist in the development of user procedures
- Assist the project team in defining user access levels and privileges
- Assist the project team in the Go-Live support planning
- Provide end user post implementation Go-Live support where applicable
- Assist the County's Project Manager in problem resolution
- Support End User Training and documentation preparation
- Must be present for Go-Live

County Data Conversion Expert

The Data Conversion Expert will be involved with the CityView Data Conversion Specialist in analyzing, mapping, loading and testing the different cuts of data conversion. This resource must possess a strong knowledge of the existing data sources that will be converted from both the user and database ends of the existing systems that need to be converted. This resource will also learn about the database structure and the integrated tables (from data mapping documents provided by CityView) as this knowledge will help them relate to their existing data sources. This resource will also review and finalize the data mapping documents and will test the data once the preliminary cut is completed by CityView. Below is a list of responsibilities to be performed by the County's Data Conversion Expert:

- Act as the primary contact for CityView Data Conversion Specialist
- Acquire knowledge from the CityView Data Conversion Specialist as analysis & mapping is performed
- Understand the database structure through knowledge transfer and documentation provided by CityView
- Provide file layouts, where available, for existing data sources
- Provide data sources in an agreed to format
- During the analysis, provide documentation pertaining to the current systems (existing user manuals, etc.) if available
- Lead the analysis of the existing data sources as they relate to the database
- Finalize and approve the data mapping documents once prepared and delivered by the CityView Data Conversion Specialist
- Test and potentially accept the preliminary data conversion cut and any other subsequent data conversion cuts whether performed by CityView or the County's resources
- In coordination with the Database Administrator, prepare any other database environments that might be required for data cuts

- In coordination with the Database Administrator, prepare the production database for the final cut data load
- Work in conjunction with CityView to identify and possibly resolve conversion issues by directly communicating them to the project team, CityView, users and management
- Participate in the Go-Live preparation planning
- Should be present for Go-Live

City Technical and Advanced (Power) Users

These resources are involved with the CityView resources to learn the report writing tool and system configuration. They *could* assist in these two functions once knowledge transfer is accomplished. Once trained they will have access to the tools to support the end users with any future configuration enhancements to the system. These resources could also work in conjunction with CityView to lead the interfaces (third party integrations) **analysis, definition and acceptance** testing. Below is a list of responsibilities to be performed by the City's Technical Experts:

- Attend required Advanced training sessions (Configuration, Reporter Training)
- Acquire the necessary knowledge from the CityView resources through training sessions and documentation
- Participate in the analysis, design and acceptance testing of all interfaces to 3rd party systems (potentially)
- Should be present for Go-Live
- Other responsibilities depending on the degree of participation encouraged by the County

City Systems & Network Administrators

These resources will be required to provide assistance to the project team on an as needed basis. Below is a list of responsibilities to be performed by the County's Systems & Network Administrators:

1. Prepare servers for initial software setup and configuration
2. Provide setup of servers and provide network connectivity
3. Setup required peripherals for the different environments
4. Provide setup of clients' workstations if required
5. Setup testing environments as requested by the City's Project Manager
6. Participate in Go-Live preparation tests
7. Should be present for Go-Live

County End Users

These resources will be trained on the proposed products. Below is a list of responsibilities to be performed by the County's End Users:

1. Attend and actively participate in the appropriate training sessions provided by CityView
2. Understand existing business processes as well as the project scope at a reasonable level of detail
3. Have good Windows navigation skills

Sample Change Order Document

CHANGE ORDER DESCRIPTION			
Request Date:		Change #:	
Client / Project:			
Requestor:		Created By	
Description of the Requested Change:			
List of attached documents:			
Impact Assessment: Estimated impact to budget, work effort and schedule			
Total Estimated Cost:		Planned Delivery Date:	
Payment Terms:			

CHANGE ORDER APPROVAL			
Comments By:		Date:	
Comments:			
	Print Name	Signature	Date
Client PM:			
Client Executive:			
CityView PM:			
CityView Executive:			

XI. Issues & Problem Resolution

An issue refers to any matter that requires someone to make a decision, and about which no agreement has been reached or can be routinely reached. Typically, issues impede project progress until they are resolved. Change Control items may become issues if they're not dealt with quickly, but Change Control items are specific to the process of authorizing design changes that impact scope, schedule or budget whereas issues can be related to anything about the project that needs to be decided.

The CityView Project Manager will maintain an issue log and will assign responsibility for the resolution of project issues and reports progress to County's Project Manager and the CityView Project Team. Any Project Manager or team member can submit an issue for logging and resolution. Most project issues are expected to be resolved within the overall Project Team. If the issues are not resolved to the satisfaction of the Project Team, they may need to be escalated to the Project Executive Sponsor or appropriate level.

Typical project situations requiring escalation include conflicting resource demands threatening project staffing, group dependencies not being met, scope disagreements and issues with functionality of the project's deliverables nearing release time.

XI.1 Escalation Process:

CityView escalation levels in the order listed below:

1. Project Manager
2. VP, Professional Services
3. VP, Business Operations

County escalation levels in the order listed below:

1. Project Manager
2. Steering Committee
3. Executive Sponsor

MINI RECAP SHEET

The following is the July 2019 report for the Routt County Regional Building Department with all the statistics, financial and expense activity.

YEAR TO DATE 2019 CONSTRUCTION VALUATION	\$122,893,387.00
YEAR TO DATE 2018 CONSTRUCTION VALUATION	\$105,529,518.00

Current Month REVENUES: (USE TAX NOT INCLUDED)	\$208,901.42
Current month - 2018 REVENUES: (USE TAX NOT INCLUDED)	\$126,247.85

YEAR TO DATE - 2019 REVENUES	\$1,084,528.23
YEAR TO DATE - 2018 REVENUES	\$887,804.60

Any questions regarding these reports should be directed to Malea Michael-Ferrier at mmichael-ferrier@co.routt.co.us

EXPENDITURES	BUDGET AMOUNT 2019	ACTUAL USED												AMOUNT USED	BUDGET BALANCE	% USED
		1st quarter			2nd quarter			3rd quarter			4th quarter					
		JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC			
PERSONNEL																
ADMIN SALARY	114,220.00	9,530.99	9,672.58	9,672.58	9,672.58	9,672.58	9,672.58	9,812.35						67,706.24	46,513.76	59.3%
STAFF SALARIES	536,400.00	43,607.48	43,607.51	43,791.39	43,857.62	44,085.69	43,887.09	42,642.35						305,479.13	230,920.87	56.9%
OVERTME	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00	6,000.00	0.0%
MEDICAL INS	172,550.00	11,478.10	11,478.10	11,478.10	11,478.10	11,478.10	11,478.10	11,448.44						80,317.04	92,232.96	46.5%
FICA	50,230.00	3,885.21	3,896.04	3,910.10	3,915.17	3,932.62	3,917.42	3,835.33						27,291.89	22,938.11	54.3%
LIFE/DISABILITY	2,860.00	221.80	221.80	221.80	221.80	221.80	221.80	221.72						1,552.52	1,307.48	54.3%
RETIREMENT	33,150.00	2,898.38	2,906.88	2,917.92	2,921.90	2,935.57	2,923.65	2,696.58						20,200.88	12,949.12	60.9%
WORKERS COMP	350.00	350.00	0.00	0.00	0.00	0.00	0.00	0.00						350.00	0.00	100.0%
TOTAL PERSONNEL	915,760.00	71,971.96	71,782.91	71,991.89	72,067.17	72,326.36	72,100.64	70,656.77	0.00	0.00	0.00	0.00	0.00	502,897.70	412,862.30	54.9%
OPERATING																
ADVERTISING	800.00	0.00	0.00	0.00	0.00	0.00	0.00	255.14						255.14	544.86	31.9%
CONTINUED EDU	7,000.00	2,077.77	556.00	0.00	435.00	0.00	0.00	-219.75						2,849.02	4,150.98	40.7%
DUES & MEMB	1,600.00	0.00	0.00	270.00	135.00	90.00	0.00	0.00						495.00	1,105.00	30.9%
INSURANCE- CAP	5,200.00	5,381.00	0.00	0.00	0.00	0.00	0.00	0.00						5,381.00	-181.00	103.5%
OVERHEAD	295,120.00	24,593.34	24,593.34	24,593.34	24,593.34	24,593.34	24,593.34	24,593.34						172,153.38	122,966.62	58.3%
POSTAGE & SHIPPIN	600.00	21.12	0.00	0.00	0.00	0.00	35.26	0.00						56.38	543.62	9.4%
PRINTING	1,000.00	0.00	0.00	0.00	0.00	0.00	332.75	0.00						332.75	667.25	33.3%
PUBLICATIONS & SU	8,000.00	30.00	289.45	385.95	185.00	351.75	30.00	30.00						1,302.15	6,697.85	16.3%
PROF SERVICES	20,000.00	0.00	0.00	715.00	3,847.50	6,727.50	2,875.00	2,700.00						16,865.00	3,135.00	84.3%
SUPPLIES	3,500.00	203.17	0.00	110.64	0.00	0.00	0.00	0.00						313.81	3,186.19	9.0%
PHONE - BASIC	1,200.00	71.13	72.72	79.55	74.28	82.75	75.00	75.00						530.43	669.57	44.2%
PHONE - CELL	4,000.00	200.05	200.05	200.02	200.05	200.05	200.05	200.05						1,400.32	2,599.68	35.0%
TRAVEL_LODGING	7,000.00	0.00	0.00	3,055.00	0.00	0.00	507.00	-350.00						3,212.00	3,788.00	45.9%
TRAVEL_MEALS	2,500.00	0.00	1,116.50	-149.60	223.51	0.00	165.00	0.00						1,355.41	1,144.59	54.2%
MOTORPOOL	35,280.00	2,940.00	2,940.00	2,940.00	2,940.00	2,940.00	2,940.00	2,940.00						20,580.00	14,700.00	58.3%
TRANSPORTAION	600.00	0.00	190.24	0.00	0.00	0.00	91.25	0.00						281.49	318.51	46.9%
	0.00													0.00	0.00	0.0%
	0.00													0.00	0.00	0.0%
TOTAL OPERATING	393,400.00	35,517.58	29,958.30	32,199.90	32,633.68	34,985.39	31,844.65	30,223.78	0.00	0.00	0.00	0.00	0.00	227,363.28	166,036.72	57.8%
BUDGETED EXPENDITURES	1,309,160.00	107,489.54	101,741.21	104,191.79	104,700.85	107,311.75	103,945.29	100,880.55	0.00	0.00	0.00	0.00	0.00	730,260.98	578,899.02	55.8%

SINCE THE MONTH END REPORT IS DONE BEFORE ACCOUNTING CLOSES THEIR BOOKS FOR THE MONTH, THE CURRENT MONTHS EXPENSES ARE APPROXIMATE.
THE PREVIOUS MONTHS EXPENSES ARE FINALIZED AT THE END OF THE NEXT MONTH: IE FEB REPORT WILL HAVE FINALIZED JAN EXPENSES & APPROXIMATE FEB FIGURES

ROUTT COUNTY REGIONAL BUILDING DEPARTMENT FINANCIAL REPORT

ALL FIGURES ARE ACCUMULATED TO-DATE AMOUNTS

TOTAL REVENUES (YTD)	\$1,084,528.23
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TOTAL BUDGET EXPENDITURES	\$730,260.98
PERCENTAGE OF BUDGET USED	55.8%

COUNTY USE TAX COLLECTIONS	\$578,875.71
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CITY SCHOOL TAX COLLECTIONS (YTD)	\$196,372.65
CITY USE TAX COLLECTIONS (YTD)	\$1,570,981.20
CITY EXCISE TAX COLLECTIONS (YTD)	\$1,022,172.73
CITY PERMIT REVIEW FEE (YTD)	\$164,430.26
FIRE DEPARTMENT FEE COLLECTIONS (YTD)	\$8,275.00

THIS PAGE WILL CHANGE MONTHLY AS FIGURES ARE YEAR TO DATE

MONTHLY REVENUES

JULY 2019

ACCOUNT	Current Month	YEAR TO DATE TOTAL
BUILDING PERMIT FEES	140,329.30	630,618.30
PLAN REVIEW FEES	67,323.12	440,867.18
MECHANICAL PERMIT FEES	458.00	3,757.00
PLUMBING PERMIT FEES	292.00	1,201.00
ELECTRICAL PERMIT FEES	499.00	7,483.00
CODE BOOK SALES	0.00	601.75
TOTAL COUNTY FEES	\$208,901.42	\$1,084,528.23

PLANNING DEPT. REVIEW FEES	1,650.00	7,000.00
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INSPECTIONS

Inspection Type	July		YTD TOTAL
	CITY SBS	COUNTY	
BUILDING	351	213	2436
PLUMBING	94	55	661
MECHANICAL	130	52	1090
ELECTRICAL	66	52	796
TOTAL Inspections	641	372	4983

MISC PERMITS ISSUED

PERMIT TYPE	July	YTD TOTAL
PLUMBING	36	171
MECHANICAL	57	302
ELECTRICAL	59	266
TOTAL	152	739

TYPE OF BUILDING PERMITS ISSUED

STEAMBOAT SPRINGS

NATURE OF BUILDING PERMITS

# of Permits	Jul-19		# of UNITS	TOTAL FEES	VALUATION	YTD # OF PERMITS	YTD # of UNITS	YTD FEES	YTD VALUATION
NEW CONSTRUCTION									
7	SINGLE FAMILY		7	70,204.43	9,690,000.00	23	23	171,811.48	22,402,500.00
2	SECONDARY UNIT		2	4,032.54	330,000.00	6	6	8,739.09	743,816.00
0	TINY HOMES		0	0.00	0.00	0	0	0.00	0.00
0	MANUFACTURED HOMES		0	0.00	0.00	1	1	680.69	171,684.00
0	LIVE/WORK UNITS		0	0.00	0.00	3	3	4,736.95	340,585.00
2	DUPLEX (2 permits = one bldg)		2	9,604.26	1,000,000.00	6	6	31,386.78	3,400,000.00
3	TRIPLEX (3 permits = one bldg)		3	15,112.39	1,600,000.00	6	6	27,784.21	3,400,000.00
0	MULTI-FAMILY		0	0.00	0.00	4	72	47,414.20	8,200,000.00
0	RESIDENTIAL GARAGE		0	0.00	0.00	1	1	581.01	25,000.00
2	COMMERCIAL (new)		2	86,142.80	14,800,000.00	2	2	86,142.80	14,800,000.00
0	INDUSTRIAL (new)		0	0.00	0.00	0	0	0.00	0.00
3	DECONSTRUCTION		2	90.00	1,500.00	18	10	540.00	70,000.00
2	SOLAR		2	597.58	37,650.00	3	3	967.58	58,650.00
0	CELLULAR		0	0.00	0.00	0	0	0.00	0.00
2	GRADE & FILL		0	302.00	20,000.00	6	0	647.21	95,000.00
ALTERATIONS/ADDITIONS									
27	RESIDENTIAL		27	24,604.12	2,201,761.00	97	97	87,510.48	7,508,759.00
17	ALL OTHER		17	72,098.11	8,194,606.00	67	67	155,286.57	18,218,840.00
67	TOTALS		64	282,788.23	37,875,517.00	243	297	624,229.05	79,434,834.00
TOTALS FOR LAST MONTH		62	126	141,848.55	17,830,042.00				
THIS MONTH TO DATE 2019		243	297	624,229.05	79,434,834.00				
THIS MONTH TO DATE 2018		243	223	602,631.38	72,627,593.00				
THIS MONTH TO DATE 2017		158	151	480,636.99	61,880,493.12				

TYPE OF BUILDING PERMITS ISSUED

ROUTT COUNTY (incl. Yampa, Hayden & Oak Creek)

NATURE OF BUILDING PERMITS

# of Permits	Jul-19		# of UNITS	TOTAL FEES	VALUATION	YTD # OF PERMITS	YTD # of UNITS	YTD FEES	YTD VALUATION
NEW CONSTRUCTION									
9	SINGLE FAMILY		9	70,215.77	9,824,287.00	41	41	212,759.81	25,837,457.00
1	SECONDARY UNIT		1	1,007.95	155,000.00	4	4	4,125.73	374,215.00
0	TINY HOMES		0	0.00	0.00	0	0	0.00	0.00
1	MANUFACTURED HOMES		1	880.98	241,860.00	7	7	6,137.13	1,214,096.00
0	LIVE/WORK UNITS		0	0.00	0.00	0	0	0.00	0.00
0	DUPLEX (2 permits = one bldg)		0	0.00	0.00	0	0	0.00	0.00
0	TRIPLEX (3 permits = one bldg)		0	0.00	0.00	0	0	0.00	0.00
0	MULTI-FAMILY		0	0.00	0.00	0	0	0.00	0.00
4	RESIDENTIAL GARAGE		4	4,215.06	258,160.00	17	17	15,201.30	1,342,612.00
1	COMMERCIAL (new)		1	10,228.98	1,350,000.00	7	7	61,549.22	9,456,369.00
0	INDUSTRIAL (new)		0	0.00	0.00	1	1	1,267.83	80,000.00
2	DECONSTRUCTION		2	60.00	175,000.00	9	8	270.00	206,500.00
1	SOLAR		1	370.00	62,000.00	5	5	1,752.27	163,812.00
0	CELLULAR		0	0.00	0.00	3	3	3,292.78	224,550.00
0	GRADE & FILL		0	0.00	0.00	0	0	0.00	0.00
ALTERATIONS/ADDITIONS									
13	RESIDENTIAL		13	3,523.33	203,913.00	59	59	51,819.22	4,334,942.00
0	ALL OTHER		0	0.00	0.00	9	9	4,419.78	224,000.00
32	TOTALS		32	90,502.07	12,270,220.00	162	161	362,595.07	43,458,553.00
TOTALS FOR LAST MONTH		48	47	75,666.52	7,579,830.00				
THIS MONTH TO DATE 2019		162	161	362,595.07	43,458,553.00				
THIS MONTH TO DATE 2018		152	149	302,427.07	32,939,185.00				
THIS MONTH TO DATE 2017		98	97	253,426.37	28,825,827.00				

**PERMIT STATS FOR OAK CREEK, YAMPA & HAYDEN
JULY 2019**

OAK CREEK

# OF PERMITS	TYPE	FEES	VALUATION	YTD PERMITS	YTD FEES	YEAR TO DATE VALUATION
NEW CONSTRUCTION						
0	SINGLE FAMILY	\$0.00	\$0.00	1	\$2,839.55	\$263,280.00
0	MFG HOMES	\$0.00	\$0.00	0	\$0.00	\$0.00
0	TINY HOME	\$0.00	\$0.00	0	\$0.00	\$0.00
0	SOLAR	\$0.00	\$0.00	1	\$370.00	\$15,500.00
0	COMM/IND	\$0.00	\$0.00	0	\$0.00	\$0.00
1	DECONSTRUCTION	\$30.00	\$0.00	2	\$60.00	\$0.00
0	GARAGE	\$0.00	\$0.00	1	\$731.00	\$35,000.00
ADDITIONS/ALTERATIONS						
1	DWELLINGS	\$269.16	\$10,000.00	3	\$361.60	\$11,250.00
0	OTHER	\$0.00	\$0.00	4	\$1,775.60	\$63,500.00

YAMPA

# OF PERMITS	TYPE	FEES	VALUATION	YTD PERMITS	YTD FEES	YEAR TO DATE VALUATION
NEW CONSTRUCTION						
0	SINGLE FAMILY	\$0.00	\$0.00	1	\$805.99	\$40,000.00
0	DUPLEX	\$0.00	\$0.00	0	\$0.00	\$0.00
0	TINY HOME	\$0.00	\$0.00	0	\$0.00	\$0.00
0	SOLAR					
0	COMM/IND	\$0.00	\$0.00	0	\$0.00	\$0.00
0	DECONSTRUCTION	\$0.00	\$0.00	0	\$0.00	\$0.00
0	GARAGE	\$0.00	\$0.00	0	\$0.00	\$0.00
ADDITIONS/ALTERATIONS						
1	DWELLINGS	\$162.93	\$7,829.00	2	\$304.35	\$11,679.00
0	OTHER	\$0.00	\$0.00	0	\$0.00	\$0.00

HAYDEN

# OF PERMITS	TYPE	FEES	VALUATION	YTD PERMITS	YTD FEES	YEAR TO DATE VALUATION
NEW CONSTRUCTION						
1	SINGLE FAMILY	\$2,789.66	\$257,902.00	3	\$14,482.70	\$1,350,804.00
2	MFG HOMES	\$1,888.93	\$396,860.00	2	\$1,888.93	\$396,860.00
0	DUPLEX	\$0.00	\$0.00	0	\$0.00	\$0.00
0	TINY HOME	\$0.00	\$0.00	0	\$0.00	\$0.00
0	SOLAR	\$0.00	\$0.00	0	\$0.00	\$0.00
1	COMM/IND	\$10,228.98	\$1,350,000.00	8	\$62,817.05	\$9,536,369.00
1	DECONSTRUCTION	\$30.00	\$175,000.00	1	\$30.00	\$175,000.00
0	GARAGE	\$0.00	\$0.00	2	\$1,462.00	\$70,000.00
ADDITIONS/ALTERATIONS						
0	DWELLINGS	\$0.00	\$0.00	2	\$416.34	\$20,000.00
0	OTHER	\$0.00	\$0.00	1	\$123.63	\$2,500.00

**This page will change monthly with no separate page for each month, only current month and year to date figures*

BUILDING DEPARTMENT UPDATE: WORK SESSION AUGUST 12TH, 2019 AT 3:00 PM IN BCC ROOM

BUILDING CONSTRUCTION ADMINISTRATION AND PERMITTING

- June 2019 Permit Reports/Budget Attached:
- **Discussion Item 2020 Budget Update: Budget Complete and will provide update at meeting with County Overhead discussion item.**

PERMIT SOFTWARE PROJECT: LAND MANAGEMENT SOFTWARE CITY VIEW

- Project Management Roles and Responsibilities: The Routt County Team and the City of Steamboat Springs Teams have been selected, roles defined, and processes in place for our October 2019 Kick-Off meeting.
- See Attached Documents for review on project teams.

BUILDING CONSTRUCTION INSPECTION

- 1013 total inspections performed in July, with 4983 total inspections for the year.
- Staff has been managing workload extremely well, new processes of getting the public to schedule online also have allowed us to add an inspection or two per day into an 8-hour segment. Don Marchbanks starting his day off in Hayden and pre-organizing the inspection routes has also added efficiency to this process.
- Comp Time: This has been minimal so far, see below report. Keep in mind some Comp Time was accumulated with training, not due to regular workload.
Don Marchbanks: 27.5 hours of Comp Time earned on the books
Alex Ellsworth: 23 hours of Comp Time earned on the books
Ron Norton: 5 hours of Comp Time earned on the books
Jesse De Wolfe: 4 hours of Comp Time earned on the books

BUILDING CONSTRUCTION PLAN REVIEW

- Plan Review Update: 78 Building Permit Application under Review currently. 44 of these were submitted after July 1st, 2109, the remaining 34 are older submittals.
- We are meeting all expected Time-Frames for reviews, and are about 2 to 3 days ahead of our published time-frames currently.
- **Discussion Item on Grade and Fill Permits: Item for discussion on removing Plan Review Fees for Grade and Fill Permits**

CODE COMPLIANCE ENFORCEMENT

- Code Enforcement: No major problems or concerns with any properties, compliance is generally being met within about a two-month period after initial inspection, in smaller projects like decks or detached garages compliance is being met within a couple weeks. Un-Permitted Dwellings that emerge from Agricultural Barns are the challenging projects which take a lot of staff time, owner's time, and professional's time as well.
- **Discussion Item Code Enforcement Improvements: Working on setting up a Code Enforcement permit within View Permit, to improve our County-Wide process with all Community Development Departments involved in code compliant work. Planning / Building / Health / Public Works / GIS**

CONTRACTOR REGISTRATION AND LICENSING

- New Contractor Registration: Declined substantially in July

PUBLIC AND CONTRACOR EDUCATION AND OUTREACH

- Positive Feedback on recent updates in this month's newsletter on Construction Use Tax, and more specifically the Code Amendments specifically the Energy Code Amendment.
- Walk-n-Talk Inspections: These continue to get positive feedback through phone and email from contractors and home owners, regardless if its code enforcement work or permitted work the public really appreciates this level of service and it helps them through their projects and eliminate confusion or problems.
- Preliminary Plan Reviews: This service continues to benefit the public and our staff internally, my personal time ensuring we receive proper referrals from all Planning Departments, and time attending Planning Department meetings is critical, as other Departments time is as well. The Professionals/Developers/Owners will attest that Community Development Processes can be a very expensive, confusing, time-consuming, and an exhausting process, unless proper collaboration, communication, and outreach and education are provided at a round table with all Departments offering input together as a group.

BUILDING FUTURES/INTERNSHIP OPPORTUNITY

- Building Futures Career Day: September 4th, 2019 at Howelson Hill Olympian Hall

YAMPA VALLEY TRADES ASSOCIATION MEETING

- No Update