



CITY OF STEAMBOAT SPRINGS

MUNICIPAL OFFICE

CANDIDATE INFORMATION

COORDINATED MAIL BALLOT ELECTION

NOVEMBER 5, 2019





July 2019

Dear Potential City Council Member Candidate:

Attached please find important information needed to run for a seat on the Steamboat Springs City Council.

Election Day is Tuesday, November 5, 2019. The City of Steamboat Springs will enter into an Intergovernmental Agreement with the Routt County Clerk and Recorder to participate in a Coordinated Mail Ballot Election under the Colorado Uniform Election Code.

Kim Bonner, Routt County Clerk and Recorder, will be the chief coordinated election official. I will be working closely with Kim and will oversee the municipal portion of this election. (This includes the candidate section of the election ballot that will be designed and certified by me.)

The order that candidate names are placed on the ballot shall be determined by a "drawing by lot." I will conduct this drawing during a Candidate Information Forum on Thursday, September 5, 2019 at 3:00 p.m. in Citizens' Meeting Room, Centennial Hall.

The Steamboat Springs City Council will have four openings:

One – District I: Expires November 2023

One – District II: Expires November 2023

One – District III: Expires November 2023

One – At-Large: Expires November 2021

STEAMBOAT SPRINGS CITY COUNCIL MEMBERS

<u>DISTRICT</u>	<u>COUNCIL MEMBER</u>	<u>TERM EXPIRES</u>
District I (Precincts 11, 12 & 13)	Lisel Petis Robin Crossan*	November 2021 November 2019
District II (Precincts 14, 15 & 16)	Kathi Meyer Jason Lacy*	November 2021 November 2019
District III (Precincts 17 & 18)	Heather Sloop* Sonja Macys	November 2019 November 2021
At-Large	Scott Ford*	November 2019

*Four offices to be filled at the November 5, 2019 Coordinated Election.

City Council meetings for the City of Steamboat Springs are on the first three Tuesdays of every month, beginning at approximately 5:00 p.m. Meetings are held in Citizens' Meeting Room located in Centennial Hall, 124 10th Street.

Current compensation for City Council members is \$894.89 per month, President Pro-Tem receives \$1044.39 per month and the City Council President receives \$1,191.81 per month. The City Council President and President Pro-Tem are elected from the duly elected Council members at the Council's organizational meeting on November 12, 2019.

If you have any questions or concerns with the enclosed information or the coordinated election, please contact me or Sabrina James, Deputy City Clerk, at (970) 879-2060.

Good Luck!

Sincerely,
CITY OF STEAMBOAT SPRINGS

Julie Franklin

Julie Franklin, CMC
City Clerk

ELECTORS ELIGIBLE TO HOLD A MUNICIPAL OFFICE

Every qualified elector 18 years of age or older on the day of the election (November 5, 2019) may be a candidate for, and hold office in, any municipality. The proposed candidate must have resided in the municipality for a period of at least 12 consecutive months immediately proceeding the date of the election. A candidate for City Council member must be a resident of the District that they will represent at the time his/her nomination petition is filed. The At-Large candidate can reside anywhere within the City limits.

TERM OF OFFICE

The Council member At-Large shall be elected for a two-year term and each District Council member shall be elected for a four-year term. Typically, one candidate from each District and the Council member At-Large shall be elected in each Regular Election per the City Charter. The newly elected Council members shall take office at the first Regular City Council meeting following their election: Tuesday, November 12, 2019.

PROCEDURE FOR CITY COUNCIL MEMBER NOMINATION

Candidates for Municipal offices shall be nominated (without regard to political party affiliation) by a petition form supplied by the City Clerk (this form will be released on August 6, 2019 at 7:30am).

Nomination petitions may be circulated and signed beginning on day 91 prior to the election (August 6, 2019) and ending on day 71 prior to the election (August 26, 2019). Each nomination petition shall be filed with the City Clerk no later than 5:30 p.m. on Monday August 26, 2019.

Each nomination petition shall be completed with the candidate's name, place of residence, office he/she is seeking, and name as he/she wishes it appear on the ballot. The candidate's name may be a nickname or include a nickname, but shall not contain any title or degree designating the business or profession of the candidate.

The nominating petition for each candidate shall be signed by at least 25 registered electors from the District that the candidate will represent. Except for a candidate for Council member At-Large, whose petition may be signed by at least 25 registered electors from the entire City.

An elector has the right to sign only one petition for nomination for a specific district and one for the At Large seat. Each registered elector signing the petition shall also print his or her name and physical address as it appears on their voter registration (**no P.O. Boxes please**), and must reside within the appropriate district.

Petitions will be verified by the City Clerk's Office and, if needed, the ability to cure a petition will be accommodated. Letters of petition acceptance from the City Clerk will be provided.

➔ Nomination Petitions will be released at 7:30am on August 6, 2019.

CANDIDATE INFORMATION FORUM AND "DRAWING BY LOT"

Thursday, September 5, 2019 at 3:00 p.m.; Citizens' Meeting Room

- The public, press, and all candidates are invited to attend.
- The City Manager or designee will provide an overview of the City.
- The City Clerk will provide an overview of the candidate and election process.
- Candidate questions will be accommodated.
- The drawing by lot will be conducted to establish candidate names, as they are to appear on the ballot.

ELECTION/CAMPAIGN SIGNS

Handbills: Pursuant to the Steamboat Springs Revised Municipal Code Section 10-94, no person shall place a handbill on the windshield of any motor vehicle and no person shall post any handbill upon any power or telephone pole.

Campaign Signs: Pursuant to the Steamboat Springs Revised Municipal Code, Article IX, Section 26-222 (7); it is prohibited to place, tack, post or otherwise affix a sign to any curb, sidewalk, post, pole, hydrant, bridge, tree or any other surface located on, over, or across any public street, right-of-way, property or thoroughfare.

However, in accordance with Article IX, Section 26-221 (8), campaign signs may be displayed, in an acceptable location, without a permit, but must be removed no later than seven days from the date of the election (by November 12, 2019).

If a candidate/issue committee wishes to post a campaign sign on private property, please get consent from the property owner prior to erecting the sign.

As soon as the ballots are mailed (approximately October 11, 2019), no campaigning within 100 feet of the courthouse or any mail ballot drop off site.

It is prohibited to place any campaign sign in the public right-of-way or a City park.

IMPORTANT CANDIDATE DATES

August 6, 2019 First day for issuance and circulation of candidate
Tuesday nomination petitions, per CRS 1-4-805. (91 days)

(When a potential candidate publicly announces that they are seeking office, that candidate shall file an affidavit with the City Clerk.)

(After receipt of contributions a bank account needs to be opened, and the candidate shall file a Committee Registration Form with the City Clerk per FCPA, 1-45-109.)

TBD Candidate Issues Forum. City staff will provide council candidates with information on various issues as requested by the candidates or by council.

August 26, 2019 Last day to file nomination petition for municipal office, no
Monday later than 5:30 p.m., per CRS 1-4-805. (71 days)

August 27, 2019 City Council reviews for adoption the second and final
Tuesday reading of ordinance of a municipal question to submit to the qualified electors if applicable.

August 30, 2019 Cure nomination petitions. Last day for nomination
Friday petitions to be amended to correct or replace signatures, per CRS 1-4-805 (67 days).

Public Notice relative to TABOR pro/con statements (post/publish). This is a community courtesy; there is no requirement for this service.

Sept. 2, 2019 Write-In Candidates. Last day to file a write-in affidavit,
Monday with the City Clerk, per CRS 1-4-1102(2) (64 days).

Sept. 3, 2019 Election Cancellation deadline. The municipal candidate
Tuesday portion of the election can be cancelled if there is no contest, including write-in candidate affidavits, per CRS 1-5-208(1.5). (63 days)

- Sept. 5, 2019
Thursday** Candidate Information Forum and drawing by lot conducted by the City Clerk from 3 – 5:30 p.m.; Citizens' Meeting Room, Centennial Hall.
- Sept. 6, 2019
Friday** Municipal Clerk must certify ballot content with County Clerk, per CRS 1-5-203(3a) (60 days).
- Sept. 20, 2019
Friday** Written comments concerning TABOR issues must be filed with the election office. 46 days before.
- Sept. 23, 2019
Monday** Last day to file TABOR issue pro/con statements, per CRS 1-7-903(3) (43 days).
- Sept. 24, 2019
Tuesday** Last day to deliver TABOR notice material to Routt County Clerk, per CRS 1-7-904. (42 days)
- October 4, 2019
Friday** TABOR notices to be mailed to all registered electors. (TABOR requirement, 30 days prior)
- Oct. 15, 2019
Tuesday** Fair Campaign Practices Act required filing contributions and expenditures report for Oct. 28, 2018 to Oct. 10, 2019. CRS 1-45-108. 21 days before.
- Oct. 11-21, 2019** The designated election official conducting mail ballot election shall send a mail ballot packet to each eligible voter (no sooner than 25 days before and no later than 15 days before election)
- Oct. 16, 2019
Wednesday** Last day to provide notice by publication of a mail ballot election, unless this duty is assigned to the County Clerk via IGA. (20 days)
- Oct. 16, 2019
Wednesday** TABOR ballot issue notice must be posted by municipality. 20 days
- October 18, 2019
Friday** Notice of the election is posted and published, and transmitted to the County Clerk and Recorder. This is community courtesy, because statutory requirements accommodate the Routt County Clerks posting as adequate.

November 1, 2019 Fair Campaign Practices Act required filing for Oct. 11
Friday through 27, 2019, pre-election report, per CRS 1-45-108. Friday
before election.

November 5, 2019 **ELECTION DAY**

November 12, 2019 Last day to remove election/campaign material
Tuesday pursuant to the Municipal Sign Code (7 days after).

December 5, 2019 FCPA filing due date for Oct. 28-November 30, 2019.
Thursday

*In a coordinated election, if a candidate fails to be elected by a margin of one-half percent or less of the highest number of votes cast for the next candidate for that office, the governing body shall conduct a recount no later than 13 days after the coordinated election, and shall have the recount complete no later than 35 days after the election. Any recount of this nature shall be paid for by the governing body.

COLORADO FAIR CAMPAIGN PRACTICES ACT (FCPA)

Candidates for municipal office in Steamboat Springs must meet the reporting and filing requirements set forth in the Colorado Fair Campaign Practices Act relating to campaign funding.

Forms necessary to complete this requirement, as well as a copy of the Colorado Fair Campaign Practices Act will be provided. Please review the documents thoroughly to proceed within these guidelines.

CANDIDATE AFFIDAVIT

If a candidate fails to file a candidate affidavit pursuant to Title 1, Article 45, it shall result in the disqualification of the individual as a candidate, after proper notification. This affidavit is required to be filed with the City Clerk within 10 days of becoming a candidate.

FCPA/ELECTION NOTES

As a candidate, it is your responsibility to be familiar and understand the constitutional/statutory provisions and rules of campaign finance in Colorado.

- Steamboat Springs has no contribution limits.
- The occupation and employer must be disclosed with contributions of \$100 or more.
- Itemize contributions of \$20 or more.
- Itemize expenditures of \$20 or more.
- Keep track of contributions/expenditures of \$20 or less, but they do not need to be itemized.
- You can't accept a contribution or make expenditure over \$100 **in cash**.
- If there are unexpended contributions after the election, they can be donated to a charity recognized by the IRS, returned to contributors, or retained for use in a subsequent campaign.
- FCPA filing dates: Oct. 15, Nov. 1 and Dec. 5.
- Amended filings can be filed within 15 business days after the due date (CRS 1-45-109(4)(b)).
- No election signs in the public right-of-way.
- Ask permission to put signs on private property.
- Ballots will be mailed on between October 11-21.