



MUNICIPAL OFFICE CANDIDATE INFORMATION

COORDINATED MAIL BALLOT ELECTION

NOVEMBER 7, 2023



July 2023

Dear Potential City Council Member Candidate:

This document provides important information needed to run for a seat on the Steamboat Springs City Council.

Election Day is Tuesday, November 7, 2023. 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.

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

The Steamboat Springs City Council will have four openings:

- One (1) – District I Expires November 2027
- One (1) – District II Expires November 2027
- One (1) – District III Expires November 2027
- One (1) – At-Large Expires November 2025

STEAMBOAT SPRINGS CITY COUNCIL MEMBERS

District I	Robin Crossan* Gail Garey	November 2023 November 2025
District II	Michael Buccino* Joella West	November 2023 November 2025
District III	Heather Sloop* Dakotah McGinlay	November 2023 November 2025
At-Large	Ed Briones*	November 2023

* Four (4) offices to be filled at the November 7, 2023 Coordinated Election.



Current Council Compensation:

President \$15,807.60/Annual paid @ \$1317.30 on the first pay cycle of each month
Pro Tem \$13,852.32/Annual paid @ \$1154.36 on the first pay cycle of each month
Member \$11,869.44/Annual paid @ \$989.12 on the first pay cycle of each month

Plus, option to enroll in City Medical and Dental plans.

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.

Candidate nomination petitions will be issued on August 8, 2023, and are due to the City Clerk on August 28, 2023. The City Council President and President Pro-Tem are elected from the duly elected Council members at the Council's organizational meeting on November 14, 2023.

Every qualified elector 18 years of age or older on the day of the election 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 preceding 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.

If you have any questions or concerns with the enclosed information or the coordinated election, please contact me at 970-879-2060, or jfranklin@steamboatsprings.net.

Good Luck!

Sincerely,

CITY OF STEAMBOAT SPRINGS

Julie Franklin

Julie Franklin, CMC, City Clerk

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 14, 2023.

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 8, 2023, at 7:30am).

Nomination petitions may be circulated and signed beginning on day 91 prior to the election (August 8, 2023) and ending on day 71 prior to the election (August 28, 2023). Each nomination petition shall be filed with the City Clerk no later than 5:30 p.m. on Monday, August 28, 2023.

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.

CANDIDATE INFORMATION FORUM & “DRAWING BY LOT”

Wednesday, September 6, 2023, 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 information on 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 14, 2023).

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 (October 13-23, 2023), 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.

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 will be provided and a copy of the Colorado Fair Campaign Practices Act can 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 (when a person publicly announces intention to run for office and thereafter receives a contribution or makes an expenditure in support of the candidacy) or may be attached to the nomination petition that must be filed with the City Clerk's Office by 5:30pm on August 28, 2023.

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. 12, Oct. 29, and Dec. 2.
- Amended filings can be filed within 15 business days after the due date (CRS 145-109(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 8-22.



2023 City Council Meetings Remaining

****Schedule Subject To Change****

Meetings are the first three Tuesdays of the month (second Tuesday is a **Work Session**), unless noted, and usually begin at 5pm inside Centennial Hall, 124 10th Street and via Zoom.

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| August 22 | Regular City Council Meeting
School begins the week of August 21 |
| September 5, 12 , 19 | Regular City Council Meeting
Labor Day is Monday, September 4
9/13 CML District 11 Meeting in Craig 4:00pm |
| October 3, 10, 17 | Regular City Council Meeting
October 3 is the Budget Retreat 8:00-3:00pm |
| November 14, 21 | Regular City Council Meeting
Election Day November 7
Veterans Day is Saturday, November 11
Thanksgiving is Thursday, November 23 |
| December 5, 12 | Regular City County Meeting & All-Day City 101 Facilities Tour
Christmas Day Monday, December 25
School Winter Break Dec. 23-Jan. 8 |



2024 City Council Meetings

****Schedule Subject To Change****

Meetings are the first three Tuesdays of the month (second Tuesday is a **Work Session**), unless noted, and usually begin at 5pm inside Centennial Hall, 124 10th Street and via Zoom.

January 2, 9 , 16	Regular City Council Meetings New Year's Day Monday Jan. 1 Martin Luther King Day Monday, Jan. 15 Winter Break December 25-January 5
February 6, 13 , 27	Regular City Council Meetings Presidents' Day is Monday, Feb. 19 School Blues Mid-Winter Break is Feb. 19-23
March 5, 12 , 19	Regular City Council Meetings
April 2, 9 , 16	Regular City Council Meetings School Spring Break is April 22-26 Easter is April 9
May 7, 14 , 21	Regular City Council Meetings Memorial Day is Monday, May 27
June 4, 11 , 18	Regular City Council Meetings Last Day of school June 4 CML Conference is June 18-21
July 2, 9 , 16	Regular City Council Meetings Independence Day is Thursday, July 4
August 20	Regular City Council Meeting School begins the week of August 19
September 3, 10 , 17	Regular City Council Meetings Labor Day is Monday, September 2
October 1, 8, 15	Regular City Council Meetings October 1 is the Budget Retreat
November 12, 19	Regular City Council Meetings Election Day November 5 Veterans Day is Monday, November 11 Thanksgiving is Thursday, November 28
December 3, 10 , 17	Regular City Council Meetings Christmas Day Monday, December 25 School Winter Break, December 23-January 3