



MUNICIPAL OFFICE  
CANDIDATE INFORMATION

COORDINATED MAIL BALLOT ELECTION

NOVEMBER 4, 2025



July 2025

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 4, 2025. 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 ..... Term expires November 2029
- One (1) – District II ..... Term expires November 2029
- One (1) – District III ..... Term expires November 2029
- One (1) – At-Large ..... Term expires November 2027

**STEAMBOAT SPRINGS CITY COUNCIL MEMBERS**

District I	Gail Garey <sup>1</sup>	November 2025
District I	Brian Swintek	November 2027
District II	Joella West <sup>1</sup>	November 2025
District II	Michael Buccino	November 2027
District III	Dakotah McGinlay <sup>1</sup>	November 2025
District III	Amy Dickson	November 2027
At-Large	Steve Muntean <sup>1</sup>	November 2025

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<sup>1</sup>Four offices to be filled at the November 4, 2025 Coordinated Election.



Current Council Compensation:

<b>President</b>	\$17,964.36/Annual paid @ \$1,497.03 on the first pay cycle of each month
<b>Pro Tem</b>	\$15,742.32/Annual paid @ \$1,311.86 on the first pay cycle of each month
<b>Member</b>	\$13,488.96/Annual paid @ \$1,124.08 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 10<sup>th</sup> Street.

Candidate nomination petitions will be issued on August 5, 2025, and are due to the City Clerk on August 25, 2025. The City Council President and President Pro-Tem are elected from the duly elected Council members at the Council's organizational meeting on November 18, 2025.

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](mailto: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 18, 2025 (November 11 is Veteran's Day).

## **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 5, 2025, at 7:30am).

Nomination petitions may be circulated and signed beginning on day 91 prior to the election (August 5, 2025) and ending on day 71 prior to the election (August 25, 2025). Each nomination petition shall be filed with the City Clerk no later than 5:30 p.m. on Monday, August 25, 2025.

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 4, 2025, 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 **CDC Section 508.B.6**. Signs shall not extend into or be placed within a public right-of-way or easement unless specified by an approved Revocable License.

**CDC Section 510.C.** Up to two additional small yard signs, may be allowed for a total of 6 months during one calendar year with a temporary sign permit. A Limited Time Small Yard Sign shall be a maximum of 3 sf per sign and may be placed in addition to other signs allowed on a lot. Limited time signs shall be removed for a minimum of 14 days before they can be placed for a new 6-month period.

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 10-20, 2025), 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 25, 2025.

## **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: Sept. 5, Oct. 7, Oct. 20 and Dec. 4.
- 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 between October 10-20.

## 2025 City Council Meetings Remaining

\*\*\*\*Schedule Subject to Change\*\*\*\*

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

August 5, 19  
**August 12**

Regular City Council Meetings  
Work Session

September 2,  
**September 9**

16Regular City Council Meetings  
Work Session  
**Labor Day is Monday, September 1**

October 7, 14, 21

Regular City Council Meetings  
**October 7 is the Budget Retreat**  
**October 13 is Indigenous People Day**

November 18, 25

Regular City Council Meetings  
**Election Day November 4**  
**Veterans Day is Tuesday, November 11**  
**Thanksgiving is Thursday, November 27**

December 2, 16  
**December 9**

Regular City Council Meetings  
Work Session  
**Christmas Day Thursday, December 25**  
**School Winter Break, December 23-January 3**

## IMPORTANT ELECTION DATES

- August 5, 2025** First day for issuance and circulation of candidate 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, or it can be attached to the nomination petition.)**
- (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 25, 2025** Last day to file nomination petition for municipal office, no later than 5:30 p.m., per CRS 1-4-805. (71 days)
- August 29, 2025** Cure nomination petitions. Last day for nomination 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.
- September 2, 2025** Write-In Candidates. Last day to file a write-in affidavit, with the City Clerk, per CRS 1-4-1102(2) (64 days).
- September 2, 2025** Election Cancellation deadline. The municipal candidate 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. 4, 2025** Candidate Information Forum and drawing by lot conducted by the City Clerk from 3:00; Citizens' Meeting Room, Centennial Hall.
- Sept. 5, 2025** Municipal Clerk must certify ballot content with County Clerk, per CRS 1-5-203(3a) (60 days).
- Sept. 5, 2025** Fair Campaign Practices Act required filing contributions and expenditures report for Oct. 28, 2024 – Aug. 31, 2025. CRS 1-45-108(2)(a). (60 days before)
- Sept. 19, 2025** Written comments concerning TABOR issues must be filed with the election office. (45 days before.)

<b>Sept. 22, 2025</b>	Last day to file TABOR issue pro/con statements, per CRS 1-7-903(3) (43 days).
<b>Sept. 23, 2025</b>	Last day to deliver TABOR notice material to Routt County Clerk, per CRS 1-7-904. (42 days)
<b>October 4, 2025 Noon, October 4, 2025</b>	TABOR notices to be mailed to all registered electors. (TABOR requirement, 30 days prior)
<b>Oct. 7, 2025</b>	Fair Campaign Practices Act required filing contributions and expenditures report for Sept. 1-30, 2025. CRS 1-45-108(2)(a). (30 days before)
<b>Oct. 10-20, 2025</b>	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)
<b>Oct. 15, 2025</b>	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)
<b>Oct. 15, 2025</b>	TABOR ballot issue notice must be posted by municipality. (20 days)
<b>October 17, 2025</b>	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.
<b>Oct. 20, 2025</b>	Fair Campaign Practices Act required filing contributions and expenditures report for Oct. 1-15, 2025. CRS 1-45-108(2)(a). (15 days before)
<b>November 4, 2025</b>	<b>ELECTION DAY</b>
<b>November 11, 2025</b>	Last day to remove election/campaign material pursuant to the Municipal Sign Code. (7 days after).
<b>December 4, 2025</b>	FCPA filing due date for Oct. 16-Nov. 29, 2025. (30 days after election)

\*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.